



RESIDENCE LIFE HANDBOOK

2011-2012

CSM RESIDENCE LIFE

RESIDENCE HALLS

Two halls comprise the on-campus living options at CSM: Lozier Tower and Walsh Hall. Lozier Tower physically joins Gallagher and McAuley Halls and includes a lobby, reception desk, lower level activity area and three floors of student rooms. Walsh Hall houses the Mothers Living & Learning Community (MLL) on the third and fourth floors and provides an opportunity for 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 have received approval from the Assistant Dean of Students 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 Assistant Dean of Students 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 their room and board.
- c) **Full-Time Undergraduate (Omaha Campus) Students** at College of Saint Mary have first priority for all on-campus housing.

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

Every residence hall student in Lozier is automatically a member of the Residence Hall Council and every resident of Walsh 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. Each student pays a \$5.00 fee to RHC/MAC during check in or during the first week of the semester for community building activities.

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, staff or visitors; 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 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 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
4. Intentionally and substantially interfering with others' freedom of expression
5. Disorderly conduct or lewd, indecent, or obscene conduct or expression 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)
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 of University keys, access cards, and codes
12. Use, possession, or distribution of marijuana, narcotics, illicit or dangerous drugs; and unlawful possession and distribution of alcohol; 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

Addendum for Walsh Hall residents:

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

A CSM student must abide by this code of conduct, as well as the following sets of policies and agreements: student handbook, academic catalog, residence hall contract, residence hall handbook, community agreement, and federal, state and local laws. Any student engaging in any manner of conduct prohibited under these guidelines shall be subject to one or more of the following sanctions, as well as others that may be deemed appropriate at the University's discretion: warning, fines, financial restitution, community service, mandatory

counseling, research and/or reflection, disciplinary reprimand, disciplinary probation, disciplinary removal from University residence halls, disciplinary suspension, disciplinary expulsion, referral for prosecution or any other appropriate sanction.

Parents may be notified if it is anticipated that a student infraction may result in disciplinary probation, removal, suspension and/or expulsion, if the student is: (1) age 18 or younger, and/or (2) financially dependent on her parent(s) (as defined by the Federal government for income tax purposes), or (3) when the student is in violation of law or policy governing the use of alcohol or drugs, if the student is under 21. Public disclosure may be made of the final results of any disciplinary proceeding for a crime of violence or nonforcible sex offense.

When a student is suspected of being involved in an infraction, she will be expected to participate in its resolution. The nature of the infraction and the student's situation will help determine whether the opportunity for discussion of responsibility will occur in an administrative hearing or mediation with a staff member designated by the Vice President for Student Development or the Assistant Dean of Students. Appropriate sanction(s) or action steps and time frame will be communicated in writing to the student.

A student has the right to appeal a judicial decision; to do so, she must prepare and hand deliver a written appeal to the Vice President for Student Development within five working days. Pending the response to the appeal, the student's status as a student will remain unaltered except in cases where there are reasons relating to the emotional or physical welfare of the student or of others, or reasons involving the safety of persons or property.

The student may appeal only on the following grounds:

1. Procedural due process;
2. Absence of sufficient evidence to support the decision;
3. Submission of new evidence.

*Note that concern as to the severity of the sanction is not considered an acceptable reason to appeal.

Appeal letters must be complete enough so that a personal appearance will not be necessary. **A letter which merely lists the grounds of appeal, without description of the merits or concern for the individual case at hand is not sufficient. The student will typically receive a response within ten days, unless unusual circumstances are present.**

The standards and procedures set forth in this document are those the University normally applies to disciplinary matters. The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus and community. This includes the right to suspend, expel, or request the withdrawal of a student at any time, with or without specific charge or hearing, subject only to the student's right to request review of the decision.

RESIDENCE LIFE POLICIES AND PROCEDURES

CHECK-IN

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

- Emergency Notification Form
- Missing Student Contact Form
- Residence Hall Inventory Form

It is especially important that the room inventory form 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 \$25 charge will be assessed for each missing key and a \$10 charge for each missing access card
- Fill out a change of address form and residence hall survey

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 residence hall inventory form, 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 are 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	\$ 50.00
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 Bio hazardous 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 students to work with others to develop respect 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 a tool in resolving conflict.

Room assignment changes will not happen until a meeting is held and reasonable attempts from all parties to resolve the situation are made. Only the Director or Assistant Director of Residence Life will reassign rooms if changes are necessary and single room fees still apply.

DRUGS

Students may not possess, use, or attempt to sell, illicit drugs or drug paraphernalia in the residence halls at College of Saint Mary. University staff will in all cases immediately confiscate any illicit drugs or drug paraphernalia found on campus.

ALCOHOL

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 Student Senate, RHC/MAC or others where the Assistant Dean of Students 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 university-related or sponsored activities.

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 hall 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 and forward the written documentation to the necessary university officials.

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. Walsh 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 university officials of any alcohol or drug related incident.

EXPLOSIVES, FIREARMS AND WEAPONS

No explosives, firearms or weapons of any kind are permitted in the residence halls.

Making threats of violence to individuals, CSM staff and/or faculty, or CSM property, will be taken seriously and reported to the appropriate authorities. This includes, but is not limited to, any verbal, written, or on-line including emails, Facebook, MySpace or other electronic venues.

QUIET HOURS

Quiet hours are from 10:00pm to 10:00am in Lozier Hall. For Walsh Hall, quiet hours are from 8:00pm to 8:00am. During final exam weeks, the halls are expected to be quiet 24 hours a day. All residents are expected to be quiet in lobbies, playrooms, 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 WALSH HALL

Children must be in their rooms, with their parent, or with an adult in a playroom 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 returning residents' roommate requests if their applications are received by **May 1, 2012**. 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 will be 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. Students who have requested 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.

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

A “room freeze” exists for the first two full weeks of classes 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/roommates. 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, a resident’s 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 cable television hookup. The university staff does their best to honor Walsh Hall furniture requests when furniture is available. Internet, cable and phone hook ups are also available in Walsh Hall rooms.

No CSM furniture may be taken from lounges or playrooms and moved into private rooms for personal use or into other lounges, playrooms 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, playrooms etc. Storage is VERY limited for residence hall room furniture outside of a resident’s room.

Painters tape (blue or green) may be used for wall hangings. Nails, push pins, and other types of tape are not permitted. Only white sticky tack is permitted if using white. 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 (or in Gallagher, the cinder block wall) 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.

SMOKING

Smoking is prohibited in all campus buildings and anywhere on campus property.

SUMMER HOUSING

Any spring semester resident has the option of living in the Lozier Residence Hall or Walsh Hall over the summer for an additional cost. 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.

BREAK HOUSING

The residence halls will be **CLOSED over Christmas break**, beginning **Saturday, December 17th, 2011 at noon** and re-opening **Monday, January 2nd, 2012 at 1:00 p.m.**, for returning students. The board plan ends at noon on the last day of exams and will resume on Wednesday, January 11th at dinner time.

Note that Break housing does **not include the period from Tuesday, December 22, 2011 at noon, through Monday January 2nd, 2012 at 1:00pm** as university offices are closed and no residents may stay in the residence halls for security reasons during that time period.

Students who request semester break housing by November 12th and stay on campus from December 17th to December 22nd at noon will be charged \$20.00; students who stay on campus from January 2nd at 1:00p.m. to January 10th will be charged \$20.00. Students who contract for semester break after the determined cutoff date may be denied break housing, or assessed a \$10 per break late fee. 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 Wednesday, December 7th, 2011.**

Students may remain in the residence halls for Labor Day, Fall, 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 18, 2012 at noon.

Walsh 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. Walsh 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 MLL students will be assigned one cubbie key for the Walsh Hall kitchens. 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

Lozier Residence Hall entrances are secured by an access card system. Walsh Hall exterior doors are secured by staff during the night hours. Stairwell entrances to MLL are secured by locked doors that open with a code. The code is given only to MLL 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**. Walsh Hall residents' keys and access cards will unlock the door to the back west entrance when the front doors of Walsh are locked.

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. 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 unexpectedly 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 charge of up to \$10 per occurrence, unless the lock-out resulted from maintenance personnel or other CSM responsible incidents.

If the student finds herself locked out of the Lozier or Walsh Residence Halls, find an RA or go to the Lozier Tower front desk. RAs carry the pagers in the evening and the Front Desk has them during the day. It is the student's responsibility to find an RA if locked out.

Walsh Hall Access Cards also work in Lozier so residents have access to the front desk, visiting the DRL office, and the ground floor lounge. Walsh residents who are visiting 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. Walsh Hall Residents are not allowed to be in a hallway nor in a Lozier resident's room unescorted. Lozier Tower students may be guests of a Walsh Hall resident but must be signed in as any other guest would in Walsh 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, or 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.) is 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.

Walsh Hall Residents, front of building:

Evacuate down the stairwells on the right side of the elevator (DO NOT use the elevator) to the GROUND LEVEL and exit out the back side of the building.

Walsh Hall Residents, west wing:

Evacuate down the stairwell on the south side of the west wing, to the exterior door BETWEEN 1st and GROUND floors; exit to the south end walkway.

1. During this evacuation, each Resident Advisor will go to every resident's door and knock. If necessary, RAs may key into residents' rooms to make sure everyone is out. However, if at any time the Resident Advisor feels she is in danger, she will evacuate the building immediately. Remember, each resident is first 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, and 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 Assistant Director of Residence Life before move-in. Immunizations must be kept up to date and submitted for children 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 CSM 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 the engineer's duty phone 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. From an off campus phone you can dial 402-670-8848.

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.

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 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 students when a watch is issued, but the weather condition will be actively monitored by designated personnel, Physical Plant or Security personnel. 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.

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 with a photo ID at Lozier Tower front desk, by 10:00 p.m. Every guest must be escorted by the resident host at all times. A resident may have no more than four individuals as guests at any given time. Visitation hours are as follows:

Male Visitation Hours in a Resident's Room

Sunday - Thursday	10:00 a.m. to 1:00 a.m.
Friday - Saturday	10:00 a.m. to 2:00 a.m.

Female Visitation Hours in a Resident's Room

Sunday - Thursday	10:00 a.m. to 2:00 a.m.
Friday - Saturday	10:00 a.m. to 4:00 a.m.

4th Floor and Ground Floor of Lozier Tower & Residence Life Staff Visitation (Male or Female)

Sunday - Thursday	10:00 a.m. to 2:00 a.m.
Friday - Saturday	10:00 a.m. to 4:00 a.m.

Walsh Hall guests must be signed in and escorted at all times. Walsh Hall residents must meet their guest in the entry way of Walsh. Guests are not allowed to come up the stairs or elevator without a resident with them. If the sign in sheet or pen is missing, it is the student's responsibility to create a temporary sign in sheet and find a pen.

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.

Walsh 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 after 10pm. Walsh Residents are not allowed to be in a hallway or in a Lozier resident's room unescorted.

Children (5 and under) are not allowed to spend the night in Lozier without permission from the Director of Residents Life. Children 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, CSM 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, resident students may use the computers located in the lab on Ground Level McAuley, or in the lab in Walsh Residence Hall. Food and drink may not be consumed in these 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 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; residents may also purchase a phone card from the library or you may also make calls by using commercially available calling cards.

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.

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 Walsh residence hall students to use for their spiritual wellbeing. 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.

FOOD SERVICE

College of Saint Mary food service, Treat America, provides dining services to students. Breakfast, lunch and dinner are served weekdays, and brunch and lunch are prepared on the weekends. Hours are posted as follows: (as of 8-20-11)

Weekdays - Monday through Friday

Hot Breakfast /Continental	6:30 am – 9:00 am
Lunch	11:30 am – 1:00 pm
Dinner	5:00 pm – 6:30 pm

Saturday

Continental	9:00 am – 1:00 pm
Brunch	11:00 am – 1:00 pm

Sunday

Continental	9:00 am – 1:00 pm
Brunch	9:30 am – 11:00 am
Dinner	5:00 pm – 6:15pm

DINING HALL RULES AND REGULATIONS

1. You MUST have your ID card in order to go through the line. No exceptions. If the student does not have their ID they will be asked to go and get it. If the student has lost it, they will have to get another one before being allowed to eat in the dining hall.

2. Take-out policy: Styrofoam is no longer be used on campus in the dining hall, Christina's Place, or at catered events. If "to go" containers are needed, you may purchase a reusable container at the Campus Store.

By law, Treat America must certify that containers into which their employees place food have been properly sanitized. Thus, other containers may not be used to remove food from the dining hall.

After using the to-go container, please rinse it out and return it to the dining hall where it will be sanitized. When you drop off the used container in the dining hall, you will receive a clean container for your next use. Please do not write your name on the container.

If the container you return is damaged to the point that it is not usable, you will be required to buy a new container before it is accepted by the dining room staff for sanitizing. With regard to beverages, disposable cups will be available if you are taking your meal to-go.

At Christina's Place you will be able to purchase a reusable mug for \$2.50. This price will include your choice of coffee, tea, or a single shot of cappuccino or latte. Each time you bring your mug back for a refill, you will receive a discount off of your drink purchase. A refill of regular coffee will be \$0.50 or you can receive a \$0.25 discount off of a specialty drink.

If a student has a child they will be allowed one to-go box for the student and one to-go box for her child.

3. If the student needs to pick a meal up for another student, they MUST have the friend's ID or she will not be able to take a meal for that student.
4. The meals are all you can eat. In order to prevent waste, please take only what you know you can eat. Students can always go up for seconds.
5. Students are not allowed to take a to-go box after they have eaten in the dining hall.
6. Students are not allowed to bring in empty bottles or cups to fill up with beverages. Soda, juice, and milk are available during your meal and not allowed to leave in any other container than what may be provided by Treat America with a to-go meal.
7. To request a sack lunch, please call Treat America at least 24 hours before you will need it. The student must swipe their card, as this replaces eating in the dining hall. The student will not be allowed to eat in the dining hall if they get a sack lunch, as the sack lunch 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.**
- 8. Children are to be seated at the table with their parent or responsible party. They are not permitted to: go to the food line without supervision; run in the dining room; walk on floor vents by the windows, etc. Parents are responsible for their children maintaining appropriate behavior.**
9. Students are asked to clean up their messes (i.e.: spilling a drink, making a major mess on the table). There is a bucket of water with a towel in it on either end of the dining hall, for such incidents.
 10. Parents or responsible parties are asked to clean up after children before leaving the dining hall. (i.e.: 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 children for school; the student is responsible for providing that for their child.
12. Noise should be kept to a minimum. Profanity is not allowed in the dining hall.
13. Remember this dining hall is for everyone, so please help us by keeping the area where each student sits clean, to make it enjoyable for everyone eating in the dining hall.

CUSTODIAL

Each student is responsible for cleaning her own room. A vacuum, broom, and mop are available at the Lozier Front Desk and usually in the Walsh Hall laundry rooms 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.

RESIDENCE HALLS INFORMATION DESK

The Lozier Residence Hall desk is located inside the Lozier Tower lobby area, which connects Gallagher Hall and McAuley 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 Lozier 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 Information Desk is 402-399-2494.**

KITCHENS

The Lozier Residence Hall has a small kitchen on ground floor, near Gallagher. The kitchen has an oven, microwave, and refrigerator available for use. You are free to check out utensils, pots, and dish soap at the Lozier Tower Front Desk.

Walsh Hall has four kitchens, two on each floor. Each kitchen has an oven, microwave and refrigerator available for use. There is also a chest freezer located on each floor. 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

Washers and dryers are provided for resident use at no cost. Laundry rooms are located on the ground floor of McAuley Hall, and on both floors in Walsh. 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.

LOUNGES

There are lounges for residents to utilize on each floor of Lozier Residence Hall, and on third floor –North and fourth floor – west of Walsh Hall. The Walsh Hall lounge and Lozier Ground and 1st floor lounges are available 24-hours for residence hall students and their guests. There is to be no sleeping or inappropriate activity while in the 24 hour lounges; lounge lights are to remain on at all times.

MAIL DELIVERY

At the beginning of each academic year, each resident will be assigned a mailbox by the Front Desk of Lozier or fourth floor of Walsh 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. CSM 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.

STUDENT PARKING/VEHICLE POLICY

On-campus parking is available to CSM students at no cost. All student cars are to be properly licensed as well as registered through the Information Center, and a CSM sticker must be displayed on the car when it is parked on campus. While parked on campus, students should keep vehicles locked and not leave any personal property or valuables in plain sight. Resident students may only maintain one vehicle on campus. The University assumes no risk from damage to any vehicle that occurs on campus.

No parking areas: No vehicle shall be parked in any unauthorized area which includes, but is not limited to: crosswalks, blue handicapped parking stalls or the areas to the left and right of these stalls marked in yellow lines, red fire lanes, or any space marked 'No Parking'; nor shall any unauthorized vehicle be parked in a space marked with a sign for a particular individual.

Vacation periods: Only residential students may leave their vehicles on campus during vacation periods, and to do so, residents must notify the Director of Residence Life. Vehicles that remain on campus during vacation periods must be parked in a designated area, in order to facilitate snow removal and parking lot repairs, etc.

Inoperable vehicles: Vehicles which have been damaged, have a flat tire, or are not in running condition must adhere to parking regulations and must be removed from the campus within six (6) days, or as instructed in writing by Security. Report inoperable vehicles immediately to Security Office at 402-670-8848. Continual violations may result in towing.

PUBLIC RESTROOMS

In Lozier Residence Hall, the public restroom is located on the main level of Lozier Tower, just before entering Gallagher Hall. There is also a public restroom on the third floor, west wing of Walsh Hall for MLL guests. 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 restrooms in any building in addition to the public restrooms, but must still be escorted to and from these restrooms.

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.

TRASH/RECYCLING

Students are responsible for emptying their own trash into the 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 Hall (east side of the building), and near the Maintenance garages for Walsh residents. Recycling bins for paper products are located on each floor of Lozier Residence Hall and near the Copy Center on the ground floor of Walsh. 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 by the Walsh residents; they are not to be thrown into any public trashcan, in the kitchen, restrooms, laundry rooms, guest restroom or playrooms.

VENDING MACHINE

Snack and Soda machines are located on Ground Floor in Lozier Tower. In addition, there is a vending area on ground floor 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 the 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, playrooms, computer lab, personal rooms, during the day and night.

If you are the caregiver and the children are sleeping:

- **you may not be more than two doorways away and the doors to both rooms must be open**
- **you must remain awake yourself**
- **the room where the child is sleeping is unlocked so the mothers have access to children in case of emergency**

This does not apply if a resident is going to be gone all night or an extended period of time. In those cases, the children must be in the same room with the caregiver all night.

BATHROOM POLICY

The bathrooms are community areas and everyone shares them. For the safety of everyone involved the following is expected:

- It is recommended that you do not keep personal items in the bathrooms. This includes your sink, shower and tub areas. If you choose to leave blow dryers, curling irons, make up, toiletries, toys etc. in this common area; you do so at your own risk.

- Electrical appliances may only be used when an adult is present. These items can cause serious injury.
- You are expected to keep your sinks, tubs, and showers clean and organized.
- Showers and tubs are shared by residents; therefore, toys and supplies you decide to leave must be kept in clearly marked baskets or buckets so that everyone can use these areas. At no time should there be clean or dirty clothes, towels, or diapers in any bathroom area.
- **Diapers are to be thrown away in your room only and then taken outside to the dumpsters.** Custodial Staff are not responsible for diaper disposal. Diapers are NEVER to be disposed in the common bathrooms, guest room, kitchens, laundry rooms or playrooms.
- **Due to safety issues, all doors to the bathrooms are to remain closed and not propped open.**
- Male guests may only use the guest bathroom on west third floor. Guests have priority at the time of need since there is only one bathroom available to them. Nothing is to be stored or left in this bathroom by residents.

CHILD UNATTENDED

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

Children are not allowed to be unsupervised in the bathrooms, hallways, community room, playrooms and other places on campus. Reasonable accommodations must be made when moms use the bathrooms/showers. 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 common area in the residence halls. Consequently, for the safety of all hallways may not be used as play areas at any time. The playrooms are available for play. 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 and should not be disposed of in the community area trashcans. It is not the responsibility of custodial staff to dispose of residents' personal trash.

KITCHEN POLICY

Each community may choose to create community agreements in conjunction with the Residence Life staff that will provide guidelines regarding kitchen use. If these agreements are not followed, the following policies will apply.

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.

Approved electrical appliances will be removed from each kitchen if they are left dirty, unattended while cooking, or misused. Unapproved electrical appliances that are found by the Residence Life staff will be removed from the kitchen areas.

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 removal by the Residence Life staff. **If things need to dry, take them to your room.**

The refrigerators and freezers are also community areas; all items must have a name and date in both refrigerators and 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 Residence Life staff reserves the right to 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.

In an effort to preserve the furniture and carpet in the lounge and playroom areas and to maintain a sanitary play environment for children, food and drink should only be consumed at the tables in these spaces.

LAUNDRY ROOM POLICY

Each community may choose to create community agreements in conjunction with the Residence Life staff that will provide guidelines regarding laundry room use. If these agreements are not followed, the following policies will apply.

The laundry rooms will be open from 8am to 10pm on the weekdays (Monday thru Friday) and 8am to 12am on the weekends (Saturday and Sunday). These hours are subject to change based on the needs of the community.

Each resident is allowed a 3 hour period per week. This time is for both washers and dryers. There will be a 10 minute grace period for everyone once the wash/dry cycle is complete. 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 cycle. The laundry should be placed on the table in each laundry room or in that person's basket.

Clothes may not be left in the laundry room to air dry.

Please use appropriate amounts of soap and water and do not over stuff the washer and dryers.

If the machines are not working properly, please notify a member of the Residence Life staff immediately. Don't assume that the problem has already been reported.

PLAYROOMS

All Walsh residents will sign a Playroom Agreement that specifies all of the expectations and responsibilities for the playroom areas. Failure to adhere to these will result in the loss or restricted privileges to the play areas for your child (ren).

Walsh residents are expected to clean and maintain organization of the playrooms. Any toys/supplies used by the residents or their children should be cleaned and put away in their proper location before leaving the playrooms. **Adults must be present and supervising children whenever they are in the playrooms or Gathering Space.**

POSTING POLICY

CSM posting policies can be found on MyCSM. Residence Life staff are the only ones who can 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. Residence Life staff reserves the right to deny permission to post items if they are not appropriate or do not apply to all residents. 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 ADRL and must be posted in appropriate places with approved materials.

RESIDENT ADVISORS

The role of the Resident Advisor is to assist in the development of the MLL 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 living and learning environment. Therefore, they do make rounds, report concerns and incidents of residents who violate CSM code of conduct and Residence Hall policies. In the event you need RA assistance, please call the RA phone 402-590-3257.

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 exposed food will be allowed to accumulate in resident rooms. As a parent, you are expected to provide a clean and safe living environment for your child (ren). As a member of this community, your actions affect not only other parents but the children with whom you share this space. Failure to maintain order and cleanliness in your room may result in disciplinary action.