

RESIDENCE HALLS

The Residence Halls are equipped with study rooms, TV lounges, recreation areas and laundry rooms with pay phones on each floor. Mail is delivered daily Monday through Saturday, except holidays.

RA's are available on each floor to help students with any needs they may have. RA's also staff the desk at both Morgan Hall and MacKenzie Hall during evening hours. They serve as advisors to House Council, which governs the Halls and plans various events.

Participating in House Council is an ideal way for residents to become a part of the decision-making process in the Residence Halls. With student cooperation, and the team effort of the residents and staff, Residence Hall living can be an exciting, rewarding experience.

A \$75.00 security/damage deposit with an application is required to be considered for a Residence Hall room. All students living in the Residence Hall are required to maintain this \$75.00 deposit in the Business Office. The cost of any damage to the room occupied by a student will be deducted from the deposit. The cost of any damage inflicted by students on the general living areas of the University Residence Halls, such as lounges, halls, lavatories, laundry rooms, etc., for which a given individual cannot be held responsible, will be charged against all occupants of the Residence Hall on a percentage basis, and the charge will be deducted from the deposit of each occupant.

The \$75.00 security/damage deposit will be refunded to non-enrolling students upon written request if written cancellation of the room request is received as follows:

FALL SEMESTER

- 1) 100% if the student notifies the Office of Student Life in writing by July 15.
- 2) 50% if the student notifies the Office of Student Life in writing by August 15.
- 3) NO refund will be paid for notices received after August 15.

SPRING SEMESTER

- 1) 100% if the student notifies the Office of Student Life prior to the first day of classes.
- 2) NO refund will be paid for notices received after the semester starts.

The \$75.00 security/damage deposit, less any damage deductions, will be refunded to a former resident student upon receipt of written request within two months after the student has left the university.

MEAL PLAN

All on-campus residents who reside in the Residence Halls must take their meals in the University Food Service. When a student checks into a Residence Hall, his/her name is immediately placed on the meal ticket list. Students are required to choose a meal plan each semester, whether or not they eat the meals that are served. The Food Service is not open during the Thanksgiving break, Semester break or spring break.

RESIDENCE HALLS/FAMILY HOUSING

HOUSEKEEPING AND MAINTENANCE

Residents are responsible for the general condition of their rooms/apartments at all times; for the proper use of all furnishings; for reasonable cleanliness and upkeep; and for charges for damages to the room furnishings, windows, and doors. Desks, closet doors, dressers, etc. are not to be removed and used for any other purpose. Residents are also held collectively responsible for damages in common areas of the building, hallways, and lounges.

Under no circumstances is University furniture to be removed from student rooms, apartments or public areas without the permission of the Director of Student Life.

Residents must live only in the room assigned to them.

QUIET HOURS

Quiet hours are from 9:00 p.m. to 9:00 a.m., Sunday to Friday and 10:00 p.m. to 9:00 a.m. Friday and Saturday.

It is important that everyone observe these hours. During this period, all activities that might be disturbing to others must be suspended. Quiet hours also include the areas outside the Residence Halls and Family Housing buildings. During finals week, quiet hours are to be observed 24 hours a day.

QUIET HOUR GUIDELINES

1. Radio and stereo volume should be low enough that they cannot be heard outside the room. Use headphones if necessary.
2. Musical instruments are to be played in the Hall music room or in areas of Pershing Hall.
3. Large group gatherings should be held in one of the lounges to prevent unwanted noise from loud conversations.
4. Because of possible injury to bystanders, potential damage to university property or disturbance to residents, water fights, wrestling and outdoor games are to be held outside, in such places as the SUB lawn or the East Hall lawn.
5. The rights of a roommate or floor resident to study and sleep have priority over the visitation privilege. All residents are expected to be reasonably quiet at all hours in the Residence Halls.

PERSONAL PROPERTY

Although MSU_Northern will use all reasonable and available preventive measures to protect personal property, the University is in no way liable for any theft or damage to personal property. Personal belongings are normally covered under family homeowner's insurance. Students are encouraged to use such a policy.

GUEST AND VISITATION POLICY

Individual Responsibility

- A. The host or hostess shall assume responsibility for his/her actions as well as for the guest's actions.
- B. The host/hostess and guest(s) shall observe local, state, and Federal laws, as well as University policies.
- C. It is expected that roommates will openly discuss their attitudes on the use of visitation and come to a working agreement prior to visitation.
- D. The Residence Halls have bathrooms designated for males and females.
- E. Definition of terms:
 1. Visitation: the privilege of having other people in Residence Hall rooms and Family Housing apartments.
 2. Cohabitation: an extended length of visitation by someone other than the designated occupants of the room or apartment or the frequent unpaid use of facilities over a period of time (not necessarily consecutive nights).
 3. Guest/Visitor: one who stays in a particular room for a short period of time and is expected to pay the minimal guest rate of \$11.00 per night. The guest/visitor is in the Hall at the invitation of a student resident and is responsible for following the Hall rules at all times.
 4. Occupant/Resident/Tenant: one who has contracted, paid for, and has been assigned a particular room or apartment.

Procedure

A. All residents shall decide at the start of Fall Semester when their individual floors shall be open to visitors. They have the option to limit visitation to the following hours: Sunday through Thursday, 10 a.m. to midnight plus Friday and Saturday, 10 a.m. to 2 a.m. OR to choose open visitation allowing for 24-hour visitation privileges.

B The decision on visitation policies for every floor is an important one which must be taken seriously. Voting for visitation will be by secret ballot under the supervision of the RA. Each floor visitation policy must be approved by a vote of not less than 75% of the floor residents, with at least 75% of those voting in favor of the schedule. If an agreement cannot be reached limited visitation will go into effect for that floor.

C. All visitation policies are subject to the approval of the Director of Student Life. If the Director of Student Life determines it is necessary, visitation policies may be altered.

D. ESCORTS: After 6 p.m., any guest or visitor in a Residence Hall must be escorted. There is a limit of two visitors per escort/resident. In MacKenzie, visitors must check in at the main office so an escort can be contacted. Escorts must be from the floor that the visitor is visiting. After 11:00 p.m., the visitor and the resident must sign in at the front desk. Visitation privileges may be taken away if escort policies are not followed.

E. GUESTS: Any student wishing to have an overnight guest on campus in the Residence Halls must register that guest at the Residence Hall office and notify the floor RA. When space is available, a guest can be accommodated in a single room for \$14.00 per night, or with his/her host or another student for \$11.00 per night. Charges are made to cover basic costs of using Hall linen and utilities. A guest is limited to a maximum visitation of three days. Guests under the age of 16 are not permitted to spend the night in the Residence Halls. Those guests under the age of 16 may only be in the Residence Halls if they are with their legal guardian. Guests between 16 and 18 may visit during the hours of 9:00 a.m. to 6:00 p.m.

F. BABYSITTING: Babysitting is NOT allowed in the Residence Halls at Montana State University_Northern.

GOVERNANCE

Reports of irregularities or violations of visitation policies made to the RA's or Director of Student Life may result in the suspension of visitation privileges. Individuals or groups of students may be subject to disciplinary action by the Director of Student Life or the Campus Judicial Officer.

KEY POLICY

Upon checking into one of the Residence Halls, a student will indicate that he/she has received keys from the Residence Hall staff by signing a check-in form. When a student terminates residence, either at the end of a term or by withdrawing from the University during a term, the keys will be replaced or returned during check-out. If keys have been lost or stolen, the Business Office will charge accordingly. If a key is lost, it should be reported immediately to the Residence Hall staff.

There is a fee of \$20.00 per replacement key to be paid from the damage deposit.

It is unlawful to duplicate University keys. When an unauthorized person is allowed to use a University key, sanctions as determined by Director of Student Life may be imposed.

DAMAGE POLICY

Upon check-in, students' rooms or apartments will be inventoried and the condition of the room(s) noted. Upon check-out, damage from abnormal use will be charged to the student, as will the cost of any missing furnishings.

RESIDENCE HALL CHECK-OUT AND WITHDRAWAL

Students who move out of the Residence Hall or leave school are required to check-out properly with an RA and to sign a check-out sheet, return the room key and linen, and give a change of address. Failure to check out will result in a \$10.00 fine.

No resident withdrawing from the University will receive a room/board damage deposit refund until the check-out procedure from the Halls has been completed. The damage deposit will be refunded minus any check-out charges and/or other bills owed to the University.

The resident is obligated to leave his/her room clean and the furnishings intact. The resident's room must be checked by the RA. In order to permit Residence Hall staff to reassign space, any student moving off-campus at the end of Fall or Spring Semester must vacate his/her room and remove all personal belongings from the Residence Halls by the closing date of that semester. Failure to do this will result in a \$20.00 fine. At the end of each semester all residents are to check out of the Residence Halls. Failure to do this will result in a \$10.00 fine.

ROOM AND BOARD REFUNDS

Refunds are NOT made for meals not eaten, but refunds are made to students who withdraw from school for their unused meal ticket balances, except for the week of withdrawal. No refunds are made on room rents to students who withdraw from school or move out of the Residence Halls after 5:00 P.M. of the fifth day of class. Students who are removed from the Residence Halls for disciplinary reasons will not receive a room and board refund.

ELECTRICAL APPLIANCES

The following appliances may be used in student rooms: coffee makers, popcorn poppers, electric blankets, clocks, stereos, TV sets, hair dryers, electric shavers, and small refrigerators.

Because of fire hazard, the following items may NOT be used: candles, hot plates, waffle irons, hot pots, or any cooking utensils with exposed heating elements. Small energy conserving microwaves and certain fire-safe appliances are allowed with permission from the Director of Student Life.

FIRE EXIT

Fire drills will be conducted on a scheduled basis each year by University personnel. Members of the campus community and guests are required to cooperate and participate fully in such drills. Fire-fighting equipment must be present and operational at all times in University buildings. Individuals are subject to fines, suspension, expulsion, and/or civil prosecution for tampering with fire-fighting equipment or fire alarms.

PETS

Pets are not permitted in University buildings, and students are not permitted to bring pets on campus. Pets will be removed at the owner's expense, and individuals are subject to being fined.

FIREWORKS AND FIREARMS

State law, as well as University policy, prohibits the use of fireworks and firearms in campus residences. If you should feel the need to bring a gun for hunting or target practice, you must check it in with a member of the housing staff to secure it in a gun room. Firearms may not be stored in vehicles on the campus. If your firearms are not checked in, you could be subject to disciplinary action including suspension.

DECORATIONS

When decorating your room, use your creativity but please use the bulletin boards which have been provided. Use only packaging or masking tape on the walls, as strapping tape will rip the finish off. All other adhesives including nails, gummy sticks, and the like will damage the walls. Christmas decorations must be fire-proof, and spray snow is not to be used anywhere in the Residence Halls. Residue left from carpet tape or any other adhesive will be charged against your damage deposit. Posters of an offensive nature cannot be placed in public view, i.e. windows, outside doors, etc. Window decorations (posters, lights, etc.) that advertise alcoholic beverages are prohibited.

INSPECTION OF STUDENT HOUSING

The University reserves the right to make routine inspections of Residence Hall rooms or apartments. Students will be

advised of such inspections.

INCENSE/SWEETGRASS

We know some of you like incense and sweetgrass, but for many people, it causes allergic reaction; therefore, the use of incense and sweetgrass on campus is prohibited.

EMERGENCY ACTIONS

When it is judged that a student's continual presence on campus is a danger to him or her, to the welfare of the campus, or to other students, the Chancellor may temporarily suspend a student pending disposition of the complaint.

SOLICITATION

Door to door solicitation or any other forms of solicitation in the Residence Halls or the Family Housing complex is strictly prohibited.

ALCOHOLIC BEVERAGES

1. The possession and the use of alcoholic beverages in the Residence Halls and Family Housing apartments for all those under the age of 21 is prohibited.
2. For those of legal age, alcoholic beverages are allowed to be consumed only in the confines of a resident's room or apartment.
3. Alcoholic beverages are not permitted in the corridors (with the exception of the non-traditional student's wing in Morgan Hall), lobbies, parking lots or any other public place on campus.
4. Large quantities of alcohol are prohibited (examples: kegs of any type, jungle juice, etc.)
5. Alcohol that is being taken into the Residence Halls or Family Housing apartments may be confiscated if it is believed to be for illegal consumption.
6. Violations of the above rules may result in the confiscation of the alcohol and/or disciplinary sanctions.
7. Alcohol that is thought to be for illegal consumption may be confiscated at any time.
8. For additional information regarding the use of alcohol on campus, refer to "Alcoholic Beverage, Campus policy Series 1003.1".

TERMINATION OF OCCUPANCY

Montana State University_Northern reserves the right to terminate Residence Hall or apartment occupancy without refund, at any time, when a student is suspended or expelled.