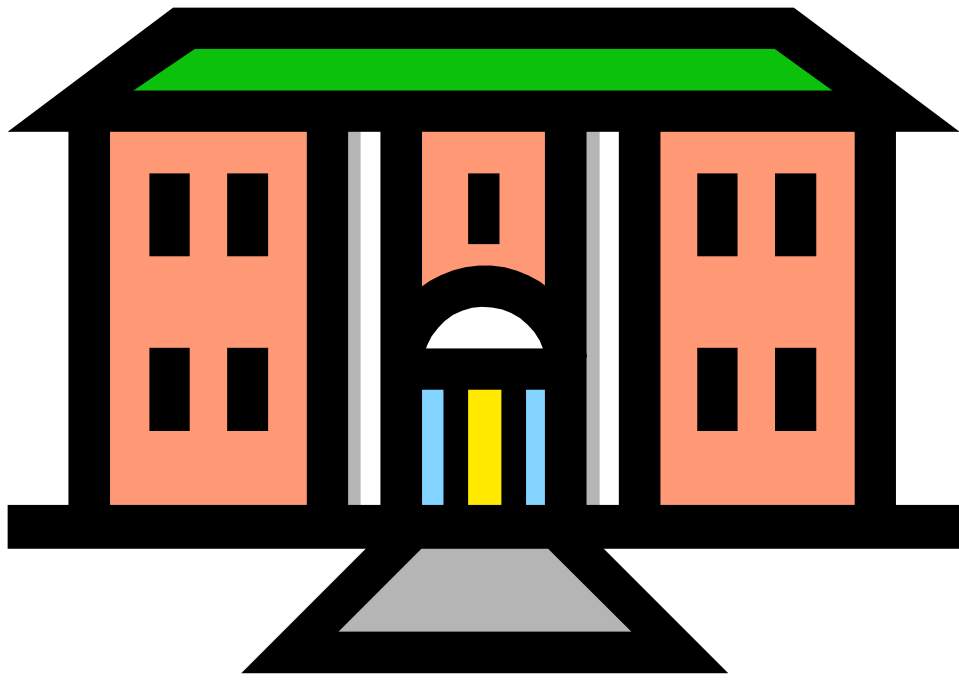


Itasca Community College

Department of
Residential Living



Housing Handbook

2007-2008

Revised August, 2007

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IMPORTANT DATES

Fall Semester – 2007

Aug-27	Offices Open - Freshman Orientation - Last Day for Students to Pay Fees Without Penalty
Aug-28	All Fall Semester Classes Begin
Aug-30	Last Day to Drop First Block Classes
Sep-3	Labor Day Holiday - Offices Closed
Sep-4	Fifth Day of Classes - Last Day to Add/Drop Full Semester Classes
Oct-1	Last Day to Change Room/Suite (Without Conflict)
Oct-1	Cleaning Inspection Week
Oct-8	Last Day to Withdraw From First Block Classes
Oct-10	Early Warning
Oct-18-19	No Classes - Offices Open
Oct-24	Mid-semester
Oct-24	Last Day to Bail Out of Full Semester Classes
Oct-29	Last Day to Drop Second Block Classes
Nov-1	Application Due for Thanksgiving Stay-Over Break
Nov-1	Cleaning Inspection Week
Nov-22-23	Thanksgiving Holiday - No Classes - Offices Closed
Nov-30	Last Day to Withdraw from Full Semester Classes
Dec-1	Application Due for Semester Stay-Over Break
Dec-1	Cleaning Inspections Week
Dec-7	Last Day to Withdraw from Second Block Classes
Dec-18-21	Final Exam Days
Dec-24-Jan-11	Semester Break - No Classes - Offices Open

Spring Semester – 2008

Jan-1-11	Holiday Break - No Classes - Offices Closed
Jan-11	Faculty Duty Day 3 - Offices Open - Last Day for Students to Pay Fees Without Penalty
Jan-14	All Spring Semester Classes Begin
Jan-18	Fifth Day of Classes - Last Day to Add/Drop Full Semester Classes
Jan-21	Martin Luther King Holiday - No Classes - Offices Closed
Jan-26	Housing Applications Accepted for 2008-09 Academic Year
Feb-1	Application Due for Spring Stay-Over Break
Feb-13	Early Warning
Feb-18	Presidents Day Holiday - No Classes - Offices Closed
Mar-1	Cleaning Inspection Week
Mar-10-14	Spring Break - No Classes - Offices Open
Mar-18	Mid-semester
Mar-21	Faculty Duty Day 4-Offices Open
Mar-27	Last Day to Bail Out of Full Semester Classes
Apr-1	Application Due for May Block & Summer Housing
Apr-1	Cleaning Inspection Week
Apr-23	Last Day to Withdraw from Full Semester Classes
May-12-15	Final Exam Day
May-15	Final Exam Day - Last Day of Spring Semester - Commencement Exercises
May-16	Faculty Duty Day 7 - Offices Open
May-17	Residents Checked-Out of Housing by 12:00pm/noon
May-25	Returning Residents Housing Application deadline to ensure Top Priority

PHONE DIRECTORY

Dial 9 to get an outside line

Room-to-Room & Campus Numbers Dial 4 digit extensions (no 9 needed)

Resident Assistant DUTY Cell Phone DIAL 9-259-2762

<u>1st Floor Resident Assistant – Room 164</u>	<u>DIAL 4203</u>
<u>2nd Floor Resident Assistant – Room 232</u>	<u>DIAL 4262</u>
<u>3rd Floor Resident Assistant – Room 342</u>	<u>DIAL 4756</u>
<u>Wenger Resident Assistants – Room 302</u>	<u>DIAL 5928</u>

<u>Director of Residential Living</u>	<u>Office</u>	<u>DIAL 5952</u>
	<u>Home</u>	<u>DIAL 4285</u>
	<u>Cell</u>	<u>DIAL 9-259-0599</u>

Emergency Numbers:

<u>Sheriff / Fire / Ambulance EMERGENCY</u>	<u>DIAL 9-9-1-1</u>
<u>Campus Security</u>	<u>DIAL 9-244-3191</u>
<u>First Call for Help</u>	<u>DIAL 9-326-8565</u>
<u>Itasca County Sheriffs Department Non-Emergency</u>	<u>DIAL 9-326-3477</u>
<u>Minnesota Poison Control</u>	<u>DIAL 9-1-800-222-1222</u>
<u>Itasca Alliance Against Sexual Assault</u>	<u>DIAL 9-326-5008</u>

<u>Itasca Hall</u>		<u>Wenger Hall</u>	
<u>Suite #</u>	<u>Phone #</u>	<u>Suite #</u>	<u>Phone #</u>
120	4195	301	301
150	4214	302	302
160	4203	303	303
210	4765	304	304
220	4769	305	305
230	4264	306	306
240	4488	307	307
250	4592	308	308
260	4619	309	309
310	4620	310	310
320	4622	311	311
340	4756	312	312
350	4755		
360	5973		

Itasca Community College Offices:

<u>Maintenance</u>	<u>DIAL 4470</u>
<u>Business Office</u>	<u>DIAL 4712</u>
<u>Financial Aid & Counseling</u>	<u>DIAL 4467</u>
<u>Records Office</u>	<u>DIAL 4468</u>
<u>Computer Services</u>	<u>DIAL 4630</u>
<u>Director of Finance and Facility – Pat Leistikow</u>	<u>DIAL 4207</u>
<u>Dean of Academic Affairs – Dr. Barbara McDonald</u>	<u>DIAL 4204</u>
<u>Provost – Dr. Mike Johnson</u>	<u>DIAL 4463</u>

INTRODUCTION

Welcome to Itasca Community College and the Department of Residential Living! We are honored that you have chosen to stay in our residence halls. Because you have decided to live on campus, you are going to experience what few students at ICC get an opportunity to take part in. On-campus living is going to be a unique, educational, fun and growing experience for everyone involved. We strive to make this experience the best it can be by providing ample opportunities for all of our residents to learn and grow in this community.

This Housing Handbook is a guide to community living and contains general information concerning daily life in the residence halls. Additional specific information will be posted on housing bulletin boards, in assigned mail boxes as well as in the form of flyers that may be handed out individually to each student. You will be accountable for this information just as you are for contents of this housing handbook.

Respect where you live and remember that you are sharing this space with others. Do your part to keep the residence facilities safe and clean. Be mindful of behavior that may disturb others you share the building with. Respect each other's privacy, be tolerant of one another, and be courteous when addressing problems. Following these simple ground rules will help assure a comfortable and safe living environment.

We encourage you to become active residents and informed consumers. If you have any questions about a policy or procedure or believe you have an unusual circumstance that merits another solution, please contact the Director of Residential Living. Please remember that the earlier you talk with us, the better our chances will be of helping you establish your exceptional case or helping you find or develop other possible solutions.

RESIDENCE LIFE STAFF

Director of Residential Living

The Director of Residential Living (DRL) is in charge of all aspects of the living environment. The DRL works closely with the Resident Assistants (RAs) to ensure that the community is safe and there are positive living conditions in the residence halls and all facilities.

On-Call Coverage

The DRL is available weekdays M-F 8:00 am – 4:30 pm, after this time it is considered after hours.

If an after hours issue, concern or emergency arises, residents are to:

1. Review the Housing Handbook and/or ICC Student Handbook
2. Contact a Resident Assistant,
In assigned residence hall room or
Call the RA DUTY Phone (218)259-2762

If a student is unable to contact a RA:

3. Contact the Director of Residential Living,
Call the DRL DUTY Phone (218)259-0599
In assigned #110 of Itasca Hall

Resident Assistants

There are five RAs that are student staff members who advise and guide floor residence. Each RA is a valuable component of on-campus life. These residents receive specific training in all aspects of campus life; they are here to enhance the experience.

RAs will assist and abide by all policies in the Itasca Community College Student Handbook as well as the Department of Residential Living Housing Handbook. The RAs have the authority to monitor residence 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.

Resident Assistant On-Call Coverage

RAs are expected to be available on their own floor of the residence hall at all times when not on scheduled days off or on vacation. To ensure staff availability during the evenings and weekends, the following definitions and hours have been established:

- On call: RAs on call are available for assistance to all residents in all halls. If not in their room, RAs can be reached at the location and phone number posted on the Itasca Hall Office door.
- On duty: RAs on duty are immediately available in the Itasca Hall Office, in the residence hall, or on campus with the RA Duty phone.

If the on duty RA is not in the office will post location information on the Itasca Hall Office door.

- Office Hours: The RA on duty will be in the Itasca Hall Office from 6:00 pm to 10:00 pm on weekdays and 8:00 pm to 1:00 am on weekends. At All other times the RA on call will be accessible by the RA Duty phone and remain on campus during weekend hours.

HOUSING POLICY / REGULATIONS

Alcohol Policy

The possession or consumption of alcoholic beverages is prohibited in ICC residence halls, as well as all ICC state property. Residents are expected to abide by local ordinances and state laws regarding the consumption or possession of alcoholic beverages. In addition, beverages that are sold as "imitation alcohol products" are not allowed.

Individuals in the possession of alcohol are subject to the following disciplinary procedures.

1st Offense: 10 hrs campus / community service

2nd Offense: The resident will be fined \$250.00. If the fine is not paid, it will be added to the resident's account and access to an ICC transcript will be denied. Non-payment may affect the resident's credit rating. The resident will be placed on disciplinary probation and a letter will be placed in the resident's file located in the Records Office. This will be removed when the resident graduates provided no additional offense has occurred.

3rd Offense: Resident in violation is removed from residence hall for the remainder of the academic school year. A student in this situation wishing to submit an application to the residence hall the following school year will need the approval from the DRL before the housing application will be processed. ICC is not responsible for locating new housing accommodations for the resident removed from the hall or for costs incurred by the student as a result of their removal. Housing costs will not be returned for the third offense.

If it is reported that alcohol consumption has occurred in a residence but it is unclear to the RAs or DRL 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 in situations 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 and Window Displays

Alcohol containers, full or empty, are not allowed in the ICC residence halls. Items pertaining to alcohol including neon signs, icons, or other offensive items may not be displayed in residence hall windows. This policy will be enforced by residence hall staff and interpreted the DRL. Violators will be subject to conduct proceedings with the DRL and will receive an appropriate sanction.

Illegal Drugs / Paraphernalia Policy

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 are not allowed in the ICC residence halls. Individuals in the presence of, possession or use of paraphernalia are subject to the following disciplinary procedures:

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

A RA or DRL HAS THE RIGHT TO SEARCH AND WILL SEARCH ANY ROOM/SUITE IF THEY SUSPECT DRUG OR ALCOHOL USE. ALCOHOL AND OTHER DRUG USE IS NOT TOLERATED ON THE ITASCA COMMUNITY COLLEGE CAMPUS.

Tobacco Product Policy

No smoking, chewing or use of tobacco products is permitted in the residence halls or any ICC building. Designated areas on campus are provided for the use of tobacco. If a housing resident is caught smoking in the halls, they are subject to the following disciplinary procedures:

1st Offense: The resident will be given a verbal warning and documentation will be placed in the resident's housing file.

2nd Offense: The resident will be fined \$50.00. If the fine is not paid, it will be added to the resident's account and access to an ICC transcript will be denied. Non-payment may affect the resident's credit rating. The resident will be placed on disciplinary probation and a letter will be placed in the resident's file located in the Records Office. This will be removed when the resident graduates provided no additional offense has occurred.

Roof Surfaces, Windows and Screens Policy

Accessing the 3rd floor roof from one's dorm 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: 15 hrs campus/community service

2nd Offense: Resident in violation is permanently removed from ICC residence halls.

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 are not permitted on the roof of any building.

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 that resulting frozen pipes due to a window being left open in their room.

Residence Hall Guest / Escort Policy

Guests are welcome in ICC residence halls. However, in order to maintain a favorable living environment, the following rules must be observed:

- All guests must be escorted by the resident which they are visiting from the time of entry to the time of exit of ICC residence halls.
- No guests under the age of 18 are allowed in the ICC residence halls. (Arrangements can be made with the DRL for certain cases such as visiting family.)
- Visiting guests may not infringe upon the rights of room/suitemates. There needs to be a common agreement of visitation among all room/suitemates before guests visit. The right of a resident to study or sleep supersedes the right of another person to entertain or have guests.
- Guests will not be allowed to stay for more than 72 hours at a time (3 days), two times per month, with at least a 24 hour break between visits.
- The resident is responsible for the behavior of their guests.
- Regular visitation hours are 9:00 am – 10:00 pm.
- Overnight visitation hours begin after 10:00 pm (SUN-TH) and after 1:00 am (F & SAT).
- Overnight guests must be registered by the resident they are visiting by the last hour of RA office hours.
- A guest is considered anyone who does not permanently reside in the room/suite in which they are visiting.

Quiet Hours

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

- Excluding periods of final examinations for block class change and semester finals, Quiet Hours are from 10:00 pm to 10:00 am Sunday evening through Friday morning.
- Weekend Quiet Hours are 12:00 am (midnight) Friday evening to 10:00 am Sunday morning.
- During final examinations for block class change and semester finals, 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 confrontation is not successful, residents should then contact a RA. Conduct proceedings may be initiated if it is determined that an individual has not responded to a request to reduce disturbing noise levels.

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 ICC residence halls.

Building / Furniture Regulations

No structural changes, additions, attachments, transfers, or change of furniture may be made without prior authorization by the DRL. Residents may bring furniture from home if they desire; however, they are responsible for all furniture in their assigned rooms. No storage space is available for housing furnishings moved to accommodate personal items. Furniture may not be transferred from one room/suite to another.

Safety regulations do not permit furniture that is larger than standard "love-seat sofa/futon" 65 inches in length. The maximum amount of individual pieces of personal furniture in a residence is one per student, i.e. double room = two lounge chairs, or one lounge chair and one small sofa. If residents have questions, it is in their best interest to contact the DRL before bringing furniture pieces to campus. If residents are found in violation of this policy, there will be a written warning and the residents will have 24 hours to remove illegal items.

Rugs

Due to fire safety regulations, rubber or foam backed carpet/rugs must not be brought into the ICC residence halls.

Pets

For health and sanitation reasons, NO PETS are allowed in the residence halls. This includes any reptiles, spiders, snakes, mice, hamsters, dogs, cats, etc. The one and only exception to this rule is fish. A resident's fish tank may not exceed

10 gallons in size. Only fish may be placed in the tank—no exotic aquatic or reptile species are allowed. An aquarium in a student room must be mutually acceptable to all roommates.

Gambling Policy

Gambling is not permitted in any ICC facilities. This includes any games played for money or goods exchanged for money (such as poker chips). ICC also prohibits bets made for money.

Vehicle Registration

Residents residing in ICC on-campus housing are required to register their vehicle. Vehicle registration will consist of; listing the make, model, color and license plate identification with the Department of Residential Living. The resident will then be issued a parking permit to display on the rearview mirror or on the dash of the registered vehicle. If for any reason the resident changes the vehicle they are responsible for, they must report the change to the Department of Residential Living.

Parking

Residents are to park in specific parking lots designated by the Department of Residential Living. Please be advised at the beginning of each academic year where housing parking is.

Residents in Itasca and Wenger Hall will be issued a parking permit at the time of check-in. The permit must be displayed on the rearview mirror, or on the dash of the vehicle the resident has registered with the Department of Residential Living.

- Parking is not permitted on roadways
- Do not park in posted restricted areas
- Do not block any of the parking lot entrances
- Do not park in any of the designated faculty, visitor parking, or handicapped spaces

PARKING VIOLATIONS MAY RESULT IN VEHICLES TOWED AT OWNERS / RESIDENTS / STUDENTS EXPENSE.

Snow Removal

In Northern Minnesota snow can be a major factor with available parking. It is important that roads and lots are cleared as quickly as possible. If snow accumulations are above two inches, removal will be necessary. Residents will be informed of snow removal times and will be asked to move their vehicles. Vehicles not moved in response to notices will risk being towed.

IT IS THE RESPONSIBILITY OF THE ICC HOUSING RESIDENT TO BE AWARE OF SNOW REMOVAL PROCEDURES WHEN HEAVY SNOW OCCURS.

Snowmobiles, ATVs and other recreational vehicles

Snowmobile, ATV and other recreational vehicle operators need to use extreme caution and be courteous of others at all times. Recreational vehicles must be stored in designated areas or in the owner's pick-up truck/trailer. Snowmobile, ATV and other recreational vehicles may be driven on campus on paved campus roads only when removing and returning to the designated storage areas.

Snowmobile, ATV and other recreational vehicles may not be driven within 100 feet of any campus building. Due to safety hazards and grounds damage, driving snowmobile, ATV and other recreational vehicles behind or directly in front of ICC residence halls is strictly prohibited and will result in disciplinary action.

Door-to-Door Solicitation

Door-to-door solicitation is prohibited in ICC residence halls, except by candidates seeking public office who have filed for election and receive permission from the Department of Residential Living.

Any candidate seeking to campaign or distribute campaign materials in ICC residence halls must make prior arrangements at least 48 hours in advance with the DRL. 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 ICC. ICC organizations **MUST** have obtained approval from the DRL to distribute material in ICC residence halls.

Posting Regulations

The Department of Residential Living and ICC will post information in the following locations:

- Bulletin boards in ICC residence halls
- Lounge/common areas
- Laundry room areas
- Itasca Hall Office Area

All posted materials within ICC residence halls must abide by the following:

- Must be signed and approved by the DRL
- 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

All material is subject to rejection for posting. All material will be removed after two weeks of initial post date and immediately after event is completed.

Posting which does not follow all the above regulations will be taken down and forwarded to the Student Affairs Office or the Department of Residential Living for disciplinary action against the sponsoring organization.

For Threatening Behavior, Sexual Violence, Harassment, and Discrimination Policies and Procedures, please refer to the Itasca Community College Student Handbook.

Disciplinary Measures

The following are first offenses resulting in eviction from ICC on-campus housing and the Department of Residential Living. The DRL reserves the right to use discretion in decisions about all sanctions:

- Violation of Threatening Behavior Policy
 - *The ICC Residential Living Staff reserves the right to remove anyone (guest, visitor, resident or student) from any on-campus housing unit if deemed a threat to the safety or well being of others.*
- Sexual Assault
- Inflicting bodily harm (fighting/physical abuse)
- Tampering with fire equipment, including alarms, extinguishers or fire panel control boxes, or lighting fires
- Intentional damage or destruction of college or personal property
- Theft of college or personal property
- Violation of the Illegal Drug Policy
- Residential Living Probation Violation

PERSONAL RESIDENCE / SPACE

Residential Living Agreement

The housing agreement that is signed prior to entrance in the ICC residence hall states that the length of the agreement is an academic year. If for any reason a resident decides to leave ICC residence halls before the end of the school year, he / she must file a formal petition with the DRL and meet one of the following conditions in order for their petition to be approved:

- Official withdrawal from ICC
- Official graduation from ICC

Housing petitions may be obtained in the Department of Residential Living office on first floor of Itasca Hall.

- Petitions must be submitted to the DRL
- Even with an approved petition, any resident leaving ICC residence halls mid-year may risk forfeiting the \$200 prepayment. (Please refer to calendar of housing dates at the beginning of the handbook.)

A STUDENT WHO LEAVES ICC RESIDENCE HALLS PRIOR TO THE END OF THE ACADEMIC YEAR WITHOUT AN APPROVED PETITION WILL BE HELD RESPONSIBLE FOR ALL HOUSING AND MEAL PLAN CHARGES.

Property Liability

ICC as well as the Department of Residential Living ARE NOT liable for personal property lost, stolen or damaged by residents. Residents are encouraged to review their parents/guardians homeowner's policy for insurance coverage or carry their own renters insurance.

Check-In

Residents must occupy their assigned space by the first day of classes of each semester, or the resident's contract may be terminated and the space reassigned. By taking occupancy of the space, the student accepts its condition 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 assigned space, residents are required to perform a room/suite inventory/condition form. This form must be signed and returned to the Department of Residential Living within the first 48 hours of check-in. If this form is not given to the residents at the time of check-in, it can be obtained in the Department of Residential Living office on first floor of Itasca Hall.

The condition of all contents of the room, including floors, ceilings, windows, blinds, screens, doors, appliances, computers and furniture are considered room inventory items and the condition of each should be listed on the inventory/condition form. **The room / suite residents are responsible for the inventory and care of the items for as long as the residents inhabits the space.** This includes damage to the room caused by others. Care should be given to ensure a complete and accurate inventory, as the residents will be held responsible during check-out for any damages not listed on the inventory/condition form.

If residents do not complete an inventory/condition form, they will be held accountable and liable for ALL DAMAGES in the room/suite whether they were there before the student checked-in or not. Residents will be held responsible for the damage and any cost associated with the repairs. The inventory/condition form is a mechanism to ensure that any damages present at check-in will not be charged to the residents residing in the room/suite.

Check-Out

All residents are assigned to a space and common area/kitchen/bathroom. Both individually and jointly, all assigned residents are responsible for cleaning and daily maintenance of the unit. Upon check-out, all residents must remove ALL personal property and leave the space in the same condition as when occupancy commenced. Any and all personal property left in the space will be removed and discarded at the expense of the owner. Cleaning, repair, and disposal charges for common and assigned spaces will be assessed equally among all occupants of the space unless individual responsibility is established in writing prior to departure.

When a resident is checking out of the ICC residence hall, please follow the listed procedures:

- Sign up for a check-out time with a RA at least 24 hours in advance of departure time. If a RA is not available, please contact the DRL.
- At the time of check-out it is the RESPONSIBILITY OF THE RESIDENT TO FIND THE RA TO PERFORM THE FORMAL CHECK OUT.
- The following areas are inspected at the time of check-out:

Kitchen:

- refrigerator / freezer
- microwave
- oven
- stove top
- drip pans
- cupboards
- countertops
- sink
- floors (swept and mopped)

Bathroom(s):

- toilet
- shower stall
- sink
- floors (swept and mopped)

Bedroom:

- window sills
- wardrobe / desk / chest of drawers
- walls
- floors swept and mopped
- beds lofted properly

- Turn in FOB device and keys
- Provide forwarding contact information to the Department of Residential Living
- Sign necessary exit forms with the Department of Residential Living
- **Failure to perform a proper check-out will result in a minimum \$50.00 fine.**

Residents will be charged for any and all damages and / or cleaning charges assessed to assigned space after a final walk-through is performed by the DRL after residents have vacated ICC residence halls. The DRL and ICC maintenance staff has the final say in what the charge will be and damage / repair and / or cleaning which needs to take place after residents have vacated.

Housing Prepayment

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

Vacation / Breaks

For safety and health reasons whenever residents leave the residence halls for vacation periods, it is in the best interest of the student to follow the following procedures;

- Turn off all lights
- Unplug all appliances (excluding refrigerators and aquariums)
- Empty all garbage receptacles in the appropriate dumpster
- Close and lock all windows
- Leave window blinds open 12 inches
- Close and lock bedroom / suite door

Residence hall staff will check the fire safety equipment in the hall and individual student rooms before each vacation period (Fall, Semester and Spring Break).

ICC residence halls will close during semester breaks and summer months. All residents will be asked to leave the building during these scheduled breaks. Residents wanting to stay in ICC housing during specific breaks will have to apply to do so. There will be individual charges for scheduled breaks. The DRL reserves the right to deny any and all applications to stay over scheduled breaks. An application for break housing can be obtained in the Department of Residential Living office on first floor of Itasca Hall. (Please refer to calendar of housing dates at the beginning of the handbook).

Roommate / Suite Changes

Initial assignments for residents are made by the DRL based on priority, preferences, income verification and availability of space at the time of assignment. Residents may contact the DRL to discuss and request a room change at any time; no room changes will be made during the first week of any academic semester except in a situation where an emergency exists.

Roommate / Suite changes are restricted prior to the first week for various reasons:

- Residents have a claim to their assigned spaces until the second instructional day

- We need to confirm existing vacancies with our current roster
- New roommates need time to work through initial impressions and get to know each other before deciding on compatibility

When a roommate conflict or extenuating circumstance causes a room change request, the RAs should be contacted by all involved individuals. Then all individuals will meet with the DRL and attempt to find other possible solutions through mediation. From there the DRL and RA will decide if a room change is necessary.

A roommate change request form needs to be properly filled out by residents wanting to change in order to start the formal room change process. This form can be obtained through the DRL.

ROOMMATE / SUITE CHANGES NOT INVOLVING CONFLICT OR EXTENUATING CIRCUMSTANCES WILL ONLY BE ALLOWED UNTIL OCTOBER 1 OF FALL SEMESTER AND MARCH 1ST OF SPRING SEMESTER.

Room Alterations

Residence hall rooms are furnished with a lofted bed and mattress (regular twin size), desk, chair, and wardrobe and/or chest of drawers. Furniture and other objects cannot block the entrance of the room.

REMOVAL OF THESE ITEMS FROM THE ROOM/SUITE IS STRICTLY PROHIBITED. RESIDENTS WHO REMOVE ANY OF THESE ITEMS WILL BE IN VIOLATION OF HOUSING POLICY AND WILL FACE PENALTIES.

Room Personalization

Personalizing the room is permitted and encouraged; this will be the resident's home for the school year, and they should make it feel that way! However, residents must not alter or damage the condition of the room and must conform to current housing guidelines.

Pictures, posters and decorations may be temporarily hung on the walls of your room with thumb tacks. Any damage resulting from the use of hanging materials will be charged to the student upon checkout.

DUCT TAPE SHOULD NEVER BE USED. Residents should be considerate of room/suitemates opinion while decorating.

Empty alcohol containers may not be displayed and furniture made from them (lights, etc.) are not permitted in the ICC residence halls. Signs or traffic control devices which are property of federal, state, county or city governments are not permitted in any ICC residences halls. Residents found in possession of such described signs/devices will be referred to the DRL and possibly local

authorities. **STOLEN PROPERTY IS NOT PERMITTED IN ICC RESIDENCE HALLS.**

Residents are prohibited from hanging any profane, offensive or degrading material in the hallways, and in the common kitchen/foyer area. It is left to the discretion of the DRL to determine if the material is profane, offensive, or degrading. Resident(s) will have 24 hours to remove said material after a verbal or written warning.

Safety regulations do not permit live holiday trees in the ICC residence halls. Any Holiday decorations in student rooms and hallways must be fireproof. Holiday decorative lights must be UL-approved and must be miniature in size. Ceramic lights are not permitted. Lights must not be hung on curtains, the ceiling, or the windows, and must be kept from contact with fabrics. Residents must be in the room when the lights are in use.

IF RESIDENTS ARE FOUND IN VIOLATION OF THIS POLICY, THERE WILL BE A WRITTEN WARNING AND THE RESIDENT WILL HAVE 24 HOURS TO REMOVE ILLEGAL ITEMS.

Room Entry

Your right to personal privacy will be respected; however, ICC, its officers, employees and agents shall have the right to enter resident rooms at reasonable times for the purpose of routine inspection and repair, preservation of health, safety and quietude. Rooms will also be entered when there are reasonable grounds to suspect that laws or ICC policies are being violated.

Room / Suite Inspections

Room / suite inspections are preformed on a regular basis to ensure a safe and healthy environment for the residents of ICC on-campus housing. A member of the Department of Residential Living will conduct inspections. Fines and/or housing sanctions may be issued during inspections for policy violations or damages (including cleanliness). The Department of Residential Living reserves the right to hold both announced and unannounced inspections.

Damages

Residents are financially responsible for any damages to the assigned space / common area. This extends to maintenance and cleaning costs and the cost of repair or replacement. If the person who caused the damage in a shared common space cannot be identified, the damage costs will be split among all residents sharing the common space. ICC maintenance personnel will conduct all repairs.

RESIDENTS MAY NOT REPAIR ANY DAMAGES ON THEIR OWN; THOSE FOUND DOING SO WILL BE HELD RESPONSIBLE FOR ALL COSTS OF REPAIR.

Storage

Due to limited space there will be no room for storage. Any items the resident brings to ICC must be kept in their personal rooms. There are bicycles racks located outside both residence halls where bicycles are to be kept.

Kitchen

-Wenger Hall: The common kitchen located on the third floor of Wenger Hall is available for residents use. This kitchen provides a full size refrigerator, sink, microwave and oven, as well as cupboards for storage. Residents are responsible for the daily maintenance of the kitchen space. Scheduled cleaning inspections will be held if general cleanliness is not kept in the common kitchen.

-Itasca Hall: Each suite has a kitchen and is available for residents use. Each kitchen provides a full size refrigerator, sink, microwave and oven, as well as cupboards for storage. Residents in each suite are responsible for the daily maintenance of the kitchen space. Scheduled cleaning inspections will be held if general cleanliness is not kept in the common kitchen.

It is up to the residents to decide on the sharing of items in the kitchen area. This should be discussed with all room/suitemates present and a common understanding should be agreed upon before any assumptions are made.

Housekeeping

Maintenance staff are charged with keeping areas of the ICC residence halls, parking lots and grounds clean and orderly. The clean appearance is due to their efforts. Please be considerate of their time and effort and clean up after yourself. This helps create a pleasant atmosphere in which to live.

Shared Space

There are areas in each residence hall which are shared by room/suitemates, such as the common kitchen area, bathroom, and foyers. It is the responsibility of all residents residing in the rooms/suites to maintain a level of cleanliness and order. Scheduled cleaning inspections will be held if general cleanliness is not kept.

In the ICC residence halls there are lounges/common areas available for the resident's use and enjoyment. These areas are to be treated with respect and common courtesy. Generally provided in the lounges/commons are table and chairs, couches or lounge furniture, television and entertainment system.

In the lounges/common areas where a fireplace is located, residents are not to tamper with the general operation of the fireplace.

Lounge/common area furniture may not be moved to individual rooms.

Temperature Control

Control devices are available for residence temperature control. Part of sharing space and living with others is that a desirable temperature for all residences is maintained. If there is conflict over temperature control, this issue will be handled through the mediation process with the RA on the specific floor.

Keys

Residents are issued 2 keys at the time of check in. Wenger Hall residents will receive a FOB device and a mailbox key. Itasca Hall residents will receive a FOB device and a bedroom key.

TO AVOID THEFT AND UNWANTED DISTURBANCES, DOORS TO ROOMS/SUITES SHOULD ALWAYS BE LOCKED, EVEN WHEN THE RESIDENT IS HOME.

ANYONE PROPPING DOORS OPEN OR FORCIBLY PULLING OPEN A LOCKED DOOR WILL FACE DISCIPLINARY ACTION. THOSE ALLOWING UNESCORTED GUESTS INTO THE RESIDENCE HALLS WILL FACE DISCIPLINARY ACTION.

Lost Keys

In the event that a mailbox key, FOB device or bedroom key is lost, residents are to notify the RA immediately so that a new key(s) can be issued and proper safety precautions taken. The charge of a mailbox key is \$5.00, FOB device is \$7.50, and bedroom key \$25.00.

DUPLICATION OF KEYS BY RESIDENTS IS STRICTLY PROHIBITED AND WILL RESULT IN EVICTION FROM THE RESIDENCE HALLS.

FACILITIES AND SERVICES

Common Living Area

Located on the first floor of both residence halls are common living areas. These areas are intended for use by the residents at any time. Furniture and televisions will be provided with the intent that the residents will use them with respect.

THE FURINTURE AND FIXTURES ARE NOT TO BE REMOVED FROM THE COMMON LIVING AREAS. RESIDENTS REMOVING ANY OF THSE ITEMS WILL BE IN VIOLATION OF HOUSING POLICY AND WILL FACE PENALTIES.

Laundry Facilities

Laundry rooms are located on the third floor of each building. There are both washers and dryers in the laundry facilities each machine costs \$1.00 per use.

PLEASE REPORT ANY PROBLEMS OR MALFUNCTIONS TO THE DEPARTMENT OF RESIDENTIAL LIVING. DO NOT ATTEMPT TO REPAIR THE MACHINES. RESIDENTS FOUND DOING SO WILL BE HELD RESPONSIBLE FOR ALL COSTS OF REPAIR.

Telephone Service

All rooms / suites are equipped with a telephone jack. Local phone calls are free of charge; dial 9 to get an outside line. Long distance calls require a calling card. Internal access includes 4-digit calling to anyone at ICC. A directory of housing extensions is available in the back of this publication.

Cable Television Service

All ICC residence halls are equipped with cable-television hookup jacks. The hookup jacks are the resident's responsibility and must be in working condition upon check-out. At no time will residents be allowed to run cables or wires outside of the suite to an adjoining suite.

Computers and the Internet

All rooms in Wenger Hall are equipped with high-speed internet access. Itasca Hall is a wireless internet access system. ICC will NOT tolerate the downloading and/or distributing of inappropriate, offensive, or illegal materials. ICC will discipline violators of this policy by, fines, suspension, expulsion, and/or eviction. This is a "zero tolerance" policy and will be strictly enforced.

If residents have questions relating to computers, the Internet, or on-campus technology, they may contact the ICC IT Department.

Mail Service

-Wenger Hall resident mail boxes are located on the third floor in the commons/lounge. Each suite in is provided with a mailbox key. The suite is responsible for the key and its return upon final check-out.

-Itasca Hall resident mail boxes are located on the first floor in the entrance/foyer. Each student in will be assigned a specific mailbox which is opened by a combination.

It is the resident's responsibility upon check-out to use the appropriate United States Postal Service Change-of-Address form to forward all mail previously received through the on-campus address.

THE RESIDENTS MUST CHECK THEIR MAIL BOX ON A REGULAR BASIS FOR IMPORTANT INFORMATION.

Itasca Hall Address:

Your Name
Itasca Hall
Room/Suite Number
1851 E. Hwy. 169
Grand Rapids, MN 55744

Wenger Hall Address:

Your Name
Wenger Hall
Room/Suite Number
1851 E. Hwy. 169
Grand Rapids, MN 55744

Dining Service

ICC Dining Center offers a variety of meals in the cafeteria which is located in Backes Student Center.

Residents residing in on-campus housing are assigned mandatory a meal plan.

Breakfast Hours: 7:45 am – 10:00 am

Lunch Hours: 10:30 am – 1:30 pm

NO DINNERS ARE SERVED

Meals are served from the first day of the semester until the last day of finals each semester. No meals are provided in the evenings on weekends, between semesters, during breaks and when classes are not in session.

IF ON-CAMPUS HOUSING RESIDENTS DO NOT USE THE ENTIRE BALANCE OF THEIR MEAL PLAN BY THE LAST DAY OF FINALS, THE REMAINING BALANCE IS NOT REFUNDABLE.

RESIDENT SAFETY AND SECURITY

Fire Safety

One "announced" fire drill is conducted each semester. The "announced" fire drill is designed to give residents an opportunity to evacuate the residence hall in a non-emergency situation. All residents must leave the building when the alarm sounds for the drill. Specific meeting spots will be assigned to residents before the drill is administered.

There will be one “unannounced” fire drill each semester.

Fire prevention in the residence halls is taken very seriously by the Department of Residential Living and is the shared responsibility of all residents living in the halls. Microwaves are allowed in rooms; however, they must be tended to while in use. Cooking appliances such as toasters, popcorn poppers, pizza ovens, warming plates, or any other appliance which have either exposed heating elements or produce excessive heat can only be used in kitchenette/commons area.

CANDLES, INCENSE, OR ANY FLAMMABLE OR SLOW-BURNING SUBSTANCES ARE STRICTLY PROHIBITED IN ALL ON-CAMPUS HOUSING FACILITIES AND RESIDENT ROOMS.

Residents who are in possession of any of these substances will receive a written warning to remove items within 24 hours and/or may be subject to disciplinary actions.

Residents who choose to grill outside of the residence halls may do so provided they are tending the grill at all times. Grills must be cleaned after use.

Resident halls are equipped with a building fire alarm system, and each student room has a smoke detector that is periodically checked by residence hall staff and maintenance personnel. Room smoke detectors sound only in the room they are located in. In accordance with Minnesota State Law, when the building alarm sounds, all residents are required to leave the building. Residents cannot re-enter a building until signaled by the residence hall staff.

In the event of limited or poor evacuation, the DRL is authorized to direct residence hall staff to enter student rooms to ensure evacuation. Any violations of evacuation procedures by residents will be handled through conduct proceedings.

ANY PERSON WHO WILLFULLY TAMPERS WITH FIRE ALARM EQUIPMENT RESULTING IN A FALSE FIRE ALARM IS SUBJECT TO CRIMINAL PUNISHMENT.

Severe Weather Safety

During severe weather residents are advised to seek shelter in the lowest interior corridor of the residence halls and keep away from windows. Residents who wish to remain in the building during a severe weather warning must follow procedures as directed by residence hall staff.

There will be one “announced” severe weather drill a semester. The “announced” severe weather drill is designed to give residents an opportunity to respond in a non-emergency situation. Specific meeting spots will be assigned to residents before the drill is administered.

On-Campus Security

Resident is a prime concern to residence hall staff members. Outside doors will be unlocked during check-in and check-out times to help make moving easier. During other times it is a breach of residence hall security to prop open any door where unauthorized individuals could enter. If residents see a propped open door, they are asked to report this to the RA on duty and shut the door.

Residents are strongly encouraged to lock their room doors whenever they leave and carry their room keys with them at all times. Personal safety and protection of the residents and personal belongings cannot exist if security measures are not followed.

ANYONE PROPPING DOORS OPEN OR FORCIBLY PULLING OPEN A LOCKED DOOR WILL FACE DISCIPLINARY ACTION. THOSE ALLOWING UNESCORTED GUESTS INTO THE RESIDENCE HALLS WILL FACE DISCIPLINARY ACTION.

Security Officers

ICC has on-campus security available when classes are in session. Security personnel are selected residents who are enrolled in the law enforcement program. These individuals are trained and can be identified by a security jacket, t-shirt and hat which will be worn when on-duty.

Weapons

Possession or use of items such as fireworks, firearms, explosive devices, metal-tipped darts, knives, bows and arrows, BB guns, martial arts weapons, paintballs and/or paintball guns, or other potentially dangerous items are not permitted in the ICC residence halls or on the ICC campus.

There is a safe available where residents may store firearms and other weapons. Each weapon needs to be registered with the DRL and a check-in / out process occurs when residents want to obtain their weapon for recreational use.

POSSESSION OF STATED ITEMS NOT PROPERLY REGISTERED AND STORED IN FIREARM SAFE WILL RESULT IN DISCIPLINARY ACTION AND POTENTIAL REMOVAL FROM RESIDENCE HALLS.