

Rainy River Community College
Department of Housing
and Residence Life



Housing Handbook
2017-2018

August 4, 2017

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Important Residential Living Dates

August 18 and 19, 2017	Check-In of all Residents: Noon-4PM Friday and 10AM-4PM Saturday
December 1	Petition for withdrawal from 2 nd semester housing due (for spring move-ins and those not returning for spring semester)
December 16, 2017	All residents leave the hall for winter break by noon
January 6 and 7, 2018	All residents return to the hall
May 11, 2018	All residents moved out by noon (non-graduates)
May 12, 2018	All residents moved out by noon (<u>for graduates only</u>)
July 14, 2018	2018-2019 housing application due
July 14, 2018	Deadline for withdrawal/change of housing application w/o penalty
July 20, 2018	2018-2019 housing assignment sent

Welcome!

Welcome to Rainy River Community College (RRCC). We trust that you will be well met at Rainy River with lively people, exciting ideas and an encouraging environment. We are so excited that you have chosen to live with us during the next academic year. Campus living is a valuable part of the total educational experience at Rainy River Community College. Campus housing strives to personalize and individualize the residence hall experience. It is within the residential environment of the campus that students find on-going opportunity for social, cultural, academic, intellectual, recreational and vocational development. We will live, work, and grow together, and together we will try to make our community a better place to live.

HOUSING AND RESIDENTIAL LIFE STAFF

Director of Residential Life

The Director of Residential Life is a professional staff member that coordinates all Residential Life programming policies and activities with a focus on the social, intellectual, emotional and cultural aspects of student development.

Director of Housing

The Housing Director is a professional staff member who lives in Rainy Hall and is in charge of the day-to-day management and supervision of the Residence Hall. The Director is responsible for all room assignments and check-in and checkout procedures. They will also manage all housing payments and contracts and work closely with the Director of Residential Life and the RAs to coordinate activities as well as ensure a safe and healthy living and learning environment for students.

On-Call Coverage

The Housing Director or an RRCC staff member will be on-call each evening for emergency purposes only. They can be reached via cellular phone. The emergency contact numbers are posted throughout the residence hall.

Resident Advisors (RA)

The RAs are student staff members who advise and guide the floor residents. Each RA is a valuable component of on-campus life; they are here to enhance the experience.

RAs will assist and abide by all policies in the Rainy River Community College (RRCC) Student Guide as well as the Department of Housing and Residence Life Housing Handbook. The RAs have the authority to monitor the residence hall but expect that residents will be accountable and take responsibility for their own actions. In the event that a policy is violated, it is the duty of the RA to report the violation to the necessary authority.

Each night of the week an RA will be on duty and will be stationed in the Game Room. The Residents are strongly advised to check who is on call each evening if an emergency situation occurs.

MAINTENANCE STAFF

The maintenance staff is responsible for maintaining the facility as a neat, clean, and damage free living environment. They are not, however, responsible for cleaning your rooms or cleaning unnecessary messes made by residents in public areas. Your help and cooperation in caring for the facilities will make a more pleasant place for you to live.

The maintenance staff will change all light fixtures and smoke detector batteries and complete needed maintenance when proper paperwork has been filled out.

If you have any maintenance needs in your apartment, fill out a maintenance request form. These are available in the 'Maintenance Request' box next to the Rainy Hall office. 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 maintenance concerns immediately. Do not try to repair them yourself.

Housing Policies/Regulations

Alcohol Policy

The possession or consumption of alcoholic beverages is prohibited in Rainy Hall, as well as on all RRCC property. Residents are expected to abide by local ordinances and state laws regarding the consumption of alcoholic beverages. In addition, beverages that are sold as “imitation alcohol products” are not allowed.

Students may not be intoxicated on campus, even if the drinking occurred off campus. RAs and RRCC staff have discretion in the enforcement of this policy in cases of intoxication where the drinking occurred off campus. Generally, if a student is deemed to be disruptive or a threat to themselves or others after having drank off campus, they will be found to be in violation of this policy.

Individuals found to be in violation of the alcohol policy will be subject to the following disciplinary procedures:

1st Offense: The resident is responsible for completing an alcohol education session. A hold will be placed on the resident’s account until the session is completed.

2nd Offense: The resident will be responsible for completing the “ECheck Up to Go” module for alcohol and complete a Brief Motivational Interview (BMI) session. A hold will be placed on the resident’s account until the session is completed.

3rd Offense: The resident will be responsible for covering the costs of the alcohol education session, ECheck Up Module, and BMI session from the 1st and 2nd offenses. The cost is equal to \$150.00. In addition, the student will meet with a member of the Behavioral Intervention Team (BIT).

4th Offense: The resident in violation for the fourth time may be removed from the residence hall for the remainder of the semester or the academic year. A resident removed for the academic year wishing to submit an application to the residence hall the following school year, will need the approval of the Housing Director before the application is processed. RRCC is not responsible for locating new housing accommodations for the resident removed from the hall or the costs incurred by the student as a result of their removal. Housing costs will not be returned as a result of a fourth offense.

If it is reported that alcohol consumption has occurred in a residence but it is unclear to the RAs, Housing Director, or RRCC staff which resident(s) participated, the result will be that each resident will be found in violation of the alcohol policy and thus receive the appropriate sanction.

In addition, non-residents found with alcohol in the residence hall will have their access to the hall suspended. The resident who hosted the individual found in possession of alcohol will be subject to the disciplinary procedures described above.

Alcohol Containers/Offensive Items and Window Displays

Alcohol containers, full or empty, are not allowed in the residence hall. Items pertaining to alcohol including neon signs, icons, or other offensive items may not be displayed in the residence hall windows. This policy will

be enforced by residence hall staff and interpreted by the Housing Director. Violators will be subject to conduct proceedings with the Housing Director and will receive an appropriate sanction.

Illegal Drugs/Paraphernalia

The illegal possession or use of paraphernalia and/ or compounds which produce hallucinations or illusions when introduced into the body and all compounds covered under federal and state drug control laws, as well as synthetic marijuana (herbal incense) and bath salts, are not allowed in the residence hall. Individuals in the presence of, possession or use of paraphernalia are subject to the following disciplinary procedures:

1st Offense: The resident found in violation may be immediately removed from the residence hall for the remainder of the semester or the academic year. A resident removed for the academic year wishing to submit an application to the residence hall the following school year will need the approval of the Housing Director before the application is processed. RRCC is not responsible for locating new housing accommodations for the resident removed from the hall or for the costs incurred by the student as a result of their removal. Housing costs will not be returned for this occurrence.

Marijuana Drug/Paraphernalia Violations: In the case of marijuana drug/paraphernalia violations that do not appear to be sale-related, the typical sanctions will be as follows:

1st Offense: The resident will be responsible for completing the “E Check-Up to Go” for Marijuana module and complete a Brief Motivational Interview (BMI) session. A hold will be placed on the resident’s account until the assessment and session is completed.

2nd Offense: The resident will be responsible for paying the cost of the Echeck Up module and BMI session. The cost will be \$100.00. In addition, the student will meet with a member of the Behavioral Intervention Team (BIT).

3rd Offense: The resident found in violation may be immediately removed from the residence hall for the remainder of the semester or the academic year. A resident removed for the academic year wishing to submit an application to the residence hall the following school year will need the approval of the Housing Director before the application is processed. RRCC is not responsible for locating new housing accommodations for the resident removed from the hall or for the costs incurred by the student as a result of their removal. Housing costs will not be returned for this occurrence.

NOTE: Although the Minnesota Medical Cannabis Law and program allows seriously ill Minnesotans to use medical marijuana to treat certain conditions, the possession and use of marijuana remains illegal under federal law, including the Drug-Free Schools and Communities Act, the Controlled Substances Act, and the Campus Security Act, and Board Policy 5.18 Alcoholic Beverages or Controlled Substances on Campus. Therefore, the use, possession, production, manufacture, and distribution of marijuana continues to be prohibited while a student is on college or university owned or controlled property or any function authorized or controlled by the college or university.

RAs, the Housing Director, and RRCC staff have the right to search and will search any room if they suspect drug or alcohol use. Alcohol and other drug use is not tolerated on the Rainy River Community College campus.

Medical Amnesty Policy

Student health and safety are of primary concern at Rainy River Community College and the Department of Housing and Residence Life. As such, in cases of extreme intoxication or other medical emergencies as a result of the ingestion of alcohol or drugs, RRCC encourages individuals to seek medical assistance for themselves or others. If an individual seeks such medical attention, the College may not pursue student conduct sanctions against the student for violations of the Alcohol Beverage Policy or Drugs Policy of the Code of Conduct.

Additionally, those students who assist in obtaining medical attention for others may not receive sanctions for violations of the Alcohol Beverage or Possession of Drugs policies of the code of conduct. This policy does not grant amnesty to possession with the intent to distribute drugs.

In lieu of sanctions under the Student Code of Conduct, the student under the influence of drugs or alcohol, as well as referring student(s), may be required to meet with the RRCC conduct officer who may issue educational requirements that include, but are not limited to, alcohol and/or drug education, counseling, and/or a substance abuse assessment. Serious or repeated incidents will prompt a higher degree of concern/response. Failure to complete educational assignments or treatment recommendations issued under this policy may result in disciplinary action. The student will be responsible for any costs associated with drug or alcohol education interventions.

The Medical Amnesty Policy does not preclude sanctions due to any other violations of the Code of Conduct (not related to the Alcohol Beverage Policy or Drug Policy). Likewise, this policy does not prevent action by the police or other law enforcement personnel.

Tobacco Product Policy

No smoking, chewing, or use of tobacco products (including Electronic Cigarettes) is permitted in the residence hall or the grounds. Residents must be in a motor vehicle, or on the walking path and beyond if they are smoking. Residents in violation of this policy are subject to the following disciplinary procedures:

1st Offense: The resident is responsible for completing a Brief Motivational Interview session. A hold will be placed on the resident's account until the session is complete.

2nd Offense: The resident will be responsible for paying for the BMI session from the 1st offense. The cost is \$50.00.

3rd Offense: The resident will be placed on probation and will meet with a member of the Behavioral Intervention Team (BIT).

4th Offense: The resident in violation for the fourth time may be removed from the residence hall for the remainder of the semester or Academic year. A resident removed for the academic year wishing to submit an application to the residence hall the following school year will need the approval of the Housing Director before the application is processed. RRCC is not responsible for locating new housing accommodations for the resident removed from the hall or the costs incurred by the student as a result of their removal. Housing costs will not be returned as a result of a third offense.

Alcohol/Tobacco/Marijuana Combined Violations

A resident who accumulates any combination of 3 total alcohol, tobacco, or marijuana violations in one academic year may be removed from the residence hall for the remainder of the semester or academic year.

Weapons: Any student determined to be in possession of any items considered to be a weapon or a weapon "lookalike" in the residence hall will be referred to the Housing Director as well as to the student conduct officer. "Weapon" is defined as "any object, which may be used to cause bodily harm." Any student in possession of weapons, regardless of the reasons for having them and regardless of their size or perceived potential for harm, may be evicted from the residence hall. Students should not bring anything into residence hall anything which may endanger the safety of others or have the potential of putting themselves at risk.

Theft and/or Vandalism

Theft or vandalism to college property, the property of college personnel, or the property of other students is illegal. The penalty will result in disciplinary action and possible referral to the local law enforcement authority.

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.

Theft and/or vandalism of any college security equipment will result in immediate eviction from the residence hall.

Rainy River Community College is not responsible for residents' personal property. Each resident is encouraged to carry his/her own personal property/renter's insurance.

DAMAGE/DESTRUCTION TO STATE PROPERTY

Intentional or malicious damage, destruction, or defacing of the residence hall or college property is against state law and college policy. Any resident involved in the damage or destruction of college property will automatically be referred to the Housing Director with the recommendation for removal from the residence hall. Additionally, depending upon the extent of damage or destruction, referral to the college conduct officer and/or referral to civil authorities may occur.

REPORTING THEFT AND/OR VANDALISM

If a resident finds that something is missing from his/her apartment, car, or other personal property, notify the Housing Director immediately. Reports can be forwarded to the local law enforcement authority at the request of the resident, along with the filing of a police report. These reports also serve as an official report for insurance.

PREVENTING THEFT

Very few thefts occur in the residence hall when residents take proper precautions:

Keep your door locked whenever you leave your apartment, even if it's just for a few minutes. (Most thefts take place in the least suspected circumstances, such as while you are in the shower or down the hall visiting friends.)

Engrave an Identification number on your valuables. The ideal identifying number is your state issued Driver's License number which is easily recognized and traced by law enforcement. Place the state's abbreviation before the number (MN-B123456 for example). Avoid using your social security number.

Inventory your valuables on a form with descriptions including brand, model number, and serial number. Keep it in a safe place.

Bring a lock box to store in your apartment to secure your valuables, prescriptions, etc...

Appropriate Internet Behavior

Residents may not illegally download files or share movies or music with others on or off campus while using the RRCC computer system or WIFI system. Illegal downloading and sharing movies is illegal, against college policy, takes up space on the college computer system and uses a considerable amount of bandwidth. While most universities and colleges will not look at the content an individual has -- they can isolate and identify the individuals who are using up bandwidth by using illegal file sharing.

Members of the RRCC community increasingly use personal websites, online blogs, online journals, and online communities, such as Facebook, to communicate and network within and outside of the community. Users should remember that these sites are usually accessible to the public, so keep the following guidelines in mind:

Be careful about how much and what kind of personally identifiable information you post on these sites. Do not post anything you wouldn't want the world to know, including personal information that could lead to identity theft, harassment, stalking, or other safety concerns.

Be aware that your entries may be seen by unintended viewers. Faculty, staff, administrators, and potential current and future employers can often access information you place on these sites. Even though these sites are hosted outside of the RRCC computing resources, violations of college policy on such sites may be subject to investigation and sanction under the Acceptable Use Policy, Nondiscrimination Policy, Student Code of Conduct, and other college policies.

Roof Surfaces, Windows, and Screens Policy

Accessing the 3rd floor roof or the hall entry awning from one's residence hall room via the opening of windows is absolutely prohibited. This behavior is **life threatening** and violations of this policy will be taken seriously and subject to the following disciplinary procedures:

1st Offense: The resident will meet with the Housing Director to discuss the policy violation and may face disciplinary action.

2nd Offense: The resident in violation may be evicted from Rainy Hall.

Window screens, stops, or seals may not be loosened or removed for any reason. Dropping, throwing, or in any manner allowing any object, liquid or solid, to be ejected from windows is strictly prohibited. Residents of a room are responsible for any object ejected from their window.

Residents should be aware that leaving windows open during cold weather might cause the pipes in their rooms to freeze and possibly burst. Residents will be held responsible for any damages resulting from frozen pipes due to a window being left open in their room.

Residents are not allowed to remove, modify or tamper with the window and/or screen. If a resident is found violating this policy the following disciplinary action will be taken:

1st Offense: The resident will be responsible for any damage that occurred. Each repeat violation may result in further disciplinary action in addition to paying for the damages incurred.

Residence Hall Guest / Visitor Policy

Guests are welcome at Rainy Hall. However, in order to maintain a favorable living environment, the following rules must be observed:

- **A Visitor: A person who visits a resident in their room but leaves at the end of visitation hours.**
- **A Guest: A person who stays past visitation hours and potentially spends the night in a residence room**
- All guests & visitors must be escorted by the resident which they are visiting from the time of entry to the time of exit of the residence hall.
 - *If residents are observed or reported to be allowing unknown individuals into the building unescorted they may face disciplinary action.
- Residents must fill out a *Guest Request Form* before hosting an over-night guest and submit it to the Housing Director at least 24 hours prior to the guest's arrival.
- Residents are permitted to have guests at the residence hall for no more than 4 consecutive days and a total of 12 days per semester
- NO ONE under the age of 18 is allowed in the residence hall. Exceptions may be made, as determined by the Housing Director, for residents, siblings, high school graduates, or RRCC students, but parent or guardian consent in writing must be given in advance (with the phone number where they may be reached if there is an emergency).
- Regular visitation hours are 10:00am – 11:00pm Sunday – Thursday and 10:00am - midnight Friday and Saturday.
- No guests will be allowed to stay in the residence hall during the week of final exams fall and spring semesters.
- A resident may not have more than 2 guests visiting simultaneously at any time.
- Guests may not infringe upon the rights of roommates. There needs to be a common agreement of visitation among all roommates before guests visit. The right of a resident to study or sleep supersedes the right of another person to entertain or have guests.
- The resident is responsible for the behavior of their guests.
- Any nonresident Rainy River student involved in residence hall discipline will be referred to the college conduct officer for disciplinary action.
- Residents are to NEVER give or loan their FOB or key to their guest or visitor.

- A guest/visitor is considered anyone who does not permanently reside in the room in which they are visiting.

If roommates are experiencing discomfort with the guests that their roommate is having in the room, they are to first communicate with their roommate about their discomfort. If the situation persists then the RA is to be contacted, and the Housing Director will be included if a resolution cannot be met.

If residents are observed abusing the Guest / Escort Policy, the following disciplinary action will be taken:

1st Offense: Mediation session and housing etiquette education

2nd Offense: Guest privileges will be revoked until further notice

Quiet Hours

In order to secure the right of residents to study free from unreasonable noise and other distractions, the Department of Housing and Residence Life will ask all residents to respect “quiet hours.” These are designated hours when residents are expected to observe quiet behaviors. They are as follows:

- Excluding periods of final examinations, Quiet Hours are from 10:00 pm to 10:00 am Sunday evening through Friday morning.
- Weekend Quiet Hours are 12:00 am (midnight) to 10:00 am Friday evening through Sunday morning.
- During finals week, Quiet Hours will be 24 hours a day.

Noise levels should be within standards which will facilitate an atmosphere conducive to studying. Residents are encouraged to approach individuals who are infringing upon their rights to pursue their academic studies. If this initial conversation is not successful, residents should then contact a RA. Disciplinary action, **including the possibility of eviction**, may be taken if it is determined that an individual has not responded to a request to reduce disturbing noise levels.

Noise that is disruptive or offensive to others such as screaming, yelling, talking loudly in the hall or on the phone or running down the hallways or stairwells will not be tolerated. Disciplinary action may be taken during non-quiet hours for disruptive or offensive noise.

* Staff members are not obligated to issue a warning. It is a resident’s responsibility to be conscious of the volume in his/her room and the time of day.

Dress Code

For the comfort and health of all residents, all individuals in the residence hall must wear appropriate clothing, including a shirt and footwear, at all times in public areas and common lounges. The definition of appropriate clothing is left up to the discretion of the RAs, Housing Director, or other RRCC staff.

Sound Equipment / Musical Instruments

In consideration of other residents, stereos, radios, televisions, musical instruments, and other electronic devices should be played at volumes which cannot be heard outside the resident’s living unit. The use of headphones for stereo equipment is recommended. Stereo speakers **ARE NOT ALLOWED** in windows. If this policy is

violated repeatedly, the resident(s) involved may be required to remove the sound equipment from the residence hall.

Building/Furniture Regulations

No structural changes, additions, attachments, transfers, or change of furniture may be made to the residence hall. Furniture placed in public areas is designed to be utilized by every resident in the residence hall and may not be removed from these areas. Maintenance charges for proper replacement of this furniture will be assessed. Residents are financially responsible for any damages caused to his/her apartment or the residence hall. This extends to maintenance costs and the cost of replacement or repair. If the person causing damage cannot be identified, the damage costs will be split evenly between all residents in the apartment. Any damages caused to common areas (hallways, stairwells, laundry room, game room, entrance, etc.) will be divided among all residents if damage cannot be pinpointed to specific resident(s). These damage charges will be charged to a resident's college account.

A resident is financially and personally responsible for keeping his/her apartment, furnishings, cable, smoke detector/battery, windows and doors clean and free from damage.

A resident is financially and personally responsible for any damages to or uncleanness that he/she causes in the public areas. A resident may not modify or allow the modification of the apartment or other parts of the building without prior written approval from the Housing Director.

Residents will be charged either when the damage/loss occurs or at the time of checkout and will be notified of any billing as soon as possible. Residents may appeal damage charges, but the appeal must occur within the time limits listed on the "Notice of Damage and/or Fine Assessment" form. A hold will be placed on the release of a student's records to third parties until these bills are paid or until an appeal results in the charges being reduced.

Bicycles

Bicycles cannot be used in the residence hall. Bikes are to be stored outside in the bike racks, not in the residence hall. Storage is available during the winter months, but must be approved by the Housing Director.

Personal Assistive Mobility Devices

All personal assistive mobility devices, such as scooters, including, but not limited to, electric, mechanical, self-propelled, or other shall not be permitted for use within campus buildings, including student housing. Examples include hover boards, Segways, skateboards, in-line skates/rollerblades, wheeled skis, or other related devices.

Individuals on rollerblades, skateboards, and wheeled skis are permitted to pass through campus using paved areas only. While using such devices in approved areas, operators must not endanger other individuals.

Jumping off of walls, stairs, and other similar hazardous activities shall not be permitted at any time or anywhere on campus, including student housing.

ANY use of such motorized devices are strictly prohibited on college property, including student housing. At no time shall batteries, for such devices, be charged or recharged within campus buildings, including student housing.

Personal assistive mobility devices may only be used in campus buildings and student housing to accommodate a disability with approval by campus administration.

Pets

For health and sanitation reasons, NO PETS are allowed in the residence hall.

Gambling Policy

Gambling for money is not permitted in the residence hall. This includes any game played for money or goods exchanged for money (such as poker chips). RRCC also prohibits bets made for money.

Vehicle Registration

Residents residing at Rainy Hall are required to register their vehicles. Vehicle registration will consist of: listing the make, model, color, and license plate identification with the Department Housing and Residence Life. If for any reason residents change the vehicles they are responsible for, they must report the change to the Housing Director.

Parking

Residents should park in the blacktop lots provided. Parking is prohibited on the roadways and in restricted areas.

Handicapped parking is restricted to vehicles with permits. Residents are not allowed to park in designated staff parking spaces. Law enforcement and/or a towing company may be called for ticketing/towing.

Residents leaving their vehicles on college property over college breaks must notify the Housing Director in advance to plan where the vehicles are to be parked.

Plug-ins are available for vehicles in the parking lot and are for residence use, but they are only to be used if the temperature is below 0 degrees Fahrenheit.

Snow Removal

In order to facilitate a comprehensive snow removal system, cooperation by residents is important. After receiving two or more inches of snow, all cars must be moved from the residence hall parking lot to the college lot by 9:30 AM the morning of the snowfall. Vehicles may not enter the parking lot at any time between 9:30 AM and when the parking lot has been plowed completely. Problems arise when all cars are not removed from the residence hall lot. To plow around one car hampers removal from at least four other parking spaces.

Vehicles not removed by 9:30 AM will be towed at the owner's expense. Residents are responsible for towing and storage charges.

Snowmobiles, ATVs, and Other Recreational Vehicles

Operators of snowmobiles and ATVs should use caution and be courteous to other residents at all times. Rainy River does not provide a storage area for the above-mentioned items. Snowmobiles, ATVs, and other recreational vehicles must be parked in the parking lot, not on the hall grounds. Residents should be insured and will assume all responsibility for loss or damage.

Door -to-Door Solicitation

Door-to-door solicitation is prohibited in the residence hall, except by candidates seeking public office who have filed for election and receive permission from the Department of Housing and Residence Life.

Any candidate seeking to campaign or distribute campaign materials at Rainy Hall must seek prior arrangements at least 48 hours in advance with the Housing Director. Campaign literature may not be placed in mailboxes or under room doors.

Soliciting funds or selling products or services is prohibited except by organizations directly connected with RRCC. RRCC organizations MUST have obtained approval from the Housing Director to distribute material in the residence hall.

Posting Regulations

All posted materials within the residence hall must abide by the following:

- Must be signed by the Housing Director
- Must have a removal date
- Must list the sponsoring organization or individual

The following information may not be posted:

- Materials mentioning alcohol or implying its use
- Materials concerning establishments whose primary purpose is the sale of alcohol
- Obscene, profane, or vulgar materials
- Materials which may be offensive to other residents

Closure During Winter Break.

Rainy Hall will close on Saturday December 16th at noon for the winter break. Students will be able to return beginning on Saturday January 6th. Students may petition to stay for the break (for athletes required to be back for practice and extenuating circumstances only) and pay a daily rate for early move-ins.

Community Living Expectations

The Department of Housing and Residence Life strives to promote the mission of RRCC by providing an atmosphere that is conducive to academic and personal growth and development. Therefore, living in the residence hall carries with it a distinctive set of privileges and responsibilities.

Students who reside on campus live in a community with their peers are entrusted with the responsibility to challenge and support each other in a respectful, cooperative, and communicative fashion. This environment provides students with enriching experiences, which may be an impetus for healthy interpersonal relationships.

All residents must respect and comply with lifestyle expectations and all college policies and procedures. Each resident is responsible for reading and adhering to the procedures and regulations outlined in this handbook, the Rainy Hall housing contract, the RRCC Student Code of Conduct and any additional policies related to living in specific college living areas. Residents are also held accountable to local, community, state, and federal authorities. All residents as well as visitors and guests of residents are subject to the following community expectations and procedures:

Non-Compliance/Insubordination

Providing false information to, harassing, abusing, or failing to be cooperative with Residential Life staff, or any other college official while they are performing their assigned duties, is considered noncompliance and is subject to disciplinary action.

Insubordination is defined as the refusal to comply with reasonable, established, and well-defined college rules and regulations or refusal to obey reasonable directions or instructions of college personnel. We expect students to respect the authority of all college personnel and to cooperate with their requests. The penalty for insubordination may include disciplinary action.

Self Leadership

All are expected to conduct themselves in a manner that promotes and supports the well being of the community, its integrity, and the well being of other members of the community. Therefore, the Department of Housing and Residence Life reserves the right to confront behavior that is detrimental to the student, infringes on the rights and sensitivities of others, or that has the appearance of impropriety (appears to not be in keeping with accepted RRCC standards of what is right and proper).

Mutual Respect

RACIAL, ETHNIC, SEXUAL SLURS

Comments which demean or are generally considered to be offensive/derogatory to a particular sex and ethnic or cultural group can lead to disruptions in the college setting. Our goal is to provide the best possible college setting conducive to learning for all groups. Comments of this nature, either written or spoken, will not be tolerated. Violation of this policy will result in disciplinary action.

SEXUAL HARASSMENT

Students and employees should be free from sexual harassment in order to promote appropriate social interactions within the residence hall. Sexual harassment is defined as unwelcome sexual advances, requests for

sexual favors or any conduct of sexual nature such as a) Crude or suggestive remarks directed at an individual based on that individual's gender. b) Sexual proposition advances. c) Requesting sexual favors by threat. Sexual harassment occurs when such unreasonable conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive academic environment.

Furthermore, any student who feels that they or another student has been sexually harassed by another student should report such conduct immediately to a college official. These reports will be investigated with utmost urgency. All efforts will be made to respect the confidentiality of the student making the report.

The Friends Against Abuse office number is 888-344-3264. This office provides educational information, support groups, and crisis intervention.

HARASSMENT AND ABUSE

Students should be free from vandalism, harassment, and/or intimidation perpetrated on college property or at college activities. While efforts will be made to help students resolve differences in positive, pro-social ways, students who are involved in such vandalism, harassment, and/or intimidation directed toward another student will be subject to disciplinary action, including the possibility of eviction.

HARASSMENT OF STAFF

The Residential Life staff, faculty, administration and their families should be free from vandalism, harassment and/or intimidation perpetrated on college property and also off college property when the vandalism, harassment and/or intimidation are in some way college-related. Students who are involved in such vandalism, harassment and/or intimidation shall be subject to disciplinary action including the possibility of eviction. Appropriate civil authorities may also be notified.

FIGHTING

Any student involved in a fight within the residence hall premises will be sanctioned to disciplinary actions. If the Housing Director cannot determine an aggressor, both students may be evicted from the residence hall. Charges may be filed with the local law enforcement authority for serious fighting incidents. Any action taken by the college will not limit the right of parents or students to file appropriate charges against other students if they believe an assault has occurred.

LANGUAGE

Inappropriate, abusive, or foul language is never allowed on college property. This will result in a disciplinary action. Foul language, swearing, etc., directed at college personnel will result in a disciplinary action, including the possibility of eviction from the residence hall.

PHYSICAL THREATS AND INTIMIDATION

Physical threats and/or intimidation toward another student or any college personnel are prohibited. The penalty may range from disciplinary action to eviction from the residence hall, depending on the severity of the infraction. Physical threats or assault upon a staff member or unprovoked physical assault upon another student will result in immediate eviction from the residence hall.

Crime Reporting

Students, faculty, and staff are encouraged to report any and all criminal activity. The college, by federal law, cannot guarantee complete confidentiality. If any college staff member becomes aware of a crime, they are obligated by federal and state laws to file appropriate reports. If you have been the victim of a crime, you may report it to the college conduct officer at 218-285-2208 or in person to the Housing Director. All Crime reports are forwarded to the Int'l Falls Police Department.

Annual crime statistics are published and distributed to all faculty, staff, and students.

Missing Persons Policy

If a resident student has not been seen on campus for more than 24 hours and acquaintances do not know where the student may be, the HOUSING DIRECTOR should be notified.

Under the direction of the HOUSING DIRECTOR and the conduct officer, students under the age of 18 will have their parents notified if they are determined missing for more than 24 hours. Law enforcement will be notified for any student missing more than 24 hours.

If a student has been seen in the company of an individual(s) indicating that they may be in danger, the International Falls Police Department, 911, should be notified.

If desired, students will be able to designate a confidential contact person on their Emergency Information form to contact if the student is deemed missing. At the college's discretion, in addition to a confidential contact, the college reserves the right to contact a parent and/or guardian.

Right to Enter

The Department of Housing and Residence Life staff members reserve the right to enter a student's room at any time for safety, health, and maintenance purposes or to investigate allegations or suspicion of residence hall policy violation.

Policy Violation Carry-Over

All disciplinary action and written warnings that residents acquire during their stay in the residence hall will remain in the student's housing file for the duration of their residency on campus. The disciplinary action and written warnings may be referred to at any time during future conduct proceedings for up to three consecutive years.

1ST OFFENSE (S) RESULTING IN EVICTION

Community living in a residence hall requires that certain activities and behaviors not be exhibited in order to respect the rights of others. The actions identified below infringe on other community members' rights and will not be tolerated. There are no second chances in these violations. Committing any of these violations will subject the resident to dismissal from the residence hall and the violation will be referred to the college adjudication process.

1. Conduct or behavior threatening the safety or well-being of others.
2. Hosting a keg or large party in the residence hall.
3. Misusing or tampering with fire equipment: fire alarm, hoses, and extinguishers.
4. Intentional damage or destruction of college property.
5. Use of fireworks within the residence hall.
6. Possessing, using, or selling narcotics or other dangerous drugs.
7. Throwing or dropping potentially dangerous objects out of windows.
8. Sexual assault.
9. Fighting/physical abuse.
10. Theft and/or vandalism of any college security equipment(s).
11. Possession of any items considered to be a weapon.

Housing Fine Payment

If a fine is not paid, it will be added to the resident's account and access to an RRCC transcript will be denied. Non-payment may affect the resident's credit rating. RRCC reserves the right to evict a resident for non-payment.

Scholarship monies are not allowed to pay for fines incurred as a result of a housing violation and/or charge due to lost and/or damaged items.

Department of Housing and Residential Life Conduct System

The RRCC Housing and Residence Life conduct system exists to provide students alleged of violating Housing and Residence Life policies the opportunity to meet with a member of the Residence Life staff to discuss the incident. This process is designed to address inappropriate or illegal behavior with the goal of improving future behavior for the overall benefit of our communities and the individual. The process works in the following manner:

- An Incident Report is written and submitted by a student or staff member to the Housing Director
- The Housing Director reviews the incident and outlines any alleged policy violations.
- Each student allegedly in violation of a policy will receive a notice via their RRCC email account with a pre-scheduled Conduct Conference date and time and the policy(ies) they have allegedly violated.
- A Conduct Conference is an opportunity for the student to meet with the Housing Director to discuss the incident, determine any responsibility, and come to a resolution on sanctions, if applicable.
 - If a student does not attend a Conduct Conference, a decision will be made without the student's perspective, based on the information available. The student will receive the decision via their RRCC email.
 - If a resolution could not be reached, a decision will be made by the Housing Director. The student will receive the decision via their RRCC email.
- If a resolution could not be reached the student will have the opportunity to appeal the decision under certain parameters.

Residence Life Conduct Conference Guidelines

Student(s) involved in a Conduct Conference process have the following rights:

1. The right to be informed of all charges.
2. The right to review the incident report(s).
3. The right to present evidence and witnesses on their behalf.
4. The right to a fair and impartial hearing.
5. The right to appeal the decision.
6. The right to bring an advisor.

Student(s) involved in a Conduct Conference process have the following responsibilities:

1. Attend the Conduct Conference.
2. Be honest and respectful throughout the conduct process.
3. Comply with all agreements reached or decisions rendered.

During the conference, the Housing Director will discuss charges specifically outlined in their email notice. In incidents where multiple individuals are involved, conduct conferences will be held for each student, unless the Housing Director allows otherwise.

The Housing Director may summarize the incident as recorded on the incident report. The incident report(s), police report(s) and other documents may be presented for additional information.

Witnesses will be asked to wait outside of the conference until needed. When a witness is excused, the individual will leave the conference, but may not discuss the case with witnesses who have yet to share their story. Any other person(s) who is allegedly involved in the policy violation cannot be a witness.

The student may bring an advisor to the Conduct Conference, who may remain throughout the conference and serve only in a consulting capacity to the student. The advisor may not address the Housing Director or speak for the student. The student may consult with the advisor at any time during the Conference.

The Housing Director's finding will be "responsible" or "not responsible" of violating a Housing and Residence Life policy. In all proceedings, the student will be presumed "not responsible" until it is determined that a violation of a residence hall policy occurred based on preponderance of evidence. Preponderance is defined as "more likely than not".

The Housing Director will issue a written response to the student outlining their decision and, if applicable, the assigned sanction(s) for the violation.

Preponderance of Evidence

The measure used to determine if a student violated a policy is by a preponderance of evidence. A preponderance of evidence is reached when the Housing Director determines that it is more likely than not that the alleged violation occurred.

Appeals

Students have the right to appeal a decision if a resolution could not be met in a Conduct Conference. The purpose of the appeal is to review the case and provide the student with an opportunity to present their argument based on the criteria outlined below. An appeal is not a rehearing of the case. Appeals will only be considered if one or more of the following occurs:

- There is new information pertinent to the case to be presented by the student that could not be presented at the time of the Conference.

- There is information that established conduct processes were not followed.
- The sanction is too severe.

To initiate an appeal, students will need to complete a petition form from the Registrar's office and turn it in to the RRCC front desk within the time period outlined in the letter the student received at the conclusion of the conduct investigation. Appeals must include:

- The student's name and phone number
- A detailed explanation of the particular ground(s) and argumentation in support of the appeal

Possible outcomes from an appeal are upholding the previous decision, changing the violations/sanctions or referring the case back for a new conduct conference.

Upon receiving an appeal, members of the Behavioral Intervention Team (BIT) will contact the student for a meeting to further examine the information they have provided.

Grounds for appeal do not include the stress, expense, or inconvenience of relocation or contract termination, cost of educational sanction, separation from friends, lack of familiarity with rules, or good character.

Sanctions

A sanction is a consequence placed upon any student who is found in violation of the Housing and Residence Life policy. Sanctions help define the student's relationship with the Department of Housing and Residence Life in the context of current and potential future behavior.

The sanctions listed below are assigned based on the severity of the incident and/or past conduct history:

Policy Reminder: A meeting was held to discuss the behavior and the student was reminded of the policy.

Written Reprimand: Warning that more severe disciplinary action may result should the student be found responsible for any future violations.

Residence Hall Probation: An official written notice that a student is responsible as charged and that more stringent disciplinary action, including removal from the residence hall may result if future violations occur during the probationary period.

Residence Hall Contract Termination Warning: An official written notice that a student is responsible as charged and that their removal from the residence hall will occur if found responsible for future violations.

Residence Hall Contract Termination/eviction: It may be determined that the severity of the incident or the repeated violations of the individual is in direct conflict with the purpose of the residence hall and the removal of the student is in the best interest of the student and/or the community. When a residence hall contract is terminated for conduct reasons, the student will:

1. Forfeit their housing deposit if the termination occurs before spring semester
2. Be financially responsible for the remaining cost of their housing contract
3. Be restricted from entering any residence hall for a time period determined by the Housing Director.
4. A resident whose contract is terminated wishing to submit an application to the residence hall the following Academic Year, will need the approval of the Housing Director before the application is processed.

Terms and Conditions

With each sanction, terms and conditions and/or restorative actions may be assigned. In addition, notifications may be given to other RRCC officials as necessary. Terms and conditions include, but are not limited to:

Community Service: Student is required to complete a specific number of hours of community service. The community service location is typically assigned by the Housing Director.

Restitution: Student is required to pay financial compensation in cases such as theft, or destruction of property. The assessed cost to be paid may be in addition to other sanctions. Billings for physical damages, clean-up and/or repairs will be assessed by the Housing Director and charged to the student's RRCC account.

Educational Sanction: Student is assigned to complete an educational project. The type of project will be determined by the Housing Director.

Residence Hall Contract Suspension

It may be determined that the severity of an incident is in direct conflict with the purpose of the residence halls and the temporary removal of the student is in the best interest for the safety of other community members. The duration of the suspension will be until the conclusion of the RRCC conduct process.

No Contact Order

It may be determined, due to the severity of an incident, the residents involved must have no contact with one another. No contact includes, but is not limited to, contact in person, in writing, by computer, by telephone or through another person (with the exception of law enforcement or the courts). No Contact Orders will be given to the students in writing by an RRCC staff member.

Communication

The Department of Housing and Residence Life's official means of communication with current residents is through their RRCC email. Residents are expected to check their RRCC email account frequently and consistently. A student's failure to monitor their RRCC email account will not exempt them from adhering to the information and deadlines communicated.

Conduct Process File Management

Students involved in residence hall incidents, whether found responsible or not, will have a record of the incident and summary of all actions on file while the student is enrolled at RRCC and for seven years past their last date of attendance. Some records may be held longer depending on the nature of the incident. A student's file will be available only to the student, the RRCC conduct officer, and to the Department of Housing and Residence Life.

Vacate/Removal Procedure

This procedure applies to situations in which a resident is required to vacate or be removed for nonpayment of rent, health, discipline/violation of the housing contract/policy or student conduct, or any other administrative reasons.

The Department of Housing and Residence Life will contact the resident in an attempt to assist in resolving the difficulty. If no contact or no mutually agreeable arrangement can be reached within 72 hours, the HOUSING DIRECTOR will prepare and issue a notice to vacate.

If, at the end of this period, the resident has not responded, the HOUSING DIRECTOR will prepare a "Notice to Vacate for Breach of Agreement and Demand for Possession." A residence hall staff person will deliver the notice (delivery will be attempted in person, but placement upon the resident's bed will serve as effective notice.) The resident will be given 72 hours from the date of the delivery to vacate. After the notice to vacate has been served, should the resident's behavior disrupt community/residential standards, the resident's departure may be accelerated.

If, at the end of the 72 hours, the resident has not complied, he or she will be locked out of the space and charged expenses incurred by the college.

****Residents appealing an eviction sanction will have 48 hours after the appeals process has been completed to move out if the eviction stands.****

If the former resident's personal belongings are not claimed during normal business hours within three days after the lock-out, the items will be removed at the former resident's expense so that the space may be reassigned. If the space requires cleaning, additional charges will be assessed.

The former resident is given the opportunity to claim his or her personal belonging within a 30 day period depending on storage availability during normal business hours. After 30 days, these items are considered abandoned and will result in disposal. This process does not limit the Department of Housing and Residence Life from affecting an Interim Suspension which will result in the immediate removal of a resident who is considered to be an imminent threat to themselves or others.

Non-Discrimination Policy

Rainy River Community College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law. Harassment of an individual or group 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. In addition, discrimination based on membership or activity in a local commission as defined by law or familial status is prohibited. Sexual violence has no place in a learning or work environment. Further, Rainy River Community College shall work to eliminate violence in all its forms. Physical contact by designated system, college, and university staff members may be appropriate if necessary to avoid physical harm to persons or property.

Lack of English skills will not be a barrier to admission or participation. In order to eliminate barriers we take appropriate measures to assess each student's ability to participate and benefit through placement testing and counseling. Based on the assessment and counseling, students are then provided with campus services or a referral to community services to be better prepared for successful participation.

If you experience or witness harassment or discrimination, please report it to:

Complaints of acts of discrimination or harassment by employees:

Affirmative Action Officer

Carmen Bradach, Chief Human Resources Officer

C.Bradach@mesabirange.edu

218.749.7743

Complaints of acts of discrimination or harassment by students:

Scott Riley, Financial Aid and Facilities Director

scott.riley@rainyriver.edu

218.285.2205

Student Services, SS122

or

Tammy Wood, Executive Assistant

tammy.wood@rainyriver.edu

218.285.2204

Student Services, SS111

Mel Millerbernd, Title IX Coordinator

mel.millerbernd@rainyriver.edu

218.285.2240

Student Center, SC112

If you require an accommodation for a disability, please contact:

Amy Amundsen

amy.amundsen@rainyriver.edu

218.285.2226

Student Services, SS136

This information is available in an alternative format. Call 218.285.2226 or TTY/Minnesota Relay at 1.800.627.352

PERSONAL RESIDENCE/SPACE

Residential Living Agreement

The Residence Hall Contract is a legally binding document. When signed, it commits you to all charges and policies related to residence hall living.

APPLICATION/CONTRACT

The Residence Hall application/contract should be submitted to the HOUSING DIRECTOR with a \$200 pre-payment.

The application/contract converts to a legally binding contract after the pre-payment is received and a room assignment is granted. Upon receiving a pre-payment receipt, students are entitled to a room assignment for the academic year depending on room availability.

The Housing Contract is a legally binding document unless voided by a Contract Release or Contract Termination, which must be approved by the Housing Director.

Fall semester room assignments are automatically renewed for the spring semester unless the contract has been properly voided.

ELIGIBILITY

Any student of Rainy River Community College who is registered for six or more credits is eligible to live in the residence hall. During the summer months, residents who are not students or are not attending classes will be admitted under the stipulations of RRCC's short-term accommodation policy.

HOUSING PRE-PAYMENT

A \$200 pre-payment is required to accompany all applications for the residence hall and will be applied to the resident's account at spring semester aid disbursement. Upon check-out, if there is an outstanding balance with RRCC or housing damages are assessed to the resident, a bill will be sent directly to the resident at their RRCC email address.

Priority for room assignments is based upon the date the pre-payment is received by the Housing Director. A room assignment cannot be reserved until the pre-payment has been paid.

If a student decides not to live in the residence hall, they must inform the Housing Director in writing via email or regular mail postmarked on or before July 14 if the resident is moving in Fall Semester or December 1, if the resident is moving in Spring Semester. If the notice comes after these dates, the pre-payment will be forfeited. Should the agreement be signed after July 14 (for fall) or December 1 (for spring) and the student decides to cancel, the student will forfeit the pre-payment.

CONTRACT RELEASE

Resident(s), who wish to void the housing contract, must submit a written request to the Housing Director stating reasons. Contract Release requests are granted under extraordinary circumstances.

Documentation in support of the reasons for a Contract Release may be required.

The pre-payment will be forfeited upon approval of the Contract Release and the resident(s) will be solely responsible for any housing related charges that may accrue.

Contract Release will be considered for the following reasons:

- a. Non-admission, non-registration, withdrawal or graduation.
- b. Legal marriage during the current academic semester.
- c. Serious medical or health problems directly affected by residence hall living.

CONTRACT Denial/Cancellation

Rainy River Community College may deny a housing application or cancel an existing housing agreement if it determines an individual's conduct and/or criminal record is a cause for concern to the college community, including students, faculty, staff and guests. The individual will be notified in writing of such decisions, and will be afforded the opportunity to appeal such decisions to the Provost.

Property Liability

RRCC as well as the Department of Housing and Residence Life ARE NOT liable for personal property lost, stolen, or damaged. Residents are encouraged to review their parent/guardian's homeowner's policy for insurance coverage or carry their own renters insurance.

Payment

Housing rent for the entire semester is due the first day of classes. Non-payment of the rent for the entire semester on the first day of classes may result in contract termination.

Students qualifying for financial aid may obtain a deferment from the Financial Aid Office.

Residents must pay all housing related charges including but not limited to housing damage/cleaning charges or educational sanction charges within fifteen-business days. Failure to clear student-housing accounts will result in an academic hold on all files to third parties.

Residents may also arrange a payment plan with the Cashier's Office.

Timeline of Eviction for Non-Payment:

Fall 2017

Notices given to residents: Tuesday Oct. 3

Payment due: Wednesday Oct. 25

Eviction: Monday Oct. 30

Spring 2018

Notices given to residents: Tuesday Feb. 27

Payment due: Tuesday Mar. 13

Eviction: Thursday Mar. 15

Keys and Locks

Upon moving into the residence hall, residents will be issued three keys. One key will give residents access to the residence hall main entrance, one will give access to a resident's apartment, and the third will give access to the mailbox. Residents must carry their keys at all times.

The room keys, the mailbox keys, and the electronic access keys that the residents receive are the property of the college. These are issued for safety and convenience and should be used and treated accordingly. Unlawful duplication will result in possible removal from the residence hall for the remainder of the academic year.

It must be reported at once to the Housing Director if a resident loses a key. The lock will be changed, a new key will be issued, and the cost will be assigned to the person who lost the key.

Unauthorized use of the keys is prohibited and will result in disciplinary action.

Lockouts

Residents must carry their keys at all times. In case of a lockout, residents should first contact their roommate(s). If assistance is still needed, they should go to their RA or the RA on duty. The Housing Director should be contacted as a last resort. First time lockouts during regular office hours will be free of charge. Additional Lockouts or those during non-office hours may result in a \$10 charge.

Unauthorized Entry

Entering another's apartment or restricted area without the permission of the person responsible for the area is prohibited and will result in disciplinary action.

Consolidation

A situation may arise where a resident is left alone without a roommate. If, at this time, there is a waiting list, a new roommate will be assigned. Rainy River Community College has the right to move individuals to alternate apartments at any time. Generally, this will be done if there are one/two resident(s) living in a particular apartment.

Safety, Health, and Maintenance Checks

During each semester, hall staff will visit each student room at least once a month to be sure that no safety violations are occurring. These staff members will look for such violations as overloaded outlets, improper use of extension cords, and the use of prohibited appliances. They will also look for health violations such as pets and unsanitary conditions.

If health violations are found, residents will be asked to correct the problem within a certain period of time set forth by the HOUSING DIRECTOR or be subject to disciplinary action. In some instances, measures will be taken immediately to alleviate the problem if the situation merits it. Apartments will also be evaluated for repair and maintenance needs. Damages will be charged to resident(s) if the repair is not caused by regular wear and tear. The purpose of these checks is to guarantee the health, safety, and proper maintenance of the facility.

Holiday Breaks

When leaving for holiday or semester breaks, please be sure to close windows, lock doors, and unplug appliances (TV's, curling irons, etc). For safety purposes, the maintenance staff and the Department of Housing and Residence Life staff will be checking each apartment during each break. Any violation of the Student Code of Conduct or Residential Life Conduct noted during these maintenance checks will be referred to the conduct process.

Apartment Changes

Apartment changes are not advised but may be allowed by petition for sufficient reason. It is the belief of the residence hall staff that learning to work and live with different personalities will be a definite asset to all students. Residence hall

living provides a good opportunity to practice interpersonal skills. If residents do have a problem with a roommate or roommates, they should contact their RA first and then the Housing Director if assistance is needed. The residence hall staff will be happy to work with the students and their roommates in an attempt to reach a resolution.

Petition for room change due to extenuating circumstance must be made in writing and will not be considered until after October 1, for Fall semester and February 1 for Spring semester of the academic year.

If a change is approved, student must have all current roommates sign off to releasing the student from damages to the apartment. The resident must turn in apartment/mail keys before receiving new keys.

If a room change is made, the resident must properly check out of his/her apartment and check into the new apartment including a new room inventory sheet. Residents who do not follow these steps will be held responsible for damages in all apartments occupied during the school year.

Apartment Decoration

The Department of Housing and Residence Life encourages residents to personalize their rooms to fit their style. Room decorations can transform a room into a comfortable home, but certain restrictions are necessary:

1. Residents are advised to use poster putty to hang wall decorations. Stick-on room deodorizers are prohibited.
2. Please keep state fire regulations in mind when hanging holiday decorations. Only artificial or fireproof trees may be used in the Residence Hall. Damages due to decorating will be assessed a fine according to the extent of damages.
3. Any decoration with an open flame such as candles, gas-or oil fired lanterns, are prohibited.
4. Fire regulations prohibit the use of any flammable hanging decorations including cloth, parachutes, fishnets, crepe paper, etc.
5. Residents are required to remove any decorations of furnishing deemed potential fire hazards.

Painting

Exclusively, the maintenance staff does painting. Residents under no circumstances are allowed to paint their apartments.

Heating

All heating originates from a central location on the campus. During periods of unseasonably hot weather, approximately six to eight hours is required to switch the heat off. Every effort is made to anticipate the need to switch modes and make the changes as quickly as possible. Please be patient and understand that the change cannot be made instantaneously. Use moderation when adjusting your thermostat. It is important that windows not be opened or registers blocked during winter months! This can cause windows to freeze open and a fire hazard respectively. Keeping blinds and drapes closed will help significantly in keeping rooms cool during the first month before the cold starts. If your room is too hot or cold, contact the Housing Director.

Energy

A key component of your room costs are spent on energy. It is very important that residents do their part in helping keep energy costs down as much as possible. Please make a conscious effort to turn off lights and other electrical equipment when not in use. .

Check-In

By taking occupancy of the space, the resident accepts its conditions and assumes responsibility to maintain the space and all common areas in which the assigned space is located in a clean, safe, and undamaged condition.

Before settling into the assigned space, residents are required to perform a room inventory/condition form. This form must be signed and returned to the Department of Housing and Residence Life before keys are given out.

Care should be given to ensure a complete and accurate inventory, as the residents will be responsible during check-out for any damages not listed on the form.

If residents do not complete the inventory/condition form, they will be held responsible for ALL DAMAGES in the room whether they were there before the student checked-in or not.

Residents must also sign the "Residential Life Orientation" form, which indicates receipt of the Resident's Guide and their intention to comply with all provisions set forth in the guide. This form must be returned immediately following the orientation meeting.

Residents must fill out necessary housing forms including the "Emergency Information Sheet."

Residents must receive keys (electronic access key, apartment key, and mailbox key).

Check-Out

Any time a resident withdraws from the residence hall or from school, graduates, or goes home at the end of the year, during semester break, or even changes rooms, they must follow official checkout procedures.

At the end of each semester, halls close the day after the last final examination day by noon. Students are strongly encouraged to check out within 24 hours of their last exam (unless they are graduating) to help preserve an atmosphere conducive to study for those students who continue to have exams. If this is not possible, contact the Housing Director.

Residents must adhere to the following procedures when checking out:

1. All Apartments must sign up with the Housing Director (at least 24 hours in advance) for a checkout time-ideally when all roommates can be present.
2. All furniture must be returned to its original position. A labor fee may be assessed if furniture is not placed back to the original position. No personal furniture is allowed to be left in the room/apartment.
3. Return your room, mailbox, and front door key in an envelope with your name and room number printed on it to the express checkout box in the lobby.
4. All rooms of the apartment must be thoroughly cleaned, and all personal items must be removed from the residence hall property. The college reserves the right to dispose of any personal items left on the residence hall property beyond the checkout deadlines. Items should not be left in the hallway at any time.
5. Windows will be cleaned and locked. Floors will be vacuumed or scrubbed. Bathrooms will be cleaned. Kitchen cabinets and drawers will be cleaned. The stove/oven and refrigerator will be cleaned.
6. The HOUSING DIRECTOR must check the apartments prior to vacating. Checkout is not complete until residents sign the room inventory form and return all keys. Failure to complete all checkout procedures will result in an improper checkout charge.

Facilities and Services

Mail

Residents' mail will be delivered to each apartment mailbox six days a week. Residents may rent a private mailbox at the local post office.

At the end of each academic year, residents are responsible for filling out a change of address card with the postal service. All mail received after each academic year will be mailed to sender. A Resident's new address is:

Resident's Name
RRCC Residence Hall
1515 Hwy 71, Apt. # _
International Falls, MN 56649.

Garbage

Please remove trash from your apartment daily and place it in the dumpster at the west end of the building. Keeping a clean apartment will help prevent the infestation of ants, cockroaches, etc.

Garbage that is not placed properly in the dumpster, but left beside the dumpster or in the hallways or stairwells, will result in disciplinary action.

Telephone

Telephones are placed throughout the hall for resident use. It is necessary that residents obtain a calling card for long-distance service. Collect calls cannot be received on the residence hall phone system. Repair problems must be reported to the Housing Director and a maintenance form should be filled out.

Cable TV

Basic cable television service has been installed in each apartment for resident use. Movie, music, and pay-per-view channels may be ordered and paid for by residents in each apartment through the local cable television company. Installation of satellite dishes will not be permitted at the residence hall.

Laundry Facilities

Coin operated laundry facilities are located on the first floor of the residence hall and are for resident use only. It is the responsibility of the residents to promptly remove clothes from the machines. The Department of Housing and Residence Life is not responsible for lost or stolen items.

Any problems with the machines should be reported immediately to the Housing Director. A maintenance form should be completed.

Lounge/Common Areas

The lounge/game room is open 24 hours. No children or underage individual(s) will be allowed in the lounge without adult supervision. Resident(s) will be solely responsible for any damages that may occur.

If the residents do not take proper care of the facility, the lounge/game room will only be open during the Housing Director and RA office hours. Residents will also have to check out gaming equipment at the Department of Housing and Residence Life office. A current student ID would need to be deposited at the time of checkout and would be returned upon receiving the gaming equipment.

The lounge/common areas of the dorms must be kept clean at all times. If for any reason these areas are not clean, the Housing Director has the right to assess cleaning charges to any person or persons responsible for not cleaning.

All residents that live in Rainy Hall are responsible for keeping the floors that they reside free from any garbage or debris that may be on the floors/and or stairwells. If at any time the stairwell becomes messy and no one person can be identified, the Housing Director can and will assess a cleaning charge on all residents that live on said floor. Let's work together to keep Rainy Hall a fun, safe, and clean place to live.

BBQ

A BBQ has been installed on the west end of the building. Residents may use this grill. Cooking materials are not provided to resident.

Safety Policies

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

Fire Safety

Incense, oil lamps, candles and other devices that have flames or glowing elements, etc. are not allowed to be burned in the residence hall because of their potential fire danger. If such items are found in an apartment, this will result in disciplinary action.

The use and/or possession of explosives (such as fire crackers and ammunition) and flammable liquids is strictly forbidden in the residence hall. This includes lighter or charcoal fluid, car batteries, etc. Possession of these items may result in eviction.

Popcorn poppers, coffee makers, etc. should never be left unattended while plugged into the socket.

Flammable liquids, including, paint and gasoline, are not permitted in the residence hall.

All exits must be kept clear at all times.

Partitions or dividers of any type are not permitted.

All heating units require a "breathing space" for the unit.

Use of charcoal grills is not permitted in the residence hall.

Do not make any adjustments to the electrical system (lights, outlets, switches) in your apartment.

Residents are responsible for notifying hall staff immediately after identifying problems with smoke detectors.

The use of portable heaters within rooms is prohibited.

Motorbikes and other motorized vehicles may not be stored in the residence hall.

Garbage receptacles should not be taken from other areas of the hall into resident's apartments.

No unattended cooking is allowed in rooms or kitchens.

The use of open flame cooking devices or hot plates is not allowed in rooms.

Microwave ovens, popcorn poppers, toaster, coffeepots, or other such devices must not be used near flammable materials.

Light bulbs should be used in approved lamps or holders and be of proper wattage for the device; too high of a wattage may result in a fire.

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.

Apartment doors must be able to fully open and be self-closing. Apartment doors must be closed when the apartment is left unattended or the residents of the room are sleeping.

An emergency aisle of at least 22 inches must be maintained within the apartment.

When arranging furniture, consideration must be taken so that if tipped over, it does not block the door.

EXTENTION CORDS

Many residence hall fires occur because of poor wiring on appliances and overloaded "lamp cord" type extension cords inside individual rooms. Extension cords with built-in circuit breakers are strongly recommended. **Extension cords may not be run under carpets or looped over curtains or bed spreads.** Since overloads will cause tripped circuit breaker or blown fuses, both of which interrupt service and could cause a fire. Improper use of extension cords may result in disciplinary action.

Using Electrical "octopuses" and extension cords to obtain a maximum number of outlets causes a fire hazard. **Residents are not allowed to use electrical "octopuses"**. If using extension cords or power strips, they must have a fuse/circuit breaker in them to avoid overloading the system.

Extension cords must be unplugged after use.

Extension cords should not be attached to, woven through, or touching metal in any manner.

FIRE CODE VIOLATIONS

The fire alarms, smoke detectors, and firefighting equipment installed in the halls and apartments are for all residents' safety. Tampering with them only hinders their efficiency and endangers the lives of all residents. Failure to evacuate the building will subject a resident to disciplinary actions. Tampering with fire alarms is a violation of Minnesota Law and may be deemed a misdemeanor or felony.

As required by Minnesota state law, fire drills are scheduled each semester. These fire drills are at times unannounced to provide a realistic practice situation. Failure to evacuate during fire drills or a false alarms could result in prosecution. Failure to vacate will also subject a resident to disciplinary action.

All cases of fire equipment tampering are investigated and those found responsible are referred to the Housing Director. Criminal prosecution through the county courts may also result.

The Housing office has been notified by the International Falls City Fire Marshal of their policy regarding fire code violations. After any fire case violation, a meeting will occur with the Fire Marshal and the housing staff at RRCC. At this meeting the following will be discussed:

- a. The background of the individuals involved.
- b. The seriousness of the violation.
- c. Voluntary information provided by the individuals. The Fire Chief and Fire Marshal have agreed that those individuals will be charged under the Minnesota Uniform Fire Code.

If the violation is considered to be less serious by the Fire Chief and Fire Marshal, the Department of Housing and Residence Life will take disciplinary action.

If a fire results from negligence by a resident, they will be held financially responsible for property damages or personal loss.

The fire officials' request that Housing staff check rooms to ensure that people have left. Those individuals found in the building during a fire alarm will be charged with violations either through the county court and/or the Housing and Residence Life discipline process or both.

FIRE EQUIPMENT

Fire extinguishers are located throughout the residence hall for protection of the residents. Misuse of fire extinguishers will result in disciplinary action by the Department of Housing and Residence Life and/or referral to civil authorities.

SMOKE DETECTORS

By virtue of MN state law, it is the College's responsibility to provide smoke alarms in each residence hall apartment. Also, by virtue of MN state law, it is a misdemeanor punishable by 90 days in jail and/or \$700 fine to either remove the batteries or alarm from its location. While this represents a violation of State Law, it also poses a threat to the safety of residents living in the residence hall.

The smoke detector located in your apartment will provide residents with early warning of any smoke resulting from a fire. Its proper maintenance is vital to everyone's safety. It is the resident's responsibility to make sure that the smoke detector in their apartment is operational at all times. Notify the Housing Director when it is not working properly. Disciplinary action, including the possibility of contacting the local police chief to file charges with law enforcement, will result from removing the batteries and/or detector from its place in each apartment.

SETTING OFF AN ALARM DUE TO NEGLIGENCE

Residents will be held financially responsible for fire department charges if, through negligence on the part of the resident, the fire alarm is activated. If it cannot be determined who in an apartment set off an alarm, all of the residents living in the apartment will share the cost of the charge. In addition, residents are responsible for the actions of their guests and will be financially responsible if the fire alarm is activated as a result of a negligent guest.

Medical Emergencies Procedure

Should any type of emergency arise, contact the Housing Director or call 911 if applicable. Residential Life staff members are trained to help with any types of emergency situations and will contact the appropriate authorities should the need arise.

No person who is not fully conscious shall be transported in a college or personal vehicle. An ambulance will be summoned.

No person who has a fracture or a suspected fracture shall be transported in a college or personal vehicle. An ambulance will be summoned.

No person who is injured to the extent that they are in shock shall be transported in a college or 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.

If a resident has any pre-existing medical conditions, please indicate these on the medical information form.

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

Security

For the safety of all residents, the residence hall is locked 24 hours a day. Family, friends, and guests may use the lobby phone to call the resident's apartment in order to ask for admittance. Residents must then go down to the lobby entrance door to let their guest into the building. All guests must register at the front desk. Anyone caught giving unauthorized access may face disciplinary action. Subsequent violation of the guest may result in eviction.

Evacuation Procedures

In Case of Smoke...

Heat and most toxic fire 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 doorknob is hot, do not open the door.

If you are trapped, any room with a closed door between you and the fire 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) or the HOUSING DIRECTOR and report your room number and location.

If the door does not feel hot, open 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 a real pressure against the door, close the door and follow the directions listed above. If the hallway appears safe, use the planned exits after rousing other occupants. Pull the building alarm and yell "FIRE!"

Fire or Emergency Evacuation

Loud, short intermittent beeps will sound. All residents must follow fire exit routes posted on the inside entry door of each apartment. Electrical devices and lights should be turned off before exiting the building and windows should be kept open. Residents should wear shoes and clothes appropriate for the weather. Close and lock apartment door and do not forget to take your key. All residents are required to leave the building if the alarm sounds. Game room and fire doors will be closed. Housing and Residence Life staff are responsible for checking to make sure all residents have evacuated the building.

Evacuation of Disabled Persons

It is the responsibility of the Housing Director and RAs to provide evacuation assistance to residents with disabilities.

Fire Drills

To comply with state and local fire regulations and for fire safety education, unannounced and announced fire drills are conducted periodically. All persons inside the building during emergency drills are required to evacuate the building. Failure to evacuate the building for any reason, including sleeping through an alarm, may result in disciplinary action.

Tornado Safety

Safe Areas in the residence hall:

- Laundry room
- First floor hallway from Apt. 106-102

Tornado Alert

All residents must go to the first floor interior hallway and the laundry room. Doors must be closed at each end of the hallway and laundry room. (No residents may remain in their apartment.) Before leaving individual apartments, make sure the apartment door is closed to protect from flying glass and debris.