

## **Alcohol Policy**

Each resident of University Housing is responsible for informing his/her guest of these regulations and ensuring that guests are in compliance with the University policy on alcoholic beverages. The resident may be subject to disciplinary action for guests' non-compliance with these regulations. Non-student guest may be subject to civil and criminal action for violation of these regulations.

## **Intoxication**

Intoxication is not an acceptable or appropriate condition and may be cause for disciplinary action. Intoxication is defined as either (1) not having the normal use of mental or physical facilities due to the introduction of alcohol or other drugs into the body; or (2) having a blood alcohol concentration (BAC) of 0.08 or more.

All guests who visit University Housing are subject to the following regulations:

### **A. Residence Halls**

No alcohol, alcohol containers (even if empty), or devices used for rapid consumption of alcohol (i.e.-funnels, bongs, etc.) are permitted inside of residence hall at any time.

Controlled substances are also prohibited. Guests must adhere to the no alcohol policy. Anyone found in violation of this policy is subject to University discipline

### **Candles/ Open Flames**

Open flames such as those from candles and incense are extremely dangerous and not permitted in any University Housing living unit. Candles are allowed for decorating purposes as long as the wick has been removed. Burnt candles and candles with wicks intact will be confiscated by Housing staff.

## **Discipline Process**

## **Resident Rights & Responsibilities**

## **Resident Rights**

As a member of the University Housing community, you are entitled to the right to:

- Read and study without interference, unreasonable noise or other distractions;
- Sleep without undue disturbance;
- Have personal privacy within your living unit;
- Live in a clean and sanitary environment;
- Host guests, but with the understanding that the guest will honor other residents' rights
- Address grievances to University Housing staff;
- Be free of fear from intimidation and physical or emotional harm.

## **Resident Responsibilities**

Upon moving into University Housing, residents are responsible for:

- Knowing and adhering to the rules and regulations of the University and University Housing as stated in this Living Guide and the Terms and Conditions of your contract;
- Maintaining and controlling their living unit and the activities that occur within;
- Making sure their guests understand and follow the policies of University Housing;
- Responding in a timely manner to requests for information or meetings with the University Housing staff;
- Interacting with all University Housing staff in a courteous and respectful manner;
- Respecting their roommate(s)' belongings;
- Regulating the behavior of their children (See Child Behavior Guidelines, page 18).

## **Understanding the University Housing Discipline Process**

The University Housing discipline process is designed to encourage students' growth and development. Personal growth will result in responsible behavior and the exercise of sound principles for healthy interpersonal relationships. This underscores the importance of self-discipline and respect for the rights and privileges of others.

The total disciplinary effort encompasses correction and prevention rather than punishment alone. Due process is an essential part of this approach to discipline and is emphasized to ensure a fair hearing. Due process entails notice of charges, a fair hearing, and right to appeal.

Thus, no matter which University agent deals with a particular disciplinary situation, consideration is given to all factors and information relative to the case.

## **Responsibility for Maintaining University Housing Discipline Process**

Whenever a number of people live together in a community, it becomes necessary to formulate procedures and regulations to provide for an orderly environment. University Housing procedures and regulation have been developed by student and staff to ensure equality of opportunity for each student and student group in the attainment of academic and personal objectives. Lincoln University of Jefferson City considers students to be mature individuals who are responsible for establishing and accepting appropriate standards of conduct. All students are expected to conduct themselves in accordance with the regulations of University Housing, the University, and such laws of the city, state, and federal government that apply, and particularly, to respect the rights of other citizens in the University Housing community.

If self-responsibility and self discipline are not exercised by each individual residing in University Housing, it becomes necessary for University Housing to exercise its responsibility for the maintenance of individual discipline as delegated by Lincoln University's Student Affairs.

## **Emergencies**

### **911**

If police, fire department, or ambulance is needed, call 911. If other assistance is needed, call the front desk of your residence hall, and Staff on duty will assist you.

### **Fire**

In the event of FIRE, residents should proceed in the following manner;

1. When the alarm is given, all residents, except fire crews and others with specific assignments, must leave the building immediately. Every alarm must be treated as an emergency.

2. Evacuate using the stairwells closest to the wing you are in. If the door is hot, return to your room and close the door. Wait by the nearest window for rescue from the fire department.
3. Persons leaving the building for evacuation purposes should take an I.D.; Jacket and shoes with them. They should not try to take any other personal items.
4. All persons evacuating the building for evacuation purposes should take an I.D., jacket, and shoes with them. They should not try to take any other personal items.
5. The fire department may use force to remove unattended vehicles blocking the way of the emergency vehicles.
6. When fire and police officials arrive on the scene, they are automatically in charge of the situation. They will give the "ALL CLEAR" when the buildings are safe to be reentered.

## **Fire Alarms**

Residents are expected to evacuate the building immediately for a fire alarm or when directed to do so. Failure to quickly and promptly obey the direction of the University Housing or civil official during an emergency will result in disciplinary action. Residence Hall residents should bring I.D.s with them when evacuating the building, as they will be required to swipe or show their I.D. cards upon re-entering.

When an individual smoke detector is activated a horn will sound when the alarm is activated. A signal will be sent to the fire alarm panel at the front desk. At Dawson hall, the horn will sound when the alarm is activated; however no signal will be sent to the fire alarm panel at the front desk. Staff will enter the living unit upon hearing the alarm to verify the conditions.

## **Fire Extinguishers**

Fire extinguishers are located in the building hall ways. These may be used in case of a fire. If a fire extinguisher is discharged or below accepted levels (needs recharging) you must report it to University Housing Facilities Management immediately so that it may be recharged. **Tampering with the fire extinguishers or other safety equipment is prohibited.** Depleting the safety device can leave residents defenseless in the event of a fire. Residents responsible for destructive use of an extinguisher will be charged the cost of recharging or replacing equipment and will be subject to disciplinary procedures.

# Fire Safety

## Electrical Appliances

A reasonable number of electrical appliances may be used if they are electrically safe and do not have exposed wires or heating elements. Residence Hall wiring is not able to handle high-wattage appliances such as hot plates, broilers, skillets, woks, air conditioners, microwaves, toaster ovens and the like. Cooking in the Residence Hall rooms is not permitted. ***Halogen lamps are not permitted in any University Housing living unit.***

Residents may have an electric alarm clock, electric blanket, study lamp, hair dryer, razor, curler, radio, television, stereo (headphones are encouraged). If an extension cord is used, it should only have one appliance attached to it. Cords should not be used for refrigerators or appliances over 100 watts. No electric cords are allowed through doorways or windows.

## Overloading Outlets

All living units are wired to provide ample outlets in each room. Overloading outlets with multiple plug connectors or extension cords is very dangerous. If this happens, circuits may become overloaded, cause the wire to melt and possibly start a fire. Kitchens and Residence Hall bathrooms have Ground Fault Circuit Interrupter outlets. The devices are designed to protect against hazardous electrical shocks that can happen when one touches an appliance or cord that is “live” through a faulty mechanism, or damp/worn insulation. The circuit interrupter cuts the electricity to that outlet to protect against serious electrical injury.

## Fire Safety Equipment

**Tampering with fire equipment is a violation of the Lincoln University Student Code of Conduct as well as state and federal law. People found guilty of tampering with fire equipment (alarms, hoses, extinguishers, smoke detectors, sprinklers, door closures, emergency exits, fire alarm pull stations, etc.) for other than actual emergency situations or intentionally setting false fire alarms face a jail sentence, fines up to \$10,000, and expulsion from the University.**

## Firearms, Weapons and Combustibles

Firearms, ammunition, BB gun, stun guns, air guns, pellet guns, paint guns, firecrackers, bows and arrows, knives more than 3” long, martial arts weapons, and gasoline (or other combustible items) are not permitted in University Housing. State Law requires that students, a faculty, and staff must be granted

written permission from the chief security officer on campus before bringing firearms, weapons, and ammunition to University properties. Any firearms, weapons, and/or ammunition must be stored with Lincoln University Public Safety Department on campus. The Lincoln University Public Safety Department provides twenty-four hour accessibility.

## **Halogen Lamps**

Due to fire safety hazards, halogen lamps (including desk lamps and free standing lamps) are not allowed in University Housing living units.

## **Insurance**

### **In case of loss, theft, natural disaster, equipment malfunction, or other damage, University Housing *does not* insure your personal property.**

Residents are encouraged to check their parent(s)' insurance coverage. If residents are not covered by their parent(s)' homeowner policy, they should check with their insurance agent about renter's insurance. Also, make sure your car and its contents are insured.

## **Noise**

### **Noise Restrictions**

Noise levels in and around University Housing are expected to be moderate and conducive to a positive study environment. The right to study is clearly greater than the right to make noise. Roommates and neighbors should reach a general agreement about acceptable noise levels to prevent conflict.

If you are having difficulty with a neighbor regarding noise, please attempt to talk to the person and resolve the problem. If you have further difficulty, please call the Front Desk. The desk worker will then contact the RA on duty or an RA to follow up with the situation.

**Courtesy hours** should be observed 24 hours a day. If someone complains about noise; it is noise. Residents who are frequently confronted about noise complaints may be subject to discipline.

**Quiet Hours** are established for more intense "quietness." From Sunday-Thursday, quiet hours are from 10p.m.-9am. On Friday and Saturday, quiet hours are from Midnight-Noon. All noise should be kept to a minimum during these times. This includes common areas such as stairwells, lobbies, hallways, breezeways, and lounges.

## **Finals Week and Noise**

In order to assist residents in achieving their best grades during finals week, quiet hours will be in effect. Quiet hours begin at 8:00 am each day of finals week and will end at 5:00 p.m. Quiet hours are those hours in which low volume music, talking, and low-key activities are permitted.

## **Pest Control**

Call University Housing Facilities management if pest are discovered in your living unit. The pest control company inspects living units on a routine basis. No living unit is exempt from treatment when required unless a doctor's note is provided no less than 48 hours in advance of scheduled treatment. If you request treatment for any pest problem, you should know the location of the problem before you call. The more information you provide, the more successful the treatment will be.

What you can do to prevent roaches:

- Report all water and air conditioning leaks immediately.
- Clean grease daily around the stove and sink are. (*Get in the habit of cleaning the Microwave, stove and cooking area after each use.*)
- Pull out the stove, cabinet, and refrigerator at least once per semester. Wash the floor under these appliances. Wash all dirt and grease that collects on the sides.
- Do not collect any paper bags, magazines, newspapers, etc. in the kitchen area. Roaches love to make nests in paper. Pick-up any paper that might have fallen behind or between the stove and cabinets.
- Cabinets and counter tops should be kept clean, dry, and grease free. Do not use contact paper because roaches eat the glue.
- Dishes and cooking utensils should be promptly cleaned after each use.
- Towels, dish cloths, and wet clothes should be kept in tight container until cleaned. Items should be washed as soon as possible.
- Store all opened food (cereal, salt rice sugar, etc.) or fresh fruit and vegetables in glass or plastic containers with lids.
- All garbage should be disposed of daily to a trash dumpster in your hall.

## **Prohibited Items in University Housing**

The following items are not allowed in University Housing:

- Full-sized refrigerator
- Pets (other than fish in an aquarium)
- Firearms or explosive devices
- Controlled substances

- Alcohol or alcohol containers empty or full (RHs)
- Candles with wicks intact/incense
- Liquid bleach (RHs)
- Ceiling fans
- Cooking appliances with open elements (i.e.-hot plates, toasters toaster ovens, Foreman Grills, etc.) (RH)
- Halogen lamps
- High volume squirt guns (i.e.-Super Soakers)
- Single and multiple use extension cords (most be U.L. approved outlet strip with fuse or breaker)
- Microwaves (provided by University Housing)

## **Residence Housing Association (RHA)**

If you would like to be involved in decisions regarding University Housing, you may become a member of the Residence Housing Association (RHA).

RHA serves as a mentor organization to the Hall councils and as an advisory board to the Director of University Housing. Its members make recommendations relative to University Housing policies, rental rates, Campus Housing Activity Fee, user fees, damage charges, fines, and similar charges. The association provides programming for residents and makes recommendations on facilities, operation, maintenance, programming, and evaluation of University Housing policies.

Any residents may become a member of RHA. Residents interested in joining RHA should contact their Hall/Residence Director.

## **Resident Assistants**

Your Resident Assistant (RA) can be one of the most important people you will interact with at LU. Your RA is a full-time student who resides in your area. Each RA is typically responsible for one floor of the Residence Hall. The RA's are selected because of their leadership potential, interpersonal skills, positive attitudes, and a commitment to students and their needs. Your RA is an experienced resident as well as a student.

As a peer your RA will not only be a source of basic information, but will also help guide you and your neighbors living in the University community. Your RA will fulfill many different roles including problem solver, helper, and administrator. The RA's basic role is to provide leadership and support to you and your neighbor. Take maximum advantage of your living situation—get to know your RA and utilize his or her knowledge and skills.

## **Contacting your Resident Assistant**

The RAs are the primary people that you, as a resident, can contact for help with any problem or concern. Each resident in University Housing is assigned a RA. This is the person who you may call to assist you in dealing with roommate conflicts, maintenance concerns, answering programming questions, or any other issue. To contact your RA, please check for his/her availability which is posted on their respective doors. You may also contact your Resident Assistant by phone or the Front Desk of your Hall.

## **Safety Inspections**

A safety inspection is conducted in every living unit each term. The purpose of this inspection is to check for conditions relative to standards required by the University for the safety of the residents. Residents are expected to follow the procedures listed below in order to ensure that their living unit passes the safety inspection. Violations of University Housing Guidelines will be noted.

Residents will receive advance notice from the Residence Director or Hall Director informing them of the date when the safety inspection will take place as well as preparation guidelines for the inspection.

Cleaning and safety inspections for the Residence Halls are held at the same time. If you have any questions regarding this procedure you may contact your Resident Assistant.

## **Service Requests**

When there is a maintenance problem within your living unit, you may notify University Housing by entering a work order at the front desk.

Service requests are completed on a priority basis. Priority is assigned by emergency status, availability of necessary equipment and parts and work schedule of the particular maintenance person that must be assigned to the job. If you have questions about the status of your service request, please call the Front Desk during business office hours.

## **Entering Living Units**

When you call in a service request, you are giving permission for a University Housing Facilities Management staff member to enter your living unit whenever they are ready to make the requested repair. A 48-hour notice will be given to the residents before staff enters living units for.

## **Stolen/Illegal Items**

Stolen or illegal items in plain view by a University Housing staff member upon entering a living unit on official business will be confiscated and held as evidence in disciplinary actions or reported to LU Public Safety for legal actions.