

residential life
living guide



Welcome!

Dear Resident,

Whether you are new to campus or returning for another year, welcome! We are excited you have chosen to live on campus with us this year. Our hope is that you will meet and make a number of new friends, become an active community member, and get involved within your living area.

The Residential Life Living Guide is your manual to everything that Residential Life has to offer. It has been created to inform you of Residential Life policies and procedures as well as some additional information that you may find useful throughout the year. It is your responsibility to be familiar with the material in this booklet.

If you have any questions, please feel free to contact us or stop by the Residential Life Office. Our office is located in the lobby of Potter Hall and our phone number is 314-529-9552.

The Residential Life staff is looking forward to a great year and is glad to have you on campus.

Sincerely,

Your Residential Life Staff

MISSION STATEMENT

Residential Life seeks to cultivate an engaging community which embraces sameness and difference and challenges individuals in their pursuit of success.

RESPONSIBILITY TO THE COMMUNITY

Everyone at Maryville University is an important member of our campus community. Residential students have an opportunity to participate daily in a community and can contribute to the success of all students within it. Conversely, there is also opportunity to make choices which can take away from the success of the community and infringe upon the rights of the other community members. When such actions occur, the university takes intervening action through the judicial process.

Along with the newfound freedom of being a college student comes responsibility. All residents need to have an understanding of the policies and regulations of the University and the Residential Life Office, which are outlined in this guide, the Housing Contract, Terms & Conditions, and in the Code of Conduct.

RESIDENTIAL LIFE STAFF

In order to facilitate a high quality residential life program, our department has enlisted a dedicated staff who are available to assist all members of the community. Below is a list of these staff members and their contact information.

Professional Staff

Ryan McDonnell, Director of Residential Life
Office: Potter Hall Lobby, Extension 9362

Kristi Hipp, Residential Life Coordinator
Office: Potter Hall Lobby, Extension 6821

Abby Mensah, Residential Life Coordinator
Office: Mouton Hall Lobby, Extension 9505

Jennifer Susnic, Graduate Assistant
Office: Potter Hall Lobby, Extension 6737

Resident Assistants

POTTER HALL

1st Floor – **Marilyn Vazquez**
Room 111

2nd Floor – **Rachel Jackson**
Room 251

&

Greg Moore
Room 211

3rd Floor – **Matthew Pratt**
Room 351

&

Yaritzia Castro-Garcia
Room 311

MOUTON HALL

1st Floor – **Julissa Castillo**
Room 123

2nd Floor – **Ethan Michalicek**
Room 223

3rd Floor – **Anyah Sims**
Room 323

HILLTOP APARTMENTS

Cedar—**Regan Trippe**
Apartment 7
Elm—**Kathryn Solomon**
Apartment 7
Maple—**Elijah Green**
Apartment 7
Oak—**Wendy Nghixulifwa**
Apartment 7
Pine—**Kelsie Lemmons**
Apartment 7

SAINTS HALL

1st Floor – **Lia Barrios**
Room 110

2 nd Floor – Josh Parrish Room 202	&	George Baker Room 210
3 rd Floor – Mohammed Abukanan Room 302	&	Corinne Morgan Room 310
4 th Floor – Katherine Schreiber Room 402	&	Muna Abdella-Hazak Room 410

THE COVE and RANCH HOUSE

McKenzie Crowell
The Cove House

AFTER-HOURS ASSISTANCE

Any time the Residential Life Office is closed, there is a Resident Assistant and a professional staff member available for emergencies. There will be on Resident Assistant on call for each area - Potter Hall, Mouton Hall, Ranch House, Cove House, and the Hilltop Apartments. The number to contact the Resident Assistant on duty after business hours will be posted on each residential hall floor and the bulletin board at each apartment building, as well as in the Public Safety Office. The after-hours staff members are available:

Monday – Friday	5:00p.m. To 8:00a.m.
Saturday, Sunday & Holiday Breaks	24 hours

RA DUTY PHONE NUMBERS

Duty Phone - 314.581.0295

Duty Phone - 314.581.0960

When you call the duty phone, please articulate where/why you need assistance (e.g., lock-out or noise disturbance).

If there is a Medical Emergency (or any other emergency,) call Public Safety at 314-529-9500. Of course, you can always contact 911 as well. If using a campus phone, dial 8-911.

Services

BULLETIN BOARDS/DISPLAY CASES

Each residence hall community has a bulletin board for posting campus community programs and announcements. Each apartment building has two display cases located next to the stairways. Students may refer to these areas for upcoming events. For posting procedures see Posting Signs.

COMPUTERS/INTERNET CONNECTIONS

All residence hall rooms and apartments have wireless internet connections with the option for LAN connections (Ethernet 10/100) which provides connection for two computers per room. The LAN enables students to connect to e-mail and Internet sites. In order to connect your computer to the LAN, your PC or MAC must be equipped with a network connection (this is standard in computers today.)

WIRELESS

The campus is wireless. To connect to the wireless LAN, your computer must be equipped with a wireless adapter (this is standard in laptops today). To use a wireless connection from your desktop PC, a wireless adapter (card or USB type) would need to be installed. This is standard in new PCs.

If you have any questions, please contact the IT Help Desk at 314-529-9506.

KITCHENETTES

The lobby area of Mouton Hall has a kitchenette available for student use. The kitchenette is equipped with a sink, stove, microwave, and basic kitchen equipment (e.g., pots and pans). Students are responsible for keeping these areas clean. Due to health and safety concerns, all residential hall cooking is restricted to the kitchenette area.

LAUNDRY ROOMS

There is a laundry room located in each residential hall (on the first floor of Potter Hall and on each individual floor in Mouton), on the lower level of each apartment building and on the first floor of Saints Hall. The washers and dryers are high-efficiency machines and are **FREE** for all Maryville students. When utilizing the machines, please remove clothes promptly so that they are readily available for the next person. Remember to treat someone else's belongings as you would like yours treated. If a washer or dryer needs servicing, contact the Residential Life Office and include the number listed on the machine as well as a detailed description of the problem.

LOUNGES

Lounges and lobbies are provided in each of the residential halls for use by residents. Sleeping in lounges or lobby areas is prohibited. Removal or misuse of lounge or lobby furniture is prohibited and the person(s) responsible is subject to a fine and/or disciplinary action. If we cannot identify the party responsible for the damage/removal of furniture, the replacement cost may be incurred by all residential students living in the building.

MAIL

Mail is distributed to students Monday through Friday. Mail is **not** delivered on Saturdays, Sundays, or federal or University holidays. Mail addressed to students should be addressed in the following manner:

[Student's Name]
650 Maryville University Drive
St. Louis, MO 63141

All mail will be available for pick up at the M Store. The M Store hours are Monday-Friday from 7:30a.m - 9:00p.m. and Saturday-Sunday from 10:00a.m.-7:00p.m.

MAINTENANCE

To report a maintenance problem, please follow the instructions below. Be sure you provide specific information so Facilities knows what the problem is and can respond in a timely manner. If information you provide is not complete/accurate, the requested repair will be delayed until further information is gathered. If the problem has not been fixed within three days of your work order submission, please contact the Residential Life Office so we may follow up on your maintenance request.

If an **emergency** maintenance need arises, please contact the Facilities Office during business hours (extension 9304) or contact the Public Safety Office in the evening and on weekends. Maintenance staff members may enter a room without prior notification for repairs.

Quick Step Guide for Maintenance Requests

- Open your Internet Browser (Safari, Chrome, etc.) and type in www.myschoolbuilding.com in the address bar and press Enter or click on **Go**.
 - *Follow step 2 if you are a first time user or if asked to enter an Organization Account Number. You may also be asked to fill out a registration form. For this portion, you will need a password. Your initial password will be **newuser**; you will then be asked to set your password to something of your choosing. **THIS WILL ONLY BE YOUR PASSWORD TO SIGN IN; THE PASSWORD TO SUBMIT A REQUEST WILL REMAIN THE SAME (see below.)***
- If it is the first time your computer has been to the website, enter the Organization Account number (**531204858**) and click **Submit Organization** as prompted.

Select Organization
Organization Account Number <input type="text"/>
<input type="button" value="Submit Organization"/>

You may also copy this link and paste it into the web address window for your browser:

Enter your email and click **Submit**. If prompted to enter your first and last name, do so.

Step 1 : This will be filled in with your information from the email address you entered at the sign in screen.

Step 2: Click on the drop down arrow and highlight a **Location** that you want the work to be done at and click the mouse. Follow the same steps for **Building** and **Area**. Also be sure to **type** in your Area description or Room #.

Indicates required information.

Step 1 Please be yourself, click here if you are not Jill Briley

First Name	Last Name	Email
<input type="text" value="Jill"/>	<input type="text" value="Briley"/>	<input type="text" value="brileyj@laketravis.txed.net"/>
Phone <input checked="" type="checkbox"/>	Pager	Cellular Phone
<input type="text" value="533-6060"/>	<input type="text"/>	<input type="text"/>

Step 2 Location

-- Select Location --	
Building	
-- Select Building --	
Area	Area/Room Number <input checked="" type="checkbox"/>
<input type="text" value="Classroom"/>	<input type="text" value="302"/>

Step 3: Select the icon that best describes your problem and click on it.

Maintenance Help Desk:
Click [here](#) for Maintenance Emergency Contacts
Click on the problem type below that best describes your issue.

Alarm	Appliance Repair	Asphalt	Athletic Fields
Bleachers	Boiler	Burglar Alarm	Carpentry

Step 4: Type in your description of the problem

Step 5. Click on the drop down menu and select the purpose of the request (general maintenance, preventive maintenance, etc.)

Step 6: Select a date when you would like the work to be completed (**this is not a guarantee that the work will be done by the selected date.**)

Step 7: If you choose, you can attach pictures of the problem. This is not required.

Step 8: Type in the submittal password of: **password**

Step 9: Click submit

After you click submit, the screen will refresh and go to the **My Requests** Tab.

On this screen you will see up to date information on your request including the status, work order number and action taken notes. You can click on the number next to the status description to see all request marked with that status. You can search for any work order request by typing in a key word in the **Search** box and clicking on **GO**. This will pull up any of your requests with that word in it. (ex: keys would pull up any request dealing with keys).

Click on the **Work Request** tab to input a new request.

Work Request		Schedule Request		My Requests		My Settings		Help		
My Work Requests		My Schedule Requests								
<h3>My Work Requests</h3> <p>Note: Once the request is assigned to someone for approval, you no longer can edit the request. You can click on the current assigned person name to send email and request changes on your request.</p> <p>Search for "</p> <p>Search this results for: <input type="text"/> GO Show All </p> <p>1 - 10 of total 71 listed</p> <p>◀ Previous 10 Next 10 ▶</p>								Request Totals 14 Complete		
Status	Location	Action Taken	Complete	Area	Building	Request Date	Date	Area Number	Description	Type
Complete	Maintenance Facility	No Action Note 11/18/2004	11/19/2004	General Maintenance	3171	Please move box and roll of blueprints to war room. Get key from Frank or Jill. It may take 2 people to carry these.				

VENDING MACHINES

Vending machines are located in the lobby of each of the residential halls. If money is lost in the vending machine, see the Residential Life Department for refund information.

STORAGE

Due to the shortage of space, storage of personal belongings or University furniture is not permitted. All university furniture assigned to a living space must remain in that space. Items removed from an assigned space will be considered lost and the student will be responsible for the replacement cost of missing items.

TELEVISION/CABLE

Each residential hall has a television lounge. It is each student's responsibility to help keep the viewing area clean and clear of trash. Each residential hall room, apartment bedroom, and apartment living room has a cable hook-up and an all-digital and High Definition package. The use of digital or satellite systems is prohibited.

VACUUM CLEANERS

Vacuum cleaners may be available on a limited basis from the Residential Life Office. Students will register their name, room number and cell phone number in Residential Life Office while using the vacuum. Students will need to empty the vacuum prior to returning it to Residential Life. Students will have a maximum of two hours to use the vacuum. Failure to return the vacuum within the allotted time may result in a fine or replacement cost of the vacuum. **Vacuums are only available during office hours.**

Community Standards

Residential Life strives to provide a safe, comfortable, and respectful environment for all members of its community. With this goal in mind, the following community standards have been established to ensure that all students and guests are contributing positively to the community.

Since Residential Life recognizes that every community is unique, each area will be given the opportunity to further define their community standards. Those residents who wish to take advantage of this opportunity may do so by contacting their RA.

STUDENT CONDUCT STATEMENT

Each student living on campus, by signing the contract, agrees to abide by all laws and the Residential Life and

University standards as contained in the Maryville University [Student Policies](#), the Residential Life Living Guide, and the Terms and Conditions of the Housing contract. Failure to abide by these standards may result in disciplinary action, including termination of the housing contract and removal from the University. If the University cancels the housing contract, room and board charges will not be refunded, including the pre-payment. Violators of University policy or community standards are subject to campus disciplinary action independent of or in addition to civil and/or criminal proceedings. For a complete version of the student conduct code, please refer to the [Student Policies Web Site](#).

ALCOHOL AND SUBSTANCE ABUSE POLICY

Residential Life promotes responsible behavior and adherence to all state, federal, and University regulations regarding the use of alcohol; therefore, the standards have been instituted to discourage and deter the irresponsible and dangerous consumption and use of alcoholic beverages in on-campus residences. These standards are part of the [University Alcohol and Controlled Substances Policy](#).

The following are policies which are specific to Residential Life:

1. Display or storage of empty alcohol beverage containers is not permitted with the residential space.
2. Individuals 21 years of age or older, may possess and consume alcohol only for personal use in private residential space providing they does not infringe upon the rights of others.
3. Individuals 21 years of age or older, may possess and consume alcohol only for personal use in private residential space or the rooms of other students who are 21 and older, regardless of whether those students have underage roommates. However, if the 21 year old or older student is not present in their living space, no other 21 year old or older student may consume alcohol in that living space.

Please note that these policies are in addition to the policies listed on the aforementioned web site.

AREA MEETINGS

Area meetings are held periodically to discuss issues that are pertinent to the community. Attendance at all area meetings is **required**. You are responsible for the information provided at the area/building meetings. If you are unable to attend an area meeting, you should make arrangements with your RA to obtain the information that you missed. In order to avoid any scheduling conflicts, area meetings will be announced at least one week in advance. Emergency area/floor meetings may be arranged on shorter notice if there is essential campus information that must be communicated quickly.

BARBEQUE GRILLS

Because they present a fire hazard, residents are not permitted to have personal barbeque grills or similar devices inside or around any on-campus residential space. This includes all courtyards, balconies, breezeways, and/or patios. The University has provided a number of grills located in the back patio area of the apartment buildings, Mouton, and Potter Hall for use on a first come-first use basis. The aluminum trash cans located between the grills in the apartments are for hot coal disposal only. Residents using the grills are expected to keep the grill area free of debris and wipe the grill down after cooking.

CANDLES AND INCENSE

Burning of candles and incense is prohibited.

CEILING DECORATIONS/HANGINGS

Ceiling hangings are not permissible as they interfere with the proper function of fire/ smoke detection and prevention devices.

CHRISTMAS TREES

In order to limit potential fire hazards, only artificial Christmas trees may be used within on-campus residential spaces.

COOKING IN ROOMS

Cooking in residential hall rooms is not allowed, with the exception of microwave ovens (not larger than 700 watts). A kitchenette is provided in Mouton for cooking.

DISORDERLY CONDUCT

Disorderly or unruly behavior that disrupts the community and disturbs its members is strictly prohibited within or near on-campus residential space. **Failure to comply with a University staff member is considered disorderly conduct.** See Disorderly Conduct section on the [Policies](#) page of the website.

ELECTRICAL APPLIANCES

A reasonable number of electrical appliances may be used if they are electrically safe and do not have exposed wires or heating elements. Residence Hall wiring is not able to handle high-wattage appliances. The maximum wattage allowed for microwave ovens is 700 watts. Microwaves are provided in the kitchenettes of each hall. Residential hall refrigerators must not exceed 4.5 cubic feet. In the apartments, the use of additional freezers, full-size refrigerators, washers, dryers, dishwashers or stoves is not permitted.

ELEVATOR USE

Misuse of the residential hall elevators, including but not limited to false alarms, vandalism, overcrowding, tampering, forcing doors open or stopping the elevator can result in disciplinary action and/or fines.

EMERGENCY PROCEDURES

Each RA will review emergency procedures at their first area meeting. Periodic drills will be planned. It is essential that students react to every alarm as if it were a real emergency. **Failure to follow emergency procedures is considered a violation of University policy.**

EVACUATION

Failure to follow emergency procedures for evacuation is considered a violation of University policy. Failure to evacuate when emergency devices are activated may result in disciplinary action as well as a \$50 life safety fine.

EXTENSION CORDS

Extension cords are not permitted. Power strips (surge protectors) with circuit breakers are permitted; however, power strips cannot be plugged into another power strip.

FIREARMS, FIREWORKS, EXPLOSIVES, KNIVES AND HUNTING EQUIPMENT

The sale and/or possession of firearms, ammunition, explosives, fireworks, concealed weapons, and/or other weapons in any on-campus residential is prohibited. This includes, but is not limited to pistols, rifles, shotguns, handguns, BB guns, paint guns, hunting knives, pocket knives, bow and arrows, and/or dangerous chemicals and devices. (See [Weapons](#) policy.)

FIRE EQUIPMENT

Tampering with fire equipment including fire extinguishers, smoke or heat detectors, sprinkler systems, fire alarms and/or other fire systems is prohibited. Violators will face disciplinary action up to and including removal from on-campus housing assignment.

FIRE EXITS

Fire exits are available only for emergency evacuation of the building. Exiting out of fire exit doors or any other use without prior approval of Residential Life may result in disciplinary action as well as a \$50 life safety fine.

FIRE EXTINGUISHERS

Fire extinguishers are located in each apartment, in building hallways, and in residential hall hallways. These may be used only in case of fire. If a fire extinguisher is discharged or below accepted levels (needs recharging) please report it to Residential Life immediately so that it may be recharged. Tampering with fire extinguishers or other safety equipment is prohibited. Residents responsible for destructive use of an extinguisher will be charged the cost of recharging or replacing equipment and be subject to disciplinary procedures. Fire extinguishers and other fire safety equipment will be inspected on a routine basis as part of the announced apartment inspection process.

FLAMMABLE/TOXIC FLUIDS

Because of the safety hazards they represent, the use or storage of flammable/toxic fluids and/or flammable/toxic chemicals (e.g., propane gas, varnish, gasoline, mercury, etc.) in on-campus residential spaces is prohibited. Charcoal lighter fluid can be stored in the apartment units in its original container.

FURNISHINGS

Each student is provided with the following bedroom furniture: bed, nightstand (Potter Hall), desk, desk chair, dresser and/or closet (or wardrobe or equivalent). The following living room furniture and kitchen equipment is provided in each apartment: sofa, lounge chair, two kitchen chairs, end table, coffee table, stove, refrigerator/freezer, dishwasher, garbage disposal and microwave oven.

All furniture and items must be at least 18 inches away from all heating and cooling units. Student will be responsible for damage to the carpet or building if mold or damage occurs to any part of the surrounding areas.

Lounge furniture is to be left in the lounges for all residents to enjoy. Residents who are found to have lounge furniture in their rooms or brought outside may be assessed for the removal and will be subject to disciplinary sanctions. Potter Hall rooms with balconies include two or three patio chairs and one table. This furniture cannot be moved from the patio and students will be charged if any furniture is missing at check-out.

GAMBLING

Gambling is not allowed in any on-campus residential.

GUEST POLICIES

Guests must abide to all state, local and University policies. Residents are responsible for their guest(s) and their behavior. We require that students respect one another's right to sleep, study, and be comfortable in their space. While the residents of each room determine the hours and terms upon which they will entertain guests, Residential Life requires that all residents of the living unit agree on these terms.

Overnight guests may not stay for a period longer than three consecutive days without specific permission from the Director of Residential Life and a **maximum of 10 nights (total)** for the semester, with approval from all roommates. Residential Life reserves the right to restrict students' guest privileges at its discretion should individual issues emerge. Overnight guests must register their vehicle with Public Safety and adhere to all University parking regulations or face parking violation fines. University housing reserves the right to request overnight guests to be registered with the Office of Residential Life and Public Safety.

Residents are responsible for both their non-Maryville guest(s) and their commuter guest(s) regardless of the

amount of time the guest is visiting. This means that the resident must inform their guest of all Residential Life and Maryville University policies and if the guest does not abide by them the resident may be held responsible for the guest's actions. **The guest may not be left unaccompanied; the host must be present at all times.** In addition, if a guest violates policy, they may be banned from campus residential spaces and/or Maryville University. Commuters found in violation/present during university policies being broken will be referred to the Dean of Student Life.

HARASSMENT

Physical abuse, verbal abuse, threats, intimidation, sexual contact without permission, stalking, coercion and other conduct which threatens or endangers the health or safety of any person is considered harassment and is strictly prohibited. This includes any contact or communication that threatens, harasses or injures a person. (For more information, see the [Sexual Harassment](#) policy)

HEALTH AND SAFETY FINES

The health and safety of our residents is a top priority for Residential Life. To ensure the health and safety of our residents we have instituted health and safety fines. Listed below are things that students may receive health and safety fines for (this is not a complete list):

- ❖ Trash left outside of apartments
- ❖ Belongings that are left outside of apartments
- ❖ Empty cans and bottles
- ❖ Items attached to stairwells, balconies, decks or patio
- ❖ Belongings or trash left in hallways
- ❖ Tampering with door lock (bypassing the locking system)

Students will receive a notice that states what needs to be corrected. If the item is not removed in the time allotted, the student will receive another notice with a charge. If no one from the living area takes responsibility, the fine will be distributed amongst all residents assigned to that specific living area.

KEYS/IDs

At check-in, each resident will be issued the appropriate key(s) and IDs to their assigned living area. Students may not tamper with existing locks, door mechanisms, or add any locks to university doors or equipment. Any students who are issued keys are not permitted to loan, duplicate or transfer the use of any key. If a resident loses their keys/ID, a replacement key/ID can be obtained from Public Safety. There is a \$65 lock change fee and/or a \$10 ID key replacement fee.

LOCKOUTS

Residents may contact the Resident Assistant on duty to unlock their door. Instructions to contact a housing staff member will be posted in all University housing areas as well as with Public Safety.

The loss of a key/ID compromises the safety and security of all residents. Each resident is issued a key to their room and security doors (where necessary) for which they are responsible; therefore, **KEYS SHOULD NOT BE SHARED OR LOANED TO OTHERS.** If you lose your key/ID, report it to Residential Life immediately, so that we can take the necessary precautions to ensure the security and safety of your space. Residents who lose their key(s) will be assessed a \$65 fee. **ALWAYS CARRY YOUR KEYS AND ID CARD.**

ID CARDS

Students are required to carry their Maryville University ID card with them at all times and must be able to present it to any University official when requested.

Students must have a functioning ID with them at all times. If a student loses or breaks their ID, they need to get

a replacement ID from Public Safety. A \$10 fee will be assessed for the new ID card.

Students on a meal plan must have their functioning ID with them each time they utilize their meal plan in the dining hall and Kaldi's coffee shop. IDs are not to be transferred to another person and students are not permitted give their ID to anyone else. If you wish to purchase food for others with your meal money or Saints dollars, you must be present to show your ID.

LOFTS

Lofts are only allowed in the residential hall rooms in Mouton, Saints Hall, and Potter Hall triple rooms/suites. Lofts are not allowed in the apartment community or Potter Hall double rooms. No outside lofting materials are permitted. Lofts may not be positioned near the in-room smoke detector or sprinkler head. All University furnishings must remain in the student room. Residents constructing lofts do so at their own risk. Maryville University assumes no liability for the structural integrity of any loft or any injury, damage or accident. **Loft services are only available the first 2 weeks of each semester.** If you are interested in having your bed lofted, you must submit your request with your preferred design on the portal. If you have questions on how to do this, please ask your RA for assistance. **There are a limited number of lofting kits available and lofting requests are completed on a first-come, first-served basis.**

LOUNGES

Lounges and lobbies are provided in each of the residential halls for use by residents. Sleeping in lounges or lobby areas is prohibited. Removal or misuse of lounge or lobby furniture is prohibited and is subject to a fine as well as disciplinary action. Lounges are not to be locked by any resident. Misuse of lounges may result in Residential Life closing them.

MICROWAVES

The maximum wattage allowed for microwave ovens is 700 watts. Microwaves are provided in the kitchenettes of Mouton, Saints Hall, and in the Lobby of Potter and in each apartment unit.

OCCUPANCY

Only a registered student of Maryville University who has entered into a contract with the University is permitted to occupy an on-campus residential and be in possession of room/apartment keys. All residential students must maintain a full course load of twelve (12) credits for undergraduate students and nine (9) credits for graduate students. Please refer to the Maryville University Housing Contract/Application for dates and times of occupancy and contract plan options.

Students living in the residential halls and students who are new to the apartment community as of Fall 2010 are required to have a meal plan.

OFF CAMPUS BEHAVIOR

While off campus, students are expected to uphold the policies of the Student Code of Conduct. Behavior that is detrimental to the University or members of the campus community is governed by the [Code of Conduct](#). Maryville University reserves the right to take actions that address the violations through educational intervention or sanctions.

OPEN FLAMES

No lighting or heating device that produces an open flame or smoke is allowed in any on-campus residential. This includes candles, incense, open flames, kerosene, electric or propane heaters, hot plates and fuel containers.

PARKING

All vehicles parked and operated on the Maryville campus must be registered with the Public Safety Office. A valid parking permit must be displayed on each vehicle. Unregistered vehicles, those parked in restricted spots or those parked in violation of Maryville's traffic regulations are subject to citations or towing. Excessive violations may result in the loss of parking privileges and disciplinary action. The first parking permit is free. For a list of designated parking areas, you can go to the [Public Safety Web Site](#), call Public Safety at extension 9500 or pick up a map from the Public Safety Office located in the Buder Commons.

PATIOS, COURTYARDS & BALCONIES

The patios/courtyards and balconies at Potter Hall and the Hilltop Apartments must be kept clean at all times. Only appropriate patio furnishings for outside use should be used. Storing of personal property (e.g., golf clubs, charcoal, shoes, recreational equipment, etc) is prohibited on patios or balconies. No drying of clothing or linens will be permitted at any times on patios or balconies. For Potter hall, the number of people living in the room is the number of people allowed on the balcony at one time. For example, if you live in a double than 2 people can be on the balcony at the same time.

PETS

Aquarium fish are the only pets permitted in an on-campus residential space. Only one aquarium per resident is permitted and aquariums larger than 10 gallons are prohibited. During extended vacations, fish must be removed. Damage associated with water seepage to University property or to the property of other members of the Maryville community will be the responsibility of the owner(s) of the aquarium.

Pet-sitting or having an animal present in your on-campus residential space at any time is also prohibited. If it is confirmed that you have an animal in your residential space, your residency may be terminated. Violators will be charged for cleaning and possible replacement of carpet or other furniture (if necessary). All questions should be addressed to the Director of Residential Life. Service animals are welcome at all times, but must be approved by the University.

POSTING SIGNS

Anyone interested in posting signs in Residential Life facilities must first get permission from the Residential Life Office and the Student Involvement Office.

QUIET HOURS

Courtesy Hours are in effect when quiet hours are not. Courtesy hours mean that noise should not be heard more than 10 feet from outside of a room or building (which is about 3 doors down). Please be respectful and comply with your neighbor's requests. Remember, **the right to quiet supersedes the right for any individual to make noise.**

All parties present in a room or an apartment documented for noise will be presumed to be contributing to the community disruption. Residents are expected to respond to requests to reduce noise at all times. Each resident has a responsibility to know and follow the Quiet Hours policy. It is also the resident's responsibility to ensure that their guests are complying with University policies.

Quiet hours are maintained to help provide an atmosphere that is conducive to good scholarship and to promote an environment where individuals can learn from the experience of group living.

Quiet hours are in effect:

Sunday - Wednesday	10:00 p.m. – 10:00 a.m.
Thursday	Midnight – 10:00 a.m.
Friday - Saturday	2:00 a.m. – 10:00 a.m.

Residents who are bothered by the noise of their neighbors are strongly encouraged to first contact their neighbors about the noise. If noise continues to be a problem, contact the RA on Duty. Excessive noise from stereos, TVs, exceptionally loud conversations, etc. is prohibited at all times. During Finals week, 24-hour quiet hours are in effect. All communities may agree to extend quiet hours but are not permitted to shorten them. During quiet hours, noise should not be heard outside of a student's room.

Apartment Noise Policy

While Residential Life acknowledges the individual's right to freedom, the rights of the community and its members are equally important; therefore, **the right to quiet supersedes the right for any individual to make noise.** Residents who are bothered by the noise of their neighbors are strongly encouraged to first contact their neighbors about the noise. If noise continues to be a problem, contact the RA on Duty for assistance.

Excessive noise from stereos, TVs, exceptionally loud conversations, etc. is prohibited at all times. During Finals week, 24-hour quiet hours are in effect. Repeated noise complaints from any apartment unit will be grounds for disciplinary action which may include removal from the apartment community.

RA's and Public Safety staff do walkthroughs (rounds) of the Residential Halls and Hilltop Apartments periodically throughout the week, weekends, and holiday breaks. RAs are responsible for addressing noise and other issues while on rounds. If there is a situation, the RAs have written guidelines to follow. When reporting a noise complaint/concern, be very specific of the area and issue. You will need to provide your name and your location so the appropriate staff member can follow up with you if needed. For questions, please contact the Residential Life Office.

RECREATIONAL SPORTS

Ball playing, Frisbee, golf, soccer, water fights, wrestling, skating, skate boards, etc. are not allowed inside any Residential Life facility due to the potential for facility damage and personal injury.

RECYCLING

There are recycling containers in the laundry areas of Mouton. If the recycling bin is full, take the full one to the building's trash room and exchange it for an empty one. All cardboard and larger items must be taken directly to the trash room.

Potter Hall, Apartments, and Saints Hall residents are responsible for taking their own recycling to the designated recycling containers located near the dumpsters.

REFRIGERATORS

Residential hall refrigerators must not exceed 4.5 cubic feet. In the apartments, the use of additional freezers and full-size refrigerators is not permitted.

SAFETY INSPECTIONS

A safety inspection will be conducted in every living unit once each term. The purpose of this inspection is to check for conditions relative to standards required by the University for the safety of the residents. Residents are expected to follow the procedures listed in the Residential Life Living Guide in order to ensure that their living unit passes the safety inspection. Violations of safety guidelines will be noted. Continual failure to meet safety standards may result in disciplinary action including termination of the housing contract. If there are any policy violations discovered in plain view during these inspections, the occupant(s) of the space may face disciplinary action. Any damage noticed during this time will be documented and may be repaired. Students will be billed for any damage.

SATELLITE DISHES

Satellite dishes that attach to any Residential Life facility (including balcony railings) are prohibited.

SCREENS

Screens should not be removed from windows except in an emergency. Any student that removes their screen will be fined \$50 in addition to facing disciplinary action.

SECURITY REGULATIONS

Tampering with any security, safety or emergency equipment is strictly prohibited. Anyone causing a false fire alarm either by pulling a fire alarm station or setting off the sprinkler system or smoke alarm system is subject to disciplinary action which may include a fine as well as criminal prosecution.

SMOKE DETECTORS

Smoke detectors are located in the living room and bedrooms of each apartment and in each residential hall room to increase your safety. The smoke detectors are connected to the Fire Alarm System. Tampering with smoke detectors is considered an infraction of University policy. Smoke detectors and other fire safety equipment will be inspected on a routine basis as part of the announced inspection process.

SMOKING

Maryville University campus is completely smoke-free. Residents and their guests may not smoke anywhere on Mayville's campus or inside any on-campus residential or interior area of the buildings. Smoking is not permitted on the balconies of Potter Hall or Mouton Hall.

SOLICITATION/RESIDENT BUSINESSES

Off-campus vendors are not allowed to solicit business in Residential Life facilities. If a vendor tries to sell items or distribute materials on University property, residents should report them to the Public Safety Office.

No one should be going door-to-door trying to sell anything (e.g., magazines, etc) or distributing handbills, flyers, etc. If you see anyone doing this, please contact Public Safety immediately at extension 9500.

Residents are not allowed to conduct business from any on-campus residential space. These businesses include advertised services such as Mary Kay, nail design, hair styling, babysitting, and computer hardware servicing where money is exchanged (the above services are meant as examples and do not constitute an exhaustive list). Campus organizations wishing to solicit in on campus residential spaces must seek permission of the Director of Residential Life at least one week in advance and must present approved fundraising forms from the Student Involvement Office.

SPRINKLER SYSTEM

There are sprinkler systems in the residential facilities. If activated, the system will release pressured water to the area as well as activate the fire alarm system. **Do not hang anything from the sprinkler mounts.** Students will be financially responsible for any damage if the sprinkler system is activated due to improper use.

STORAGE

Residential Life does not provide storage for personal or University furnishings. All university furniture must remain in its assigned location at all times.

TELEPHONE FRAUD

Unauthorized use of 800 numbers, code numbers or credit card numbers to place telephone calls constitutes a theft of services and is in violation of both state and federal statutes. Penalties for violation include fines and imprisonment (Title 18, Sections 1029 and 1343 of the U.S. Code).

THEFT

The majority of thefts that occur in University housing can easily be eliminated by LOCKING YOUR ROOM/APARTMENT DOOR. Always check your door before going to bed to ensure the room/apartment lock is secured.

The University assumes no responsibility for possessions stolen or presumed stolen and will consider an item lost until theft is proven; however, the University will cooperate in any way possible to investigate an alleged theft and discipline students found responsible for the theft. A theft or presumed theft should be reported immediately to the Director of Public Safety at extension 9500 and/or Town and Country Police at 314.432.1000.

Anyone caught stealing or in possession of stolen goods may be asked to vacate University housing pending a formal hearing. **To help prevent theft, students should always lock their doors and carry their keys.**

TRASH CONTAINERS

Trash containers in your living unit should not exceed 10 gallons in size. Containers larger than this allow trash to accumulate to an unreasonable amount, which can attract pests and lead to cleaning and health concerns. Please remove trash on a regular basis.

TRASH DISPOSAL

Trash must be secured in plastic bags and placed in residential hall trash carts or trash chutes or dumpsters. Personal trash should not be left in hallways, breezeways, stairways, residential hall bathroom trash barrels, recycling containers or anywhere on the grounds. Residents disposing of items improperly will be subject to disciplinary action and include a fine. If the resident responsible for the trash is unknown, then the fine will be assessed to the community area. Personal trash should not be left outside of apartment doors or left at the trash can in the patio area of each apartment building. Trash disposal for the apartments is located across the apartment parking lot into the dumpster.

VANDALISM

Anyone found defacing or vandalizing University property or the property of residents or guests (including littering and ecological damages) will be required to pay restitution and may be subject to disciplinary action. Maryville University also reserves the right to prosecute individuals who vandalize University property.

WATERBEDS

Waterbeds are not permitted in any on-campus residence.

WINDOW/DOOR DECORATIONS

If residents decorate their windows/door, they should give consideration to the uniqueness of the University and the diverse population it serves. The Residential Life Office reserves the right to contact students regarding any inappropriate objects or decorations on doors, in the windows or common areas and request that such items be removed.

THE HOUSING CONTRACT IS FOR THE ENTIRE ACADEMIC YEAR

CHECK-IN

Students may check in any time after the official beginning date and time listed on their contract or other appropriate material. The Residential Life Office will issue room keys only after a room pre-payment and a signed and completed Housing Application/Contract are submitted to the University and when the student is in good financial standing with the University. The acceptance of room key(s) or moving belongings into the room constitutes binding acceptance of the contract and obligates the resident for the full amount of the semester contract charges. Students residing in on-campus residential spaces are also required to sign and complete a health form. If a student does not have a health form on file after being in their on-campus residential for two (2) weeks, their contract may be canceled and they would be required to move out immediately. A room/apartment condition form from the Resident Assistant (RA) will complete the check-in process. The sheet describes the condition of the room/apartment at the time of check-in and requires the student's signature. **Students should check their room condition sheet and report any discrepancies to the RA. This can prevent any inaccurate charges being assessed at the time of check out.**

CHECK-OUT

After all possessions are removed from the room/apartment, the resident has the option of having the Resident Assistant check the room or completing the express check out process. At check out, all furniture that was present at check in must be in the room and in the condition that it was in at check-in to avoid a fine or replacement charges. Any items stored or disassembled must be placed back in the room and assembled properly. A fine will be assessed for missing, damaged or disassembled furniture or fixtures. **Failure to checkout properly or by the designated time will result in a \$50 fine.** Keys must be returned before a student leaves campus. A student will be billed for a lock change (\$65) if their room keys are not returned to the Residential Life Office. To check out of the room, take the following steps:

1. Prior to leaving, make an appointment with the RA to check out, or obtain the materials for the express check out process through the RA or the Residential Life Office.
2. Remove all personal property. Unless special arrangements are made with the Director of Residential Life prior to check out, any remaining personal property will be removed by University personnel and discarded and subject to a disposal charge.
3. Remove all trash and dispose of it in designated trash facilities.
4. Clean and sweep the room/apartment.
5. Have a staff member inspect the room/apartment for cleanliness and damages. The room/apartment condition form completed during check in should be reviewed and signed by the resident and staff member.

OR

Complete the express check out process. **Students who use the express checkout option forfeit the right to contest room damages. Students are strongly encouraged to check out with a Residential Life staff member.**

6. Return all keys that have been signed out to you. Failure to return the room key will result in a \$65 lock charge to cover the cost of changing the lock. The lock change is done to insure security.
7. Fill out the forwarding address card.

CANCELLATION OF HOUSING CONTRACT

The housing contract is an academic-year binding agreement with the University. If a failure to abide by the rules and regulations of the University results in disciplinary action and termination of the housing contract by the University, the student is required to make full payment and the pre-payment will not be refunded.

All requests for cancellations of this contract shall be made by filing a Petition for Cancellation of Housing. Each case will be decided on its individual merits through the Housing Contract Appeals Committee.

Please contact Residential Life for the Cancellation process.

HEALTH REQUIREMENTS

All resident students must meet a standard set of health requirements before moving into their on-campus residential. These requirements are:

- ❖ A physical examination within 1 year preceding the date they first check in to their on-campus residential.
- ❖ A tuberculin (PPD) test or chest x-ray within 1 year preceding the date they first check in to their on-campus residential. If the tuberculin test is 10mm or greater, then a chest x-ray is required before being allowed to live in university housing.
- ❖ Proof of immunity to certain communicable diseases. Proof of immunity includes: Disease documented by a physician, titer level indicating immunity or adequate immunization. Required Immunizations: Tetanus/Diphtheria date series completed & booster within past 10 years, Rubella (2 vaccine dates; must be 12 months or older for 1st vaccination and the second vaccination at least 1 month after the first), Rubella, Mumps, Polio. Hepatitis B is recommended but not required.

Any student not meeting these criteria within two weeks can be fined and/or required to vacate their on-campus residential until the health requirements have been met.

A resident student who is planning on staying in university housing with any medical condition or concern can confidentially report their condition to the Director of the Health Center.

OCCUPANCY

Only a registered student of Maryville University who has entered into a housing contract with the University is permitted to occupy an on-campus residential as well as be in possession of University housing keys. All resident students must maintain a full course load of twelve (12) credits for undergraduate students and nine (9) credits for graduate students. Residents are not permitted to assign their housing space in the residential halls or apartments to another student.

ROOM OR ROOMMATE CHANGES

Every effort will be made to assist students in resolving roommate problems. **Room changes are not allowed during the first two weeks of classes of each semester.** Room changes must be approved by the Residential Life Office. Failure to follow the procedure may result in a \$50 fine for each student. All arrangements must be made promptly through the Residential Life Office. Students who do not move by the designated date may lose the option to move.

ROOM SELECTION

This process is continually under review and specific information regarding the sign-up process will be distributed to students mid-February. Residential Life will attempt to accommodate a student's building preference if space permits. Residential Life reserves the right to change the assignment process.

VACANCY/CONSOLIDATION

If an apartment or residential hall room has only one resident and no other student is available for assignment to it, the Director of Residential Life may consolidate by moving the resident to another apartment or residential hall room. Any vacancy remains under the jurisdiction of the Director for assignment, reassignment or room

changes. A resident of a living unit with a vacancy who in any way discourages another resident(s) or perspective resident(s) is subject to administrative review of assignment or contract status and may be subject to disciplinary action and/or be required to move.

Residential Halls

If a vacancy occurs in a residential hall room, it is the responsibility of the remaining student to find a roommate, accept a roommate as assigned, or pay the established rate for a single room (if available).

Apartments

Each apartment unit must maintain full occupancy at all times. If/when a member of the apartment cancels their contract, the apartment residents can recommend another member to join their apartment. If no one is recommended, the Residential Life Office will assign another student according to the Vacancy/Consolidation policy.

Rights of Privacy

ROOM/APARTMENT ENTRY

The Residential Life staff respects the student's right to privacy and will avoid unreasonable room entry. Staff periodically must enter a room/apartment and will do so as outlined:

- ❖ The University reserves the right to have duly authorized personnel enter a room/apartment under reasonable and restrained conditions for purposes such as to provide maintenance, to ensure the personal health, safety, and security of all residents, or to enforce the rules when there is reasonable cause to believe that rules are being violated.
- ❖ As part of the normal closing process at breaks and at the end of the semester, members of the Residential Life staff may enter each room/apartment in order to ensure its safety and security.
- ❖ Friends and relatives are not allowed to enter a room/apartment unless personally escorted and unless Residential Life has received permission from the occupant to provide access for a specific individual.
- ❖ Residential Life staff members may enter a room in the event that a noise disturbance (e.g. alarm clock) is occurring in the absence of the resident, or to check the occupancy status of the room.

If there is a policy violation in plain view, the student will be held accountable for the violation. If it becomes necessary to search a room, a staff member must acquire internal permission to search from the Director of Residential Life or their designee.

ILLEGAL MATERIALS

Illegal materials (e.g., drugs or weapons) or items that pose an immediate danger to the health or safety of residents will be brought to the attention of Public Safety or Residential Life staff who will then make arrangements for removal if they are noticed in the course of a room/apartment entry or maintenance inspection. The student will receive written notification of this action immediately. If the student may legally possess the item removed, it will be returned, but it will not be allowed inside any on-campus residential. The University has sole authority to determine whether materials or items constitute an immediate danger to residents.

SEARCH WARRANTS

A University official may not consent to the search of your room/apartment by the police or other government

officials unless they have a legal search warrant or in accordance with current legally mandated exceptions. This policy is intended to serve as a basis for management operation in an area that requires a delicate balance between constitutional rights and group welfare. This policy will serve as a guide, but effective implementation depends on the good judgment of all parties involved.

SAFETY INSPECTIONS

A safety inspection may be conducted in every room/apartment each term. The purpose of this inspection is to check for conditions relative to standards required by the University for the safety of the residents. Residents are expected to follow the procedures listed below in order to ensure that their living unit passes the safety inspection. Violations of Residential Life policy will be noted.

Residents will receive advance notice from Residential Life informing them of the date when the safety inspection will take place as well as preparation guidelines for the inspection. Safety inspections for residential halls are held each semester and at each closing period. If you have any questions regarding this procedure, you may contact your Resident Assistant.

For the apartments, prior to the safety inspection, the Physical Plant staff may perform a cleaning inspection in order to aid residents in correcting possible safety deficiencies. PLEASE NOTE: This inspection is not the safety inspection - only a preliminary check.

CLEANING CONTRACTS/ROOMMATE CONTRACTS

Cleaning contracts are available upon request. Roommates are encouraged to discuss and agree upon an equal division of labor regarding cleaning responsibilities.

Failure to meet safety and cleaning standards may result in the resident(s) being placed on a probationary status for a period of time when cleaning checks will be conducted at random. Continual failure to meet safety and cleaning standards will result in disciplinary action, removal from the apartment community, or termination of the housing contract.

CLEANING GUIDELINES

Residents are responsible for maintaining their on-campus residential in a consistently clean and sanitary condition. The following standards apply:

1. Living units must be kept clean and free of dirt. Properly dispose of trash and garbage in dumpsters/trash rooms.
2. All roommates will share the cleaning duties equally in the common living area, unless all mutually agreed to another arrangement.
3. All walks, hallways, patios, grounds, and balconies within 10 feet of a resident's apartment must be kept clean and clear of litter and debris.
4. Halls, lounges and laundry rooms must be kept clean and clear of litter and debris, including trash bags. Please contact your RA or Physical Plant if the trash containers are full.
5. Trash and/or garbage must be placed either in the garbage receptacle within the room/apartment or in the dumpsters/trash chutes provided in each area near the apartments and on each residential hall floor. Only soft garbage materials may be disposed of in the garbage disposal in the apartments.
6. All furnishings, fixtures, walls, ceilings, and living unit surfaces are to be kept clean and free of damage.

CLEANING INSPECTION STANDARDS

Cleaning inspections may be conducted at least once a semester in the apartments. The purpose of the inspection is to check the conditions relative to the standards required by Residential Life. Cleaning inspections will not be held in the residential halls unless needed for specific rooms. All living areas will have health & safety inspections conducted each semester.

Residents will receive advance notice from Residential Life informing them when this inspection will take place as well as guidelines for the inspection. Completing the following basic guidelines for regular apartment cleaning will assist residents in passing all inspections:

Kitchen

- ❖ Clean the entire stove inside and out, top burners, broiler, and oven.
- ❖ Do NOT place aluminum foil under drip pans or on the bottom of the stove. This is a serious fire hazard!
- ❖ Clean the inside and outside of the refrigerator.
- ❖ Wash all dishes and take out all trash to dumpster.
- ❖ Clean off all counter tops, including breakfast bar.
- ❖ Make sure the fire extinguisher is charged by checking the gauge; if it is not, report it to Residential Life.
- ❖ Clean floors (sweep and mop), cabinets, walls and other surfaces.

Living Room

- ❖ Dust all furniture.
- ❖ Sweep rugs/carpet and mop all tile floors.
- ❖ Clean walls with a non-abrasive cleanser and a soft towel.

Bathroom

- ❖ Clean the bathtub/shower, tiles inside and outside the tub/shower, and the shower rod and curtain, if provided.
- ❖ Clean the toilet inside and out, the bottom of the basin and around the floor.
- ❖ Clean the sink and counter, medicine cabinet and all mirrors.
- ❖ Empty the trash and mop the floor.

Bedroom

- ❖ Empty trash and vacuum the floors.
- ❖ Keep the bedroom and living area neat and orderly.
- ❖ Launder soiled clothing and store properly.

General Housekeeping

- ❖ All trash should be removed from the living unit and placed in dumpster.
- ❖ Electrical outlets are fire hazards if overloaded.
- ❖ Electrical cords or speaker wires should not be placed across traffic areas or under rugs.
- ❖ There should be no decorations hanging from the ceiling or sprinkler mounts such as nets or paper.
- ❖ The smoke detector should be on. Call Residential Life if the smoke detector is malfunctioning.

CLOGGED DRAINS

Never pour grease into a drain. You can prevent clogging in your kitchen sink by filling both sinks with hot water once a week and draining them at the same time. Use a plunger to unclog drains. If that doesn't work, call Physical Plant. **Never use any sort of chemical solution (such as Drano) to unclog your drain. Instead, call Physical Plant at extension 9304.**

TOILETS

Do not attempt to flush paper towels, cotton swabs, personal hygiene products or anything plastic down the toilet. All bubbling or gurgling toilets should be referred to Residential Life as soon as possible. For emergency maintenance outside of business hours, contact Public Safety at extension 9500 for assistance.

DAMAGES

The following information will help you avoid damage charges:

- ❖ Residents are responsible for the care of their on-campus residential space and of all furniture, equipment and attachments within it.
- ❖ All breakage, damage, and the need for general maintenance and repairs must be reported to Residential Life. The University will make all such repairs with charges assessed to the resident(s) responsible for the damages where applicable.
- ❖ Items for which damage charges are usually assessed are:
 - Holes caused by decorating. Residents are responsible for damages resulting from unapproved decoration.
 - Unauthorized painting, wall papering or use of border paper on walls.
 - Dirty living units not meeting standards as specified by the check-out list.
 - Not cleaning the stove, oven, microwave, refrigerator, tubs, floors, etc.
 - Scarred or broken furniture, fixtures and equipment.
 - Burns, rips, tears, or stains to University furniture or missing furniture.
 - Cost of repairs or replacement resulting from accidental or willful damage.
 - Excessive damage to walls, wood and metal surfaces, sink counter tops, floors and any university property.
 - Any damage caused by guests.
 - Split door jams.
 - Excessive dirty carpets.

Residents are responsible for damages if they undertake repairs of any nature. Residents tampering with items that require repair can be charged for resulting damages. The physical condition of the room/apartment should not be altered. Additional violations of maintenance policies and regulations could result in the termination of residency.

NOTICE: The cost of repairs is often very high with hourly wages from \$16 to \$75 an hour. Overtime and holiday wages can double or triple labor costs. Parts are also very costly because they usually involve special ordering in small quantities. Example: the minimum cost for cleaning a stove/oven starts at \$50. Depending on how much time it takes to come clean, the final cost may be higher.

LIABILITY FOR HOUSING/UNIVERSITY PROPERTY

Residents are financially responsible for damages they cause to University property or caused by their guests.

In the event of damages to common areas or building such as, but not limited to: furniture, fixtures, doors, walls, windows, window screens, window blinds, floor coverings, signs, building equipment or elevators, Residential Life reserves the right to assess the residents of the floor, apartment, or building for reasonable damages if the responsible person(s) cannot be identified.

Residential Life shall notify the residents in writing of the intent to assess a charge. If the responsible party is found, the responsible party will be assessed the full charge for the damage.

Although the University will use all reasonable efforts to protect student property, it is understood that the University is not in any way liable for the loss or theft of, or damage to, any property belonging to you. You shall not hold the University responsible for damage or injury that may be sustained by you or caused by breakage, leakage, or obstruction of pipes, and from other latent defects not known to the University.

PERSONAL PROPERTY INSURANCE

The University does not carry insurance on you or your property. Residents are encouraged to review their families' homeowners and health insurance policies for coverage or to purchase renters insurance. The University does carry insurance on University property.

Emergency Procedures

BOMB THREATS

If a bomb threat is received on a student telephone, the resident should:

- ❖ Note the exact time of the call.
- ❖ Write down as accurately as possible all statements made by the caller.
- ❖ Listen to the voice to determine the caller's gender, age, accent, and any distinguishing features of the voice.
- ❖ Listen for background noises.
- ❖ Note alleged location and description of the device.
- ❖ Notify Public Safety at 314-529-9500 immediately. If necessary, all students will be notified to evacuate.

EARTHQUAKE

What to do during an earthquake:

- ❖ **Remain Calm.** If you are indoors, stay inside. If you are outside, stay outside.
- ❖ If you are indoors, stand against a wall near the center of the building, stand in a doorway, or crawl under heavy furniture (a desk or table). Stay away from windows and outside doors.
- ❖ If you are outdoors, stay in the open away from power lines or anything that might fall. Stay away from buildings (debris might fall off the building or the building could fall on you).
- ❖ Do not use matches, candles or any type of open flame.
- ❖ If you're in a car, stop the car and stay inside the car until the earthquake stops.
- ❖ Do not use elevators.

What to do after an earthquake:

- ❖ Check yourself and others for injuries.
- ❖ Check for the smell of gas. If you believe there may be a gas leak, open all the windows and doors, leave immediately, and, if possible, report it to Public Safety at extension 9500 or 314-529-9500.
- ❖ Stay out of damaged buildings.
- ❖ Be careful around broken glass and debris. Wear boots or sturdy shoes to keep from cutting your feet.
- ❖ Stay away from damaged areas. Expect aftershocks.

ELEVATOR EMERGENCIES

If the elevator does not function properly, inform the Residential Life Office or Public Safety Office immediately. Should you become stuck in the elevator, remain calm and remain in the elevator (do not try to climb out of the compartment). Use the alarm button and a staff member will come to your assistance.

EXPLOSION

In the event of an explosion in a building, residents should take the following actions:

- ❖ Immediately take cover under tables, desks, or anything else that provides protection against flying glass and debris.
- ❖ After the immediate effects of the explosion have subsided, call the Public Safety Office, if possible.
- ❖ If possible, activate the building fire alarm system.
- ❖ Evacuate the immediate area of the explosion.
- ❖ Seek out and assist injured and disabled persons in evacuating the building. Exit via the stairway. Do not

use the elevator.

- ❖ Once outside, move at least 500 feet away from the building and proceed to the designated area for evacuation. Keep roadways and walkways clear for emergency vehicles. Wait for instructions from Public Safety officers or other emergency or university personnel. Do not re-enter the building until instructed to do so.

FIRE IN STUDENT HOUSING

In the residential halls, fire extinguishers are located on each floor. Every apartment is equipped with a small fire extinguisher under the kitchen sink.

When the fire alarm sounds:

- ❖ Evacuate the building as quickly and as orderly as possible. Do not use the elevators.
- ❖ Before leaving your room or apartment, check your door. If it feels warm, do not open it. A warm door may indicate smoke and flames on the other side.
- ❖ If your door does not feel warm, open it cautiously to check for smoke outside or in the hallway.
- ❖ Upon exiting your room or apartment, be sure you have closed your window, locked your door and take your keys and cell phone.
- ❖ If you believe that the area outside your door is passable, alert the other occupants on your floor/building and proceed to the closest exit stairway.
- ❖ You may use any exterior door to exit a building when the fire alarm is sounding.
- ❖ After you leave the building, keep a safe distance away from it and do not interfere with the fire department or public safety operations. Return to the building only when told it is safe to do so by a member of the residential life staff.
- ❖ Residents who do not evacuate the halls or apartments during a fire alarm are subject to fines and disciplinary action.

If you discover a fire:

- ❖ Go to the nearest alarm box, follow the instructions printed on the box, and activate the alarm. Evacuate the building immediately and do not use the elevator.
- ❖ As soon as it is safe to do so, call Public Safety at extension 9500 or 314-529-9500 and give the exact location of the fire, and notify a member of the residential life staff.
- ❖ If your door is warm or if the hallway is smoke-filled, stay in your room with your door closed. Seal cracks around the door with towels or sheets to keep the smoke from entering your room.
- ❖ If smoke does enter your room, open one window slightly. Hang something noticeable out of the window like a towel or sheet to indicate your exact location to fire fighters. Contact Public Safety office to let them know of your exact location.
- ❖ If you cannot open the window, remain close to the floor. The best breathing air will be approximately 18 inches above the floor.
- ❖ Above all, remain calm. The Town & Country Fire Department is very familiar with all campus housing and will be on the scene immediately directing rescue operations.

Safe place to go when building is evacuated:

Buildings	Evacuation Location*
Mouton Hall	Parking lot to the east by the soccer & baseball field, Donius University Center
Potter Hall	Front parking lot.
Hilltop Apartments	Dumpster Areas, Buder Family Student Commons
Saints Hall	Rear parking lot

*During inclement weather, students are encouraged to evacuate to any nearby unaffected campus building.

MEDICAL OR PSYCHOLOGICAL EMERGENCY

In the event of a personal, medical, or psychological emergency, contact the RA on duty and/or Public Safety immediately. Be prepared to give the dispatcher your name, phone number, location, and nature of your emergency. These staff members will know the appropriate way of handling the situation.

During normal business hours, residents may also contact the Residential Life Office (extension 9552), Personal Counseling Office (extension 9556) and/or the Health and Wellness Office (extension 9520).

TORNADO PROCEDURES

It is helpful to understand the following terms:

1. **TORNADO WATCH:** A tornado watch is issued by the National Weather Service when **conditions are favorable for a tornado** to occur. Students should be prepared to take immediate action if a tornado warning is issued.
2. **TORNADO WARNING:** A tornado warning is issued by the National Weather Service when a **tornado has been sighted** and moving towards your area. Students should take immediate action if a tornado warning is issued.
3. **TORNADO DRILL:** A tornado drill is an exercise for practicing our response for a tornado warning.

Follow the procedures below if a tornado warning is issued:

1. All people should move to the hallways away from windows and glass partitions when the St. Louis County warning sirens sound (a steady tone for 3 to 5 minutes) or when verbally instructed to do so. Residents should sit with backs against the wall and assume a crouched position with heads down if the storm strikes. If hallway areas contain glass and are unsafe, move to an interior location such as a bathroom or laundry room where there is minimal/no glass. Clear lobbies and lounges.
2. Close all windows and doors. **DO NOT LOCK DOORS.** Secure or take your personal purse, wallet, keys, cell phone, etc. with you.
3. All persons should remain in the emergency positions until the all clear has been given verbally by a school official. An all clear will be given when announced by the National Weather Service.
4. All damage and injuries resulting from the storm should be reported to Public Safety by dialing 9500 *or* 314-529-9500. Public Safety will call for emergency assistance and make the proper notifications.
5. If damage from the storm creates an emergency which requires evacuation of the building, activate the building alarm and walk to the nearest marked exit. Alert others to do the same. **DO NOT USE THE ELEVATORS.**
6. Once outside move to a building not affected by the storm or to a clear area at least 500 feet away from the affected area keeping streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. Take cover in ditches or low areas if the storm is still a threat.
7. Do not return to an evacuated building unless asked to do so.

Maryville University relies on the St. Louis County Civil Defense warning sirens for tornado notification. Telephone notification will be used as a secondary warning system as inclement weather may put the telephone system out of service. To aid in monitoring for tornadoes during inclement weather, there are radios located at the switchboard in Gander Hall and the Public Safety Office in Buder which monitor broadcasts from the National Weather Service.

Anyone seeing a tornado should notify Public Safety at extension 9500 *or* 314-529-9500. Residential Life and Public Safety will notify all on-campus residents.

A GUIDE FOR LIVING TOGETHER

You have become a member of a unique family of people who live on campus. These on-campus residential halls were created with one thing in mind, to improve your educational environment. Living on campus provides an environment that allows you to pursue your academic studies and helps you grow and explore. It may be different than any other place you have lived before, and almost everyone is new to this; you aren't the only one. Remember, even if you are returning, this is a new year full of new experiences and new people. In order to help you adjust, here are a few things to assist you.

One of the most important relationships that you will build this year is with your roommate(s). Chances are that by now you have already met him, her or them. This person will be your roommate for the next academic year. So, it would be a good idea to get to know them and their expectations for your relationship.

While building a relationship with your roommate, there will be challenges that you encounter. One of those challenges is creating a relationship based on respect for your roommate's personal life, appreciation for diversity and a commitment to have an open discussion and resolution of problems which arise while living together. Because we realize that this will be a challenge, we have compiled the following advice about getting to know and building a relationship with your roommate(s).

GETTING TO KNOW EACH OTHER

Be yourself. Be honest about who you are and what you expect, it makes it easier for your roommate to learn about you.

Get to know your roommate. Ask where they are from and about their background, interests and preferences. This will help you learn about their expectations.

Keep an open mind. Don't make any assumptions. Remember, you can't tell a book by the cover. If you want to know something, ask.

Learn more about their habits and routines. Observe what their routine is and make sure that you create expectations that take these things into consideration.

ESTABLISHING LIVING EXPECTATIONS

When you live with someone, you must take their wants, needs and desires into account whenever there is a decision to be made about your room or apartment. Even though it is "your room/apartment," it is also their room and apartment and therefore they have a say in what goes on. Therefore you will need to discuss these issues, and the best way to do this is to discuss them before a problem arises. Here are some things you will want to discuss:

- ❖ **Sharing and Borrowing.** What items will we share? What can you borrow from your roommate and when and how often can I borrow it? Is it necessary to ask every time I wish to borrow something?
- ❖ **Noise.** When is study time and what are your expectations for noise during those times? Do you need complete quiet when you study? Are there specific hours that there should be quiet? What time do you go to bed? What time do you wake up?
- ❖ **Guests and Gatherings.** Who will be allowed to visit and how long? If you want to have an overnight guest, do you need to notify your roommate in advance? Is it acceptable to have overnight guests of the opposite sex? What types of social gatherings are acceptable and when (weekends only; with prior approval, etc.)?
- ❖ **Security.** What doors will remain locked or open?
- ❖ **Cleaning.** How often will you clean your room or apartment? Who will be responsible for cleaning

what? Will you share cleaning supplies or will each person use their own? If you have an issue with the cleanliness of the room or apartment, how will you address it?

PUT IT IN WRITING

It is helpful for you and your roommate(s) to put your living expectations in writing. That way you can refer to it later if problems arise. An agreement form has been included in your Residential Living Guide for your use.

CONFLICT RESOLUTION

At some point during the year, you and your roommate may have a conflict. However, conflicts can be easily resolved without having the situation escalate into an argument or a fight by following these steps:

Speak up when you have a concern, an issue or a complaint with your roommate(s):

- ❖ Be clear and brief.
- ❖ Tell listeners exactly what you want them to know or do.
- ❖ Say what you mean.
- ❖ Use words the listener will understand.
- ❖ Respond to listeners.
- ❖ Give them a chance to ask questions or comment.

Listen to your roommate(s) concerns or complaints by:

- ❖ Looking at the person to show you are paying attention.
- ❖ Asking questions if you are confused.
- ❖ Not rushing, interrupting or finishing sentences for the other person.
- ❖ Not thinking about what you want to say while the other person is speaking.
- ❖ Not listening because you disagree.

Control your anger.

Anger is a normal and natural part of life, but it is not a sufficient reason to act disrespectfully or irresponsibly. Anger can be used constructively. There are methods to control, express and channel anger in healthy and unhealthy ways.

In cases where the individual parties cannot come to an agreement on their own, we can help by providing mediation. Often when two or more people have a dispute, they need an objective third person to step in and help them identify the issues and come up with a solution. The Residential Life staff can serve as that third person. For more information, contact your RA.

Living on campus is a community experience where each person is responsible for ensuring their community is safe, supportive and fun. Respect and accountability are key to having a successful community. To further assist you in developing a living agreement, we have inserted a roommate agreement form on the next page.

Roommate Agreement Form

This is an agreement between roommates to make sure that your basic needs have been discussed. We agree to discuss each topic and come up with guidelines that each of us can live with. If additional space is needed for topics (listed or unlisted), we can feel free to add additional pages.

Noise

- Quiet/study hours will be:
- Activities that are acceptable in the room during quiet/study hours are:
- Other times the noise level should be:

Cleaning

- The room(s) and common areas will be cleaned: how often? and by whom?

Sharing and Borrowing

- Roommates will/will not share the following item (food included):

Phone Usage and Security

- Roommates agree to the following phone protocol (leaving messages, length of calls, etc.) this is mostly for using the University provided phone line.
- How late is it to receive a phone call? What should you do if you want a private phone conversation?
- Roommates agree to the following security measures (locking of doors, always taking ID/key with you, mail pick up, etc):

Guests and Gatherings

- Visitors and Guests are/are not welcome in the room/apartment, when?
- Guests of your roommate can/cannot stay in the room/apartment when your roommate is not present.
- Overnight guest do/do not require prior approval by roommate(s).
- Overnight guests of the opposite sex are/are not acceptable.
- The following guidelines for social gatherings have been established (length of time, number of guests acceptable, unacceptable behavior, notification, etc.):

Conflict Resolution

- Roommates agree to resolve conflicts in the following manner:

The above guidelines are agreed upon by the roommates of _____.

Signature

Date

Signature

Date

Signature

Date

A Resident's Bill of Rights and Responsibilities

You have the right to safe and secure housing.

You have the responsibility to keep your door locked and to not allow others to enter the residential hall security doors behind you.

You have the right to a reasonably peaceful and quiet space in which you can sleep and study.

You have the responsibility to observe courtesy hours and quiet hours, and to remind others that you expect the same of them.

You have the right to privacy and the and the right to be free of unwanted guests in your room.

You have the responsibility to let your roommate know your wishes and preferences for hours of sleep, study, and visitation and to work through any differences you may have in a peaceful manner, within the guidelines established in the Residential Life Living Guide.

You have the right to choose your means of recreation and relaxation.

You have the responsibility to know and abide by the laws of the state of Missouri, including those that pertain to alcoholic beverages and illegal drugs. You have the responsibility to follow the community standards established to support the educational purposes of the University and to sustain a safe and comfortable living environment in all residential housing areas.

You have the right to address another's behavior if it infringes on your rights.

You have the responsibility to examine you own behavior when addressed by another and work toward resolving conflicts.

You have the right to the assistance of your Resident Assistant and/or other Residential Life or University staff member when you need help with a problem.

You have the responsibility to notify a staff person of your problem in a timely manner and to cooperate with them as they work with you to address your problem.

You have the right to know what is acceptable and not acceptable in housing.

You have the responsibility to read the information provided for you by Maryville University, especially in your housing terms and conditions, the Code of Conduct and the Residential Living Guide as well as any additional materials that are distributed throughout the year.

Residential
Life!

