

Viking Woods Resident Guide

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Important Contact Information

Jefferson College Main Phone: (636) 481-3000

Office of Residential Life

Viking Woods Student Housing

Mailing Address: 806 Mel Carnahan Drive, Hillsboro, MO 63050

Phone: (636) 481-3294 TDD: (636) 789-5772

Email: vikingwoods@jeffco.edu Website: www.jeffco.edu/housing

*Business Hours:

(Academic year) Mon. and Wed. 8am-4pm. Tues. and Thur. 8 am – 7 pm; Fri. 8 am – 3 pm; Sat. 11 am – 1 pm

(Summer schedule) Mon.-Thur. 7:30 am – 5 pm

*Subject to change throughout the year.

The following numbers are answered 24-hours/day and should be used primarily for emergencies.

RA Cell Phone: (636) 212-1827

Jefferson College Police Department: (636) 481-3500

Emergency: 911

Resident Address by Building:

First/Last Name

802 Mel Carnahan Drive

Apt. 2xx-(A, B, C, D, E)

Hillsboro, MO 63050

First/Last Name

804 Mel Carnahan Drive

Apt. 4xx-(A, B, C, D, E)

Hillsboro, MO 63050

First/Last Name

808 Mel Carnahan Drive

Apt. 8xx-(A, B, C, D)

Hillsboro, MO 63050

Introduction & Community Standards

Viking Woods strives to provide a community that is:

- Safe and secure
- Conducive to learning
- Enjoyable and fun

Living in Viking Woods provides residents with new freedoms and personal choices that help shape unique educational experiences outside of the classroom. Responsibility often comes along with new opportunities and freedom, and Viking Woods is no exception. Everyone at Jefferson College is an important member of our campus community and therefore each resident is responsible for contributing to the community goals of providing a community that is: safe and secure; conducive to learning; enjoyable and fun.

Viking Woods residents will be responsible for playing a role to help achieve our goals. The policies, guidelines, procedures, and amenities outlined in this document each fit into one of the following

Community Standards:

1. Viking Woods is a safe and secure environment.
2. Viking Woods promotes positive health and welfare for all residents, guests, and staff.
3. Viking Woods residents, guests, and staff display respect for one another.
4. Viking Woods residents and guests respect the facilities and grounds to help preserve the property.
5. Viking Woods residents learn how to live amongst a diverse population.
6. Viking Woods residents exhibit appropriate behaviors and actions.
7. Viking Woods residents accept responsibility associated with inappropriate behaviors and actions.

The Viking Woods Resident Guide is designed to provide residents with information about amenities, services, policies, guidelines, and procedures that will enable residents to fully participate in the community. Residents are responsible for reviewing this handbook, as well as the Code of Student Conduct (located in the Jefferson College Student Handbook), as these documents are an extension of the Lease Contract. Jefferson College's policies, rules, and regulations are designed to enforce existing local and state ordinances and laws, as well as to prevent the infringement of one's rights by the actions of another. Policies and procedures are subject to change.

Residents will be held responsible for their actions. Residents are expected to exhibit appropriate behavior within the residential community. Individuals who participate in or display inappropriate behavior may be subject to disciplinary action. Inappropriate behavior may be defined as an activity that disrupts, endangers, degrades, or threatens the environment of the residential community or any person within the community. Residents are expected to treat other residents, guests, and staff with dignity and respect at all times. Damage, theft, and/or vandalism to college property will not be tolerated. Harassment, irresponsible or inappropriate use of facilities, and/or failure to abide by the policies and procedures contained herein are violations of the Lease Contract, and may subject residents to eviction, College disciplinary action, and/or criminal or civil charges.

Residential Life Staff

Staff can be contacted through the Office of Residential Life located in the Viking Woods Clubhouse.

The **Manager of Residential Life** supervises the Viking Woods staff and is responsible for the day-to-day operations at Viking Woods. The **Residential Life Coordinator** assists in the supervision of the staff, coordinates programming, and supports the day-to-day operations at Viking Woods. The **Office Assistant** assists the Manager and Coordinator of Residential Life, provides clerical support within the office, and supports the day-to-day operations. The **Maintenance Technician** responds to all work orders and repairs and performs preventative maintenance in Viking Woods. **Residential Assistants (RAs)** are live-in student-staff members who serve as leaders. In addition, they often help residents with personal, social, and academic issues. RAs carry out day-to-day operations at Viking Woods to help enforce College and Residential Life policies.

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1. BBQ grills

Community grills are available at the pavilion for resident use. After using the community grills, please leave the equipment, grills, and area clean for the next resident. Residents interested in checking out lighter fluid, charcoal, and grilling tools will be required to submit a student ID and may be charged a small fee. Requests should be made at least 24-hours in advance by contacting the Office of Residential Life.

2. Cable television

Viking Woods apartments are wired for cable television. Contact our local service provider, Spectrum, to set up an individual account.

3. Central air & heat

All apartments house central air units. Window units and space heaters are not permitted. Residents should be aware that the central air runs through the entire apartment and temperature can often be controlled by opening and closing vents. For example, closing vents in the bathrooms can allow air to be concentrated in bedrooms. Maintenance staff, Residential Life staff, or other College officials and representatives will change A/C filters in each unit on a regular basis. However, cleaning vent covers is a resident's responsibility after move in. If a thermostat setting can't be collectively determined by all residents during the initial roommate meeting then the thermostat will be locked. When all apartment residents agree to change the thermostat settings as the seasons change, one resident should submit a request via email to vikingwoods@jeffco.edu. At this time all other residents will be required to sign off on the emailed request. At this time the Residential Life staff will reset the thermostat and relock it within 24-hours.

4. Computer lab

The Viking Woods Clubhouse includes a 24-hour accessible computer lab. When the Clubhouse is locked, entrance can be gained through the key-pad entry door nearest the 800 parking lot. There are four (4) computers with Internet access. Printing must be done at the Library or on a personal printer. Residents should maintain the cleanliness of the computer lab by cleaning up after themselves. If you experience any problems while using these machines, please report it to the Residential Life Office immediately. Guests are not permitted to use the computer lab. Please refer to the Academic Computer Use policy in the Student Handbook.

5. Events and programs

Viking Woods provides events and programs for residents to socialize, relax, learn, and enjoy their time away from academics. Events are typically held in the Clubhouse, pavilion, or on the open lawn outside of the Clubhouse. Events and programs are typically provided free of charge, however, if residents are required to pay for entertainment it may be at a discounted rate. Prizes are often given away at Viking Woods events and special privileges may be awarded to residents who attend events on a regular basis. If you are interested in a particular type of program or you would like to help plan an event, please let us know via email at vikingwoods@jeffco.edu.

6. Fire safety equipment

Apartments are furnished with smoke detectors in each bedroom and in common areas. Replacement smoke detector batteries are available free of charge from the Residential Life Office. Each apartment is furnished with a mounted fire extinguisher in the kitchen. Sprinkler systems are installed in each building to serve each room of an apartment. Red "Fire Alarm" pull stations are located in building breezeways and will activate the fire alarm system that is monitored 24-hours per day.

7. Full year housing and access

Viking Woods is open to residents year-round and does not close during school breaks. Once a resident receives keys to his/her apartment, he/she has access to that apartment for the duration of the Lease Contract, unless otherwise notified.

8. **Furnishings**

Viking Woods provides basic furnishings in each apartment. Residents are welcome to bring personal appliances and furnishings, but college-issued items must remain in the area they are assigned (see list below). Living Room: seating for four (4), coffee table, square end table, mini-blinds, kitchen: refrigerator, dishwasher, electric range, two (2) standard chairs at table, bathroom: shower rod, toilet paper holder, single bedroom: bed frame, mattress, nightstand, dresser, desk, standard chair, mini-blinds, closet shelf, double bedroom: two (2) bed frames, two (2) mattresses, under the bed storage with four (4) drawers, two (2) desks, two (2) standard chairs, mini-refrigerator, mini-blinds, closet-shelf

9. **Guests**

Community Standards: 1, 2, 3, 5, 7 Viking Woods residents will register all guests, using the online Guest Check-In Forms found at www.jeffco.edu/housing under Guest Forms, immediately upon their arrival to Viking Woods. Having guests is a privilege for residents in good standing and guests will not violate the rights of other residents.

- **Age:** All guests must be at least 18 years of age or older. Any guests under the age of 18 must be accompanied by a parent/guardian at all times, unless written permission has been granted by the Manager. Babysitting is prohibited in Viking Woods.
- **Time of day:** First-time overnight guests must check in with a Residential Life staff member by visiting the Residential Life Office during business hours or calling the RA cell phone outside of business hours, but prior to 9 pm. All other guests may check in using the online Guest Check-In form found at www.jeffco.edu/housing, prior to 9 pm. Guests are considered overnight if they are staying past 9 pm. If a guest will be arriving after 9 pm, the Residential Life staff must be notified in advance and special permission must be granted by a Residential Life supervisor in writing. Guests who arrive after 9 pm may be asked to leave Viking Woods immediately. Guests under 18 are prohibited from staying past 9 pm.
- **Frequency:** All guests must be checked in. Only one guest per person in a unit is allowed at a time. Guests may visit during daytime hours (i.e. 9 am – 9 pm) regularly. Residents are permitted to host an overnight guest (i.e. guests present after 9 pm) for two nights each week (Friday and Saturday). Guests may only be hosted past 9 pm for two nights each week (Friday and Saturday). Special requests for additional nights must be submitted in writing at least 24-hours in advance. Requests do not automatically result in permission granted. Special permission must be granted in writing from the Manager.
- **Resident responsibility:** Residents are responsible for ensuring guests are checked in online prior to or immediately upon the guests arrival. Residents are responsible for the safety and actions of their guest and therefore must accompany guests at all times (i.e., guests are not permitted to be left alone). Residents must ensure roommates are comfortable with guests and notified in advance of guests arriving. Residents must not give any guest their keys. Residents should ensure guests respect all roommate rights to privacy and personal property.
- **Guest responsibility:** Guests must provide a state-issued photo ID upon check-in. Guests must follow all College and Viking Woods policies. Guests are not permitted to use laundry or computer lab facilities. Guests should park in back row parking spaces and

display a visitor parking tag if applicable. Guests should respect all resident rights to privacy and personal property.

- **Roommate/Neighbor rights:** Roommates and neighbors should not feel compelled to leave a room in order to accommodate a guest, nor should he/she be placed in a situation which may cause inconvenience, embarrassment, etc. Residents negatively impacted by guests should report concerns to the Residential Life Office.

10. Residential Life Office

The Residential Life Office, located in the Viking Woods Clubhouse, maintains business hours throughout the year. Please refer to the Important Contact Information section of the Resident Guide for more details. The Residential Life Office provides a variety of services and information to residents, guests, College staff, future residents, outside vendors, etc. The Office functions as the primary point of contact for residents and serves as a place to call with questions or concerns and is often a busy, high-traffic area. Viking Woods residents should be considerate and courteous when visiting the Office. Harassment, verbal abuse, or other inappropriate behaviors will not be tolerated.

11. Internet service

Spectrum is the local service provider for Viking Woods.

12. Landscaping service

Viking Woods provides grass cutting service on a regular basis from mid-spring through mid-fall. Any questions or concerns regarding this service should be directed to the Residential Life Office.

13. Laundry room

The Viking Woods Clubhouse includes a coin-operated, 24-hour accessible laundry room. When the Clubhouse is locked, entrance can be gained through the key-pad entry door nearest the 800 parking lot. There are six (6) commercial washers and seven (7) commercial dryers for resident use. Residents who experience problems while using these machines must report the problem to Hoppy's Self Service Inc, 314-645-1100. Residents should maintain the cleanliness of the laundry room by cleaning up after themselves and attending their laundry in a timely manner. Residents should be respectful and patient of laundry left behind; do not move laundry but instead report the issue to the Residential Life staff for proper removal. Guests are not permitted to use the laundry room.

14. Light bulbs

Viking Woods uses LED energy efficient bulbs in all bedrooms and bathrooms. Should any light not be in working order, please complete a work order through your Housing Self-Service homepage. Any room found to be missing LED bulbs may be charged for replacements. All other personal items using a light bulb should use a LED or CFL bulb. Incandescent light bulbs are prohibited.

15. Mail service

Mail should be addressed according to the resident examples on page 1. Mail is delivered during business hours (excluding holidays) to the Residential Life Office. The staff distributes all mail in resident mailboxes daily by 4:00 pm. Each resident has a private mailbox, identified by the resident's apartment number, located on the exterior of the Clubhouse. A mail slot is available for outgoing and misplaced mail or can also be brought to the Residential Life Office during business hours. It is important for residents to check their mailboxes on a daily basis to ensure they are receiving important information. In turn, mail may be sent from other Jefferson College departments and should be considered of high importance. Packages with accurate resident name/address may be delivered to the Residential Life Office for residents on campus. Residents

will receive a package slip in their mailbox as notification and are encouraged to pick up packages during business hours within 24-hours of delivery. Viking Woods will only accept mail for current residents; mail received with non-resident credentials will be forwarded or returned to sender. Special permission may be granted for residents to collect mail that is not addressed to them pending a written request.

16. Maintenance service

Viking Woods provides maintenance services to residents who complete a work order. It is the resident's responsibility to submit a work order through their Housing Self-Service homepage. Maintenance and/or Residential Life staff may communicate by email to find out more details about the work order before a repair is made. Residents should report emergency maintenance issues immediately to the Residential Life Office or the RA cell phone outside of business hours. Emergencies include, but are not limited to, power outages, water leaks, doors/accessible windows unable to lock, fire, loss of heat (if the outside temperature is less than 40 degrees F°) or loss of A/C (if the outside temperature is greater than 80 degrees F°).

17. Notifications

Viking Woods uses @jeffco.edu email accounts to correspond with residents. It is important for residents to check their email accounts on a daily basis to ensure they are receiving important information. In turn, email notifications may be sent from other Jefferson College departments and should be considered of high importance. Viking Woods will also post important notifications on Clubhouse bulletin boards. Occasionally, notifications may be posted on kitchen refrigerators or front doors.

18. Options to pass the time

Viking Woods offers multiple amenities to help residents pass the time between studying. The sand volleyball court is located just outside of the Clubhouse near the 400 parking lot; volleyballs are available to check out from the Residential Life Office. A basketball half court is located on the east end of the 800 parking lot; basketballs are available for check out from the Residential Life Office. Within the Clubhouse there is a large screen television in the Great Room. Residents can check out board games, an Xbox, Hillbilly golf, footballs, soccer balls, a deck of cards, etc. Residents interested in checking out items must submit their Jefferson College student ID to be held until the items are returned. Residents may be held financially responsible for the repair/replacement of damaged or unreturned Viking Woods property.

19. Pavilion & picnic tables

The pavilion houses picnic tables and grills for resident use. An overhead light is available when outside light conditions are low, in addition to outlet plugs for electronics. There are additional picnic tables throughout Viking Woods for resident use.

20. Pest control service

Viking Woods provides pest prevention efforts on a regular basis. Students who are allergic to pest control chemicals may request an exemption in writing. Residents may be asked to move/remove bedding and furnishings away from walls to allow the pest control expert to treat areas of concern. Our community is surrounded by wooded areas and is therefore susceptible to insects, spiders, and small animals. However, residents can play a big part in minimizing pest problems by following these steps: • Keep your room/apartment clean • Ensure food items are tightly sealed in appropriate containers • Clean up thoroughly after eating or preparing food: o wash dishes o wipe counters and tables o sweep, vacuum, and/or mop o properly dispose of leftovers or put them in a sealed container • Eliminate "harborage" or shelter for pests o keep rooms free of loose papers o properly dispose of empty boxes (no cardboard boxes), paper shopping bags, and other types of clutter (including laundry) • Properly dispose of trash in

provided dumpsters • Report pest problems to the Residential Life Office via a work order through your Housing Self-Service homepage immediately and request a follow-up if problems persist

21. Recycling & waste removal service

Public trash cans are located throughout the property; these receptacles should not be used for large trash bags as they are intended for individual use. Viking Woods provides for trash removal only from public dumpsters located at the edge of the 400 and 800 parking lots. There is also a large recycling container in the middle of the 800 parking lot. During high volume times of year, additional dumpsters may be added to accommodate the needs of residents.

22. Safety & security

Deadbolt locks and limited access doors are provided in each apartment. Guests must be escorted by their host resident at all times. Jefferson College Police Department provide courtesy patrols through Viking Woods, but residents should not assume the presence of these patrols. JCPD will provide escorted walks to residents who make a request. Several security cameras are present on the Viking Woods property. Health and safety inspections are conducted to ensure standards of safety and security. The College cannot guarantee safety, but reasonable measures have been taken to provide residents with a safe environment. Residents must also help ensure safety on campus by being aware of surroundings and reporting concerns immediately. Reports should include, but are not limited to, theft, vandalism, unsafe condition, criminal activity, door-to-door sales, trespassers, suspicious behavior, doors/windows/smoke detectors in need of repair, exterior lights in need of repair, blocked walkways, broken railings, etc.

23. Snow removal service

Viking Woods provides snow removal service on an as-needed basis determined by the Director of Buildings & Grounds. To assist in efficient snow removal, vehicles should be parked away from sidewalks and curbs when accumulation is anticipated. Any questions or concerns regarding this service should be directed to the Residential Life Office.

24. Laundry & coin machines

The Viking Woods Clubhouse includes coin-operated, 24-hour accessible laundry and coin machines. When the Clubhouse is locked, entrance can be gained through the key-pad entry door nearest the 800 parking lot. If you experience any problems while using these machines, please report it Hoppy’s Self Service Inc, 314-645-1100.

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1. Abuse - verbal, physical, and/or emotional

Community Standards: 1, 2, 3, 5, 6, 7

Residents and guests will treat all residents, guests, staff, and College officials with courtesy and respect. Verbal abuse will not be tolerated including swearing, name calling, or any other language that is considered offensive or demeaning to a person. Physical violence of any type will not be tolerated. Abuse will not be tolerated via social media.

2. Alcohol & drugs

Community Standards: 1, 2, 6, 7

Viking Woods residents will not bring alcohol, drugs, paraphernalia, narcotics, or chemicals commonly associated with narcotics manufacturing on campus, nor allow other residents or guests to do so. Residents will not consume alcohol or unlawfully use drugs on campus; return to campus intoxicated or under the influence of drugs; store, sell, or distribute alcohol, drugs, paraphernalia, narcotics, or chemicals commonly associated with narcotics manufacturing on campus; display alcohol or drug-related décor. Exceptions are granted in Viking Woods only in the case of prescribed medication under a physician’s supervision.

Constructive Possession

Should the presence of any contraband item(s) as defined in the alcohol & drug policy be found in a common area of an apartment, the occupant(s) of that apartment may share responsibility for the possession of such contraband items and may share equally in the

disciplinary action that may result from the violation. The concept of constructive possession may not be mitigated by an admission of ownership on the part of any one resident.

Implied Consent

Should the presence of any contraband item(s) as defined in the alcohol & drug policy be found present in any room/area, all residents/guests in the room/area may be held responsible for not removing themselves from the situation and/or reporting the policy violation immediately. In addition, if residents are aware of, or in the presence of a policy violation, and remain in the presence of, or fail to take reasonable actions to stop the violation, residents are providing implied consent to the violation, and may be held partially responsible.

Right to Privacy versus Right to Enter and Right to Inspect/Search

Right to Privacy:

Residents have a right to privacy while living in the apartments. However, in some specific situations, it may be necessary for Residential Life staff to enter. Residents are not required to be present for staff to enter a room.

Right to Enter (see Lease Contract, Right of Entry):

The College, the Manager, and our respective agents, employees, repairers, servicers, and representatives may, without notice, at any time, enter the premises for any reason the College or the Manager deems to be reasonable. Staff may enter rooms during fire alarms or for noise violations if there is no response after knocking on the door. The policy of the Residential Life Office is that a staff member will knock and announce themselves as “housing” or “maintenance” twice. If no response is received, the staff member will first check to see if the door is unlocked to enter while continuing to announce themselves as they enter. When a door is locked, then and only then, will the staff member use a key to enter the apartment or bedroom.

Right to Inspect/Search:

Inspections occur to ensure health and safety standards are being met. Apartment common areas may be inspected/searched without consent. The policy of the Residential Life Office is that kitchen appliances, kitchen cabinets, bathroom cabinets, and toilet tanks may be opened and inspected by what can be seen in plain sight. Bedrooms will be inspected by what can be seen in plain sight, unless the resident grants permission for a more thorough search while he/she is present. If it is determined by the Manager that a more thorough search is warranted by a reasonable suspicion of a College policy, civil, state, or federal law violation, or a safety and/or security threat/risk, staff will attempt to obtain permission from the resident and/or allow them to be present. If the Residential Life staff is unable to make contact with the resident, the Residential Life staff will conduct a search with a witness present (i.e. secondary staff member and/or a JCPD officer). Any illegal item(s) or item(s) which violate Viking Woods policy may be confiscated.

Right to Confiscate

Residential Life staff will attempt to contact a resident prior to items being confiscated to allow for the resident to remove the item him/herself. If contact cannot be made, a member of the Residential Life staff and one witness (i.e. 10 secondary staff member and/or a JCPD officer) will be present. A list of items confiscated will be provided to the resident. Residential Life staff

reserve the right to confiscate any item(s) prohibited by the Resident Guide or College property. Confiscated items will be stored in the Manager's office, unless the resident is otherwise notified, until arrangements can be made for the item to be removed from campus. Items related to alcohol, drugs, and weapon policies may be confiscated by the Jefferson College Police Department.

Medical Amnesty

Because health and safety are of primary concern at Jefferson College, residents are encouraged to not only be aware of their own health and safety but also for that of others. In a case where an individual is significantly impaired by alcohol or drugs, the College encourages residents and guests to seek medical assistance for themselves and/or others. Residents who actively assist others will not be charged for an alcohol or drug policy violation through the Office of Residential Life. Actively assisting is defined as calling 911, the Jefferson College Police Department, or the RA cell phone and remaining present until a first responder arrives.

3. Background Check Information

Community Standards: 1, 7

Applicants/Tenants with a known felony conviction may not be granted tenancy; there is no appeal process available. Applicants who have been charged with or pleaded to a felony, but not convicted at the time of application, may be granted the right of appeal to the appropriate review committee established by the College. Applicants who have been charged with, pleaded guilty to, or convicted of a misdemeanor may be required to go through an interview as part of the acceptance and assignment processes to live on campus. The College reserves the right to access any information made available through state and federal sources, as well as conduct any background checks deemed necessary. Applicants who have been suspended or dismissed from a school or College, or required to leave campus housing, may be required to go through an interview as part of the acceptance and assignment processes to live on campus. The College reserves the right to access any information made available through other schools or Colleges. The College reserves the right to refuse housing based on the information obtained during such an investigation. The Vice President of Student Services (or designee) will convey any decisions regarding application to reside on campus. Failure to accurately indicate felony or misdemeanor convictions, suspensions or dismissals from other schools or Colleges, or removals from campus housing, on the Housing Application may result in non-acceptance or dismissal from on-campus housing.

4. Cohabitation

Community Standards: 3, 6, 7

Unauthorized cohabitation (i.e. living together) is prohibited. Only residents assigned to a particular bedroom will sleep in the room and perform all other daily functions (i.e. showering, cooking, studying, etc.) in his/her apartment on a regular basis.

5. Courtesy & quiet hours

Community Standards: 2, 3, 5, 7

Viking Woods residents will maintain moderate noise levels that allow all residents to study or sleep at any time of day. Between the hours of 10 am and 10 pm, residents will observe

courtesy hours - high volume sounds from stereos, televisions, musical instruments, shouting, etc. should be kept to a strict minimum so as to not disturb others. Between the hours of 10 pm and 10 am, residents will observe quiet hours – sounds should not be heard by neighboring apartments or from the outside of a building.

6. Damage

Community Standards: 1, 4, 7

All damage (accidental or intentional) to the facilities or furnishings should be reported to the Residential Life Office. An incident report may be filed to determine a responsible party (or parties).

7. Decorations Community

Standards: 1, 2, 3, 7

Decorations should be of a temporary nature so as not to permanently deface or damage the apartment's finishes. Posters and other wall decorations should be hung with thumbtacks only, so as not to damage any painted wall surfaces. Poster putty, nails, screws, tape, command strips, etc. are prohibited on all surfaces. Front doors, bedroom doors, and cabinet surfaces shall remain free of nails, stickers, tape or any other additions to the original surface.

Writing on surfaces such as refrigerators, walls and/or windows is also prohibited. Lewd, obscene, alcohol, drug, or illegal substance related decorations are prohibited. Residents shall not hang any items from the fire sprinkler heads. Nothing is to be affixed on walls or ceilings within 18" of any fire sprinkler head. Damage to the sprinkler heads could result in flooding and excessive water damage for which residents may be held financially responsible.

Decorative lights must be approved by the Office of Residential Life. Residents must request approval of decorative lights; Standard string lights are prohibited. LED, non-heat emitting lights are allowed, but are not to be affixed to anything with adhesive.

Right to Confiscate

Residential Life staff will attempt to contact a resident prior to items being confiscated to allow for the resident to remove the item him/herself. If contact cannot be made, a member of the Residential Life staff and one witness (i.e. secondary staff member and/or a JCPD officer) will be present. A list of items confiscated will be provided to the resident. Residential Life staff reserve the right to confiscate any item(s) prohibited by the Resident Guide or College property. Confiscated items will be stored in the Manager's office, unless the resident is otherwise notified, until arrangements can be made for the item to be removed from campus. Items related to alcohol, drugs, and weapon policies may be confiscated by the Jefferson College Campus Police Department.

8. Facility misuse

Community Standard: 1, 4, 6, 7

Roof access is strictly prohibited. Windows are not to be used as entrances or exits. Screens may not be removed. Throwing objects out of the windows or hanging items from windows are both strictly prohibited.

9. Failure to comply and/or report

Community Standards: 3, 6, 7

Viking Woods residents/guests will comply with all written or verbal requests or instructions from Residential Life staff and College officials. Residents will report any actions or behaviors that violate Resident Guide policies to Residential Life staff.

10. Fire hazards

Community Standards: 1, 2, 4, 6, 7

Items that burn (with or without a flame), explode, or have the potential to explode are strictly prohibited in Viking Woods (i.e. candles, incense, kerosene lamps, etc.). Exceptions are granted only for personal lighters. Residents will report the presence of items that violate the fire hazard policy to Residential Life staff. Should an open flame fire start, residents will use provided fire safety equipment. Decorative lights must be approved by the Office of Residential Life. Residents must request approval of decorative lights. Standard string lights are prohibited.

Right to Confiscate

Residential Life staff will attempt to contact a resident prior to items being confiscated to allow for the resident to remove the item him/herself. If contact cannot be made, a member of the Residential Life staff and one witness (i.e. secondary staff member and/or a JCPD officer) will be present. A list of items confiscated will be provided to the resident. Residential Life staff reserve the right to confiscate any item(s) prohibited by the Resident Guide or College property. Confiscated items will be stored in the Manager's office, unless the resident is otherwise notified, until arrangements can be made for the item to be removed from campus. Items related to alcohol, drugs, and weapon policies may be confiscated by the Jefferson College Campus Police Department.

11. Fire safety equipment

Community Standards: 1, 7

Viking Woods residents will use fire extinguishers in case of an open flame fire only and may be held financially responsible for extinguisher replacement and any related damages if the fire is caused by negligence. Residents will not put themselves at risk or in danger to extinguish an open flame fire. Residents will activate a building fire alarm by using the red "Fire Alarm" pull stations located in building breezeways during an evacuation emergency only. Residents will ensure apartment smoke detectors are in good working order during their lease term; batteries are available free of charge from the Residential Life Office. Damage or misuse of emergency lighting, fire extinguishers, red "Fire Alarm" pull stations, smoke detectors, or other firefighting equipment is prohibited. Residents will not hang any items from the fire sprinkler heads. Nothing is to be affixed on walls or ceilings within 18" of any fire sprinkler head. Damage to the sprinkler heads could result in flooding and excessive water damage for which residents may be held financially responsible.

12. Furnishings Community

Standards: 1, 4, 7

College-issued furnishings may not be removed/relocated from their assigned areas (see list below). Residents are responsible for all furnishings in their bedroom and share responsibility for furnishings in common space areas. Exceptions may be made for standard chairs relocated within the apartment, however, any damage/replacement costs will be associated with the chair located in each room upon inspections and/or move out.

Living Room: seating for four (4), coffee table, square end table, mini-blinds

Kitchen: refrigerator, dishwasher, electric range, two (2) standard chairs at table

Bathroom: shower rod, toilet paper holder

Single Bedroom: bed frame, mattress, nightstand, dresser, desk, standard chair, mini-blinds, closet shelf

Double Bedroom: two (2) bed frames, two (2) mattresses, under the bed storage with four (4) drawers, two (2) desks, two (2) standard chairs, mini-refrigerator, mini-blinds, closet-shelf

13. Guests

Community Standards: 1, 2, 3, 5, 7

Viking Woods residents will register all guests, using the online Guest Check-In Forms found at www.jeffco.edu/housing, immediately upon their arrival to Viking Woods. Having guests is a privilege for residents in good standing and guests will not violate the rights of other residents.

- **Age:** All guests must be at least 18 years of age or older. Any guests under the age of 18 must be accompanied by a parent/guardian at all times, unless written permission has been granted by the Manager. Babysitting is prohibited in Viking Woods.

- **Time of day:** First-time overnight guests must check in with a Residential Life staff member by visiting the Residential Life Office during business hours or calling the RA cell phone outside of business hours, but prior to 9 pm. All other guests may check in using the online Guest Check-In form found at www.jeffco.edu/housing, prior to 9 pm. Guests are considered overnight if they are staying past 9 pm. If a guest will be arriving after 9 pm, the Residential Life staff must be notified in advance and special permission must be granted by a Residential Life supervisor in writing. Guests who arrive after 9 pm may be asked to leave Viking Woods immediately. Guests under 18 are prohibited from staying past 9 pm.

- **Frequency:** All guests must be checked in. Only one guest per person in a unit is allowed at a time. Guests may visit during daytime hours (i.e. 9 am – 9 pm) regularly. Residents are permitted to host an overnight guest (i.e. guests present after 9 pm) for two nights each week (Friday and Saturday). Guests may only be hosted past 9 pm for two nights each week (Friday and Saturday). Special requests for additional nights must be submitted in writing at least 24-hours in advance. Requests do not automatically result in permission granted. Special permission must be granted in writing from the Manager.

- **Resident responsibility:** Residents are responsible for ensuring guests are checked in online prior to or immediately upon the guests arrival. Residents are responsible for the safety and actions of their guest and therefore must accompany guests at all times (i.e., guests are not permitted to be left alone). Residents must ensure roommates are comfortable with guests and notified in advance of guests arriving. Residents must not give any guest their keys. Residents should ensure guests respect all roommate rights to privacy and personal property.

- **Guest responsibility:** Guests must provide a state-issued photo ID upon check-in. Guests must follow all College and Viking Woods policies. Guests are not permitted to use laundry or computer lab facilities. Guests should park in back row parking spaces and display a visitor parking tag if applicable. Guests should respect all resident rights to privacy and personal property.

- **Roommate/Neighbor rights:** Roommates and neighbors should not feel compelled to leave a room in order to accommodate a guest, nor should he/she be placed in a situation which may cause inconvenience, embarrassment, etc. Residents negatively impacted by guests should report concerns to the Residential Life Office.

14. Harassment Community

Standards: 1, 2, 3, 5, 6, 7

Viking Woods residents will treat each other with respect to help ensure the safety and security of our community. Inappropriate physical contact or violence is not tolerated in the campus community. Any activity (behavioral or verbal) that threatens, intimidates, degrades, disgraces, endangers, harasses or otherwise causes (or has the ability to cause) emotional distress to another person is prohibited. This may include harassment that takes place through social 13 media.

15. Keys/Credentials & lock outs

Community Standards: 1, 7

Viking Woods residents will carry apartment keys/credentials with them at all times. All apartment and bedroom doors must be locked when the resident is not present. It is the policy of Viking Woods staff to lock all doors upon leaving an apartment. Unauthorized possession, duplication, or modification of keys is strictly prohibited. Keys issued at check-in remain the property of the College and are to be used only by the student assigned to that room/apartment during their lease term, unless otherwise notified. Keys may not be loaned to another person. Lost, stolen, or broken keys must be reported to the Residential Life Office within 24-hours to ensure the safety and security of all residents.

16. Occupancy limit

Community Standards: 1

No more than 16 people are permitted in an apartment at any given time.

17. Painting & repairs

Community Standards: 1, 3, 7 Painting or repairing student rooms by residents is not allowed. Students who have painted or made repairs may be charged to return them to their original condition. Viking Woods must maintain records of work orders completed to ensure the quality of work and safety of residents.

18. Patios, porches, & balconies

Community Standards: 4, 5, 7

Only appropriate patio furnishings for outside use should be displayed on patios, porches, & balconies, and at the residents' own risk. No household/College-issued furniture is permitted outdoors. Drying of clothing or linens is not permitted. Storage of unsightly personal property will not be permitted (including but not limited to garbage, recyclables, broken furniture, etc.). No more than one pair of shoes per unit resident is permitted on that unit's patio, porch, or balcony. Items will not be thrown or dumped from patios, porches, or balconies. Residents

will keep all patios, porches, and balconies (including the grassy areas in front of an apartment) free of debris. Residents of an apartment, column, or entire building may be held responsible for the state of the grounds surrounding the area.

19. Personal appliances & electronics

Community Standards: 1, 3, 7

Residents will use personal appliances responsibly and conservatively with respect to electricity usage. Due to potential fire hazards, any devices with open heater coils or flames are not permitted in the apartments. Microwave ovens, toasters, coffee makers, etc. are permitted, preferably in the kitchen area of the apartments, however, it is recommended they have an automatic shut-off. Microwave ovens can often trip circuit breakers when plugged in the outlet nearest the kitchen refrigerator; to avoid this maintenance concern, plug all kitchen microwave ovens into an outlet away from the refrigerator. Microwave ovens and personal refrigerators (that measure 4 cubic feet or less) are allowed in bedrooms on a one-per-room basis and must be plugged directly into a wall outlet. Personal appliances & electronics (including, but not limited to fans, televisions, computers, stereos, lamps, etc.) should be unplugged during extended break periods (when the College is closed two or more consecutive days) to avoid penalty.

20. Pets

Community Standards: 6, 7

Pets of any kind are not permitted in resident apartments. Visiting pets are not permitted. Residents with documented disabilities requesting permission to have a pet as an accommodation must contact the Disability Support Coordinator to facilitate this process with Viking Woods.

21. Pranks & practical jokes

Community Standards: 1, 2, 3, 4, 6, 7

Pranks such as, but not limited to, taking/hiding belongings of others, egg throwing, pranks involving shaving cream, water fights, food throwing, trip wires, clotheslines, etc. are not permitted. Viking Woods residents will maintain proper care and condition of the facilities. In addition, residents will treat each other with respect and not put any other resident, guest, or staff member in harm's way or damage property.

22. Residency requirement

Residents must be enrolled as students in a minimum of 12 college-credit hour courses at Jefferson College to be eligible for housing. Residents enrolled in less than 12 credit hours must appeal this requirement from the Office of Residential Life. Any requests from applicants not enrolled will be reviewed by the Manager of Residential Life. Special permission must be granted in writing from the Manager for a resident to be issued a Lease Contract without a current Jefferson College enrollment status.

23. Restricted items

Community Standards: 1, 4, 7

Restricted items include, but are not limited to:

- Adhesive wall decorations or hangers
- Air conditioning window units

- Alcohol, drugs, paraphernalia, narcotics, or chemicals commonly associated with narcotics manufacturing
- BBQ grills/charcoal/lighter fluid
- Candles/Incense
- Explosives (gasoline, paint thinner, acids, etc.)
- Fireworks
- Halogen/Incandescent light bulbs
- Halogen/kerosene lamps
- Hookahs
- Live Christmas trees or wreaths
- Paper lanterns
- Personal refrigerator larger than 4-cubic feet
- Pumpkins
- Satellite dishes
- Sofas measuring more than 72 inches
- Space heaters
- String lights
- Traffic/road signs (and related items)
- Unauthorized possession of College property
- Waterbeds
- Weapons & firearms (including, but not limited to guns, bows, arrows, hunting knives with blades 3-inches or longer, switchblade knives, butterfly knives, swords, metal knuckles, paintball guns, throwing stars, nun checks, slingshots, tasers, blow guns, ammunition, BB guns, pellet guns, dart guns, etc.)

Right to Confiscate

Residential Life staff will attempt to contact a resident prior to items being confiscated to allow for the resident to remove the item him/herself. If contact cannot be made, a member of the Residential Life staff and one witness (i.e. secondary staff member and/or a JCPD officer) will be present. A list of items confiscated will be provided to the resident. Residential Life staff reserve the right to confiscate any item(s) prohibited by the Resident Guide or College property. Confiscated items will be stored in the Manager's office, unless the resident is otherwise notified, until arrangements can be made for the item to be removed from campus. Items related to alcohol, drugs, and weapon policies may be confiscated by the Jefferson College Police Department.

24. Sanctions

Community Standard: 7

Multiple sanctions may be issued per violation.

- Warning: A written or verbal statement regarding the inappropriate and/or unacceptable actions and/or behaviors of a resident or guest. Further violations may result in a more progressive sanction.

- Revocation of privileges: Residents may lose privileges including, but not limited to having guests, participating in events/programs, opportunity to change rooms, opportunities to negotiate alternative sanctions, etc.
- Confiscation: Items prohibited by the Resident Guide will be held in the Director's office, unless the resident is otherwise notified, until arrangements can be made for the item to be removed from campus. Items related to alcohol, drugs, and weapon policies will be confiscated by the Jefferson College Police Department.
- Community service: Service work to benefit Viking Woods or the College as approved by the Manager or other College official. Service hours must be scheduled 24-hours in advance with the Residential Life Office and completed by the deadline issued. Any cancellation or no-shows for scheduled hours may result in additional sanctions or an increase of service hours. Incomplete hours may be converted to monetary fines using the state minimum wage rate for calculation and rounding to the nearest whole dollar.
- Fines: Viking Woods fees and fines will show on the student's account summary on their MyJeffco Student Tab. Some fines may not be converted to other types of sanctions (EX: Damage to property). Other fines may be able to be converted to community services at the state minimum wage rate.
- Restitution: Payment for theft or damages caused to College or individual property.
- Written assignments: This educational sanction may allow residents to research situations and how they can affect others. Specific instructions similar to a grading rubric may be provided. Residents must complete the assignment in full or may be asked to edit and resubmit the assignment.
- Referral to counseling and/or substance abuse prevention programs: Referrals are designed to provide support services and programs to assist the resident in more effective management of personal crisis and/or alcohol/drug use and abuse.
- Discretionary sanctions: The Manager may initiate sanctions appropriate for specific and/or unique situations.
- Residential probation: Misconduct or policy violations by residents on probation may result in a more progressive sanction, including eviction, depending on the nature of the violations.
- Residential Suspension: Residents will not be permitted to live at Viking Woods for a period of time. Residents will still be responsible for all rent during the period of suspension, however, keys must be turned over to the Residential Life Office.
- Residential eviction: Residents will be required to vacate Viking Woods permanently. Future housing requests may be denied. No trespass orders may be issued.

25. Security deposit refunds

Among other items, the cost of labor and materials for cleaning and repairs, over and above "normal wear" and the amount of delinquent payments and late charges may be deducted from the security deposit. The Tenant cannot use the security deposit to offset or pay in advance rent or any additional charges under this Lease, but the College can use all or any part of the security deposit, for any unpaid Rent or other obligations. The Tenant agrees that the College has forty-five (45) days after the later of the following options: (a) expiration or termination of this Lease, (b) the date on which the College received written notice of the Tenant's forwarding address, and (c) payment in full of amounts that the Tenant owes to the College, to return any unused portion of the security deposit to the Tenant, unless the Tenant has renewed the current Lease Contract for the next consecutive term or has completed a housing application for the following academic year by the appropriate deadline, which will

each result in the Tenant's security deposit rolling over to the appropriate term. Upon written request, and within ninety (90) days of the Lease Contract End Date, the College will provide the Tenant a description and itemized listing of deductions that have been taken from the security deposit. Applicable refunds will be issued by the Jefferson College Business Office in the tenant's preferred refund method selected on their MyJeffco Student Tab.

26. Solicitation

Community Standards: 2, 3, 6, 7

Solicitation is defined as door-to-door contact for the purpose of soliciting funds or sales; recruiting members or support for an organization or cause; compiling data for surveys, programs, or other purposes; distributing advertising or other materials; or use of hallways, lobby, or lounge areas for any of these purposes is strictly prohibited. Requests for special permission should be submitted in writing to the Director. Special permission must be granted in writing from the Director.

27. Theft & loss of property

Community Standards: 1, 3, 4, 6, 7

Theft or unauthorized possession/use of personal or College property is prohibited. Theft should be immediately reported to the Jefferson College Police Department. The College is not liable for a resident's personal property that may be lost, stolen, or damaged. Students are encouraged to purchase renter's insurance to insure personal belongings in case of theft, fire, or other loss/damage. Residents will report any actions or behaviors that violate this policy to Residential Life staff and/or the Jefferson College Police Department.

28. Tobacco-free

Community Standards: 2, 3, 4, 7

Jefferson College, including Viking Woods, is a tobacco-free/smoke-free campus (beginning August 2014). The use of tobacco and all smoke-related products is prohibited inside apartments and/or in any public area of any Viking Woods building. These smoke-related products include, but are not limited to, cigarettes, cigars, pipe tobacco, smokeless/chewing tobacco, electronic cigarettes, herbal smoke products, hookahs, and bidis. Smoking/chewing inside an apartment may result in the immediate forfeiture of the resident's security deposit and the student will be billed for any additional damage to his/her apartment at move-out. It is the prerogative of Viking Woods Management to fine all the occupants of an assigned residence if cigarette butts and/or chew are found on the ground outside of an apartment or on the exterior building walls. Spit bottles are considered litter.

29. Trash & recycling

Community Standards: 2, 3, 4, 6, 7

Students are responsible for the proper disposal of trash. Public trash cans are located throughout the property; these receptacles should not be used for large trash bags as they are intended for individual use. Viking Woods provides waste removal only from public dumpsters located at the edge of the 400 and 800 parking lots. All garbage should be

contained in tightly closed plastic bags and deposited in the dumpsters provided. Do not leave trash between the dumpster and fence, or in front of a dumpster. Fines may be issued for any refuse which is left outside the resident's unit or elsewhere on the property other than inside a dumpster. There is also a large recycling container in the back of the 800 parking lot. Please use this receptacle for recycling materials only; any other purpose is prohibited.

30. Unauthorized entry

Community Standards: 1, 3, 4, 6, 7

Residents and guests are not permitted to enter or be present in the room of another resident while they are not present, or in an area to which they normally do not have access, without a written request and written approval from the Manager. Likewise, residents are not permitted to be present in normally closed or restricted areas, which may be unsecured, or in areas from which they have been prohibited or asked to leave.

31. Vandalism Community

Standards: 1, 4, 6, 7

Damage and vandalism within Viking Woods is strictly prohibited. The responsible individual or group will be charged for repair or replacement of the damaged property. Whenever it is not possible to assign charges for damage or theft of College property to specific individuals, those costs will be divided evenly among the smallest group of residents to which the damage can be attributed.

32. Wheeled transportation

Community Standards: 3, 4, 7

Bicycles must be stored outside of the apartment buildings. Any bicycles obstructing public areas or safety exits will be removed and impounded. Residents and guests may not ride bicycles, skateboards, etc. inside apartments or through building breezeways.

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1. Conduct & appeals

Residents will be notified via their @jeffco.edu accounts about policy violations or concerns. The notification may include information regarding the violation, sanctions, appeal options, and deadlines. Residents are responsible for reading and complying with all requests. Residents may be required to meet with a Residential Life supervisor to discuss the conduct matter; appeals can be discussed at this meeting or submitted in writing. Residents who fail to complete their sanction(s) by the deadline provided may be subject to additional sanctions.

An appeal should be provided in writing outlining how/why the resident is not responsible for the policy violation. All related documentation should be attached at the time of submission. Appeals will be reviewed by the Manager and additional College staff as determined necessary. Notification of the appealed decision will be provided in a timely manner and the decision will be final.

2. Conflict resolution

Residents are encouraged to handle conflict resolution between roommates, neighbors, other residents, and Residential Life staff on their own. Sometimes additional help is needed to resolve conflict, especially when residents find themselves: trying to work out conflicts but "not getting anywhere"; experiencing repeated conflict over the same issues without any change; experiencing conflict for which neither party has a suggested compromise.

The most important aspect of living within a diverse community is demonstrating respect for one another. Tips for effectively communicating with another person include:

- listening without interrupting
- discussing the behavior, not the person (avoid making personal attacks or name calling)
- being aware of the tone in your voice
- being honest about how you feel (not necessarily what you think)
- understanding that differences are okay, but it is important to find a compromise that will work for everyone

Residents agree to work through conflict by following the Viking Woods Conflict Resolution Process.

- 1) The complaining resident discusses the problem with the person(s) they are in conflict with using the effective communication tips provided above.

- 2) If the complaining resident would like assistance, the Residential Life staff will give tips on how to talk with the other party that may have not yet been attempted.
 - 3) The complaining resident will address concerns directly with the other party and report the results to the Residential life staff.
 - 4) If the problem is unresolved, a conflict resolution meeting may be held with all involved parties and a member of the Residential Life staff or other designated College officials. The staff will act as a facilitator and mediator to help find a resolution that will work for everyone, but it is still the responsibility of the parties involved to participate in the conversation and work to find a compromise.
 - 5) Residential Life staff will continue to follow-up with all involved parties until the conflict has been resolved or the problems no longer exist.
- NOTE: Issues involving personal safety or threats should be immediately referred to a Residential Life supervisor rather than attempting to resolve the situation through the conflict resolution process.

3. Consolidation

At different times during the year, residents may find themselves without roommates due to move-outs, cancellations, or evictions. To fill open space in Viking Woods, residents may be asked to move in to an open bed space to allow for efficient occupancy management. Residents may also have a new roommate assigned to an open bed space in their apartment by the Residential Life Office. As consolidations occur, residents will be responsible for the appropriate room change procedures and paperwork. Residents will not discourage any prospective roommate from moving into an open bed space or disciplinary action may be taken.

4. Contacting Residential Life staff

The primary form of contacting Residential Life staff will be via email to vikingwoods@jeffco.edu, the Residential Life Office phone 636-481-3294 (during business hours), or the RA cell phone 636-212-1827 (outside of business hours). See page 1 for business hours. Residential Life staff members rotate on-call responsibilities, but should NOT be contacted by visiting their apartments or calling their personal cell phones. If you would like to speak with a Residential Life supervisor, it is advised that you make an appointment by contacting the Residential Life Office or emailing them directly.

5. Emergencies

For emergencies that occur in Viking Woods, call 911 or 636-481-3500 to notify the Campus Police Department.

EARTHQUAKE

Inside:

- STAY INSIDE. Do not run outside.
- Take cover underneath a desk or table, protecting your head and neck.
- Stay away from windows and objects that could fall on you.
- Help direct persons with special needs, if safe to do so.
- Persons with wheelchairs should lock brakes.

Outside:

- Run to an area away from trees, buildings, walls, and power lines.
- Drop to your knees and get into a fetal position.
- Close your eyes and cross your arms over the back of your neck for protection.
- Stay in a fetal position until the shaking stops.

After all shaking has subsided:

- Do not use regular or cellular telephones EXCEPT to report serious injuries.
- Assist in the building evacuation of persons with special needs, if safe to do so.
- Be prepared to evacuate if instructed to do so. Residential Life staff and JCCPD will provide instructions for immediate action by means of door-to-door alerting, vehicle loud speakers, fire alarms, and/or bull-horns.

• Do not enter any building until you have been instructed to do so by Residential Life staff or Jefferson College Police Department.

FIRE

Discovery:

- If it is safe to do so, use a fire extinguisher and remember P.A.S.S. (Residents that would like to have a demonstration or practice using a fire extinguisher should speak with the Residential Life Office.)
 1. Pull safety pin from handle.
 2. Aim at the base of the fire.
 3. Squeeze the trigger.
 4. Sweep from side to side at the base of the fire.
 - Activate the fire alarm by pulling a red “Fire Alarm” pull station located in the building breezeways.
 - Evacuate immediately.
 - Call 911.

Evacuation:

- In advance of an emergency, determine the nearest exit to your location and the best route to follow.
- Walk, do not run.
- If safe to do so, assist people with special needs as indicated by that person.
 - Notify the Residential Life staff, JCPD, or fire personnel if you know or suspect someone is trapped inside a building.
- Gather at the grassy area next to the Clubhouse and behind the volleyball court. Residential Life staff will take a headcount before further instructions are given.

MEDICAL

- Call 911.
- Stay calm and carefully explain the problem and exact location (i.e. 808 Mel Carnahan Drive, Apt. 811) do not hang up until you are instructed to do so.
 - Ask a bystander to call the RA cell phone.
 - Stay with the victim until help arrives.

POWER OUTAGE

- Remain calm.
- Do not light candles or any other types of fire hazards for lighting.
- Unplug all electrical items and turn off light switches.
- Evacuate if instructed by the Residential Life staff or JCPD.

- In advance of an emergency, determine the nearest exit to your location and the best route to follow.
 - Walk, do not run.
 - If safe to do so, assist people with special needs as indicated by that person.
 - Notify the Residential Life staff, JCPD, or fire personnel if you know or suspect someone is trapped inside a building.
 - Gather at the grassy area next to the Clubhouse and behind the volleyball court.
- Residential Life staff will take a headcount before further instructions are given.

SEVERE WEATHER

Weather is constantly monitored by Residential Life staff, JCPD, and the Buildings & Grounds staff.

Watch (conditions are favorable for activity)

- Continue with normal activity, but monitor the weather and be on alert should conditions change.

Thunderstorm Warning (severe weather is occurring in the area)

- Remain indoors and away from windows until the severe weather passes

Tornado warning (trained spotters have identified a tornado in the area)

- Residential Life staff will patrol Viking Woods and sound bullhorns to notify residents to evacuate.
- Seek shelter immediately in the Fine Arts basement, via the path behind the 400 building. Residential Life staff will take a headcount before further instructions are given.

6. Health & safety inspections

Safety is a priority in Viking Woods. In order to help maintain a safe environment, Residential Life staff will conduct random health & safety inspections. Inspections are designed to assess safety and cleanliness, however, additional policy violations may become apparent during an inspection and will be documented. A copy of the inspection form will be left behind for residents to review. Apartments or residents that fail an initial inspection will have at least 48-hours to improve the concerns reported before a second inspection is completed. Repeated inspection failures may result in disciplinary action. If a living area becomes unhealthy due to cleanliness, Residential Life or maintenance staff may clean the premises at the resident's expense.

7. Lease cancellation

Residents may wish to cancel their Lease Contract, prior to the Starting Date or during the Lease Term. Residents should request to cancel by visiting their Housing Self-Service homepage and selecting to “Cancel” the current Lease Contract under “Important Forms”. The College may wish to cancel this Lease, prior to the Starting Date or during the Lease Term, by notifying the Tenant of the decision in writing.

8. Moving in

Resident move-in days and times are scheduled and sent to the resident's @jeffco.edu account. Residents will not be permitted to move in until they meet with a Residential Life staff member. During move-in day we will ensure all leasing paperwork is complete; if any items are missing, residents may not be eligible to move in. Residents will be issued keys/credentials and permitted to move in at this time.

The online Room Condition Report form is the preferred method of providing an initial notification of any defects or damages in the Premises to which the Tenant is assigned. This form will serve as an overview of the condition of the Premises at the time a Tenant moves into his/her bed space. Reports must be submitted within 48 hours of move-in to be valid and reviewed. This report will be used by staff upon the Tenant's move-out inspection to determine appropriate charges related to maintenance and cleaning. This form is inappropriate for submitting requests for maintenance services. The Room Condition Report form can be found on the Tenant's Housing Self-Service homepage. Room Condition Reports are NOT a means to request maintenance or service. Work Orders are required for maintenance or service requests.

9. Moving out

When the Tenant moves out, whether on or prior to the Ending Date, the Premises (including, but not limited to, the windows, bathroom, patios, balconies, and kitchen appliances in the Common Areas) must be clean and in good condition; however, reasonable wear is considered. If the Tenant fails to clean, or if any appliances have been damaged or are missing, the Tenant may be liable for reasonable charges to complete such cleaning, repair, or replacement.

- a. The Tenant has the opportunity to schedule a walk-through appointment with a Residential Life staff member. This appointment must be scheduled at least 24 hours in advance and shall take place on the day of the Tenant's move out. The Tenant must be present at the appointment. Should the Tenant choose to not schedule a walk-through appointment, the Tenant's bed space and Common Areas will be inspected:(a) after all roommates have vacated the unit; (b) prior to the start of any maintenance alterations; or (c) prior to a new Tenant moving into the bed space. The final determination of damages will be made by the Manager or designee. Fees for the Tenant's bed space are the Tenant's sole responsibility in a single or private bed space. Fees for the Tenant's bed space are the Tenant's shared responsibility in a double bed space. Fees for all Common Areas will be prorated according to the number of occupants within the unit.
- b. If the Tenant intends to leave the Premises permanently, prior to the Ending Date of the Lease Contract, he/she must provide the Manager with thirty (30) days advance written notice of the specific date the Tenant will vacate the Premises. Verbal notice is not sufficient. Active duty military personnel will be subject to the notice requirements in Section 22. The online Lease Cancellation Request form is the preferred method of providing notification of the Tenant's intentions to permanently leave the Premises.
 - i. If the Tenant does not provide the College a written move-out notice, at least thirty (30) days prior to the Ending Date of the Lease Contract, the College will assume the Tenant is planning to vacate the Premises by noon on the Ending Date, and the College will attempt to lease the Tenant's space to another resident.
 - ii. Even if the Tenant provides proper notice, he/she is not released from liability under the Lease unless all payments through the Ending Date have been made.
 - iii. If the Tenant does not give the College move-out notice as described above, the Tenant may forfeit the refundable portion of his/her security deposit. This amount may be deducted from the Tenant's account prior to any other amounts the Tenant may owe are deducted.
- c. If the Tenant leaves any property in the Premises after he/she vacates or after the end of the Lease, that property is deemed to be abandoned by the Tenant and the College can,

without delay, take such action as the College desires and charge the Tenant with costs incurred to keep, sell or dispose of such property without liability to the Tenant.

10. Payments options

Each semester rent will be paid by residents selecting one of the following options:

1. I have a FAFSA on file with Jefferson College and will enroll in the Pending Aid Nelnet Payment Plan prior to the Lease Contract Starting Date.
2. I do NOT have a FAFSA on file with Jefferson College. I will enroll in the Nelnet Payment Plan prior to the Lease Contract Starting Date.
3. I will pay all rent prior to the Lease Contract Starting Date.

Incidental charges (i.e. restitution, fines, other housing charges, etc.) can be paid by:

- Electronic checks are electronic withdraws from either your checking or savings bank account.
 - Secure and convenient
 - No additional fees or percentages charged
 - Payment applied to your account faster
 - You may pay your bill with a credit/debit card on your MyJeffco Student Tab 22

- Cash, Paper Checks, and Money Orders will be accepted at the Cashiers' windows at all Jefferson College locations.
 - Paper checks and money orders should be made out and mailed to: " Jefferson College", Attn: Cashier, 1000 Viking Drive, Hillsboro MO 63050.
 - Post-dated checks will not be accepted.
- Credit/Debit Cards can be used to make on-line payments.
 - Credit/Debit cards are not accepted over the telephone, at the Cashier's window, by mail, or by fax.
 - A non-refundable convenience fee of 2.75% (minimum \$3 fee) will be charged for on-line credit/debit card payments.
 - Payment for your account balance will be noted as JEFFERSON COLLEGE on your credit card statement. Payment for convenience fees will be noted as PAYPATH PAYMENT SERVICE as a separate line on your monthly credit card statement.
 - You may pay your bill with a credit/debit card on your MyJeffco Student Tab Payment Plans are available on your MyJeffco Student Tab For the most current account information residents should refer to their student accounts under their MyJeffco Student Tab.

11. Reporting illness

Residents must report illnesses, communicable diseases, and any conditions which might affect the health of other residents or staff. Provide a written explanation to the Manager immediately. Failure to report health issues that impact others due to communicability may result in disciplinary action.

12. Reporting policy violations & anonymous reporting

Everyone at Jefferson College is an important member of our campus community and therefore each resident is responsible for contributing to the community goals of providing a community that is: safe and secure; conducive to learning; enjoyable and fun. Residents will report any actions or behaviors that violate the policies outlined in the Resident Guide. Reports can be made directly to Residential Life staff in-person, via email, over the phone, or through text message to the RA cell phone. Anonymous reports can be submitted through the “Maxient Incident Report” found on MyJeffco Vikings Care tab. Emergencies that occur in Viking Woods should be reported by calling 911, the Jefferson College Police Department at 636-481-3500, or the RA Cell Phone at 636-212-1827.

13. Resident Orientation

Residents are required to complete a Resident Orientation within 10 business days of receiving keys/credentials. There will be an in person orientation scheduled for all residents.

14. Thermostat settings

A temperature consensus will be determined at each apartment’s first roommate meeting. Air flow within an apartment can be facilitated by opening/closing vents in each room, opening/closing windows, or using a fan. It is also recommended that residents wear appropriate clothing to help regulate body temperatures. The Thermostat needs to be kept between 65 and 75 degrees Fahrenheit. If roommates do not comply with the agreed upon temperature range, Viking Woods staff may put a lock box on the thermostat. Any residents who do not comply with the 65 to 75 degree range will be subject to a lock box on their thermostat as well.

15. Voluntary room changes

Residents interested in a room change must complete the online Room Change Request form which is available beginning September 1 (fall term) or February 1 (spring term). Room changes will be granted based on space availability. Residents requesting a room change based on roommate conflicts must have worked through the Viking Woods Conflict Resolution Process first.

Residents approved for a room change must schedule a moving day with the Residential life Office three (3) business days in advance. Residents are not permitted to inhabit a bed space without receiving keys from the Residential Life Office. Residents will be issued a new apartment key/credential and granted 48-hours to complete the relocation 23 process

A new Room Condition Report must be submitted within 48-hours of move-in. A scheduled walk-through appointment is encouraged for the original bed space at the end of the 48-hours. The resident will return both original keys and receive a new mailbox key. Any cleaning/damage charges will be applied to the resident’s account. Requesting residents may be charged a \$20 room change fee. Residents who do not follow this procedure may be in violation of the failure to comply policy and subject to disciplinary action.

Residents approved for a bed-for-bed room change must schedule a key exchange appointment to take place at the Residential Life Office during business hours. The appointment must be scheduled three (3) business days in advance. Residents are not permitted to inhabit a bed space without attending a key exchange appointment documented by the Residential Life Office. A new

Room Condition Report must be submitted within 48-hours of key/credential exchange. Any discrepancies between each residents UCR may result in damage charges to be assessed within 30 days. A walk- through inspection will not be conducted and each resident will accept responsibility for the new bed spaces “as is” condition. Residents may be charged a \$10 room change fee. Residents who do not follow this procedure may be in violation of the failure to comply policy and subject to disciplinary action.

16. Work orders

The online Work Order form found on your Housing Self-Service homepage is the preferred method of providing notification of any request for repairs or services to the Premises. Requests will be received, prioritized, and completed by the maintenance technician. Emergency maintenance issues should be reported immediately to the Residential Life Office during business hours and to the RA cell phone outside of business hours. Emergencies include, but are not limited to, power outages, water leaks, doors/accessible windows unable to lock, fire, loss of heat (if the outside temperature is less than 40 degrees F°) or loss of A/C (if the outside temperature is greater than 90 degrees F°).