



ROCKY  
MOUNTAIN  
COLLEGE

## **Residence Life Policy Handbook**

Updated September 2017

## **Rocky Mountain College Residence Life Handbook**

The Office of Residence Life supports the rights of residents to live in an environment where they feel safe, secure, and comfortable. Learning to respect the rights of others and take responsibility for one's own actions is an imperative part of living as a community. To ensure that residents are able to live together in a constructive environment, the Office of Residence Life has developed standards for community behavior. This handbook outlines important information and policies that will serve residents as they contribute positively to their campus community.

The Office of Residence Life is committed to providing residents with a supportive and healthy community experience. The staff is comprised of Resident Advisors (RA) in each building in addition to full-time professional Area Coordinators (AC) and Assistant Residence Hall Directors (ARD) on each side of campus.

Residents believed to have violated any of the policies listed in this handbook will be documented and referred to the student conduct process. Please note residents are responsible for the actions that occur in their assigned spaces. The student conduct programs at Rocky Mountain College strive to maintain the welfare of the College community as well as to assist individual residents in developing personal responsibility. For a full and complete statement regarding the Rocky Mountain College student conduct systems, please refer to the student conduct webpage or contact the Office of the Vice President for Student Life.

### **Academic Break Housing Accommodations**

During winter break, residents will not have access to the Residence Halls unless approved by the Director of Residence Life. Students who live on campus during the fall semester and will be continuing to live on campus the following spring semester may apply for winter break housing. Fees for winter break housing assignments will be applied to the student's account at the beginning of the winter break period. Students contracted to live in Jorgenson Hall during the fall semester and will be continuing to live on campus the following spring semester may register for winter break housing free of charge.

Students who live on campus during the spring semester and will be continuing to live on campus the following fall semester may apply for summer break housing. Fees for summer break housing assignments will be applied to the student's account at the beginning of the summer.

Students must register for break housing by the established deadlines posted on the residence life webpage to avoid late registration fees. Late registration requests can be directed to the Residence Life On-Call staff at 406-698-8777.

### **Alcohol**

Possessing, consuming, or distributing alcoholic beverages is prohibited on Rocky Mountain College property with the exception of Jorgenson Hall (see Alcohol Policy - Jorgenson Hall). Empty containers are not allowed and may be treated as an alcohol violation. Advertisements promoting alcohol or alcohol-related products are prohibited on campus. Rocky Mountain College's name and/or logo shall not appear in conjunction or co-sponsorship with the name of any alcoholic product or distributor without written approval from the Office of the President. Residents present in incidents of unauthorized consumption of alcohol may be considered in violation of the alcohol policy. All alcohol, alcohol containers and advertisements involved in a disciplinary situation will be confiscated and destroyed.

### **Alcohol – Jorgenson Hall**

Possession and responsible consumption of personal quantities of alcoholic beverages is permitted by residents of legal age (21 years of age or older) within their assigned apartment in Jorgenson Hall.

Consuming alcohol or carrying an open container in public areas is prohibited. Individual apartments with open doors are considered public areas. An open container is defined as any container of alcohol with a broken seal. All residents reserve the right to not allow alcohol in his/her apartment regardless of the age of the residents of that apartment. Kegs and beer bong are strictly prohibited.

### **Bathroom Facilities**

Residents are expected to use these facilities with care and consideration of others. Dishwashing and fish tank draining/cleaning is not allowed in the community bathroom sinks in Anderson Hall; please use the community kitchen facilities or private room sinks where available. If a resident is responsible for any mess, please be courteous to students and custodial staff by cleaning it up immediately. Residents and visitors are reminded that at no time are males and/or females to use bathroom facilities of the opposite gender.

### **Bicycles**

Bicycles should be stored in designated areas located outside the residence halls, or in student rooms. All bicycles being stored inside residence hall rooms must be agreed upon by all roommates and should be addressed in the Residence Life Roommate Contract. Bicycles may not be parked, stored, or ridden in the public areas of the hall inclusive of balconies. Motorized bikes cannot be stored inside residence halls. Improperly stored bikes will be removed and impounded by Rocky Mountain College. Residents' failure to remove bikes after the residence halls close each spring semester will result in locks being cut, at the student's expense, as well as disposal of the bike.

### **Campus Safety**

Campus safety is of the utmost importance to Rocky Mountain College. For information or questions regarding safety at Rocky Mountain College please contact the Office of Campus Safety or refer to <http://rocky.edu/student-life/dean-student-life/campus-safety/>

### **Candles and Incense**

The use of candles and incense is prohibited in the residence halls; this includes candle warmers and wax melt devices. Residents violating this policy will be asked to remove the items from the community immediately or may have them held by the Office of Residence Life until the end of their residency on campus.

### **Ceilings**

Ceiling tiles in the residence halls may not be removed or altered. This includes but is not limited to hanging tapestries, stringed lights, or any other items from the ceiling. Removing ceiling tiles and storing personal items above ceiling tiles is prohibited. Residents are responsible for all damage caused to ceiling tiles and supporting structures.

### **Check-In and Check-Out Procedures**

Check-in dates for fall, spring, and summer semesters are communicated through the Rocky Mountain College website as well as through correspondence with residents. Residents may not check into the residence halls prior to the posted dates. Residents must check into their rooms with a designated Residence Life staff member, and are required to complete all appropriate paperwork.

If a resident is approved to move out of their assigned space they must check-out through an RA before leaving. To ensure staff availability the Office of Residence Life asks that residents sign-up with an RA at least 24 hours prior to their desired check-out time.

Closing dates and times for the residence halls each semester will be communicated through the Rocky Mountain College website. Residents must be properly checked-out of their residence hall by a Resident Advisor no later than the established closing date and time of the residence halls. Rooms must be left in clean condition and damage free, with all personal belongings removed from the residence hall, and all furniture supplied by Rocky Mountain College intact and set up in the original configuration. Residents will be billed for any missing furniture, damages and cleaning of the space needed. Residents who do not check-out properly with a Resident Advisor will be charged a \$150.00 improper check-out fee in addition to all cleaning and damage repairs needed. Residents who do not turn in their room key will be charged for the lock change(s) and keys. All charges will be charged to the student's enrollment deposit and posted to the student's account if charges exceed their deposit balance. Deposit refunds will be released the week of July 1st and January 1<sup>st</sup> following a student's departure from Rocky Mountain College.

The Office of Residence Life encourages students who have completed their exams to vacate the halls within 24 hours of

their last test to help ensure an academic environment for those residents still completing exams. The Office of Residence Life reserves the right to have residents removed from the halls that cause disturbance during finals week.

### **Common Area Furnishings**

All lounges and common areas are furnished for the benefit of all residents and enhance each community. Moving common area furniture into individual rooms is not permitted.

### **Community Standards**

The Office of Residence Life is dedicated to residential communities that empower residents to share responsibility in creating a safe and healthy environment. As such, staff members will encourage and engage residents in setting community standards that are supportive of their community environment.

### **Computers**

Computers are provided in Widenhouse Hall, Anderson Hall, and Rimview Hall for academic use by residents.

Any problems with the operation of the computers should be referred to the Office of Academic Computing at 406-657-1161 or support@rocky.edu.

### **Damage**

Residents may incur charges for damage to residence hall property. These charges are assessed by the Residence Life staff in cooperation with the custodial and maintenance staff, and are charged to the student's deposit and posted to the student's account if charges exceed their deposit balance. In some instances, fees may be assessed to all the residents in a residence hall/assigned room in order to repair damages caused by residents whose identities are not known.

Students who, because of their actions, are responsible for damage to the residence hall facility (such as leaving a window open during the winter that results in a burst heater pipe), will be held financially responsible for all damages caused as a result.

### **Decorations and Room Displays**

Since the residence halls will be students' new home, the Office of Residence Life encourages students to take the time to make their room a special place. Students are free to have decorations and displays in their room. Possessions, decorations or displays should not be displayed on the outside of room doors or in general view of the public; this includes items in room windows. Please remember that students will be accountable for all damage to their room and its furnishings. Tape, especially carpet tape or duct tape, has a tendency to leave a residue which is extremely difficult to remove. Nails leave holes that will require repair, so an alternative method of hanging personal items that does not cause damage to the facility is suggested.

### **Delivery**

Widenhouse Hall, Anderson Hall, and Rimview Hall residents who place orders from local businesses and request non-postal delivery to a residence hall are to receive the item(s) at their residence hall's main entrance. Jorgenson Hall residents may have local businesses deliver to their assigned unit.

### **Disruptive Behavior**

Students are expected to exhibit appropriate behavior within the residence halls. Individuals who participate in or display inappropriate behavior while in a residence hall will be subject to the student conduct process. Inappropriate behavior may be defined as, but not limited to any activity that disrupts, endangers or interferes with the environment of the residence hall community.

### **Door Propping and Unlocking**

For safety and security purposes, propping exterior doors to the residence halls is prohibited. Residents should use caution when propping individual assigned room/suite/apartment doors and are encouraged to keep doors and windows locked at all times, when not in use.

## **Drugs and Paraphernalia**

It is unlawful and prohibited to manufacture, distribute, dispense, possess, or use a controlled substance at Rocky Mountain College. Possession of drug paraphernalia is prohibited. Although Montana state law permits the use of medical marijuana to authorized individuals; federal laws prohibit marijuana use, possession, and/or cultivation at educational institutions and on the premises of other recipients of federal funds. The use, possession, or cultivation of marijuana for medical purposes is therefore not allowed on any Rocky Mountain College property; nor is it allowed at any Rocky Mountain College sponsored event or activity off campus. The Office of Residence Life works closely with the Billings Police Department and reserves the right to execute drug searches without prior notification to residents. The odor of drug(s) is sufficient evidence for staff to approach and submit report(s) of potential violation of this policy.

## **Electrical Appliances**

Small electrical appliances are permitted in student rooms provided their use does not disturb other residents or create a potential fire hazard. Appliances with an open coil or burner, air conditioners, indoor grills, halogen lamps, bbq grills and gas appliances are not permitted within the building(s) or Rimview courtyard. In addition, all appliances with heating elements must have an automatic shut off feature.

## **Elevators**

Inappropriate use of the elevator in Rimview Hall (i.e. prying doors open, bouncing in elevators, riding within the elevator for extended periods of time without the purpose of moving to another floor, etc.) may result in the liability for the cost to repair the damage to the elevator.

## **Emergency Systems and Equipment**

The residence halls are equipped with emergency systems and equipment to help increase student safety. Tampering with and/or misuse of emergency systems and equipment including but not limited to: fire alarms, pull stations, fire doors, fire extinguishers, sprinkler systems and pipes, smoke alarms, exit signs, and security cameras, poses a serious threat to student safety. Hanging items from the sprinkler pipes is prohibited. Any damage related to the misuse of emergency systems or equipment will be billed to the students responsible.

Starting any type of fire on College property, without written permission, is strictly prohibited and may result in disciplinary action through the appropriate College administrative offices and local law enforcement. Setting off false alarms; or failing to evacuate and/or hindering in the evacuation of others will result in disciplinary action and possible criminal action.

Residence hallways must be kept free of debris and personal items as to not be a potential fire hazard or inhibit exit of the residence hall.

Participation in fire drills is mandatory. A fire drills are conducted so that Residence Life staff may test fire emergency equipment. Resident Advisors will explain the evacuation procedures at the first floor meeting. Residents need to be familiar with these procedures — their life may depend on it.

## **Emergency Evacuation Locations:**

- Anderson Hall – lawn between Losekamp Hall and Morledge-Kimball Hall
- Jorgenson Hall – lawn west of the Fortin Center
- Rimview Hall– lawn south of Jorgenson Hall
- Widenhouse Hall – soccer field

## **Extension Cords and Power Strips**

Only one power strip per electrical outlet. Do not link power strips or use 'octopus' plugs. Do not plug one extension cord into another extension cord. In the event of damage resulting from overloaded electrical outlets, the resident who violated the policy will be held financially responsible for repairs or replacement of items.

## **Firearms, Weapons, and Explosives**

The possession of firearms, weapons, ammunition, fireworks and explosives on campus is strictly prohibited for all residents, employees, visitors, and independent contractors. Appropriate government officials and police personnel are excluded from this policy. If you are aware of a student on campus in violation of this policy, please report this issue immediately to the Office of Campus Safety or call 911.

Rocky Mountain College defines a weapon as any device or substance that is designed, used, or capable of causing bodily harm or property damage. Under this policy, firearms are any gun, rifle, pistol, handgun or device designed to fire bullets, BBs, pellets, or shots (including paint balls), or other projectiles, regardless of the propellant used. Other weapons include but are not limited to tasers, stun guns, knives with fixed blades, switchblades, spring-loaded knives, pocket knives with blades longer than four inches, any item (including kitchen utensils) used for an inappropriate purpose, martial arts weapons, bow and arrows of any type, swords, dirks, daggers, brass knuckles, sling shots, explosives, or incendiary devices. At any time, items not listed above may be deemed dangerous by the Office of Campus Safety, including hazardous chemical or biological material of any sort. Replicas and displays of any weapon are also prohibited from campus.

## **Food Services**

Food services are available through Sodexo Campus Dining to all students. Residents residing in Widenhouse Hall or Anderson Hall are required to have a Carte Blanche or 10 meal plan. Residents of Jorgenson Hall or Rimview Hall are eligible for any meal plan, but are not required to purchase one.

Residents may add to or increase meal plans at any time throughout each semester. Meal plans may only be removed or decreased prior to the 5<sup>th</sup> day of class each semester. To add or change a meal plan, submit a Meal Plan Registration and Change Request Form on the Sodexo web page <https://rockydining.sodexomyway.com/>

## **Gambling**

Gambling is prohibited on Rocky Mountain College property. Any form of game played for money, without written permission from the Vice President for Student Life, is considered an illegal activity.

## **Guests**

Residents are required to register their guests upon arrival. Guests are defined as any non-registered member of that community/hall. Guest registration can be done at the Widenhouse/Anderson Residence Halls Front Desk or the Rimview Hall Office during hours of operation or online through the Rocky Mountain College Residence Life website. Guests must check-in with a resident and be able to present valid picture identification. Failure to check-in or falsify check-in records can result in the guest being asked to leave campus immediately. Residents are responsible for the behavior of their guests and must accompany them at all times while in the residence halls. If found unaccompanied or their behavior is disruptive to the community, Residence Life staff may ask the guest to leave Rocky Mountain College property.

All residence hall guests must be 18 years of age or older, or accompanied by a parent or guardian. Any guests under the age of 18 must be pre-approved by the Area Coordinator at least 24 hours prior to arrival. Area Coordinators may verify parent or guardian approval using contact information provided in the Underage Guest Form available at the Widenhouse/Anderson Residence Halls Front Desk or the Rimview Hall Office during hours of operation or online through the Rocky Mountain College Residence Life website.

Overnight guests are permitted to stay up to 3 consecutive nights with the permission of all roommates. Hours spent in individual rooms by visitors must be agreed upon by all residents of the room/suite/apartment.

Jorgenson Hall residents are permitted to a maximum of two visitors per resident at any given time with the permission of roommate. Jorgenson residents will be held responsible for the behavior of their guests at all times. At no point in time can there be more than 5 people in an Anderson or Widenhouse double room; and 10 people in a Widenhouse triple or Rimview suite. Residents found in violation of this policy will be required to have all guests vacate their assigned space immediately.

## **Hallway Safety**

All residence halls hallways must remain free from student belongings and furniture. Residents are not permitted to ride bicycles and other wheeled items (skateboards, scooters, etc) within the residence halls inclusive of balconies and courtyards. Activities including but not limited to football, basketball, broom hockey, water fights, frisbee/folf, handball, hacky sack, shooting Nerf guns and juggling are prohibited in the residence halls rooms and public areas.

## **Harassment**

Rocky Mountain College does not discriminate on the basis of race, color, sex, religion, national origin, citizenship, age, disability or sexual orientation in admissions or its policies and/or programs, employment or other activities.

Members of the Rocky Mountain College community have the right to work and study in an environment free of harassment and discrimination. Rocky Mountain College strongly disapproves of and forbids the harassment of residents. The College will not tolerate discrimination or harassment, which includes discrimination or harassment based on race, color, sex, religion, national origin, citizenship, age, disability, or sexual orientation. Student claims of harassment and discrimination should be reported to the Vice President of Student Life or campus counselor, who will determine an appropriate course of action based on the nature of the claim, which may include filing a charge of harassment via the complaint resolution procedure outlined below.

Any student who has a question or concern that he or she is being or has been harassed or discriminated against should contact the Vice President of Student Life or one of the liaisons listed below. The liaisons can help identify the types of behavior, verbal or physical, that constitute harassment and discrimination and will assist in determining an appropriate response to an alleged incident. For more information on what constitutes harassment, please refer to the *Harassment and Discrimination Policy* located online in the Rocky Mountain College Student Handbook.

Residents may contact one of the following College staff members if they have questions or concerns about harassment and discrimination:

Vice President for Student Life	406-657-1018
Campus Counselor	406-657-1049
Director of Human Resources	406-657-1160

## **Housekeeping**

Custodial services are not provided for assigned rooms, suites or apartments. Residents are responsible for providing their own cleaning supplies and regularly cleaning their assigned room/suite/apartment. Regular cleaning of community use areas (hallways, bathrooms, laundry rooms, and lounges) occurs each week by Rocky Mountain College staff. If the cleanliness of the room is affecting the health and comfort of others, residents may be given a period of time to rectify the problem; if a change is not made, they will be responsible for the fees associated with professional cleaning. Students are to properly dispose of their trash in the provided dumpsters located in the parking lot(s); trash should not be left outside student rooms. Student rooms that are not cleaned properly upon the time of checkout will be charged a cleaning fee.

## **Hover Boards**

Due to safety concerns, the use, possession, and/ or storage of hover boards (self-balancing scooters, battery-operated scooters, hands-free Segways, and other similar equipment) is prohibited on all college-owned or managed property (inclusive of outdoor areas). Like other contraband items, if found, these items will be confiscated.

## **Keys**

Each resident will be given one key to his or her room/suite/apartment at the time of check-in. Residents will be charged for damaged or broken key replacements. Residents are prohibited from making duplicate keys. All resident keys must be returned at the time of check-out. If a resident loses a key they will be charged to replace the lock(s) and key(s).

If a resident is locked out of her/her residence hall room/suite/apartment they can check out a spare key from a Residence Life staff member. Each resident will receive up to 3 free spare key check-outs per semester;

additional spare key check-outs will be charged to student accounts at \$5.00 per check-out at the duration of each semester or at time of contract termination. Spare keys must be returned within 24 hours; keys not returned within 24 hours will result in immediate lock change(s) at the resident's expense.

### **Kitchenette Facilities**

Kitchenette facilities are available on the second floor of Anderson Hall. Residents using the kitchenette are responsible for cleaning after each use. Disposal of food waste or cooking byproducts must be placed in the outside dumpsters. All maintenance issues in the kitchenette should be reported immediately to a Residence Life staff member. Any maintenance issues will be charged to the residents responsible or the residence hall community if responsible party cannot be determined.

### **Laundry Facilities**

Washers and dryers are available for campus resident use to wash and/or dry personal clothing and linens. Do not use the residence hall laundry facilities to wash horse blankets, tack, shoes or other non-clothing items. All maintenance issues in the laundry rooms should be reported immediately to a Residence Life staff member. Any maintenance issues will be charged to the resident(s) responsible or the residence hall community if responsible party cannot be determined. Residents are expected to be timely in retrieving their laundry to ensure that the facilities can be effectively used by all residents of the hall.

### **Lost and Found**

To report lost items or submit found items, please visit the Office of the Vice President for Student Life located in the Bair Family Student Center.

### **Maintenance Work Orders**

Non-emergency work requests to address a maintenance issue in your residence hall room/suite/apartment are submitted through the Rocky Mountain College website. Please be sure to include as much information as possible about the issue. You will receive a confirmation email with a support ticket number. Please use this number to track your request. For more information contact the Office of Facility Services at 406-657-1077.

Please report urgent maintenance issues to a Residence Life staff member or call the campus emergency line. Examples of urgent maintenance issues include: flooding, anything that compromises the security of the room/suite/apartment (ie – door won't shut and/or lock, broken window), complete loss of power, and/or exposed electrical wiring.

### **Medical Amnesty**

Rocky Mountain College is dedicated to creating a community of educated individuals focused on personal responsibility and sound decision-making. We are committed to providing educational opportunities and guidance that encourages students to develop a responsible approach to social challenges.

The College encourages students to attend to their personal health and well-being and to behave in an equally caring way with their peers. We encourage our students to use alcohol responsibly at all times; however, we recognize there may be times when students face medical emergencies involving excessive drinking and/or drug use. In those instances, we do not want college policy to prevent students and/or "Good Samaritans" to avoid seeking assistance. As such, RMC has adopted the following Medical Amnesty policy:

If an individual seeks medical attention due to a medical emergency, the College will not pursue disciplinary sanctions against the student for consumption of alcohol or drugs.

Medical Amnesty applies only to the consumption of alcohol and drugs; it does not preclude disciplinary sanctions due to any other violation of Rocky Mountain College policies, Student Code of Conduct, state and/or federal law. Additionally, the policy does not prevent action by police, other law enforcement personnel, or other third parties including the Rocky Mountain College Athletic Department or the Aviation program.

The Rocky Mountain College Medical Amnesty Policy is applicable to:



- Student(s) requesting medical assistance for oneself
- Student(s) seeking medical assistance for another person
- Student(s) for whom medical assistance was sought.

If a student(s)/group(s) calls on behalf of another student, that student(s)/group(s) is required to remain with the student experiencing the emergency until medical attention arrives. Please note that Medical Amnesty will not be granted to students who do not seek medical assistance. Students, who have not sought assistance and are confronted by College staff or another third party, will be referred to the appropriate College disciplinary body.

Any student seeking medical assistance for alcohol or drug consumption will be required to meet with the Vice President for Student Life or his/her designee and will be expected to complete the following:

- A mandatory meeting with the Campus Counselor or other educational referrals
- Assume responsibility for all costs associated with hospital transportation, treatment, assessment or damage.

Please note that the referring student(s)/group(s) may also be required to meet with the Vice President for Student Life or his/her designee. As long as the student seeking Medical Amnesty complies with all directives from the Vice President for Student Life or his/her designee, there will be no disciplinary action taken related to the consumption of alcohol or drugs.

Medical Amnesty is not intended to shield students or organizations in cases of extreme, flagrant, and repeated incidents. In cases where extreme, flagrant, or repeated violations of Rocky Mountain College policies, Student Code of Conduct, state and/or federal law occur, the College reserves the right to take disciplinary action on a case-by-case basis regardless of the manner in which the incident was reported. In each case, the Vice President for Student Life or his/her designee will make the final determination as to the applicability of this provision. In the case of any emergency involving alcohol or other drugs, call 911 immediately for emergency medical assistance.

### **Painting**

Residents are not permitted to paint the residence hall rooms/suites/apartments or furnishings. If a student violates this policy, they will be required to pay for the professional repainting, repairs and/or replacement costs to restore the space to original condition.

### **Personal Property**

Rocky Mountain College encourages residents to keep vehicles and residence hall doors locked at all times in order to protect personal property. Rocky Mountain College assumes no responsibility for the theft, destruction, or loss of money, valuables, or other personal property belonging to or in the custody of the student, no matter the cause or location of the property. Rocky Mountain College does not carry insurance against the loss or damage of individually owned personal property; students are encouraged to provide their own personal property insurance coverage.

### **Pets**

The residence halls are not properly designed for the care of pets, and the presence of animals can impact the health of other residents as well as damage property. Pets, with the exception of fish in aquariums, are not allowed in the residence halls. Aquariums larger than 15 gallons are not permitted. In documented instances, registered service animals may be allowed, and are approved on a case-by-case basis in cooperation with the Student Disability Services Coordinator.

### **Quiet Hours**

All residents living on campus have the right to a living environment conducive to academic success and health. Residents should be courteous of all residents 24 hours a day. Quiet hours are in effect Sunday-Thursday 10:00pm - 8:00am and Friday-Saturday Midnight - 8:00am.

During finals week each semester, 24-hour quiet hours are in effect beginning the Sunday before finals and ending on Friday evening at which time normal quiet hours will be enforced.

### **Recycling**

In order to promote a more sustainable campus, Rocky Mountain College has a comprehensive recycling program. Residents can deposit their recyclables into the dumpsters marked recycling located outside the residence halls near the trash dumpster. Recyclables do not need to be sorted.

The following items are recyclable at Rocky Mountain College: cardboard, paperboard (cereal and other dry food boxes), copy paper, mixed waste paper, magazines, newspaper, telephone books, junk mail, paper bags, aluminum cans, soda cans, tin cans, pots and pans, plastic bottles, jugs, jars, and tubs (1-7).

The following items are not recyclable at Rocky Mountain College: items contaminated with food, glass, styrofoam, paper napkins/towels, tissue paper, juice boxes, microwave cookware, paper cups or plates, plastic utensils, plastic bags, or household items.

### **Residence Hall Access**

In an effort to increase the safety of the residence hall communities all residence hall entrances are locked 24 hours a day and can only be accessed by using a Rocky Mountain College student ID card. Only students registered to live in the residence hall may access the building. Perimeter entrances to the residence halls are accessible until 10:00pm, after which time all residents and guests must go through the residence hall's main entrance; assisting others to enter through these doors after 10:00pm is not permitted. Main entrance doors can be accessed with student ID cards 24 hours per day.

Accessing the residence halls through any unauthorized entrance is prohibited. Entry or exit through windows is considered unauthorized access.

Student ID cards are for the use of assigned student only; please do not lend your student ID card to others. Report lost or stolen student ID cards to the Office of Campus Safety immediately.

### **Room Entry**

Entry may take place by a Residence Life or Facility Services staff member, without prior notification, for repair and maintenance or when there is imminent danger to the health and welfare of the residents. Staff will leave a notice with the reason for entry, time and date of entry, and contact information for any questions the student may have. Staff members are not authorized to let any non-Residence Life or Facility Services members into student rooms.

Rocky Mountain College staff members may enter a student's assigned space without permission if reasonable suspicion of policy violation(s) exist, there are behaviors detrimental to the College community occurring, or it is believed that there is imminent danger to the health and welfare of the residents or damage to the facility occurring. Residence Life staff members have authority to inspect the contents of College property (i.e. refrigerators, cabinets, toilets, etc.) and/or residents may be asked to search personal possessions in the presence of a staff member.

### **Roommate Contracts**

All residents will be required to complete roommate contracts at the start of each academic year and after any room changes have occurred. These contracts will be used by Residence Life staff members during mediations and roommate conflict resolutions.

### **Room Consolidation**

Residence Life Staff members reserve the right to consolidate student rooms when space becomes available or when deemed necessary. See Residence Hall Contract for more details.

### **Room Change Requests**

While the Office of Residence Life encourages residents to communicate and work through roommate conflicts, in

instances where this is not possible, residents are able to request a change in room assignment. All requests will be reviewed and considered by the appropriate Office of Residence Life staff member(s).

### **Signs**

Regulation traffic signs, street signs or road markers are not permitted in the residence halls. In addition, all official school signs and properties should remain in common areas. Signs found in student rooms will be removed by Residence Life staff members and returned to the proper owners. Residents will be responsible for any damage to signs and may be required to pay replacement fees.

### **Solicitation and Commercial Use**

Commercial use of any part of Rocky Mountain College facilities, and commercial solicitation and promotion in the residence halls is forbidden, except by written authorization by the Vice President for Student Life. Residents may not operate, advertise, or promote a private business from their assigned residence hall.

### **Staff Compliance**

Residents are expected to be responsive to requests from Residence Life staff members or other residents regarding behavior which is inconsistent with responsible freedom and respect for the rights of others. If residents are in disagreement with a request, it is expected that they present their concerns in a mature and courteous manner.

### **Storage**

Residents who upgrade their room status and would like to store extra Rocky Mountain College furniture in the residence halls may do so based on storage availability by contacting their Area Coordinator after the second week of the semester. Permissible furniture includes: beds, desks, wardrobes, chairs and dressers. If a new roommate is assigned, residents will be responsible for working with the Residence Life staff to retrieve stored furniture to accommodate a new resident. Residents are responsible for the moving of all stored furniture to the storage location and back to their rooms prior to the time of their residence hall check-out.

Rocky Mountain College does not offer storage for resident's personal items or assigned furniture. Residents interested in storing personal items will be responsible for seeking off campus storage options; Rocky Mountain College furniture is not permitted to be stored off-campus.

### **Syringe and Sharp Objects Disposal**

Students should not place exposed medical hypodermic needles directly into trash containers. Disposable, puncture-proof containers should be used for disposing of hypodermic needles. These containers should be used to provide protection to other students and custodial personnel.

### **Telephones**

Each residence hall room is equipped with telephone capability. Residents are required to provide their own personal telephone. Contact the Office of Residence Life to have a room/suite/apartment phone line activated for a fee.

### **Television**

Television antennas, satellite dishes, or any other devices cannot be hung out the windows or affixed to the outside of the building. The process of installation causes physical damage to the building and there could be a great danger to residents if they fall or injure themselves during installation. Antennas represent a danger during electrical storms. Tampering with cable TV access is considered 'theft of services' and is illegal. Lounges and common areas equipped with televisions are for resident use.

### **Theft and Vandalism**

All incidents involving theft and/or vandalism in the residence halls should be reported to the Office of Residence Life or the Office of Campus Safety. It is suggested that residents keep their door locked at all times to prevent theft and to not leave belongings unattended in public areas (laundry rooms, lounges, etc.). In the residence halls, vandalism is defined as any damage to property, furnishings, furniture, elevators, landscaping or any

additional/unnecessary messes beyond what is expected with normal use of the facilities (for example, smashed fruit in the hallway is considered vandalism). Activities that require additional clean-up by the custodial staff will be charged to the residents responsible or the residence hall community if residents responsible cannot be determined. For residents own financial benefit, as well as community living standards, be responsible for individual actions and the actions of friends and guests.

### **Tobacco**

Rocky Mountain College is a tobacco free campus. The use, sale, or distribution of tobacco products is prohibited on all properties owned, operated, or leased by Rocky Mountain College. Tobacco is defined as all tobacco-derived or containing products, including, but not limited to, cigarettes (clove, bidis, kreteks), cigars and cigarillos, hookah-smoked products, oral tobacco (spit and spitless, smokeless, chew, snuff), electronic cigarettes and vaporizers. Additionally, any nicotine delivery device that has not been approved by the FDA for cessation is included in this policy. For more information please see the RMC Tobacco Free Policy.

### **Unmanned Aerial Vehicles and Unmanned Aerial Systems (Drones)**

The use of Unmanned Aerial Vehicles and Unmanned Aerial Systems (Drones) and other similar equipment is prohibited on college-owned or managed property (inclusive of outdoor areas) without written authorization from the Vice President for Student Life.

### **Vending Machines**

Please report any problems with the vending machines to the Office of the Vice President for Student Life. Tampering with the vending machines is considered vandalism and possibly theft.

### **Window Screens**

Screens on residence hall windows must not be removed. Residents violating this policy will be asked to put the screen back in the window immediately. Any damage incurred will be charged to the resident(s) account.