

# Residence Life Handbook

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**TVCC Residence Life Commitment to Excellence**

Treasure Valley Community College Residence Life Department is under the direction of the Student Programs Office. TVCC Residence Life is dedicated to fostering an environment that is safe and beneficial for all students. This is supported by the TVCC Student Freedoms, Rights, and Responsibilities. The Residence Life Department is committed to making the student experience a rewarding and challenging journey in higher education.

**Community Living Statement**

The Residence Life Department provides students with a well maintained, comfortable, and secure living environment, and an educationally purposeful community living experience. Working collaboratively with the departments of Physical Plant, Custodial Services, and Campus Safety, Student Programs, Disability Services and Counseling, Volunteer Tutor Program, the Residence Life Department strives to meet individual student needs. Additionally, the office works to provide integrated academic and co-curricular learning opportunities to promote personal growth and development while fostering a welcoming residential community.

The Residence Life Department celebrates the value of all races, religions, sexual orientations, abilities, national origins, genders, and ages. To foster an appreciation of differences and a valuing of individuals, the Residence Life Department provides programs that educate students about various lifestyles and cultural backgrounds. We also strive to build a diverse team that will bring forth different perspectives and value systems to be more responsive to each individual in our community.

**Important Contact Numbers**

|   |                |
|---|----------------|
| Residence Life Office                           | (541)881-5782  |
| Emergency on-call Residence Life Phone          | (541) 212-1006 |
| Campus Security                                 | (541) 212-9598 |
| Emergency Services from on campus (Police/Fire) | 9-911          |

**Residence Life Services, Staff, & Support**

Operational Hours: Monday thru Friday 10:00 AM-12:00 AM  
Saturday thru Sunday 8:00 PM-12:00 AM  
\*Hours subject to change based on staffing and availability

The Residence Hall will be open at 10:00 AM on the Friday before classes begin each quarter. Students may begin moving their personal belongings in at this time. Students must make special arrangements to move-in early and will be assessed an additional daily fee. The Residence Hall will remain open until 5:00 PM on the last day of finals. Students are required to vacate their room at this time or make special arrangements to live in the facility for an additional daily fee.

During the evening hours, Resident Assistants will conduct hourly rounds of the building and may not be present in the office for a short period of time. For assistance during this time, please contact the emergency contact phone.

**Mailing Address:**

**Residence Life Office  
650 College Blvd.  
Ontario, OR. 97914  
(541) 881-5782**

### **Residence Life Professional Staff**

The Director of Residence Life, Residence Hall Manager, and Residence Hall Assistant Manager are professional employees of the college. The Residence Hall Manager lives on-site and oversees Residence Life operations including billing, food service, custodial and maintenance issues, low-level discipline and security issues and campus and community referrals, and general operating procedures.

The Residence Hall Assistant Manager manages the Resident Assistants, oversees the planning of activities, mediates roommate conflicts, and advises the Judicial Council.

The Director of Residence Life is ultimately responsible for the operations of the Residence Life Department. This includes judicial affairs, discipline issues, budget management, and personnel training and facilitation.

### **The Residence Life Office**

The office (located in the Residence Hall) serves as the main residence life information center for TVCC residents, prospective residents, staff, faculty, visitors, and local community members. The Residence Life Office provides:

- Applications, contracts, and basic residence life information
- Room assignments, roommate changes
- Work orders, maintenance requests, health and safety issues
- Room lockouts, billing information, judicial fines
- Check-in/Check-out processes
- Lost keys, temporary keys
- Cleaning supplies, game rentals
- Judicial Referrals/Disciplinary Hearings

The Residence Life Office is dedicated to meeting the immediate needs of the students in a timely, courteous, and efficient manner. The Residence Life office does NOT handle payment of any type. For internal control purposes, all billing and payment issues are handled in the Business Office located in Student Services.

**The Residence Life Student Leaders** – Each floor is assigned a Resident Assistant (RA). The RA plays an important role in community development. A RA is a student staff member living in the residence hall who helps facilitate and support the development of the residence hall. The Director of Residence Life, Residence Hall Manager, Residence Hall Assistant Manager, and Resident Assistants work to develop a living environment that is conducive to learning and respectful of individual needs while supporting community standards.

### **Responsibilities of Resident Assistants**

Resident Assistants work regularly scheduled office hours. In addition, they are available to residents for questions, problems, or concerns while they are not in the office.

Resident Assistants:

1. Act as resources (or assist with referral) for questions and concerns including interpersonal disagreements, academic assistance, and personal issues.
2. Promote and facilitate social and educational gatherings, events, and activities.
3. Enforce all campus rules, regulations, residence life policies, and local/state/federal laws.
4. Assist with all administrative functions of the residence life office including: completion of necessary paperwork regarding maintenance issues, checking out supplies, equipment, and games, and check in/out procedures.
5. Act as advocates for community building projects and the formation of intramural teams, service projects, and attendance at campus functions.
6. Serve on-call hours for assistance during evening, weekend, and holidays.

Resident Assistants are trained to help in all situations pertaining to residents. Since Resident Assistants are students, they work to meet the immediate needs of residents. However, RA's will often refer serious situations to a professional staff member or local authorities. There is a RA or staff member available at all times to assist residents. After hours, the Resident Assistant can be reached at (541)212-1006.

### **Room Specifics**

There is one residence hall at TVCC with two room options for residents. The hall features single and double rooms. Each student can select his choice of a double or single room on an availability basis. Rooms will not be reserved until the \$250.00 deposit, completed application, and signed contract are received.

### **Room Furnishings**

Each bedroom is furnished with a twin bed, dresser, desk, chair, closet, and a wastebasket. Each suite common area is furnished with a loveseat, chair, and end table. Residence Life also provides general maintenance due to general use including replacement of light bulbs or electrical outlets, locking mechanisms, etc. Residents will be held responsible for damages caused knowingly or unknowingly by the resident or their guests.

*Residents should provide the following items:*

Linens (extra-long twin mattress sheets, pillows, towels, etc.)

Laundry supplies & toiletries (*including toilet paper*)

Cleaning supplies

### **Roommates**

All residents receive a roommate questionnaire to be filled out and returned to Residence Life professional staff before move in. Room and roommate assignments are chosen by Residence Life professional staff according to the information provided by each resident on their application and roommate questionnaire. All roommate conflicts and room reassignments are handled by the Residence Hall Assistant Manager and the residents' assigned Resident Assistant.

### **Room Cleanliness**

Residents are responsible for maintaining the cleanliness of their personal residence and their common room. It is the responsibility of the residents to dispose of waste in the designated refuse containers located north of the building. Health and Safety inspections will be conducted regularly to ensure the cleanliness and safety of the community.

*Students who reside over the winter break and spring break are required to pay the daily rate, regardless of their college obligations. Students may store their belongings in their room over the breaks but will not have access to them during the break.*

### **Furnishings and Amenities**

#### **Phone Service**

Each suite has local telephone service. To call a local number, residents need to dial 9+ the number. Long distance service is NOT provided. For medical or security emergencies, students should dial 9-911. For all minor issues, the Residence Life staff should be contacted at (541) 212-1006. Each room has an individual extension to receive outside calls and any person contacting the main office CANNOT be transferred to an individual room.

#### **Cable TV**

Basic cable television is available at no additional cost to all residents. TV cable jacks are installed in every room and suite common area. Students must provide their own coaxial cable.

#### **Laundry Facility**

The laundry facility is located on the second floor of the residence hall. All machines are coin-operated (\$ .75 per wash, \$ .50 per 30 minutes for the dryer). Residents must provide their own laundry detergent, dryer sheets, and other applicable laundry materials. Students utilize the laundry facility at their own risk and refunds are not given for loss of personal items or coin-op failure. A change machine is located in the Residence Life Office for student convenience.

#### **Kitchen, Meeting Room & Lounge Area**

These areas are open to students as long as there is no disruption to the community living environment. Students using common areas must ensure that the volume is at a reasonable level and ensure that the area is kept clean. Failure to comply with the regulations may result in judicial council fines. The first floor contains a kitchen area including a stove, oven, microwave and fridge that is available for students. Locked cabinets are available for student use upon request, depending on availability

#### **Games & Equipment**

All residents may check out\* a variety of games and recreational equipment in the housing office at no cost.

*\*To check out items the resident's student ID will be held in the Residence Life Office and not returned to the resident until the items are returned.*

### **Cleaning Supplies & Refuse Service**

Each student may check out cleaning materials including brooms and vacuums at no cost. Garbage bags are not provided to students. Each student must empty their garbage regularly. Students are NOT to empty their garbage in the common area. Refuse may be deposited in the carts located on the north side of the building. Any student not following the sanitary guidelines may be subject to judicial council fines.

### **Parking**

Parking permits are not required at Treasure Valley Community College. Residents are allowed to park in the residence hall parking lots. Students are **NOT** to drive on the **grass areas, sidewalks, or fire lane** without WRITTEN permission from the Residence Life Coordinator or Director of Residence Life. In addition, students are responsible for parking and driving in the Residence Hall parking area in a responsible manner. Failure to conduct themselves in this manner may result in judicial fines and/or campus parking tickets.

### **Mail**

Each resident is assigned a mailbox upon check-in. Mail is typically delivered before 4:00 p.m. on weekdays. Outgoing mail is not picked up on Saturdays, Sundays, or holidays. Students are responsible for providing their own stamps. Once checkout procedures are completed, mail will be forwarded to the address that is given to the Residence Life Office.

### **Resident Mailing Address:**

**[Your Name]**

**Residence Hall**

**650 College Blvd. Box # [Your box]**

**Ontario, OR 97914**

### **Residence Life Security System**

The Residence Life facility is equipped with a security system that monitors common areas within the residence hall. The system assists in the prevention of crime and vandalism in and around the residence hall. It is regularly monitored by professional staff and provides the students living in the residence hall with a safe, secure environment. Students should be aware that residence hall policy allows common areas to be taped and used in discipline proceedings at judicial council, institutional disciplinary proceedings, and with legal matters regarding local, regional, or national authorities.

### **Residence Life Safety & Security**

For the safety and security of all residents, we ask that all cars parked on campus remain locked at all times. In addition, room doors should ALWAYS remain locked to protect your personal belongings. The Residence Life Department assumes no responsibility for any stolen or missing items.

### **Helpful hints to ensure personal and community safety:**

1. Do not prop open any exterior residence hall door. If you see a door propped open, please take the time to secure the door and contact the Residence Life Office.
2. Keep your doors and windows locked at all times.
3. Never open your door to strangers or allow any non-resident in the building under any circumstances.
4. Do not leave notes on your door stating when you will return and keep valuables and money out of sight and locked up if possible. Never keep large amounts of cash in your room.
5. Never bring strangers to the residence hall and immediately report suspicious individuals to the Resident Assistant on duty, security, or police.
6. Do not walk alone on campus after dark.
7. If you return to find your door open or tampered with please immediately contact Residence Life Staff or appropriate officials before entering the room.
8. Never loan your room key (see key regulations) to anyone and keep your college ID separate from your keys.
9. If you discover any blood or other hazardous material, please immediately report it to the Residence Life Office.
10. If you are attacked on campus, make as much noise as possible by calling for help. Do not pursue your attacker. *Call 911 and report the crime as soon as possible.*

### **Exterior Doors**

The exterior doors of the residence hall are locked for safety and security of residents living in the facility. Please ensure that doors are closed when you enter and exit the building. If a door is not closing properly, please notify a Resident Assistant or the Residence Life Office immediately. All entrances are checked regularly by Resident Assistants. Security officers also serve the campus by ensuring your safety, which includes patrols through the common areas of the residence hall.

## **Routine Inspections and Safety Precautions**

### **Health and Safety Inspections**

The Residence Life Office conducts regular Health and Safety inspections, which are designed to ensure there are no policy or safety violations and that only approved appliances are being used in each room. In addition, staff will evaluate refuse disposal, overall cleanliness, and ensure that refrigerators are free of mold. Staff may also inspect the condition of furniture, electrical switches/plugs, and mattresses/covers. As a courtesy, the Residence Life Office may provide 48 hours-notice prior to a health and safety inspection. However, the Residence Life Office is **NOT** required to provide notice and may enter the room of a resident to ensure the health and safety of the resident and/or community. Residents are not required to be present during inspections.

### **Emergency Procedures**

In the event of a fire, evacuation, or natural disaster, residents must immediately evacuate the building and follow the directions of the Resident Assistant or authorized college official. Residents will be relocated to the nearby parking lot at least 100 yards from the facility. If there is a fire, evacuate the building immediately and notify an authorized college official and/or emergency services.

If a smoke detector goes off due to malfunction or caused through means **other** than a fire: immediately extinguish the source of smoke (if present) and open the windows to let the smoke out. Do not open the door and let the smoke drift into the halls or common area. Contact a Residence Life staff member to inspect for damage as soon as possible or notify them of the malfunction of the smoke detector.

### **Evacuation Drills**

The Residence Life Staff will conduct unannounced fire alarms/emergency situation drills at different times during each term. These drills are conducted to better prepare our staff and you for actual emergencies. All alarms should be taken very seriously and are required for all residents who reside in the building. Upon hearing a fire alarm, each resident should immediately stop what they are doing and feel their room door for exterior heat. If there is no sign of heat, open the door and scan the hallway for possible flames or evidence of a fire. After determining the absence of flames, proceed to the nearest emergency fire exit. Any student not participating in the process or refusing to cooperate may face disciplinary measures or judicial fines.

**Pulling a fire alarm for reasons other than a fire is a serious crime.** Malicious or false fire alarms place the entire community in jeopardy. Property and lives could be lost while the Fire Department is dealing with a false alarm. Fines for false alarms are a minimum \$500 and possible jail time. The penalty for using a fire extinguisher in a non-emergency is \$200. Tampering with, removing, or disarming a smoke detector is a misdemeanor and will result in a minimum of a \$100 fine and possible legal action. *Residents are encouraged to have flashlights or battery operated lanterns in case of emergency or power failure.*

**Evacuation Routes** - All building hallways and staircases are evacuation escape routes. These areas must be kept clear at all times to ensure the safety of the residents. Please notify a member of the Residence Life staff if you spot a potential hazard.

## Residence Life Specific Policies

### **Visitors**

All guests must be registered by a resident at the Residence Life Office with a Residence Life Staff member, or the sign-in sheet available at the office. Each student who has a visitor staying with them is responsible for their actions and behavior. Any damage caused by (or resulting from) the activities of your guest(s) will be handled with existing disciplinary guidelines including legal action. All guests must be accompanied by a resident at all times. Any individual found in the hall without an escort will immediately escorted from the building.

### **Overnight Guests**

All overnight guest visits must be approved in writing by the Residence Hall Manager or Assistant Manager at least 48 hours prior to their guests stay. Overnight guest request forms are required for all overnight guest stays and are available at the front desk. Guests must be 18 years of age or member of resident's immediate family and have completed a parental consent form. Overnight guests are allowed to stay only two nights in a fourteen-day period with a resident. Guests not approved to stay overnight must vacate the building no later than 12:00 AM. Unregistered overnight guests will be asked to leave the facility and the resident abusing the guest policy may be subject to judicial council fines, termination of residence life guest privileges, or possible termination of housing with loss of deposit. Abuse of this policy will result in loss of guest privileges and possible fines.

### **Pets**

There are no pets allowed in the residence hall under any circumstance. Students may request to have a fish tank (2 gallons maximum) and are required to maintain it for health and safety purposes. Residents with fish tanks may be subject to additional health and safety checks to ensure the cleanliness of the tank.

### **Restricted Areas**

All roof areas, storage facilities, electrical panels, and computer network areas are strictly off limits. Any resident caught in restricted areas or tampering with restricted equipment will be subject to severe disciplinary measures through the office of the Director of Residence Life or the Dean of Student Services. Students are also strictly prohibited from climbing in/out of residence hall windows or throwing items in/out of residence hall windows.

### **Smoking**

All Treasure Valley Community College buildings are designated as non-smoking areas. In the residence hall, this includes all personal resident rooms, hallways, restrooms, laundry facilities, personnel offices, and common areas. When smoking outside, entrance doors must remain closed and students must be at least 50 feet from the entrance of the building. Guests must also adhere to campus regulations and failure to do so may result in the guest being asked to leave.

*\*Please keep our campus clean by utilizing the designated ashtrays.\**

### **Open Flame Policy & Cooking**

Any item involving the use of open flame or the burning of materials is strictly prohibited in the TVCC residence hall. Prohibited items include, but are not limited to: candles, incense or burning cones, potpourri pots, and propane or open flame appliances. Any appliance that is approved must have an auto-power off feature.

### **Approved Appliances**

*All appliances must be kept in good working order and safe condition. Low energy appliances are preferred.*

Clothing irons; Hair dryers; Curling irons (*Auto-power off only*)

Fans, air cleaners, purifiers (*Must be kept two feet from any drapery or fabrics*)

Lamps (*Must be kept two feet from flammable materials and fabrics*)

Personal refrigerator units (*6.5 cubic feet or less*); Microwaves; Water coolers

Televisions, stereos, computers, and other electronics are approved

### **Prohibited Appliances**

Open flame appliances, portable grills (Foreman) or electric burners

Electric frying pans or griddles, toasters or toaster ovens, broilers, coffee pots

Electric blankets, electric heaters, gas heaters, or BBQ's

**Note:** *The above lists are subject to changes and additions. Items which residents are unsure of should be approved by the Residence Life Manager in writing.*

### **Explosives/Flammable Materials**

All explosives, including fireworks, highly flammable or combustible materials are absolutely prohibited in the Residence Halls. This includes all fuel sources (kerosene, gasoline, propane, diesel, etc.) or fuel containers (including empty containers with residue). For more information or approval of an item, contact the Residence Life Office.

**Solicitation**

For the protection of students and to prevent interruptions of studies, solicitation, and selling of products (by outside agencies or businesses) in the college Residence Hall is prohibited. Please report solicitors to your Resident Assistant or Residence Life Coordinator immediately. Never let any solicitor in your private room or give money to a company or charity of which you have no knowledge.

**Loss or Damage of Property**

Treasure Valley Community College, along with the State of Oregon, does not insure personal property (contents). Therefore, the college does not accept responsibility for personal property that is damaged or stolen. Please take precautions (i.e., always securing locks/windows) in securing all property such as bicycles, computers, and stereos. Treasure Valley Community College recommends that all students purchase renter's insurance.

**Bicycles**

Bicycle racks are conveniently located throughout campus including outside of the Residence Hall. Please keep all bicycles secured to the bicycle racks located at the Residence Hall. Failure to comply with the policy will result in judicial fines or possible loss of privileges.

**Keys**

Each resident is responsible for his/her room key. If a key is lost, please contact the Residence Life Office immediately. The Residence Life Office will issue a new key, if available, upon your report of missing or lost key. Locks will be replaced as soon as possible based on the availability of the maintenance staff. In the meantime, the Residence Life office will key you into the room until a new key is made. Residents will be charged \$120 for replacement locks. Keys must be turned in immediately upon checkout of the Residence Hall. Failure to adhere to this policy will result in a \$120.00 charge for the replacement locks.

**Common Area Furniture**

Moving lobby furniture into any resident's room without permission from the Residence Life Coordinator is strictly prohibited and failure to comply may result in judicial fines. Damages caused by residents will also result in judicial fines (for replacement or repair of the furniture) or other disciplinary action.

**Payment and Refunds of Residence Life Fees**

The \$250 deposit is required prior to moving into the Residence Hall. Students must arrange payment for housing and dining services with Student Services at the time of registration each quarter. If it is not possible to pay total charges at registration, special arrangements must be made through the Business Office.

**Privacy**

All student housing records and access to student rooms are protected through the Family Education Right to Privacy Act (FERPA). Students over the age of 18 will be the only individual allowed to access their rooms, personal billing, and housing information. Parents/guardians wishing to contact the Residence Life office will not be given any personal information regarding the individual, unless the student completes a written release of information from Student Services. Parents/guardians may be contacted for disciplinary proceedings regarding alcohol or drug infractions.

**Check-In**

Upon checking in to your room, a staff member will present you with your room and keys. At this time, you must ensure that the room is thoroughly inspected and note any particular damages to the room. Moving furniture into the halls or common areas is strictly prohibited and may result in judicial fines.

**Moving Rooms**

You must have written permission from the Residence Life Coordinator to change room assignments. After you have received permission, a staff member will then check you into the room you desire (if available). It is required that you thoroughly clean (sweeping and mopping included) the room you are vacating. A student is given 48 hours to make the arranged move to his new room, vacate, and check out of his former room.

**Checkout**

A formal checkout must be scheduled with the Residence Life Office and conducted by a staff member while the resident is present. All personal belongings must be removed from the room and the room must be thoroughly cleaned. Once the formal checkout process is completed, each resident is responsible for turning in her key and leaving a forwarding address. Please note that any magazine subscriptions cannot be forwarded. Failure to checkout of a room at the designated time will result in a daily fee and loss of deposit.

### **Room Decorations**

Residence hall rooms at Treasure Valley Community College are arranged for comfort and utility. Students are encouraged to personalize their room while ensuring that safety and community standards are met. Please be aware that any major changes (removing furniture, etc.) must be approved in writing by the Residence Life Coordinator. Any damages caused from residents including writing/painting on walls, tape residue, etc. will result in fines or loss of the housing deposit. Residents may not decorate walls outside of their rooms (unless arranged by a Resident Assistant) but are encouraged to decorate their doors.

### **Weapons**

Weapons and ammunition are absolutely prohibited on campus property at all times including in the vehicles of residents. This includes handguns, rifles, shotguns, bow/arrows, knives (other than pocketknives – 3” maximum), paintball guns, potato guns, “air-soft pistols,” or any other item that can be used as a weapon. Those wishing to have hunting or recreational weapons must store those items off campus.

### **Alcohol**

Students are expected to conform at all times with Oregon Law (ORS 471.430): “No person under the age of 21 years shall attempt to purchase or acquire alcohol or liquor...” In addition, Treasure Valley Community College policy prohibits the possession or consumption of alcoholic beverages by any student on college property, in the college residence hall, or at any college sponsored event or activity. This includes off-campus alcohol consumption that results in disturbances or problems on campus. Regardless of the age of the student, TVCC prohibits the possession or consumption of alcohol on campus. Any student who purchases alcohol for another student may receive additional judicial fines or disciplinary action.

Campus Security officers and Residence Life staff who are confronted with the problem of residents or guests bringing alcohol onto the resident hall premises, or who witness alcohol related incidents on TVCC campus will immediately call the local authorities to issue the appropriate citations.

### **Alcohol Refuse & Drug/Alcohol Disciplinary Proceedings**

Possession of empty alcohol containers in a resident room also constitutes a violation of the TVCC Alcohol policy. Residents are not permitted to use any alcohol containers as “decorations” or have refuse in their room for “recycling” purposes. Initial alcohol violations may be handled through the judicial process or a meeting with the Residence Life Coordinator. Repeat offenses will result in fines and referral to the Residence Hall Manager and/or Dean of Students. However, depending on the severity of the violation, local authorities may be contacted and immediate discipline may be levied (including temporary or permanent expulsion from the residence hall). The Judicial Council, the Residence Hall Manager, Director of Residence Life, or Dean of Student Services may require an individual to receive a drug/alcohol evaluation through a certified local community resource at the expense of the student.

### **Controlled Substances/Drugs**

Student involvement in the use, possession, distribution, or sale of illegal or prescription drugs or narcotics on TVCC property is strictly prohibited. Students involved in an incident involving drugs, even if not under the influence, will face judicial hearings and possible legal action. Off-campus drug use that results in disturbance or problems on campus will also be treated as a drug violation. Violations will result in disciplinary action by the Judicial Council, Residence Hall Manager, Director of Residence Life, or Dean of Student Services. Disciplinary action may require an individual to be evaluated for a drug problem or addiction by a certified local resource at the expense of the student.

### **General Discipline**

Treasure Valley Community College expects students to act responsibly and maturely while enrolled at the college. Factors influencing disciplinary proceedings may include the severity of violation, repeated violations, student attitude, and impact of behavior on the overall community. Residents are encouraged to resolve their issues with other residents on an individual basis. If a resolution cannot be reached, the residents should ask a Resident Assistant to mediate the issue. More serious issues or problems that cannot be resolved may be reviewed by the Residence Hall Manager or Judicial Council. Judicial Council is a board of peers that is assembled to investigate disciplinary matters. The judicial council may issue fines, recommend further disciplinary action, require community service, or refer the student(s) to the Director of Residence Life and/or the Dean of Student Services.

### **Unlawful Harassment**

Residence Life strives to uphold a community free of any physical or verbal intimidation, harassment, hazing, stalking or abuse of any person at Treasure Valley Community College while living in a residence hall (see Student Rights, Freedoms, and Responsibilities). Specifically, harassment and hazing are defined as a knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or harasses, or is detrimental to such person and which serves no legitimate or lawful purpose. The course of conduct would cause a reasonable person to suffer substantial emotional distress and shall cause substantial emotional distress to the petitioner or when the course of conduct would cause a reasonable person to fear for their well-being. Course of conduct means a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose. "Course of conduct" includes, in addition to any form of communication, contact, or conduct, the sending of an electronic communication. Constitutionally protected activities are not included within the meaning of "course of conduct."

Any situations regarding harassment, hazing, stalking, abuse, or intimidation should immediately be reported to the Residence Life Office. A staff member will facilitate your issue to the appropriate authorities.

### **Physical & Emotional Violence**

Physical and emotional violence of any kind is not tolerated at Treasure Valley Community College. This includes domestic altercations between students and/or guests on campus. Local authorities will be immediately contacted to respond to any physical violence and/or domestic altercations occurring on campus.

### **Schedule of Fines and Charges**

*\*NOTE: The cost of labor is added to any task requiring maintenance staff, as is the cost of replacement of damaged TVCC property. Not all infractions may be listed and fines are subject to the severity of the incident.*

1. Failure to complete check-out procedure: Loss of Deposit and/or \$75 fine
2. \*Unauthorized painting of room/common areas: Minimum of \$100.  
Improper trash disposal: Min. of \$40.00
3. Key replacement: \$120.00; Loaning of keys to a non-resident: \$100.00
4. Open flame violation: Min. of \$100.00
5. Pets in a residence hall: Min. of \$50.00
6. Smoking in facility or unauthorized location: \$50.00; 2nd offense: \$100.00
7. \*Unauthorized use of lounge furniture in private room: \$100
8. Unauthorized guests: Min. of \$25.00 – 2nd offense \$50.00
9. Loitering in the hall without a resident escort: \$25.00 – 2nd offense \$50.00
10. Propping of exterior or interior doors – Min. of \$25.00 – 2nd offense \$50.00
11. Drug/Alcohol Violation: Min. of \$100.00 – Automatic referral. Repeated violations increase fines by \$100.00 increments.
12. \*Vending/Laundry machine vandalism: Min. of \$100.00 – automatic referral
13. \*Replacement of Door: \$250.00; Replacement of Lock: Min. of \$120.00
14. \*Removal/replacement of curtains/blinds/rods/screens: Minimum of \$50
15. \*Destruction of Property: Minimum of \$100.00 or cost of repair
16. \*Broken lights or electrical outlets/switches: Minimum of \$25.00
17. \*Replacement or tampering with smoke detector/fire extinguishers: Minimum of \$50.00 automatic referral
18. \*Replacement of mattress cover or Removed mattress cover: \$30.00
19. Throwing objects from windows: Minimum of \$50.00
20. Tampering with Electrical: Min. of \$100.00 automatic referral
21. Failure to evacuate the building during fire alarm: \$100.00
22. Tampering with locks/illegal entry: \$300.00 automatic referral
23. False fire alarm: \$500.00 automatic referral
24. Noise Violation: \$25.00 – 2nd offense \$50.00.
25. Obstruction of Justice/Withholding information: Min. of \$75.00 and automatic referral; Filing a false report/making false statement: Min. of \$75.00 and automatic referral.
26. \*Failure to clean including sweeping/mopping, and dusting before check-out: \$250; Failure to clean walls/ceiling/door marks: \$250
27. \*Damage to ceiling tiles or floor tiles: Minimum of \$50.00 per tile.
28. \*Damaged or missing closet dowels: \$25.00
29. Improper use of emergency exits: \$100
30. \*Failure to clean kitchen after use: \$25.00 and loss of dishes/items.
31. Harassment of resident or guest: \$50.00. Repeat violations increase by \$50
32. Refusing to appear before JC: \$50.00

### **Rights and Responsibilities of Treasure Valley Community College Residents**

All residents are expected to be familiar with and abide by the Treasure Valley Community College Freedoms, Rights, and Responsibilities and the Residence Hall Handbook. Additionally, students are responsible to abide by the terms and conditions of the Residence Hall contract and other guidelines outlined by the Residence Life Office.

#### **Residents Rights**

1. To have reasonable accessibility to the Residence Life Staff and Office.
2. To live in a clean and safe environment.
3. To have reasonable access to living accommodations.
4. To have respect of the staff and fellow residents.
5. To have a reasonable amount of safety and security of personal belongings.
6. To study without interruption or distractions.
7. To live in an environment free of unreasonable noise.
8. To be free from intimidation or harassment.
9. To have due process when behavior is in question.
10. To enjoy individual freedoms without regard to age, religion, race, political affiliation, disability, national origin, sexual orientation, or gender.
11. To be provided with written copies of Residence Life regulations, Student Rights, Freedoms, and Responsibilities, and other applicable policies as requested.
12. To expect enforcement of rules and regulations for all students.
13. To have access to appropriate staff who provide support, guidance, and assistance.
14. To have educational, cultural, social, and recreational opportunities.
15. To have opportunities to participate in hall, judicial, or planning councils.

#### **Residents have the Responsibility**

1. To adhere to rules and regulations.
2. To respect the rights and differences of fellow residents.
3. To conduct themselves in a professional and mature manner.
4. To comply with requests made by Residence Life Staff.
5. To monitor and accept responsibility for guests.
6. To report conduct violations to the Residence Life Staff.
7. To report maintenance problems to the Residence Life Staff.
8. To be an active participant in Student Activities.
9. To make a positive contribution to the Residence Life community.
10. To meet expected financial obligations to the college.

### **Responsibilities of the College**

1. To provide room and board (per schedule), provided that the student meets his or her financial obligations (as outlined in the general payment schedule), complies with all college rules and regulations, and makes satisfactory academic progress.
2. To make necessary repairs, investigate violations of law or campus policy, and maintain health and safety standards.
3. To assign rooms and make necessary adjustments in accommodations deemed necessary by the staff.
4. To provide reasonable custodial service for common areas and shared restrooms as well as general maintenance of the facility.
5. To take judicial action and ensure fair and consistent treatment of all residents.

### **TVCC Dining Services**

Sodexo Dining Services is contracted to handle the food service operations at Treasure Valley Community College. They serve three scheduled meals during the day and a brunch and dinner on Saturday and Sunday in the Weese Building. Every student living in the Residence Hall is required to purchase a meal plan. Food service commences at lunch the Sunday before classes begin each quarter. There is no food service available during the summer or over the Thanksgiving, winter, and spring breaks.

### **General Hours**

The dining room is open from 7:30 AM to 6:30 PM on weekdays and only during posted meal times on weekends and holidays. *\*Dining hours are subject to change when deemed necessary to meet demands.\**

#### **Monday through Friday**

Breakfast - 7:30 AM to 9:15 AM                      Lunch - 11:00 AM to 2:00 PM  
Dinner - 5:00 PM – 7:00 PM

#### **Saturday, Sunday and Holidays**

Brunch - 10:30 AM - 12:00 PM                      Dinner – 5:00 PM - 6:30 PM

Students currently have three options to choose from regarding meal plan selection. Meals can only be used by the participant and are non-transferable. Unused meals will be forfeited each week. Unused declining points will not roll forward from quarter to quarter. Students have the flexibility to change their plans within the first two weeks of each term. The following meal plans serve as the student options:

#### **GOLD PLAN**

The Gold Plan (\$999 per term) will allow a participant 19 meals per week and provide \$50.00 in declining points (Flex Money) for the quarter. The week will reset each Sunday morning.

#### **SILVER PLAN**

The Silver Plan (\$922 per term) will allow a participant 14 meals per week and provide \$50.00 in declining points (Flex Money) for the quarter. The week will reset each Sunday morning.

#### **BRONZE PLAN**

The Bronze Plan (\$731 per term) will allow a participant 10 meals per week and provide \$50.00 in declining points (Flex Money) for the quarter. The week will reset each Sunday morning.

### **General Dining Procedures**

All students who utilize the dining hall are required to have their student identification card with them at all times. The ID card is non-transferable (cannot be given to another person to use) and the cardholder must be present to pay for his or her guests. *Meal plans are non-transferable, non-redeemable, and non-refundable. Meal plans may only be changed during the first two weeks of each quarter.*

Upon entering the dining hall, students will immediately proceed to the cashier to pay for their meal. Students may pay with their flex dollars or meals from their Bronze, Silver, or Gold meal plan, cash, Visa/MasterCard, or personal check.

No food may be taken out of the dining hall, at dinner or on weekends. Students cannot get meals “to go” meals unless special arrangements are made with the Food Service Director in advance. Service ware (glasses, china, silverware, trays, etc.) is not to be taken from the dining facilities for any reason. If students are found with any service ware, they may be subject to judicial fines.

Health and safety regulations require that shoes and shirts be worn at all times. Students are required to bus their own tables and dispose of all waste properly. Students are requested to vacate the Dining Hall no later than 30 minutes after closing time.

Sodexo is committed to meeting reasonable special dietary requirements of students. Special diets will be prepared upon receipt of a physician’s note. The statement must specify the nature of the medical problem and clearly define the dietary procedures that are to be followed. Any suggestions, recommendations, or dietary needs should be provided in writing to the Director of Food Service.

### **Residence Life Housing Contract & Agreement**

#### **Length of Contractual Agreement**

The agreement is entered into between Treasure Valley Community College and the undersigned student. This agreement shall be for one academic year (approximately nine months). Students must cancel their reservation in writing (email is acceptable) to the Residence Life Office. If a student wishes to cancel their reservation, he or she must cancel before August 15th or will forfeit his/her deposit and be charged a \$500 cancellation fee.

Students wishing to move out of the Residence Hall must submit their request in writing to the Residence Life Office at least one week prior to their departure. Any student who moves out of the facility after the first day of classes WILL lose their deposit, will be charged the \$500 cancellation fee, and will follow the refund schedule. Any remaining meal plan balances will also be forfeit. Refunds for student housing are given based on the day that the student formally checks out of the facility. This includes turning in keys, cleaning their room, and following all other pertinent check out procedures. Any student who moves in prior to the academic year beginning and reserves a room for the year is required to sign an additional early move-in contract in order to prevent students from moving into the facility and staying until alternative housing is found.

### **Refund Schedule**

#### **Withdrawal Date**

Before 1<sup>st</sup> day 100% Refund - Lose Full Deposit + \$500 Cancellation Fee

After 1<sup>st</sup> day of class – 90% Refund - Lose Full Deposit + \$500 Cancellation Fee

After 7<sup>th</sup> day of class – 50% Refund – Lose Full Deposit + \$500 Cancellation Fee

After 16<sup>th</sup> day of class – 25% Refund – Lose Full Deposit + \$500 Cancellation Fee

After 30<sup>th</sup> day of class – 0% Refund – Lose Full Deposit + \$500 Cancellation Fee

The academic schedule governs the housing contract by which students pay their quarterly fees for the housing and meal plans. The Residence Hall will be open at 9:00 AM the Friday before classes begin each quarter. The Residence Hall will remain open until 5:00 p.m. on the Sunday following the last day of finals. Students are required to vacate their room at this time or make special arrangements to live in the facility which will require an additional daily fee.

### **Summer Residency**

Summer residency is provided on an availability basis. During the summer, TVCC hosts a variety of camps and conferences. Students who do stay during the summer months will pay \$250.00 per month (pro-rated if less than 31 days) or \$12.00 per day with a maximum of \$250.00. Food service is not offered to students during the summer and residents may be required to move to a different room at the discretion of the Residence Life Office.

Students who do not comply with college rules and regulations may lose the privilege of living in the Residence Hall. The college retains the right to deny renewal or admittance of students to residence life, following a hearing with the Dean of Student Services, if they have current or past history of discipline that may affect the community living at Treasure Valley Community College.

### **Deposit Refund**

The \$250 deposit to secure a room in the Residence Halls is only 100% refundable if cancelled within the designated timeframe specifically stated in the Length of Contractual Agreement previously, or, at the time of checkout, the bedroom, common/vanity areas, and restrooms would require minimal or no detail cleaning or maintenance. Fees may be taken out of the deposit if there has been damage to the residents room that is not considered normal wear.

### **Cleaning Fee**

The cleaning fee covers the cost of minimal cleaning (i.e. shampooing, detail cleaning, touch-up paint, etc.) The cleaning fee will be applied at the start of the spring quarter (or at the time of checkout during the fall or winter quarters). Additional charges may accrue and be taken out of the students deposit at the time of checkout due to damage of the room/furniture, items abandoned, trash left, and/or no attempt to return the suite to its original condition as issued to the resident.

