



RESIDENCE LIFE HANDBOOK

2013-2014

CSM RESIDENCE LIFE

RESIDENCE HALLS

Two halls comprise the on-campus living options at CSM: Lozier Tower and Madonna Hall which houses the Mothers Living & Learning Community (MLL). Lozier Tower physically joins Gallagher and McAuley Halls; it includes a lobby, reception desk, lower level activity area and three floors of student rooms. Madonna Hall is a suite style building which allows single mothers to live on campus with their children while attending CSM.

REQUIRED RESIDENCE POLICY

- a) All First or Second-Year Full-Time Undergraduate (Omaha Campus) Students under the Age of 21 **ARE REQUIRED** to live in the residence halls unless they meet one of the following exemptions, have submitted the Required Residence Exemption/Exception Form and received approval from the Director of Residence Life one month before classes begin each semester.

Exemptions:

- Married or has dependents
- Junior status (60+ credit hours) or over 21 years of age
- Living at home with parents within a 40-mile radius of College of Saint Mary

First or Second-Year students who do not meet any of the above exemptions and want to request an Exception from the Required Residence policy should complete the Required Residence Exemption/Exception form, attach a typed letter of explanation to it, and return to the Director of Residence Life by July 15 for request for the upcoming fall semester and by December 1 for the upcoming spring semester.

- b) Students receiving room and board as part of a scholarship or grant **ARE REQUIRED** to live in the residence halls. Should scholarship or grant students receiving room and board funds choose to live off campus, they will forfeit the scholarship or grant dollars that fund room and board.
- c) **Full-Time Undergraduate (Omaha Campus) Students** at College of Saint Mary have first priority for all on-campus housing.
- d) Students who are over the age of 39 prior to August 1st of the contract year may not reside in the residence halls at College of Saint Mary.
- e) **All students living in the residence halls MUST participate in CMS's full board plan.**
- f) **The following requirements are for Mothers Living & Learning Residents ONLY:**
- New Mothers Living & Learning residents are required to attend Community Days, and must make arrangements for childcare during these days.
 - New Mothers Living & Learning residents are required to enroll in and pass IDS 188: The Successful Single Mother.

- Mothers Living & Learning residents may have up to two children under the age of 10; all children must be over 6 weeks by the move-in date.
- Mother Living & Learning residents must submit immunization records for all children prior to move-in.

RESIDENCE HALL COUNCIL (RHC) AND MOTHERS' ACTIVITY COUNCIL (MAC)

Every residence hall student in Lozier is automatically a member of the Residence Hall Council. Every resident of Madonna Hall and participant in *Mothers Living & Learning* (MLL) is automatically a member of the Mothers' Activity Council. In September, an informational meeting will be held to discuss RHC/MAC respectively. At these meetings, residents can learn about running for an executive position. The board plays a leadership role in planning events for all members, and discussing and evaluating quality of life improvements for the residence halls.

BILL OF RIGHTS

Your enjoyment of life in CSM's residence hall will depend, to a large extent, on the thoughtful consideration that you demonstrate for other residents. You have the right to:

1. Read and study free from undue interference in your own room. Unreasonable noise and other distractions inhibit the exercise of this right.
2. Sleep without undue disturbance from noise, guests of other residents, children of other residents, etc.
3. Expect other hall residents to respect one another's personal belongings.
4. Live in a clean environment free from illegal substances
5. Access to your own room and community facilities without pressure from another hall resident.
6. Privacy.
7. Host guests with the expectation that your guests are to respect the rights of the other hall residents, and all University and hall policies.
8. Live in an environment without the fear of intimidation, physical harm, and emotional harm from students, faculty, or staff; this includes physical contact, gossiping, etc.
9. Expect reasonable cooperation in the use of "community-shared" facilities and appliances (bathrooms, kitchens, refrigerator, microwave, etc.)
10. A commitment to honor agreed upon payment procedures.
11. Be free from peer pressure or ridicule regarding the choice to abstain from, or participate in the legal and responsible use of alcohol.

STUDENT CODE OF CONDUCT

A student enrolled at College of Saint Mary assumes an obligation to conduct herself in a manner compatible with the University's function as an educational institution. Misconduct, for which students are subject to discipline ranging from verbal reprimand to expulsion and referral for prosecution, includes but is not limited to the following:

1. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities including its public service functions or of other authorized activities on University premises;
2. Abuse of any person on University-owned or University-controlled property, or at University sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person, including self
3. Intentionally harassing any person in such a way as to interfere with that person's personal, emotional, or academic pursuits; creating a hostile, abusive, coercive, or intimidating environment; and/or slander or defaming another's character; this includes online/digital communication;
4. Intentionally and substantially interfering with others' freedom of expression;
5. Disorderly conduct or lewd, indecent, or obscene conduct or expressions on University-owned or controlled property or at University-sponsored or supervised functions;
6. Conduct which adversely affects the student's suitability as a member of the academic community;
7. Dishonesty, such as cheating, plagiarism or knowingly furnishing false academic information (see also, Policy for Academic Honesty); this includes furnishing false information to any University official, faculty member, or office;
8. Unauthorized accessing, destruction of, or interference with computer programs, computer databases, computer files, or computerized information stored in University computer systems;
9. Forgery, alteration, or misuse of University documents, records, or identification;
10. Theft or unauthorized possession of, or damage to property of the University or of a member of the University community or campus visitor
11. Unauthorized entry or use of University facilities or unauthorized possession or duplication of University keys, access cards, and codes;
12. Use, possession, or distribution of marijuana, narcotics or dangerous drugs; use, possession, verbal or written threat of weapons or explosives of any kind;
13. Violation of rules governing residence in University-owned or controlled property;
14. Violation of University policies, or of campus regulations including, but not limited to the provisions of this handbook; other University publications; and residence hall rules and regulations;
15. Failure to comply with directions of University officials acting in the performance of their duties;
16. Hazing, which is a broad term encompassing any action or activity which does not contribute to the positive development of a person, or which inflicts or intends to cause mental or bodily harm or anxieties, or which may demean, degrade, or disgrace any person;
17. Illegal or unauthorized possession of firearms, explosives, or other weapons, on University premises;
18. Violation of any federal, state or local law;
19. Manipulation of the Disciplinary Review Process, including but not limited to:
 - Failure to comply with the notice from a University official to appear for a meeting or a hearing as part of the Disciplinary Review Process.
 - Falsification, distortion, or misrepresentation of any information during the Disciplinary Review Process.
 - Disruption or interference with the orderly conduct of a disciplinary Review proceeding.
 - Attempting to discourage an individual's proper participation in, our use of, the Disciplinary Review Process System.
 - Attempting to influence the impartiality of a member of the review, prior to, and/or during the course of the Disciplinary Review proceeding.

- Harassment (verbal, physical, or written) and/or intimidation to any student or professional prior to, during and/or after the Disciplinary Review proceeding.
- Failure to comply with the sanction(s) imposed under the Disciplinary Review System.

Addendum for Madonna hall residents:

20. Conduct unbecoming positive adult/child relations, including verbal, physical or emotional assault, abuse or neglect including threats
21. Disruption of teaching, researching, administration or other University activities by failure to control children's noise or activities on University premises.
22. All children must be under close adult supervision at all times; no child is allowed to be unattended. This includes in Madonna Hall, on campus and in the dining hall.

RESIDENCE LIFE POLICIES AND PROCEDURES

CHECK-IN

The resident must complete and return to her Resident Advisor (RA):

- Emergency notification card
- Room Condition Report (RCR)

It is especially important that the room condition report be completed as it details the condition of the room and the property in it prior to occupancy.

CHECK OUT

To complete a proper check out the resident must make an appointment with her RA or a housing staff member. At that time:

- Housing staff will document any damages that occurred during occupancy
- Gather all residence hall keys: a \$40 charge will be assessed for each missing key and a \$15 charge for each missing access card
- Fill out a change of address form

Failure to check out properly will result in a \$40 charge for administrative costs resulting from improper checkout. Residence Life has the right to assess charges based on the room's condition, the information on the room condition report, and whether or not the resident checked out properly.

All personal property must be removed by the resident. The Office of Residence Life and College of Saint Mary are not responsible for removing items left in the room. Personal property left in a room will become University property after 48 hours unless previous arrangements were made. All incurring expenses will be the responsibility of the resident.

DAMAGES

The following is an approximate minimum cost list for typical damage issues students are billed for in our residence halls. If damages exceed these costs, an invoice will be provided to the student.

Charge for Cleaning Room (Light Cleaning Needed)	\$ 35.00
Charge for Cleaning Room (Major Cleaning Needed)	\$ 75.00
Damage to Ceiling Tiles	\$ 50.00
Damage to Door Hinges	\$ 20.00
Damage to Door Lock	\$125.00
Damage to Door or Door Frame	\$ 50.00
Damage to Floor or Floor Tiles	\$ 30.00
Damage to Light Cover	\$ 50.00
Damage to Light Fixture	\$ 50.00
Damage to or Missing Window Screen/Shade	\$ 50.00
Damage to Outlets	\$ 30.00
Damage to Switches	\$ 30.00
Damage to Window	\$ 50.00
Failure to Return Room Key or Loss of Key	\$ 40.00
Failure to Return Access Card or Loss of Access Card	\$ 15.00
Life Safety Equipment (fire extinguisher etc) tampering	\$100.00
Painting	\$ 50.00
Hole(s) in Wall	\$ 50.00
Extra Cleaning in Common Areas	\$ 50.00
Cleaning Biohazardous Matter (urine, blood, vomit etc)	\$ 75.00 min
Leaving Room Trash in Common Areas	\$20.00 min

**Please note that this is not a comprehensive list. Costs are subject to change.
All damage bills must be paid in a timely manner. Outstanding balances will not be permitted.**

COMMUNITY CONFLICTS

The Residence Life staff believes in the value of learning to live in a community. This challenges you to work with others to develop respect, tolerance, and consideration for one another.

When residents are unable to resolve conflicts, a Residence Life staff member will serve as a mediator. They will provide opportunities for students to share concerns with each other and help develop a strategy for managing the conflict. The Bill of Rights will serve as tools in resolving this conflict.

Room assignment changes will not happen until a meeting is held and reasonable attempts from all parties to resolve the situation are made. Residence Hall Staff will reassign rooms if changes are necessary. The single room fees still apply.

ALCOHOL AND DRUGS

College of Saint Mary does not encourage consumption of alcoholic beverages, nor does it promote the use or abuse of them. The University adheres to the laws of the state of Nebraska and does not permit students under the age of 21 to possess or consume alcoholic beverages on campus. If you are a resident 21 years of age or older, you may have legal alcohol in your personal refrigerator for use according to the specific guidelines outlined in the CSM Handbook (copied below). The following policies are in effect:

1. Students 21 years of age or older may consume alcohol in their own residence hall room, or the room of another resident who is 21 years of age or older, with no more than five individuals present.

2. Students 21 years of age or older may not possess or consume alcohol in the presence of minors (under 21).
3. Students 21 years of age or older are strictly forbidden from offering, providing, or selling alcohol to minors.
4. Consumption of alcohol and/or possession of open containers in public areas, including parking lots and residence hall lounges, are not permitted on campus. Exceptions will be made for events sponsored by the Student Senate, RHC or others where the Director of Student Leadership & Organizations grants specific permission for the event. Provisions for compliance with the legal age, safety, security, and availability of food and alternative beverages will be considered in determining approval. For these events, students must obtain a third-party vendor and there must be a separate section where only those students 21 years of age or older who wish to consume alcohol are allowed.
5. Kegs, beer balls, and all other common bulk alcohol containers are not permitted on campus.
6. Any student who becomes intoxicated or who, while under the influence of alcohol, acts in a manner detrimental to her own good name or the good name of the University, will be subject to disciplinary sanctions, including potential notification of parents and possible expulsion. This expectation exists regardless of the location of the behavior (on- or off-campus), or whether the student is participating in college-related or sponsored activities.

College of Saint Mary prohibits the unlawful possession, use, or distribution of illicit drugs by any student on University's property or as part of any of the University's activities on or off campus.

As it is stated in our mission, CSM calls us to pay attention to the development of mind, body, and spirit. Therefore, CSM recognizes that the use of alcohol and drugs have potential health risks. There are numerous, serious health risks associated with the use of illicit drugs and alcohol. Substance abuse, when left untreated, may lead to damaged vital organs such as the liver, brain, and kidneys. Other problems normally associated with substance abuse include nausea, vomiting, loss of memory, slurred speech, blurred vision, and violent acts of aggression. These effects, more often than not, lead to poor academic performance, loss of jobs, arrests, arguments with family and friends, and serious accidents. Consequently, when appropriate, CSM will refer students to CAP (Counseling Assistance Program) for an evaluation. Students will be expected to follow through with the recommendations CAP may suggest.

Any student in violation of our alcohol and drug policy will be referred to the judicial process outlined in the code of conduct section.

If you are a resident under the age of 21 found to possess, consume or be in the presence of alcohol, you will be asked by Residence Life staff to pour out all alcohol in the presence of the staff member. Additionally the Residence Life staff will be required to document the situation.

If residents consume alcohol in the presence of their minor children they must maintain the ability to care for them in accordance with all policies and guidelines as specified by CSM. Madonna Hall residents are not allowed to drink in their rooms while caring for children other than their own.

Any student receiving academic scholarship or athletic scholarship will have notification given to the appropriate college officials of any alcohol or drug related incident.

EXPLOSIVES, FIREARMS AND WEAPONS

Explosives, firearms, and weapons of any kind are prohibited on College of Saint Mary property or at University –sponsored events. All faculty, staff, students and all other persons are prohibited from carrying a weapon of any kind, including concealed handguns, onto College of Saint Mary property or into any College of Saint Mary facility.

A student who violates this policy will be asked to remove the weapon from campus immediately and will be subject to disciplinary action pursuant to the Code of Conduct. Further, CSM may contact the appropriate law enforcement agency if it learns that a student has violated or is violating the policy. The student may also be subject to arrest.

If a student believes that a fellow student intends to or has brought a weapon or a concealed handgun onto the premise the student should alert Security/Maintenance or Student Development.

QUIET HOURS

Quiet hours are from 10:00pm to 10:00am in Lozier. For Madonna Hall, quiet hours are from 8:00pm to 8:00am. During final exam weeks, quiet is expected 24 hours a day. All residents are expected to be quiet in lobbies, common areas, hallways, and in rooms during those hours.

Quiet is defined as no louder than the tone of a conversation between two people; it means that noise from a residence hall room cannot be heard outside of your closed door, or from surrounding rooms, this also includes children being loud outside of their rooms. Quiet also applies to noise levels in public hallways and lounges adjacent to resident rooms.

Courtesy hours are 24 hours a day.

Courtesy is defined as no louder than two or three doors down when the door is open and with approval of all neighbors. Students are encouraged to communicate with their neighbors directly if they have concerns.

CHILDREN IN MADONNA HALL

Children must be in their rooms, with their parent, or with an adult in a common area maintaining an appropriate level of noise before 8:00 a.m.; after 8:00 p.m.; and all other designated quiet hours. The hallways are not considered a play space and should not be used as one. Children in the hallways must be accompanied by an adult at all times.

ROOM ASSIGNMENTS/SELECTION

Room assignments are made for all applicants without discrimination on the basis of race, creed, color or national origin. Assignments for new students are made on the basis of the date of receipt of the application and deposit to Residence Life; assignments for returning students are made through a spring room selection process. Students who would like to room together must both indicate this request on the Personal Preference form or contact the Director of Residence Life, in writing. Otherwise they will be assigned roommates based on the information submitted on the Personal Preferences form. All attempts will be made to honor roommate requests if the applications are received by May 1, 2013. While every effort will be made to honor student preferences for residence hall assignment and roommate choice, final determination is made by the University. CSM reserves the right to change a student's room assignment at any time.

Single room requests are honored according to a priority system which first gives preference to students by grade classification, (Senior, Junior, Sophomore, First-Year) and then by date of processed and deposit-paid contract receipt. Because of the increase in residence hall capacity 1st year students and 2nd year students live with roommates. Students who have a double room and lose their roommate may be asked to move to another room or accept a new roommate. Otherwise they will be charged the single rate for their room from the date the roommate moved out. The 3rd and 4th year students can contract singles. We also make every effort to provide non-traditional students and transfer students with a single but that is not always possible. Please be prepared to have a roommate if we are not able to accommodate a single for you.

Madonna Hall does not offer single suites, students should expect to have a suitemate.

Release from Contract (Broken Contract with approval): A RESIDENT may make a formal written request to the Vice President for Student Development (VPSD) to be released from her contract. If the VPSD grants an APPROVED RELEASE from this Contract, the student will be charged \$500.00, forfeit her security deposit of \$125.00, and be charged for any damages.

Room selection is held in the spring semester for the following fall. Residents who plan to return to the hall place their names into the room draw process by completing a residence life contract and registering for Fall classes by the posted deadline. Residents are then allowed to select a room by using a lottery system determined by the Director of Residence Life.

The University reserves the right to reassign rooms on its own initiative, with or without the consent of the involved residents. While we try to honor specific building and room requests, we are not able to do so in all cases. The sole responsibility for assignment of rooms or termination of their occupancy rests with the University.

ROOM CHANGES

Room Freezes are for the first two weeks of the Fall and Spring Semester to accommodate all new residents and assess the occupancy of the hall.

If a resident would like to request a room change during a semester, she must submit a room change form to the Director of Residence Life or the Assistant Director of Residence Life for her hall. The forms will be available after classes begin. The Director of Residence Life and Assistant Director of Residence Life will review this request and meet with all involved parties. If the room change request is granted, there is a \$25.00 room change fee required prior to any move during the semester. The Director of Residence Life will only consider room change requests made AFTER the first 2 weeks of the semester. Depending on other circumstances, the resident's request may not be granted, even if the room is available.

A resident wishing to move for the upcoming semester must submit a room change form to the Director of Residence Life or Assistant Director of Residence Life for their building. However, the decision of the new space will be decided after classes begin in the Spring and the move will be after the two week freeze.

If the Director of Residence Life grants a room change in Lozier, a resident's room phone number will change.

ROOM FURNISHINGS AND DECORATIONS

Lozier rooms are equipped with the following items: beds, closet with shelves, window blinds, dressers, telephone hookup, internet hookup, desk and desk chair, and a cable television hookup. Rooms in Madonna Hall are equipped with the following items: one bed for each student, one desk and desk chair for each student, one wardrobe per room, an apartment size refrigerator and a cable television hookup.

Please note: Students in Madonna Hall are responsible for providing their child(ren)'s bed, as well as a shower curtain and toilet paper

No University furniture may be taken from lounges or common areas and moved into private rooms for personal use or into other lounges, common areas, or hallways. Fines will be assessed for students who are found with University furniture in their private rooms. Furniture in private rooms may not be removed unless special permission is granted from the

Director of Residence Life. This includes moving private room furniture into the hallways, lobbies, common areas, etc.

Painters tape (blue or green) may be used for wall hangings. Nails, push pins, or tape are not permitted. Only white sticky tac is permitted. Charges for repainting a room with damaged walls will be assessed to the room's residents.

There will be no personal items placed directly on the residence hall room doors, either inside or on the hallway side. This includes, but is not limited to: marker boards, pictures, and holiday decorations. Your room's exterior bulletin board should be utilized for all personal items that you wish to display. **Painters tape and/or Sticky-tack should be used on the door frames and walls.**

Students are not allowed to paint their rooms.

TOBACCO-FREE CAMPUS POLICY

As a women's University, College of Saint Mary has a special responsibility to lead efforts in recognizing and addressing smoking as a significant issue affecting women's health. CSM also has a responsibility to its employees and students to provide a safe and healthy environment. Research findings show that tobacco use in general, including smoking and breathing secondhand smoke, constitutes a significant health hazard. In addition to causing direct health hazards, smoking contributes to institutional costs in other ways, including fire damage, cleaning/maintenance costs, and costs associate with student and employee absenteeism, health care, and medical insurance. Consequently, **SMOKING IS PROHIBITED IN ALL CAMPUS BUILDINGS AND ANYWHERE ON CAMPUS PROPERTY.** College of Saint Mary will pursue avenues to provide free, accessible tobacco cessation treatment on campus –and will publicize the availability of such resources. College of Saint Mary asks its faculty, staff and student leaders to become advocates for the above policy to ensure a safe and healthy environment for all who study, work or visit the campus.

SUMMER HOUSING

Any spring semester resident has the option of living in the Lozier Residence Hall or Madonna Residence Hall over the summer for an additional cost if they have a contract for the following year. Students who graduate in May are eligible for summer housing until the end of July. The summer fee schedule will be made available in February, and summer housing contracts will be available near the end of the spring semester. Contact the Director of Residence Life for more information on any of the summer options. Any students staying for the summer session may be required to move to another room for the summer. In Lozier, for safety and security all residents reside on one floor for the summer. Students may also be required to take classes during the summer to be eligible for summer housing. Residents must also be in good standing with the University financially, academically and judicially.

Note: During the summer there is no meal plan offered.

BREAK HOUSING

The residence halls will be **CLOSED over Christmas break**, beginning Friday, December 13, 2013 at noon and will re-open Wed. January 8, 2014 at 1:00 p.m., for returning students. The board plan ends at noon on the last day of exams and will resume for dinner the day before the first day of classes.

Students who request semester break housing by the dates determined and advertised by the Director of Residence Life and stay on campus from December 13th to December 20th at noon will be charged \$25.00 for break housing; students who stay on campus from January 2nd at 1:00 p.m. to January 8th will be charged

\$25.00 for break housing. Students who contract for semester break after the determined cutoff date may be denied break housing, or assessed a \$10 per break late fee. Students who request semester break housing are not guaranteed approval to stay. The Director of Residence Life will take into consideration any disciplinary or community issues by the resident. Rooms for semester break may be available only on designated floors of the residence halls. Break housing will only be available to fall residents who are registered and made semester financial arrangements for spring semester by Friday December 6, 2013.

Note that Break housing does not include the period from Friday, December 20, 2013 at noon, through Thursday, January 2, 2014 at 1:00pm to prepare for the holiday closing of the college and no residents may stay in the residence halls for security reasons during that time period.

Students may remain in the residence halls for Labor Day, Fall Break, Thanksgiving, and Easter breaks if they sign up with their RA by the deadline and follow all break policies. Students who wish to remain in the hall for Spring Break must make a request that is subject to the approval of the Director of Residence Life; charges may apply for late requests. The residence halls will close at the end of the academic year on Friday, May 16th, 2014 at Noon.

Madonna Hall residents with school age children must sign up for break housing in December and January if needed. If the resident provides documentation that the child is in school during this time, the fee will be waived for those dates, requests outside of those dates will be charged. Madonna Hall residents, who need to stay past closing in May, because their children are still in school, will be required to fill out a summer contract and pay per day, as long as documentation is also present. If documentation is not present, they will be charged for the week.

SAFETY AND SECURITY IN THE RESIDENCE HALLS

ACCESS CARDS, KEYS AND LOCKS

Every resident will be provided a room key and access card at move in. Lost keys and access cards must be reported to your Residence Advisor **immediately**, as this presents a security issue that must be resolved. Charges will be assessed for replacement keys and cards. All Madonna Hall residents will be assigned one cubbie key for the common area kitchen on their floor. If the resident loses the cubbie key, they need to let staff know and they will be charged for the replacement of the old cubbie key. All keys must be returned at checkout. **Room keys and/or access cards are NEVER to be given to anyone else other than the assigned resident.**

DOOR LOCKS

Residence Hall entrances are secured by an access card system. Stairwell entrances to Madonna Hall are also secured by an access card system. Suite rooms in Madonna hall are locked with a code which is given only to Madonna Hall resident students and staff and is not to be shared with anyone. Any student who compromises the security of the other MLL mothers and children by sharing the door code is subject to a **fine** and **further discipline**. Madonna Hall residents' keys will unlock their suite door, but not the bedroom doors within the suite.

Residents must understand and accept that they and their community members are the most responsible parties where building and room access is concerned. Residents are advised to never prop open the facility

doors to ensure the safety of all residents and keep the room door locked at all times. Also access cards or keys are not to be given to anyone else. Students who give their cards or keys to someone else will be subject to go through the disciplinary process. College of Saint Mary is not responsible for money or personal belongings taken from residence hall rooms, cars, laundry rooms, or other community areas.

ROOM LOCK-OUTS

If you are inadvertently locked out of your room, contact your Residence Advisor or a Residence Life Staff member on duty. Every resident will be given one free lock-out occurrence each semester. All other lock-outs will result in a \$10 charge per occurrence, unless the lock-out resulted from maintenance personnel or other CSM responsible incidents.

If the student finds herself locked out of the Residence Hall, she can use the phone in the vestibule of each residence hall to call the front desk or the RA on duty. It is the student's responsibility to find an RA if locked out.

Madonna Hall access cards also work in Lozier so they have access to the front desk, visiting the ADRL office, and the ground floor lounge. Madonna Hall students who are in Lozier must remain in the first floor or ground floor lounge. If they are a guest of a Lozier resident, they must be escorted at all times and follow all visitation procedures including checking in with an ID. Madonna Hall residents are not allowed to be in a hallway or in a Lozier resident's room unescorted. Lozier Tower residents access cards work in Madonna Hall, giving them access to the front desk, visiting the DRL office, Madonna Prayer Room, and Madonna conference spaces. Lozier Tower students may be guests of a Madonna Hall resident but must be signed in as any other guest would in the Madonna hall.

All keys and access cards have been inspected before given out. Please contact a residence life staff member immediately if your card or key is damaged, bent, broken.

APPLIANCES

The following appliances are allowed in a resident's room:

- personal computer items
- television
- stereo
- air circulation fan
- pop-up toaster
- coffeepot
- hotpot
- a refrigerator under three feet (6.0 cubic feet)
- microwave that is 700 watts or less.

Due to fire prevention guidelines and ventilation restrictions, the following appliances are **prohibited** from the use in individual rooms including but not limited to the following:

- any cooking appliance with exposed burners
- heating surfaces including hotplates (even with a flat surface)
- toaster ovens
- lamps with halogen light bulbs
- space heaters/ heater fans.

If any of these appliances are found in a resident's room, they will be confiscated.

All appliances must be unplugged during designated breaks when rooms are unoccupied. Residence life staff will check each room during those times and the Residence Life staff reserves the right to unplug any items that have been left plugged in. Improper check-out fees will be assessed if appliances are not unplugged.

CANDLES/ITEMS WITH A FLAME

Because of the risk of fire, anything with an open flame, as well as flammable materials (incense, candles, potpourri pots, etc.) are prohibited in the residence halls. In case of power failure, emergency lights will activate, and the residence life staff will have flashlights for assisting residents. Any decorative candles in a student's room, must have a white wick or a removed wick. Students may have candle warmers.

FIRE SAFETY EQUIPMENT

All halls are equipped with fire extinguishers, pull alarms and sprinkler systems, and individual rooms also have smoke detectors. This equipment is never to be tampered with or misused; both campus and law policy responses will be utilized in cases of intentional or reckless misuse of fire safety equipment. **Flying projectiles are not allowed in any of the residence halls as they could damage sprinkler heads.**

Please note that sprinkler heads are designed to flood the area and/or entire buildings in the event of a real fire and are very sensitive! At no time should you touch or use these heads for any purpose – including hanging anything from the sprinkler. There is significant risk of considerable damage to property, yours and others, should the system be triggered. Financial responsibility for damage will be assessed in such cases.

FIRE EVACUATION PROCEDURES

In the rare event that a fire alarm sounds in the building, all residents are required to follow these steps:

- Avoid panic; act with good judgment. Try to improve the situation, not make it more difficult for yourself or others.
- Feel the door of your room
- If the door feels **hot to the touch, do not open the door.**
 - Stay in your room.
 - Put a wet towel or sheet in the gap at the bottom of the door to minimize smoke entering your room.
 - Drop a sheet out a window to notify emergency personnel of your presence.
 - Stay low to the ground (smoke and heat rise) while awaiting evacuation by emergency personnel.
- If the door feels **normal to the touch, leave the room immediately** staying low to the ground.
 - Do NOT close windows.
 - Grab a coat if the weather is cold.
 - Close the door of your room.
- The first student out of the building should prop or hold the outside door open for other residents, unless she is in eminent danger. The last person (RA) out should close the outside door.
- Evacuate the building according to the instructions below, and move to the designated area for your floor as identified at your first floor meeting:

Lozier 1st Floor Residents:

Exit out the front door and go to your floor's designated area.

Lozier Ground, 2nd, and 3rd floor Residents:

Evacuate your floor utilizing the stairwells closest to your room and out the emergency exit doors. (DO NOT use the elevator). Walk around to the front of the building to your designated area.

Madonna Hall Residents:

Evacuate your floor utilizing the stairwells closest to you room and out the emergency exit doors. (DO NOT use the elevator). Walk around to the front of the building to your designated area (the Madonna hall parking lot).

1. During this evacuation, the Resident Advisors will yell "Fire! Alarm" while knocking on the doors she passes while exiting the building. However, if at any time the Residence Advisor feels she is in danger, she will evacuate the building immediately. Remember, each resident is responsible for her own safety.
2. Once all residents of each floor are assembled in their designated area, assist the Residence Life Staff in taking a roll call to account for every student.

IMMUNIZATION POLICY

Due to health regulations, all students must show proof of two Measles, Mumps, Rubella (MMR) immunizations to attend classes and live in the residence halls.

Children in the MLL program must also be immunized. Documentation is required and must be provided to the Student Development Office by the first day of classes. Residents must have the required immunizations for their children and submit documentation to the Director of Residence Life before move-in. Immunizations must be kept up to date and submitted for child each semester.

In keeping with the recommendation of the Centers for Disease Control, residents are highly encouraged to also have the Meningococcal Vaccine for Meningitis.

INSPECTIONS AND SEARCHES

While College of Saint Mary holds student privacy in high regard, we reserve the right to inspect any student room at any time for the purposes of health, safety, maintenance, improvements, recovery or protection of University property, and the deterrence or detection of conduct which is contrary to law or University policies, rules or regulations (as described in the Student Code of Conduct and other publications).

In addition, CSM may conduct **monthly health and safety inspections** if deemed necessary by staff members to ensure the well-being of the whole community. CSM Staff members WILL conduct health and safety inspections at least two times per year (winter break, and spring break). Residence life staff will post reminder notices and send informational emails stating the time frame in which the winter break and spring break inspections will be conducted. Rooms must be kept clean and in reasonable order to ensure safe movement in the room, easy exit from the room and to prevent insects, etc. from gaining access.

MAINTENANCE

If any item in your room is in need of repair, you must first notify your Resident Advisor, who will then contact maintenance about your repair.

In an **emergency**, contact your RA, the Director of Residence Life, or you may call campus Safety & Security by dialing “1” from a campus phone. If you dial “1” make sure you identify yourself clearly, state the problem and leave your name for follow up.

PETS

Due to health and safety issues, only FISH are allowed in the residence halls. Electric tanks, however, are not allowed.

SOLICITATION

Door-to-door solicitation in the residence halls is prohibited unless it is promoting an on-campus event, RHC, or floor activity. To promote such an event, prior authorization must be received from the Director of Student Leadership and Organizations and the Director of Residence Life.

A table in the Lozier Tower first floor lounge can be reserved with the permission of the Director of Residence Life, in consultation with the Director of Student Leadership and Organizations.

TORNADO WATCH / WARNING

All faculty, staff and students at all locations of College of Saint Mary should become familiar with severe weather conditions and what actions should be taken in the event they occur. These guidelines specifically concern alerts issued by the threat of tornadoes.

TORNADO WATCH

The Tornado Watch means that tornadoes could develop in this general area. The University will not attempt to notify all faculty, staff and students when a watch is issued, but the weather condition will be actively monitored by designated personnel, Physical Plant or Safety & Security personnel. Faculty, staff, and students will continue with their routine activities.

TORNADO WARNING

A Tornado Warning means that a tornado has been sighted or indicated by weather radar in the general area. When the alert is given (typically a siren), all classes and campus operations will CEASE IMMEDIATELY.

If the tornado siren is sounding and/or you are asked to seek shelter, evacuate immediately to a designated area. You may have only two or three minutes to take shelter. Do not use elevators. (The siren is always sounded for test purposes at 10:00 a.m. on the first Saturday of each month.)

Science Building – Evacuate to the ground floor

Walsh Hall- Evacuate to the ground floor north hallway and/or to the tunnels.

Hixson-Lied Commons- Go out the North doors to Walsh and enter the tunnels.

Madonna Residence Hall- Evacuate to the 1st floor west hallway.

Lozier Tower, McAuley, and Gallagher Hall-Evacuate to the ground floor hallways. Stay out of the rooms on the East side of the hallway. You can remain in the West side conference room or computer rooms in addition to the hallway.

Lied Fitness Center-Evacuate to the lowest level hallway. Use locker rooms if needed.

Mercy Hall (including Dining Hall)-Evacuate to the basement landing and/or stairwell. Stairs to the basement are near the exit in the North side of the building.

Spellman Child Development Center: Evacuate to the kitchen, teachers bathrooms, breast feeding room, and staff LRC room based on classroom.

ACTIONS TAKEN IN CASE OF TORNADO WARNING

All personnel should close doors and go to the designated area of shelter in the building. Do not go outside. Listen to the Weather Radio found in every designated shelter area for updates. Once the National Weather Service allows the warning to expire, persons in the shelter are free to leave making sure to look in their immediate area for debris, glass, or downed power lines.

If time does not permit reaching a designated area, move to the lowest level in the building, use a hall or an inside room without windows. Stay away from windows & large open rooms, such as gyms & auditoriums. Flying debris, particularly glass, is the most dangerous hazard. Crouch low to the floor with your head down. Use your arms to protect the back of your head.

Tornados come and go quickly so there may not be time for a warning. When in doubt, take shelter.

VISITATION

All guests (male or female) are to be checked in at your residence hall front desk. After 10:00pm a photo ID is required for guests when checking in at your residence hall front desk. Every guest must be escorted by the resident host at all times. A resident may have no more than four individuals as a guest at any given time.

Visitation hours are as follows:

Visitation Hours

Sunday - Thursday	10:00 a.m. to 12:00 a.m.
Friday - Saturday	10:00 a.m. to 3:00 a.m.

A female may spend the night, as long as the resident informs her RA of her overnight guest. A female who is a romantic partner of a resident cannot spend the night with the resident. If a female guest stays for more than 3 consecutive nights, the Director of Residence Life must approve the stay; if approved, the guest will be asked to sign a guest housing agreement and pay our standard \$25.00 per night charge. One guest cannot be an overnight guest for more than 5 nights per semester even if it is with different residents.

Madonna Hall residents who are in Lozier must remain in the first floor or ground floor lounge. If they are a guest of a Lozier resident, they must be escorted at all times and follow all visitation procedures, including checking in with an ID after 10pm. Madonna Hall residents are not allowed to be in a hallway or in a Lozier resident's room unescorted.

Lozier residents who are in Madonna Hall must remain in the first floor lounge or common spaces. If they are a guest of a Madonna Hall resident, they must be escorted at all times and follow all visitation procedures, including checking in with an ID after 10pm. Lozier residents are not allowed to be on the 2nd to 4th floor of Madonna hall unescorted.

Children (5 and under) are not allowed to spend the night in Lozier without permission from the Director of Residence Life. Children must leave Lozier by quiet hours each night, unless permission is obtained by the DRL.

FACILITIES AND SERVICES

COMPUTING AT CSM

Every student at CSM has an email and MyCSM accounts for the purpose of communication with and conducting business with the University. In addition, the University supports computer access as a means of meeting the technological demands of academic work. These purposes are achieved in several ways:

COMPUTER/INTERNET ACCESS IN STUDENT ROOMS

For residents who choose to bring a computer to campus, each residence room is equipped with at least one live jack for connectivity to the Internet as well as coverage via wireless networking technologies. The Institutional Technology department does not provide hardware support for personal computers. The IT staff will monitor student use to protect the campus system from overload, viruses and spy ware that can result from inappropriate use in accordance to the Student Acceptable Use Policy. In clear cases of misuse, your computing privileges may be revoked, and/or considered a violation of the Student Code of Conduct.

COMPUTER LABS

In addition to the main computer labs on campus, there is a computer lab in the ground level of Lozier Tower for student use at any time. There is also a printer in the lab to print on. Students must provide their own paper.

Madonna Hall offers a printer which is located on the first floor in the Living and Learning Center. Food and drink may not be consumed in campus computer labs.

CABLE TELEVISION

For residents who choose to bring a television to campus, each room is equipped with a television cable hook-up; basic service is included in your room and board fee. Televisions with cable access are also provided in common areas.

TELEPHONES

A phone jack is located in each room of Lozier Tower for the student's telephone. Internal campus calls and local area phone calls can be made at no charge. A student must dial "9" for all calls except internal campus calls. Phone numbers are assigned to each room and remain with the room. All long-distance calls are the individual student's responsibility.

There are no phone jacks in Madonna Hall suites.

CATHOLIC MASS

Daily mass is offered at 12:05 p.m. Monday-Friday in the chapel. On Sundays, it is offered at 7:30 p.m. Please check MyCSM for information about any deviation from this regular schedule when classes are not in session.

POSTING POLICY

CSM posting policies can be found on MyCSM. Residence Life Staff are the ones to post information in the residence halls. If you have information to share with everyone, you must obtain permission from the DRL or ADRL to post it. Residence Life staff reserves the right to deny permission to post items if they are not appropriate or do not apply to all. Anything posted without permission will be taken down. Moms are encouraged to share resources and relevant information with one another. Again, postings are at the discretion of the DRL or ADRL and must be posted in appropriate place with approved materials.

RESIDENT ADVISORS

The role of the Resident Advisor is to assist in the development of a learning community and to support your experience as residents. They are available to provide assistance, report maintenance needs, provide programming and activities and share their insights and experience. They are also responsible for helping to create a positive environment and experience. Therefore, they do make rounds, report concerns and incidents of residents who violate CSM Residence Hall policies including the code of conduct.

DENSIL AND ELAINE CHRISTIANSEN & FAMILY PRAYER ROOM

This room is located on the main level of Lozier Tower and is open 24 hours for Lozier or Madonna Hall students to use for their spiritual well being. It may be reserved for spiritual group meetings through the DRL or ADRL. The room is a sacred space, and we expect that all students and guests will respect its use for that purpose at all times.

MADONNA PRAYER ROOM

This room is located on the ground level of Madonna Hall and is open 24 hours for Madonna or Lozier Hall students with key access, which can be checked out at the Madonna Front Desk. The room is a sacred space, and we expect that all students and guests will respect its use for that purpose at all times.

FOOD SERVICE

College of Saint Mary food service, Treat America, provides dining services to students. The dining hall is located in Mercy Hall on the second floor. Breakfast, lunch and dinner are served weekdays, and brunch and lunch are prepared on the weekends. Hours are posted as follows:

Weekdays - Monday through Friday

Continental/Hot Breakfast 6:30am – 9:00am

Lunch 11:30am -1:00pm

Dinner 5:00pm -6:30pm

Saturday

Continental 9am – 1pm

Brunch 11am – 1pm

Sunday

Continental 9am – 1pm

Brunch 11:00am-1pm

Dinner 5pm – 6:15pm

DINING HALL RULES AND REGULATIONS

**Treat America Dining Hall Rules and Regulations for 2013/2014
School Year**

1. You **MUST** have your ID card in order to go through the line. If you do not have your ID you will be asked to go get, if you lost it you will have to get another one before being allowed to eat in the dining hall.
2. If you need a to-go box, you will be required to purchase a reusable container from the Campus Store. You will be provided with one (1) to-go cup and plastic silverware. The lid must close all the way. If you use a to-go box, you **MUST** leave the dining hall. You are not allowed to get seconds on to-go food. After using your to-go container, you must rinse it out and return it to the dining hall where it will be sanitized. When you drop off a used container in the dining hall, you will immediately receive a clean container for your next use. Since containers are used by several people, do not write your name on the container. In addition, if the container you return is damaged to the point it is not usable, you will be required to buy a new container before it is accepted by the dining room staff for sanitizing.
3. No to-go cups will be given out unless you have a to-go box. If you eat in the dining hall, you will not be given a to-go cup for a beverage after you have eaten.
4. You will not be allowed to bring in your own empty bottles or cups to fill up with beverages, the soda, juice and milk are available for use during your meal and are not allowed to leave in any other container than what may be provided by Treat America with a to-go meal.
5. If you need to pick a meal up for another student, you **MUST** have their ID and a reusable container or you will not be able to take a meal for that student.

6. The meals are all you can eat, please take only what you know you can eat, to try to prevent waste, you can always go up for seconds.
7. If you eat in the dining hall, you are not allowed to use a to-go box after you have eaten in the dining hall.
8. If you need a sack lunch, we request that you call our office at least 24 hours before you will need it. You must swipe your card, as this replaces eating in the dining hall. You will not be allowed to eat in the dining hall if you get a sack lunch, as the sack lunch usually is in place of the meal served in the dining hall. ***The sack lunch will include a sandwich, chips, piece of fruit, a granola bar and a bottle of water.***
9. If you make a mess on the table (ie: spilling a drink, making a major mess on the table) we ask that you clean it up. There will be a bucket of water with a towel in it on either end of the dining hall, for such uses.
10. If you have children, and they make a mess on the floor, we ask that you help us by cleaning up after them. (ie: wiping off table, wiping off high chair or booster seats, and cleaning the floor around where your child was sitting.
11. Treat America will not make a sack lunch for your child for school lunches, you are responsible for providing that for your child.
12. We ask that you keep noise level to a minimum. Profanity is not allowed in the dining hall.
13. Remember this is your dining hall, so please help us by keeping the area where you sit clean, to make it enjoyable for everyone eating in the dining hall.

Thank you,

Treat America Management

CHRISTINA'S PLACE HOURS

Monday – Thursday	7:30am – 6pm
Friday	7:30am – 2pm
Saturday	7:30am – 1pm
Sunday	Closed

GUEST ROOMS

Guest rooms are offered (on a limited, space-available basis) for a charge of \$25 per room (limit of two guests per room) for family members visiting residential students. For further information, call the Director of Residence Life at 399-2674. Please make requests for guest rooms at least 5 business days in advance.

CUSTODIAL

Each student is responsible for cleaning her own room. A vacuum, broom, and mop are available at the Lozier Front Desk and Madonna Front Desk for residents to check out and use. CSM maintenance staff clean the public hallways, bathrooms, and student lounges, however, students should always pick up after themselves (and their children) in all public or shared areas, keeping them free of personal items that may be in the way of other residents.

ICE

An Ice machine is located on the ground level of Lozier Tower and in the Living and Learning Center (LLC) on the first floor in Madonna Hall.

RESIDENCE HALL FRONT DESKS

The Lozier Residence Hall desk is located inside the Lozier Tower lobby area, which connects Gallagher Hall and McAuley Hall. The Madonna Hall front desk is located just inside the lobby area of Madonna Hall. Work-study students are responsible for monitoring entrances/exits from the residence hall, greeting visitors, checking out residence hall equipment, transferring phone calls, and answering any questions to the best of their ability. Students needing to contact staff after normal business hours may first call this information desk for assistance. Incoming telephone calls to individual students will be forwarded from the Front Desk to the student's room. A student's direct phone number and room number will not be given to callers. **The telephone number at the Lozier Tower Front Desk is 399-2494 and Madonna Hall Front Desk is 399-2448.**

KITCHENS

The Lozier Residence Hall has a small kitchen on ground floor, near Gallagher. The kitchen has an oven, microwave, toaster, coffee pot, deep freeze and refrigerator available for use. You are free to check out utensils, pots, and pans at the Lozier Tower Front Desk and electric pots and pans at the Madonna Hall Front Desk.

The Madonna Hall has a common area with a kitchen space on each floor. The kitchen space has a dishwasher, oven, and large freezer available for residents use. Residents must keep all of their dishes and food in their assigned cubbies. Items left on the sink, tables, or counters will be disposed of.

In all kitchens, you the user are responsible for cleaning the entire area when you are finished. Food should be kept in marked containers in the refrigerator and freezer and disposed of in a timely manner. Anything left dirty may be thrown away and fines and/or other disciplinary response may occur.

LAUNDRY

Laundry services are provided at no additional expense to residents. Residents must remove clothes from the laundry room when the cycle is finished. Clothes may not be left in the laundry room to air dry. Unattended clothes may/will be removed and disposed of after 24 hours .

MAIL DELIVERY

At the beginning of each academic year, each resident will be assigned a mailbox by the Front Desk of Lozier or the front desk of Madonna Hall. All mail should be addressed to:

Resident Name (no nicknames, please)
7000 Mercy Road
Omaha, NE 68106 - 2377

Mail will usually be put in mailboxes mid-afternoon Monday-Friday. The University does not receive mail on Saturdays. When sending mail through campus mail or U.S. mail, your name should be included as part of the return address on each postal item; note that you should NOT use your residence hall room number. Stamps are available for purchase in the CSM Campus Store. If you have any issues or questions about your mailbox, please contact the Director of Residence Life.

PARKING

All residents, like all students, can park on campus without charge. It is mandatory that all vehicles used on campus be identified with a CSM parking sticker, available in the Campus Information Center at no charge. Ample parking is available at both the front and rear doors to Lozier Residence Hall, and the front and side doors to Madonna Hall.

PUBLIC RESTROOMS

In Lozier Tower, the public restroom is located on the main level, just before entering Gallagher Hall. The public restroom in Madonna Hall is located on the east wing of the first floor. In keeping with our guest/visitation policy, male guests must be escorted to use public restrooms located in each building. Female guests of any resident may use the community bathrooms in any building in addition to the public restrooms, but must still be escorted to and from these bathrooms.

COMMON AREAS CHARGES

Any damages incurred to common spaces within the residence halls will be investigated and assessed to determine responsible parties. If no responsible party can be found, a damage estimate will be made and will be divided among all residents living on the floor with the damaged common space. If the damage is done in a common area used by many such as the computer lab, the damaged will be divided among all residents of the building. Residents will have the opportunity to come forward with any information as to whom is responsible parties are for damages. If no resident accepts responsibility for damages, the charge will be distributed evenly

among all residents on the floor containing damage or the entire building. The charges will be added directly to the student's account.

SMOKE ALARMS

Smoke alarms are installed in every residence room. Check regularly to ensure that you have working batteries, a cover that is free of obstruction, and that nothing is touching the alarm. If you have a problem with your smoke alarm, please contact your RA or a Residence Life Staff member. Tampering with smoke alarms is strictly prohibited students may be subject to go through the disciplinary process.

TRASH/RECYCLING

Students are responsible for emptying their own trash into the University dumpsters outside. All trash must be sealed (knot & twist-tied) in a plastic bag prior to disposal. The outside trash bins are located at the back entrance to the Lozier Residence Halls (east side of the building), and near the Maintenance garages on the west side of campus. There is one dumpster for garbage and one dumpster for comingled recycling (excluding glass). Students should be sure to observe which dumpster they are using in regards to recycling and garbage. The comingled recycling dumpster has a yellow lid, while the dumpster for garbage has a black lid. Recycling bins for paper products are located on each floor of the Residence Halls. Only approved recycling items can be put in recycling bins.

At NO time should trash be left in the hallway or put in the restrooms. All diapers must be taken out to the dumpster, they are not to be thrown into any public trashcan, laundry rooms, or common spaces.

VENDING MACHINE

Snack and Soda machines are located on Ground Floor in Lozier Tower. In addition, there is a vending area in the Living and Learning Center on first floor in Madonna Hall and in the 3rd floor lounge of Walsh that may be used by any student when the building is unlocked.

This document is a source of information for all Residence Hall students and does not contain all information for the halls or campus.

It is subject to changes and additions throughout the year.

MOTHERS LIVING & LEARNING POLICIES

BABYSITTING / SHARING CHILD CARE

Being a part of the MLL community provides the opportunity to share child care and babysitting for one another. However, there are some boundaries that experience has taught us that are in the best interest of children and the community.

When setting up care for your child, you must provide the following information to the person who agrees to care for your child: a phone number where you can be reached, an approximate time you will return and some idea of where you are going. If old enough, your child(ren) should know who is going to be taking care of them.

You may only agree to be responsible for a total of 4 children, including your own, at any one time. No more than two of those children can be 2 years of age and younger. This restriction applies at all times and locations – dining hall, common areas, computer lab, personal rooms, during the day and night.

If the children are sleeping:

- **you must be in the suite where the child is sleeping**
- **you must remain awake yourself**
- **the room with the child should have a propped door so the resident has access to child in case of emergency**

CHILD UNATTENDED

All children must be under close adult supervision at all times. No child is allowed to be unattended; this includes in Madonna Hall, on campus, and in the dining hall.

Children are not allowed to be unsupervised in the bathrooms, hallways, community room, and other places on campus. Residents will be held accountable if their children are not appropriately supervised. Violation may result in termination of Resident Contract.

HALLWAY POLICY

Hallways are considered commons area in the residence halls. Consequently, for the safety of all hallways may not be used as play areas at any time. For fire safety code regulations, **no toys** are to be left in the hallways; this includes but is not limited to bikes, strollers, car seats, balls, games, etc. All items left in the hallways are subject to removal. At absolutely no time should there ever be trash in the hallways. It is to be kept in the room or taken straight to the dumpsters. It is not the responsibility of custodial staff to take care of personal trash. Also trash does not belong in community areas; it should go from the room to the dumpsters.

KITCHEN POLICY

The kitchens are shared by all residents. Consequently, all dishes, cooking supplies and food are to remain in cubbies when not in use. Students are assigned only one cubby; anything that is placed in other cupboards is placed there at your own risk. Residence life is not responsible if unsecure items are taken or used by other residents. The countertops are not storage areas. This includes food items like boxes of cereal and personal electric appliances.

Some electric appliances have been provided by the University and are available for check-out at the Madonna Hall front desk. Items will be removed from each kitchen if they are left dirty, unattended while cooking, or misused. Residents may lose the privilege to check-out items if they are not returned in their original, clean condition.

Dishes are to be cleaned and put away when you are finished with them. If things need to soak you must remain in the kitchen while your items are soaking. If you do not remain in the kitchen and dishes are found in the sink with no one present, they are subject to being thrown away. **If things need to dry, take them to your room.**

The freezers are also community areas; all items must have a name and date in freezers. Please limit the amount of things you store in them; enough food for 2-3 days only please. You are responsible for removing your out dated food. The staff will occasionally go through and clean them out.

You are responsible for your messes so please clean up after yourself. This includes wiping down counters, sweeping the floor and wiping up spills.

Make sure that a cover is on any cups or food containers that are taken out of the kitchens. Adults should be carrying items that can spill and stain the carpet or the walls.

Furniture in the common areas have also been cleaned and we ask that beverages and food not be present on the plush chairs in common spaces.

Any items left unattended in kitchen spaces may be removed by Residence Life staff. Residents have three business days from the date their item is removed to retrieve the item from the ADRL. Any unclaimed items will be discarded or donated at the discretion of the ADRL. Residents who consistently leave items in common area kitchens are subject to fines and/or other disciplinary actions.

Please see above information about approved appliances. No residents may have a hot plate or toaster oven, or any other appliances with open heating coils.

LAUNDRY ROOM POLICY

You are allowed a 3 hour laundry period per week. This time is for both washer and dryer using up to 2 washers and dryers at a time. There will be a 10 minute grace period for everyone. This grace period will allow the next person to use the machines even if the previous person still has their laundry in the machines. If the previous person has not removed their laundry the next person has permission to remove their laundry and start their own. The laundry should be placed on the table in each room or in that person's basket.

Clothes may not be left in the laundry room to air dry. They must be taken to your room. Clothes that are left in the area will be removed and an RA will have to be contacted to retrieve them. After 24 hours they may be disposed of or donated to a local organization.

Please use appropriate amounts of soap and water and do not over stuff the washer and dryers. Only High Efficiency (HE) laundry detergent and softener are to be used. Other softeners and detergents may damage the machines.

If the machines are not working properly, please notify an RA immediately. Don't presume it has already been reported.

COMMON AREAS

All Madonna Hall residents will sign a Common Area Agreement that specifies all of the expectations and responsibilities for the common areas. Failure to adhere to these will result in the loss or restricted privileges to the common areas for you and your child(ren).

Madonna hall residents are expected to clean and maintain organization of the common areas. Any toys/supplies used by the residents or their children should be cleaned and put away in their proper location before leaving the common area. Any personal items brought to the common areas should be removed when the resident leaves the common area. No personal items may be left unattended in the common areas. **Adults must be present and supervising children whenever they are in the common areas.**

ROOM CARE

Personal rooms are to be kept reasonably clean and organized to ensure a healthy, safe environment in which to raise children, provide safe movement in the room, easy exit from the room and to prevent insects and other “critters” from gaining access or taking up residence. To this end, no excessive trash, laundry, clutter, or other belongings will be tolerated. As a parent, you are expected to be a role model for your children and provide a clean and safe living environment. As a member of this community, you affect not only other parents but their children with whom you share this space. Failure to maintain your room may result in disciplinary action.

MANDATORY MEETINGS

As a resident in the Mothers Living and Learning Community it is an expectation that you attend all hall and floor meetings. Residents will be notified of hall and floor meetings a minimum of one week in advance through hall postings and/or emails. If you are unable to attend a meeting, you must notify the DRL in writing within 48 hours of the scheduled meeting. Residents are expected to be on time to all mandatory hall and floor meetings. Residents who do not attend mandatory meetings or who arrive more than 10 minutes after the meeting has started are subject to fines and/or other disciplinary actions.

MLL COMMUNITY DAYS

MLL Community Days takes place over one week and provides MLL residents an opportunity to develop new friendships while sharing in a common experience. Community Days is a requirement for all new students to MLL and an expectation for all returning MLL students. Returning residents who are unable to attend Community Days are not permitted to move on campus until August 18th, 2013. Returning MLL residents who move in on August 11th, 2013 are expected to attend the specified minimum requirement of Community Days events, including the off-campus activity. Those residents who do not attend the specified minimum requirement of events are subject to a fine. Residents are responsible for keeping contact information updated, and regularly checking mail and email for such notices.

MLL BIKE & STROLLER STORAGE

MLL families may store children’s bikes and strollers under the stairwell on the south side of the ground floor of Madonna hall. This space may not be utilized for adult sized bikes, as they must remain on the bike racks outside of Madonna hall. All strollers stored in this space must be collapsed so as to take up less space. Items left in this space are not the responsibility of the University, and the University is not responsible if items become lost or broken.