The University of Minnesota Rochester (UMR, University) and the Office of Residential Life (ORL) are proud of the housing experience provided to student residents, and work hard to create a truly engaging and connected community within 318 Commons. We recognize that the most impactful element to our community are the residents who live in our building. The experience in hall will be greatly impacted by the actions of those around you, and your own actions and behaviors. You will be held to high behavioral standards during your time at UMR, and this extends to your time in housing.

While in housing, you are responsible for the safety, security, and cleanliness of your living environment; which includes spaces outside of your individual living unit. In addition, you will be expected to treat staff, community members, and other authorized personnel with respect while living in housing. Ultimately, we want your time living on campus to be fun, and our policies and procedures are designed with the intention of creating a consistent and fair environment, with standards that promote positive and respectful communities. These written policies, in accordance with the University of Minnesota Board of Regents Student Conduct Code, outline the expectations that we have of residents in housing.

By signing the Housing Contract, you are agreeing to know, understand, and follow ORL Policies and Procedures. If you have questions pertaining to these policies and procedures, it is your responsibility to seek clarification with ORL designated staff. These policies and procedures are subject to change in response to the needs of our continually developing residents and living environments. When changes are made, they will be published and shared with all persons affiliated with housing.

COMPLIANCE WITH UNIVERSITY OF MINNESOTA BOARD OF REGENTS STUDENT CONDUCT CODE AND UMR STUDENT CONDUCT CODE
All ORL policies and procedures are designed to adhere and respect the intent and direction of the University Of Minnesota Board Of Regents Student Conduct Code and UMR Student Conduct Code Procedures. In addition to the ORL policies, students may be found in violation of the University Of Minnesota Board Of Regents Student Conduct Code and UMR Student Conduct Code Procedures. The policies and procedures can be viewed at: http://r.umn.edu/student-life/student-conduct.

OFFICE OF RESIDENTIAL LIFE POLICIES
1. Alcohol
ORL policies about the use of alcohol in UMR designated housing are created to enforce state law, to enforce the University of Minnesota system (University) Drug Free University Policy, to provide intervention with incidents of dangerous use or inappropriate behaviors, and to help create a respective and positive live-in experience. While we respect individual freedoms regarding choices and behaviors, that freedom comes with the acknowledgement of our expectations and ability to enforce policy, and that members of our community will act in accordance with Federal and State Law. The following outlines activities or behaviors that are not allowed in UMR designated housing.

a. Any person who is under 21 years of age is not allowed to possess, be in the presence of, and/or consume alcohol.

b. Any person who is 21 years of age or older may not provide alcoholic beverages to persons under the age of 21, may not possess or consume alcohol in the presence of minors, may not possess alcohol in apartments where minors are roommates, may not have more than one standard alcoholic beverage per occupant over the age of 21, and may not transport unconcealed alcoholic beverages in public areas within 318 Commons.

c. Any person, regardless of age, may not host a gathering where alcohol is being consumed in the presence of other violations. Additionally, on or off campus participation in high-risk alcohol use, games, or activities is not permitted. High-risk alcohol use typically results in the inability to function without assistance, inability to recall events, incoherence or disorientation, lack of control over bodily functions, reprimanding by police, etc. Residents will be accountable for any excessive consumption of alcohol that results in the disruption of the 318 Commons community.
2. **Drugs/Controlled Substances**
The ORL and University drug policies are designed to encourage a positive community experience, enforce state and federal law, to enforce the Drug Free University Policy, and ensure a safe environment for all residents. Possessing or using drugs and possessing drug paraphernalia is not allowed in 318 Commons. Possessing drugs or supplies with the intention to create, sell, and/or distribute is not allowed. Selling your prescription medication, or using another person’s prescription medication is not allowed. Hosting a gathering where drugs are being used is not allowed.

3. **Responsible Action Policy**
You are encouraged to step up when you see a peer or community member in need of assistance by calling Rochester City Police for help. This includes helping friends who are underage, who have been consuming alcohol and are in need of medical assistance. The state of Minnesota has a Medical Amnesty law* that provides protection to the calling party (and up to one additional helping person), and the person who needs medical attention when alcohol has been involved.

Please know that the responsibility and care that you demonstrate by taking the appropriate action to ensure the safety and well-being of another member of the community will be considered in determining what action is taken when reviewing the matter.

*For more information about amnesty, go to safe-u.umn.edu/alcohol-emergencies.html.

4. **Compliance and Complicity**
Residents are expected to comply with ORL and University policies/procedures, and local, state, and federal law. Presence in a location where a University or ORL policy violation is occurring indicates acceptance of this behavior and is, therefore, complicit with the policy violation. Knowingly acting as an accessory or being present while any violation is occurring is a violation. Residents are expected to remove themselves from this situation. Reporting policy violations to the appropriate UMR and ORL staff or making a reasonable effort to stop the behavior is encouraged.

ORL staff will complete their responsibilities and assignments free of intimidation, harassment, or obstruction. Behaviors that prevent ORL staff from completing their job-assigned duties is not allowed. Responding to as reasonable request by authorized staff and adhering to ORL or UMR policy and procedure is an expectation.

5. **Indoor Recreational Activities**
Activities that risk injury to persons or damage to facilities is prohibited. Programs or events that may require activities that involve risk must be approved by the Residential Life Director. Examples of these activities include, but are not limited to: Throwing, dribbling, acrobatics, using sports equipment, wrestling, and running. The use of bicycles, in-line skates, skateboards, or other such devices is not allowed within 318 Commons.

6. **Disorderly Behavior**
ORL behavior policies reflect our efforts to create a positive and safe community. Behaviors that disrupt the orderly function of the community, displaying obscene conduct, engaging in harmful communication, prankling, making threats, and bullying are not allowed at 318 Commons.

7. **Assault**
The physical assault or harm of any person is not allowed.

   a. Striking, shoving, hitting, punching, kicking, or otherwise subjecting another person to physical contact or causing bodily harm is prohibited.

   b. **Sexual Assault**
As a UMR community we strive to ensure the safety and to respect the dignity of each student, staff and faculty member. Sexual assault, relationship violence and stalking are prohibited at the University. More information about University sexual assault specific policies can be found at the following sites.
Additionally, the University urges anyone who has been sexually assaulted, on or off, University property to contact the Rochester City Police at 911 immediately; to make a police report and have the case investigated. The officers of the Rochester Police Department understand that not all victims are ready or willing to participate in a police investigation.

We encourage persons to seek help through campus resources if police assistance is uncomfortable to initiate. The UMR Health and Wellness Advocate, Office 379 University Square, (phone 507-258-8671) and other campus staff will also assist students in locating off-campus counseling, mental health, and other services for victims of sex offenses. Although victims are strongly encouraged to report all incidences of sexual violence to the property authorities, it is within the victim’s rights to decline notification.

8. **Hazing**

Hazing is any method or activity on UMR or 318 Commons property or, in connection with any UMR-related group, which endangers the mental or physical health or safety of an individual. This includes, without limitation, an act intended to cause personal degradation or humiliation to a person or persons. Residents are prohibited to engage in this behavior.

Any group of students acting together may be considered an organization for purposes of this section whether or not they are officially recognized. Neither the express or implied consent of a victim of hazing, nor the lack of active participation while hazing is going on is a defense. Complicity or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section. In incidents of hazing, Rochester City Police may be called to respond.

9. **Rioting**

318 Commons residents are prohibited from inciting or participating in a riot within 318 Commons or UMR spaces, within a close proximity to campus, or in a location that is in accordance with a UMR-sponsored event. Violations of this policy may result in disciplinary action, including removal from housing. Additional actions may be taken as a result of violations of the Student Conduct Code.

10. **Weapons**

Possession and/or use of items defined as dangerous weapons under Minnesota statute 609.02, Subd. 6, realistic replicas of such weapons, and “toy weapons” (e.g. paintball guns and airsoft guns), is prohibited in 318 Commons, on the surrounding property, or at activities sponsored by or supervised by ORL. Possession of explosives, hazardous chemicals (e.g. mace) or fireworks is strictly prohibited. Although ORL does not endorse the use of pepper spray as reliable means of self-protection, residents may opt to carry and/or have in their possession a one-ounce container of pepper spray. However, misuse of this chemical will result in severe disciplinary action due to the potential bodily harm caused by its discharge.

11. **Theft of Furniture/Personal Property Loss**

Furniture in your residence hall room and public areas must not be removed from their locations. If residence hall furniture has been misplaced, damaged, or removed, the person responsible will be adjudicated in our conduct process, and may be charged for the repair or replacement cost of the item in question.

UMR and ORL do not accept liability for the damage or theft of personal property, or the loss of money. Residents are encouraged to lock their living unit door and engage in practices that secure valuables within their living unit. Residents should report lost or stolen property to an ORL staff member.

12. **Alteration or Vandalism of Property**

Damaging 318 Commons property or facilities may result in restitution, student judicial action, or legal action. Tampering with any 318 Commons facilities, safety devices, or equipment is not permitted. Behaviors that require cleaning or maintenance is not allowed. Residents should report alteration,
vandalism, or destruction of 318 Commons property to ORL staff. ORL and UMR do not assume responsibility for student property.

13. **Decoration**
No items may be affixed, hung, or attached to any ceiling surface, to exposed HVAC pipes, or to sprinkler lines. Residents will not paint any surfaces within 318 Commons. Wreaths and evergreen trees are prohibited in 318 Commons. String lights, radios, and other appliances not intended for use inside of bathrooms are prohibited in bathroom spaces. Decoration of room spaces that create a fire hazard or impede evacuation is not allowed.

14. **Courtesy and Quiet Hours**
Courtesy hours are in effect 24 hours a day within 318 Commons. In accordance with courtesy hours expectations, residents are required to maintain a level of noise that creates a comfortable environment for residents around them. You are also required to adjust your noise in response to reasonable requests made by others.

Quiet hours are in effect from 10pm to 9am, Sunday through Thursday, and 11:59pm to 9am on Friday and Saturday. In accordance with quiet hours expectations, residents are required to maintain a level of noise that creates an environment that is conducive to sleeping and study.

Extreme or repetitive noise, misuse of speaker systems, or pointing speakers out of your windows is not allowed at 318 Commons.

15. **Building Access**
Misuse of keys, or attempted access to restricted spaces is prohibited in 318 Commons.

a. Keys and access to apartment rooms is intended for residents who are assigned to those spaces. Misuse or the loaning of keys to persons who are not supposed to have access to apartments or rooms is prohibited. You are required to escort persons who you give access to private spaces at all times within 318 Commons and UMR spaces.

b. The duplication of 318 Commons or UMR provided keys/fobs or access devices is prohibited.

c. The sale of 318 Commons or UMR provided keys/fobs or access devices is prohibited.

d. Entering or exiting illegally, improperly, without authorization or permission into spaces that you are not authorized to enter or exit is not allowed.

e. The propping of emergency exit doors or doors intended to create safe living environments without authorization in 318 Commons is not allowed.

16. **Carrying and Displaying Identification**
Residents living in 318 Commons are required to have their student ID on their person at all times. Residents are required to show their student ID to authorized UMR and ORL representatives, to aid in identification in emergencies, incidents, and to ensure appropriate building access. Residents may also be asked by peers to show their student ID and key access to 318 Commons elevators to prove their authorization to access secure residence hall floors.

a. Maximum apartment occupancy
A maximum occupancy of ten people are permitted in any apartment at one time. This includes the residents assigned to the room, and any guests who are present.

b. Guest agreements
All residents of the apartment must agree to how they want to approach guest visitation. This includes times and days of visits, utilization of resources and facilities, and activities. If at any time a resident of the apartment does not agree with their apartment guest rules, guests will not be allowed until they can reach consensus. Guests will be removed from 318 Commons in the event of a dispute, or incident.

c. Overnight guests
Overnight guests may stay in housing provided they have the permission of all residents in the apartment. At any time, a resident who lives in the apartment may request to have the guest removed. It is the right of a resident to have their own living space, over the privilege to have a guest.

d. Escorting guests
Hosts will be directly responsible and accountable for their guest’s behaviors during the visit. Guests will be escorted into the building, out of the building, and while in the building by their host at all times.

e. Misusing keys, door access or, student identification cards
Residents are not permitted to give 318 Commons keys or door access/student identification cards to guests or other residents.

f. Hosting guests who violate policy
Hosts may be found responsible for policy violations of their guests. Alleged policy violations may prohibit the guest from remaining in 318 Commons and/or may restrict future visits.

At any time, a guest may be asked to leave 318 Commons by any member of the 318 Commons community when their presence contributes to a negative community experience, or is unwelcome by roommates (regardless of prior approval). ORL staff or the Rochester City Police can intervene and escort guests from 318 Commons.

18. Gambling
Gambling activities are prohibited at 318 Commons. This includes sport pools, entertainment pools, online gambling over the University network, etc.

19. Sanitation and Cleanliness
All residents are expected to maintain an excellent level of cleanliness in their rooms, apartments, and community living spaces. The following statements outline activities that are not allowed in 318 Commons.

a. Failure to maintain sanitary living conditions
Behaviors and actions that create unsanitary living conditions is not permitted. Residents may be required to clean by their roommates, ORL staff, or by 318 Commons Building Management. In some situations, pest removal or cleaning services may be ordered by ORL staff or 318 Commons Building Management to address unsanitary conditions. These services will be billed to residents as appropriate.

b. Improperly disposing of garbage
Residents must properly sort their garbage and dispose of these items in the correct receptacles. Personal trash may not be disposed in public trash cans in 318 Commons.

c. Processing game
Skinning, cleaning, or butchering animals is strictly prohibited anywhere in 318 Commons or in the immediate vicinity.
20. Animals
Residents may have fish as pets in 318 Commons, but no other animals are allowed in 318 Commons at any time. In addition, fish tanks or containers that exceed 10 gallons are not allowed. Persons with service or emotional support animals may bring their designated animal into 318 Commons. Residents requiring animals for service or emotional support must contact Disability Resource Services (DRS) at 507.258.8671 or at http://r.umn.edu/student-life/student-services/disability-resources and gain approval before their animal will be allowed in 318 Commons.

21. Fire Safety
When residents are notified of a fire emergency, they must leave the building via the nearest designated exit. Evacuation maps designating the nearest exits are posted in all apartments, classrooms, offices, and common areas. Persons who have mobility or evacuation concerns are required to make plans with ORL staff. Please report any fire equipment concerns to ORL staff. The following is not permitted at 318 Commons.

   a. False fire alarm
      Starting a false fire alarm is prohibited.

   b. Dangerous heat-generating devices
      Residents may not have open flames within 318 Commons. The burning of incense and the lack of an operator present when heat-generating devices are in use is prohibited. Residents will be required to remove wicks from their candles prior to being brought into 318 Commons.

   c. Failing to evacuate during a fire alarm
      All residents and guests must immediately evacuate residence halls when a fire alarm sounds.

   d. Possessing or using fireworks or explosives

   e. Hazardous decorations
      Wreaths and evergreen trees are prohibited in 318 Commons. String lights, radios, and other appliances not intended for use inside of bathrooms are prohibited in bathroom spaces. Decoration of room spaces that create a fire hazard or impede evacuation is not allowed.

   f. Obstructing Hallway
      No personal items are allowed to be stored in the hallways as they create a hazard for evacuation.

22. Smoking and Electronic Cigarettes
318 Commons is a smoke free environment, and the use of smoking products or electronic cigarettes, inside of the building is prohibited. Additionally, smokers must maintain a 25 foot distance from building entrances when smoking.

23. Restroom Usage
Within 318 Commons housing, residents must agree upon a set standard or terms for restroom usage in their own apartment.

24. Photography and Recording
Unauthorized photography or recording within 318 Commons Housing communities is prohibited. The recording or photography of lewd, indecent, or unsafe acts in 318 Commons Housing communities is prohibited. This provision does not extend to the recording of public events, discussions, or conversations where at least one party is aware of, and has given consent to, the recording.

25. Bicycles
Bicycles may not be stored in resident apartments or rooms, and may not be left in stairwells, hallways, or other public areas inside the 318 Commons building. Bicycles cannot be used or ridden inside 318 Commons. Bicycle racks can be found outside of the building, and a limited amount of indoor bicycle parking exists that can be contracted with 318 Commons Building Management.

26. Prohibited Items
Personalization of individual spaces and supporting your lifestyle with personal belongings is an important facet of living in the residence halls. We want to respect this need, but there are items that constitute a risk and known threat to residents within 318 Commons. While not a complete list, the following items are not allowed to be brought into 318 Commons:

a. Air conditioning units of any kind
b. Animals other than fish that can be housed in a 10 gallon or less tank
c. Any device that is not UL approved or improperly maintained
d. Any device that creates an open flame or has any open heating element. Candles with wicks. Please remove the wick from your candle prior to being brought into the building. No open flame is allowed in 318 Commons.
e. Any chemical or substance that has a potential for combustion that is not cooking related in nature (Fireworks, smoke bombs, fuels, etc.).
f. Multi-light, plastic shaded, torchiere, or halogen lamps
g. Non-fused, extension cord, or multiple-plug outlets
h. Personal refrigerators
i. Receiving devices, i.e. satellite dishes or large antennae
j. TV wall mounting devices
k. Vehicles such as mopeds or motorcycles.
l. Water beds or other large water devices more than 10 gallons
m. Weight lifting equipment

OFFICE OF RESIDENTIAL LIFE PROCEDURES

1. Contractual Conditions/Cancellation

Please observe our Office of Residential Life Housing Contract Terms and Conditions by visiting the following site: http://r.umn.edu/student-life/housing/housing-contract

Any person submitting a contract cancellation request three weeks prior to the fall academic semester will be held to the following guidelines.

A resident may be released from their contract under the following conditions:

a. Official withdrawal from UMR
b. Official graduation from UMR
c. Legal marriage of the resident
d. Study abroad on a University-sponsored program
e. Military service
f. Health or medical needs
g. Other conditions pending written application to, and approval by, the Residential Life Director
In order to begin the contract cancellation process, please set up an appointment with the Residential Life Director. The resident will be required to fill out a contract cancellation request form. Two weeks of notice to the Residential Life Director is preferred when negotiating a contract cancellation. Request outside of this suggested timeline may incur an improper checkout charge of $100.00.

A resident who has been released from their housing contract for any of the above conditions, or whose contract has been terminated by the Office of Residential Life will be assessed a charge through the last night of occupancy, on a prorated daily basis. Students who have been officially released from their contract will be expected to move out the day of their effective cancellation, or within 24 hours of their last final exam.

Cancellations by residents or students who move off campus without authorization from the Residential Life Director will be held to the terms of their signed housing contract obligations with ORL and UMR. Residents who do not check into their assigned room without prior authorization will also be held to the terms of their signed housing contract obligations with ORL and UMR.

2. Room Assignment
ORL staff will attempt to honor all room assignment preferences stated in the application for student housing. ORL reserves the right to make housing assignments in accordance with the availability of spaces. Once assignments have been made, residents will be informed of their placement. ORL also reserves the right to reassign residents after assignments have been made and communicated. ORL staff will update residents of their reassignment once they have been made.

3. Disability Services Resource (DSR)
DSR requests must be processed through the UMR DSR professional, Kris Barry (kabarry@r.umn.edu, 507.258.8671). Approved accommodations will be communicated to the Residential Life Director.

4. Check In Process
The following procedure should be followed in cases not relating to fall Housing move in. If you are a new student arriving for fall move in, please follow the instructions sent to your student email.

Upon arriving to 318 Commons, please check in with staff at the Front Desk during normal business hours (Monday –Friday 10am – 7pm, or Saturday – Sunday 12pm-5pm) or call the staff on call at 507.202.1927 to start your check in. As you check in, you will be given a Key Checkout Form, a Criminal Free Lease Addendum, and a Room Inventory Form (RIF) to fill out. Please document any pre-existing damages in your living unit on this RIF and turn this form in to the Front Desk within 24 hours of the receipt of this document. The information listed on the RIF is the basis for determining the damages that are charged back to the resident upon check-out.

Residents who have not completed and turned their RIF back to the Front Desk or ORL staff member within the 24 hour time limit are subject to a $100.00 improper check-in fee. Additionally, if a resident does not turn in an RIF for their living unit, ORL will consider the living unit to have no pre-existing damages and the resident will be billed for any damages assessed upon checkout.

5. Check Out Process
Residents checking out of their living unit prior to the end of the contract year, and who are not moving to another living unit within 318 Commons, should request a release from their contract from the Residential Life Director. Checking out from a living unit does not release a resident from their contractual obligations unless the request is approved by the Residential Life Director.

Residents checking out of their living unit should contact their RA to arrange for an appointment to inspect the living unit in the presence of the vacating resident. Residents will be expected to completely remove all belongings from their living unit, and completely clean their living unit to expectations described by ORL staff, prior to starting their room inspection with their RA. Residents are expected to be proactive in this process, by giving notice of a requested move out at least 48 hours in advance so that arrangements can be made with staff.
Resident keys must be returned before checking out of the apartment. Additionally, not being ready for your inspection by the pre-arranged date/time is a violation of the process. Residents failing to follow the above procedures for checking out will be charged an improper check out fee of $100.00. Residents who fail to return their keys will be charged for the re-coring and replacement of their door lock systems.

During a room inspection, an RA staff member will walk through the inspection with the resident, and inform the resident of damages that are being recorded for charge to the resident upon their departure. For estimates on the damage charges, please contact the Residential Life Director or 318 Commons Building Management for more information. After a resident has departed after a successful room inspection, the Residential Life Director/318 Commons Building Management will re-inspect the living unit for damage assessment accuracy.

After this final check is completed, charges will be assigned and processed through the UMR billing office. Damage billing notifications will be sent to students’ University email accounts. All disputes to charges assessed must be contested within 10 business days of the email notification. Disputes to charges should be sent to bobrien@318Commons.com. All final charges will be posted to student accounts and may be paid online.

6. Damage/Cleanliness Charges
Damages that are not documented on a resident’s RIF at the beginning of their occupancy, and that occur during the course of the resident’s stay in 318 Commons, will be billed back to the resident. Additionally, residents may be charged and held accountable for spaces that do not meet the cleanliness standards as prescribed by ORL staff and/or 318 Commons Building Management.

Charges may be billed to the individual, the group of roommates who utilized the same apartment common spaces, or residents in the building who utilized 318 Commons shared spaces. If an individual does not accept personal responsibility for a common area damage or cleanliness, all persons associated with that space will be charged for the damage or cleanliness issue incurred.

Damage billing notifications will be sent to students’ University email accounts. All disputes to charges assessed must be contested within 10 business days of the email notification. Disputes to charges should be sent to bobrien@318Commons.com. All final charges will be posted to student accounts and may be paid online.

7. Payments/Billing
You will be notified about your Housing-related billing via your MyU student account. Questions regarding your Housing-related billing should be addressed to Sarah Hovden at hovden@r.umn.edu. Failure to satisfy financial obligations of the housing contract may result in any or all of the following:

a. Placement of a hold on a resident’s academic records and/or registration
b. Denial of future residence
c. Termination of contract and eviction
d. Referral of the resident’s account for collection
e. Referral for legal action

8. Eviction
Residents may be evicted from housing as a result of the ORL conduct process, violation of the UMR Student Code Conduct, or for circumstances that would necessitate a removal. Residents being evicted will meet with the Residential Life Director to discuss their eviction, and will receive written notice of the details of their move out date and time. Should a resident fail to meet with the Residential Life Director, or fail to respond to a reasonable and timely inquiry to establish a meeting time, the Residential Life Director will decide the details of the eviction and send notice to the resident.

9. Abandonment of Property/Lost Property
When ORL staff find property belonging to a person whose identity is known, the staff member will make an attempt to contact this individual via email to pick up their items. Items will be held by the Front Desk, if appropriate, and will be available for pickup for 28 days. Items that are not picked up within this timeline will be discarded or donated. Residents who are leaving 318 Commons are encouraged to update their forwarding address in MyU prior to checking out.

10. Resolving Conflicts
Conflict with others is a natural part of life and, sooner or later, we all experience it. Managing conflicts in a healthy, mature manner is part of the University experience. We encourage you to manage conflict by addressing your differing viewpoints with the goal in mind to improve your relationship. If you are experiencing a conflict with your roommate(s), your options include:

a. Discussing the situation with the person directly,

b. Contacting your RA for advice on how to approach your roommate(s),

c. Contacting your RA to facilitate dialogue with you and your roommate(s),

d. Discussing a room change with the Residential Life Director

ORL staff are prepared and willing to assist residents, but are unable to make decisions for them. The staff can advise residents on how to approach issues with roommates, and to facilitate dialogue between individuals. However, only the residents who are living together are capable of resolving their differences. If a room change is initiated in this instance, ORL staff will not decide who is to move and who is to stay; this will have to be a decision agreed upon by both parties. If intimidation is used in this process, the resident who is displaying intimidation behaviors will proceed through the conduct process.

If you have concerns about personal safety or security, please contact the Rochester City Police or your ORL staff immediately.

11. Room Changes and Consolidation
ORL encourages residents to foster mutual respect and provide sufficient time for communication, with their roommates. This includes creating a space and time for the resolution of conflicts so that room changes are used as a last resort. If you would like to move to a new space, you must contact the Residential Life Director. Room changes are considered on a case-by-case basis, and a limited number of such changes are made at the end of the first semester. Room changes can only take place as space and conditions allow. Talking with your roommate about your wish to change rooms is very important, and must happen prior to, or during, your process to seek a different room. ORL reserves the right to make room changes or remove a resident from on-campus housing when behavioral issues occur, or when the well-being of a resident is threatened.

If a room change is completed without the authorization by the Residential Life Director, the resident will be required to move back to their original assigned spaces, and incur a $100.00 improper move fee and will be charged for any damage or cleanliness issues occurred by the move process.

After all residents are either placed in regular rooms, or given the opportunity to move, students without roommates will be offered the opportunity to buy out their room as a single (pending space availability) for the remainder of the academic year. Residents will have 72 hours to select this option. Residents who do not wish to buy out their space are required to keep their room “move in ready” for potential incoming residents. If the space is not move in ready, as determined by ORL staff or 318 Commons Building Management, the current resident will be charged for the cleaning and removal of personal items. If a room is not purchased as a single, the student will participate in the roommate assignment or consolidation process.

Due to time constraints, advanced notice of a new roommate may not be possible, but ORL staff will attempt to give 24 hours of notice prior to new roommate occupancy.
ORL reserves the right to consolidate apartments with empty rooms. This allows ORL to have flexible space to utilize for incoming transfers or persons with special needs. Residents who are going through this process will be given 3 days (72 hours) to either a) find a roommate(s) from spaces available to enter their apartment, or b) move to an opening in another apartment/room within 318 Commons. Residents with open spaces in their apartments may also be assigned a roommate at any time.

12. Reporting Damages or Facility Concerns
If anything in your room is in need of repair, your first step should be to contact your RA. RA staff will either perform a repair, diagnose the issue that you are having, and/or then will act as a referral agent to the proper maintenance personnel. In the event of an emergency (RA not responding, catastrophic water or electrical issue, etc), please contact the Prostaff On-Call number at: 507.881.9098.

If you are aware of any damages in your room, and you have not reported these issues to the proper personnel, you will be held liable at checkout for the repair of these damages regardless of their origin. Please contact staff as soon as you are aware of any damage to your room.

13. Personal Property Insurance
UMR, ORL, and 318 Commons Building Management assume no responsibility for the theft of, damage to, or loss of personal property of any resident or guest. Residents are strongly encouraged to carry their own personal property insurance if not covered by their parent/guardian’s homeowner’s insurance policy. Residents are responsible for damage caused by their actions/inactions.

14. Staff on Call/Duty
Each night there is an RA and a student Security Monitor who serve on call. RAs start their on-call rotation at 8:00pm each night, and are off the next morning by 9am. Security Monitors start their on-call rotation at 5:00pm each night, and are off by midnight, or 1:00am on weekends. RAs and Security Monitors will patrol 318 Commons at random intervals to ensure the safety and security of the building. Additionally, these staff are available to be contacted in the event of crisis, emergency, or to assist residents with safety measures. To contact these individuals, please call 507.202.1927.

In addition to these students, there is a Professional Staff member who serves on-call. The Prostaff on call serve to support our students who serve in on-call duties, and to respond to emergency situations as dictated by the event. To contact this person, please call 507881.9098.

15. Housing During Breaks
Residents staying in 318 Commons may stay in their apartment over UMR breaks and holidays at no extra cost. Non-UMR student residents or persons who have either left UMR, broken their 318 Commons contract, or whose contract is expiring at/or before a break period may not stay in 318 Commons. The following are practices that are carried out, and suggested actions that we recommend residents complete, during or prior to UMR breaks or holidays.

a. Front Desk and support service suspension
During UMR holidays and winter break the Front Desk, 2nd floor lounge, and Just Ask center are closed. Security Monitor Staff will not be providing services. Package delivery may be interrupted and residents are encouraged to make arrangements for pick up from local receiving centers. Residents will be notified of these changes prior to break periods. RA staff will still perform duty rounds and will serve on-call for emergency response.

b. Notification of residence
Prior to breaks, the Residential Life Director will ask residents about their occupancy plans. If you choose to stay in 318 Commons over breaks or holiday periods, please send an email to the Residential Life Director.

c. Room preparation prior to leaving for extended periods of time
Prior to leaving for UMR breaks, it is recommended that students perform the following actions: Unplug all electrical devices, throw away garbage or foods/items that may spoil, turn down their heat, check all faucets or water appliances for leaks, lock all doors and secure personal items, take home
fish or plants that may need attention, and alert ORL or 318 Commons Building Management staff to any facility issues that may represent a danger to 318 Commons.

16. Keys and Lockouts
Keys, fobs, and student ID cards are intended to provide access to 318 Commons and UMR services to the individual to whom they are assigned. Misuse of these items is prohibited. The resident is responsible for their keys, fobs, and student ID, and should carry these items on their person at all times. For security purposes, a lost key, fob, or student ID should be reported immediately to the Residential Life Director. You will be charged for the replacement of a lost key, fob, or student ID. At no time should you give your key, fob, or student ID to another person. Keep your room door locked at all times.

If a student is locked out of their room, ORL staff (RAs, Front Desk, etc.) will attempt to assist you, but may not be immediately available. Please proceed to the Front Desk, and a staff member will attempt to contact the appropriate person to assist. If after business hours, please call 507.202.1927 for assistance from staff on-call.

17. Room Entry by Staff
ORL respects the resident’s right to freedom from illegal or unreasonable searches and invasions of privacy. ORL reserves the right to enter and inspect spaces in 318 Commons at any time, including apartments and individual bedrooms on the basis of:

a. Regular and announced inspections to maintain property, or repair property
b. A reason to believe that there exists a danger to health, safety, and/or the welfare of any persons or property
c. A reason to believe that laws or UMR policies or procedures are being violated
d. A missing persons investigation

ORL designated staff will announce their presence and identity/title at the time of entry. After entry, residents will be informed of the access if they are not present.

Residents are expected to comply with the request for entry by UMR or ORL staff, Rochester City Police, or other emergency response personnel. If a resident observes a violation of ORL policies regarding room entry, please contact the Residential Life Director immediately.

18. Apartment Checks
RA staff of 318 Commons will hold monthly meetings within the apartment spaces of student residents. Attendance at these meetings is mandatory, and must be located within the apartment of the residents who are present. These apartment checks serve as a way for ORL staff to note facility concerns, dangers, or sanitation issues that may be present within apartment spaces. Additionally, these checks act as a dedicated time and forum for residents to bring concerns to, or mediate conflict with, their RA. The following are guidelines for apartment checks:

a. Apartment checks will be non-invasive
   RA staff will not open any cupboards, refrigerators, doors, or appliances unless there is a sanitation, or potential hazard present.

b. Apartment checks will be timely and posted in advance.
   RA staff will notify residents of the timing and deadlines of apartment checks, and will work to the best of their ability to accommodate any reasonable scheduling requests made by residents.

c. All residents of the apartment being checked must be present.
   Due to the nature and purpose of the check, residents must find a time for their apartment check where all members of the apartment can be present. This will ensure an equitable forum and ensure equal advocacy and notice of action/response.
d. Any exceptions to the process must be approved by the Residential Life Director

19. Missing Person
In accordance with the Higher Education act of 2008, all students may register a missing person contact; who may be separate for their traditional emergency contact. The missing person contact would be notified in the event that a student is determined to be missing. Please refer to the following document for the UMR missing person procedure:
http://r.umn.edu/sites/r.umn.edu/files/Missing%20Student%20Procedures.pdf

If you suspect that a resident/person is missing, please contact the Residential Life Director, UMR professionals, or the Rochester City Police Department.

20. Fire
Know and follow fire evacuation and safety information posted on the back of your room door and in designated locations throughout 318 Commons. In compliance with Minnesota State Fire Code, you are required to evacuate 318 Commons during a fire alarm. Residents with mobility or evacuation concerns need to work with ORL staff to create alternative evacuation plans. Note the location of fire extinguishers in your vicinity.

FIRE EXTINGUISHER USE
Each hallway and residential unit is equipped with a fire extinguisher. If an extinguisher is used to put out a fire, residents must report the incident to their RA. ORL staff and 318 Commons Building Management will conduct inspections of fire extinguisher equipment periodically over the academic year.

IN CASE OF FIRE & FIRE EVACUATION

a. If your door is hot:
   • Remain in your room
   • Put towels at the base of your door and seal all cracks
   • Hang a sheet or towel from your window
   • Signal for help
   • Call Rochester City Police (911)

b. If it is safe to leave:
   • Close the door as you leave
   • Follow evacuation information posted on the back of your door
   • Call Rochester City Police (911)
   • Stand away from the building main entrance and wait for the signal to re-enter

If a fire evacuation occurs for an extended period of time, please evacuate to University Square and await updates from UMR staff. 318 Commons will participate in one fire evacuation over the course of the academic year. It is expected that you will evacuate at the sound of any fire alarm, regardless of circumstance.

21. Hate/Bias Incidents
ORL and UMR view hate incidents and all manifestations of prejudice and intolerance as contradictory to our mission and community, and as a threat to each person’s right to a safe living and learning environment. Any non-criminal act motivated by a victim’s actual or perceived race, religion, ethnic background, sexual orientation, gender, gender identity, or disability is considered a Hate/Bias Incident. ORL, 318 Commons Building Management, and/or UMR Administration will intervene in all such incidents.
In order to prevent Hate/Bias Incidents from creating a hostile environment for any individual or group on campus and interfering with the University’s educational mission, we believe UMR and all people of conscience within the campus community must raise their voices in opposition to messages of hate and intolerance, and in support of inclusiveness for all. If you experience or witness a Hate/Bias Incident, please notify an ORL staff member, UMR employee, or Rochester City Police immediately.

22. Inclement Weather/Tornado
If you are alerted to inclement weather or tornado, do not risk danger to yourself and seek shelter. You may be alerted in a number of ways, including: UMR Text-U, radio, television, emergency alert sirens, etc. The following are tips for sheltering yourself from these hazards.

Remain calm and close/lock your room doors. If appropriate, seek shelter in the basement or interior of the building. Protect your face and stay away from windows and glass. If you are not able to evacuate, crawl under your desk or use a mattress to protect yourself. Do not come out of shelter until you are notified.

23. Publicity and Posting
All materials that individuals want posted or displayed within 318 Commons must be brought to the Student Resource Center (SRC) for approval. Please leave your approved posters at the SRC, and ORL staff will post your materials within 24 hours. Individuals or groups are not allowed to post materials in 318 Commons on their own. Unauthorized posting will be investigated, materials will be removed, and the offending individual or party may have their access to post materials restricted. The removal of posters by persons who are not staff members of ORL or UMR is also prohibited.

In resident rooms, please contact your RA about proper hanging/posting guidelines for personal decoration of your personal room space. The utilization of the proper resources for decorating your room may prevent damage to our facilities. Residents are responsible for any damages or cleaning services that result from the decoration of their personal spaces.

24. Solicitation and Campaigning
The safety and security of 318 Commons is one of the most vital and critical components of what we try to accomplish in ORL. By limiting the access that persons have to our floors, particularly those who are non-student in origin, we create a safer, more accountable environment in the building. Eliminating solicitation, and creating rules around campaigning is another measure in creating a secure and well-maintained living environment.

a. Solicitation
Door to door solicitation is not allowed in 318 Commons. If solicitors are in 318 Commons spaces, residents should immediately contact the Front Desk and/or Residential Life Director. After hours, students should contact the on-call number at 507.202.1927.

b. Campaigning
The following procedures regarding political campaigning are designed to allow candidates the opportunity to discuss issues, distribute literature, and provide 318 Commons residents the occasion to talk with candidates. Likewise, this policy and these procedures are designed to protect the residents' rights to privacy and security. Candidates in public may conduct timely door-to-door campaigns, hold open meetings in a designated meeting place, and distribute literature following the procedures below.

- To assure the security of residents, their property and 318 Commons spaces, all candidates and their representatives (no more than two) must show identification at the Front Desk prior to entering the 318 Commons shared, or private living, spaces. While campaigning, candidates and their representatives must wear visible identification provided by the Front Desk. Candidates and their representatives must return designated identification before leaving.

- Door-to-door campaigning may only be conducted from 3:00pm to 7:00pm, Monday through Friday, or 3:00pm to 5:00pm, Saturday and Sunday. During these visits,
candidates are welcome to distribute literature only to those person who express interest. Placement of materials under doors, or posted on 318 Commons surfaces is prohibited.

- Candidates must honor the wishes of students who choose not to speak with them, or who do not invites them into their private living spaces. Residents may post a “no campaigning” notice on their door, and campaigning individuals are expected to comply with this notice of non-contact.

- To keep disruptions to a minimum, discussions among candidates, their representatives, and student are to occur in students’ rooms only. Discussions in hallways are prohibited. Larger groups may meet in spaces upon request and approved by, the Residential Life Director.

- Materials to be posted must be processed through ORL posting guidelines. All posters hung that have not been processed according to these guidelines will be taken down and discarded.

- Candidates and their representatives whose choose not to follow the campaigning procedures will be escorted from the building and will not be allowed to return.

25. 318 Commons Access and Doors
Exterior access is generally open during regular business hours, and in line with the Rochester Skyway Easement agreement. Residents will have 24 hour access provided by their key fobs. Access to residential floors is restricted via elevator, and may only be accessed through residential key fobs.

26. Mail Delivery
Mailboxes are located on the first floor of 318 Commons next to the common area restrooms. Each apartment is assigned a mailbox key. When a package arrives for a student it may be located in the package boxes beneath the mailboxes. Dependent on size, packages may also be delivered to the Front Desk. If the Front Desk receives your package, an email will be sent to your University email address. If your package is not picked up within 72 hours, the Front Desk Assistants will attempt to return your package to sender.

To pick up your package, the desk staff will require that you present your student ID. Federal law stipulates that the only person to whom a letter or package is addressed may pick up that parcel. If you receive someone else’s mail by accident, you are required to return said mail to the Front Desk.

Upon your departure/checkout from 318 Commons, please contact the appropriate agencies and change your mailing addresses with them. This will ensure the proper delivery of your mail in the future.

27. Vending Machines
In the event that a vending machine malfunctions, please contact the Residential Life Director via email with the date and time of the malfunction, and a short description of the issue. Refunds for money lost will be available to residents who visit office 358 on the third floor of University Square.

a. Dialing residents of 318 Commons
Pick up the phone and dial the last floor number and the apartment number. For example, if dialing room 701 you would dial 7.701.

b. Dialing Rochester City Police
Pick up the phone and dial 911 for emergency assistance.
1. Policy Violations and Incident Reports
The ORL conduct adjudication process oversees any violations that occur in UMR housing communities. This also includes violations that occur with residents in spaces provided by online means, blogs, or social networking sites. When an ORL staff member, UMR employee, or resident observes what they believe is a violation of UMR or ORL policies and procedures, they will complete an Incident Report (IR) describing the behavior or situation that was observed.

In addition, while your living unit is considered private, ORL designated staff have the right and obligation to intervene on potential policy violations or situations that may present a danger to individuals or the 318 Commons community. If there is reasonable cause for ORL or UMR staff to suspect policy violations or dangerous situations, ORL or UMR staff will identify themselves, communicate what behavior has been observed and cease the detrimental behavior and/or violation. If you find yourself being confronted over alleged violations:

a. Always cooperate with reasonable requests from ORL or UMR staff, or Rochester City Police

b. Do not panic. The alleged violation cessation and documentation is designed to prevent further violations, and will be entered into a very protective educational system.

Submitted IRs will include details about the incident that is confronted. Each individual involved will have an opportunity to share their story about the incident, which will be reviewed by the Residential Life Director. Any person may also submit their own IR to add to the supporting documentation for the alleged violation.

2. ORL Initial Conduct Meeting
After IRs have been submitted and reviewed individuals will:

a. Be contacted via email with an official ORL conduct letter which describes date, time, location, and alleged violations. This letter also describes a date and a time for an initial conduct meeting between the individual and the Residential Life Director. If the proposed meeting time does not work, the individual will have 24 hours after the initial notice was sent to respond with a negotiation for a better time. Note that ONLY academic or major health-related events will allow adjustment this conduct meeting time.

b. The initial conduct meeting is an opportunity for the Residential Life Director to get to know the individual involved in the alleged violation, serves as a forum for the individual to share their side of the events, and for the Residential Life Director to gather supporting documentation for the eventual “in violation” or “not in violation” decision. If the individual does not show up to their initial conduct meeting, the individual waives the right to add documentation, and the Residential Life Director will make an “in violation” or “not in violation” decision based upon the information available.

c. When a decision has been made, the individual will be sent an official ORL conduct decision email that will describe the date of the decision, what decision was made, and the sanction applied (if applicable).

3. Sanctions
Sanctions can be applied by the Residential Life Director, based upon the severity of the incident and need for education, response and/or restoration of the community. Failure to complete sanctions, based upon the date of completion notice sent by the Residential Life Director, is a violation of policy and may result in additional meetings or sanctions. Sanctions may include any/or all of the following, and are not limited to the following. Common sanction actions include:

a. Cancellation of housing contract
   Notification that the resident’s contract within ORL has been terminated. This status may be extended for a specific period of time, until the completion of a specific condition, or permanently. In addition, contract terminated students are trespassed from all ORL spaces, and are placed on probation.
b. Confiscation
Items from residents can be confiscated that violate ORL, UMR, or Board of Regents policies and procedures. Items of dangerous or illegal nature may be given to Rochester City Police. Other items may be returned after the end of the academic year based upon negotiation with the Residential Life Director.

c. Educational sanction/reflection
The Residential Life Director may design sanctions that are specific to the individual case when it is determined to be educational or remedial in nature, and of interest to the educational mission of the University. Examples of educational sanctions include, but are not limited to, reflective essays, research papers, workshops, programs, etc.

d. Holds
Placement of a hold on a resident’s academic records and/or registration materials.

e. Probation
This sanction is a statement to the resident that their status within the residential community is no longer in good standing. Further violations may result in a change of room, termination of contract from housing, and/or indefinite trespass from UMR housing facilities. Probation periods are defined by the Residential Life Director and informed by the severity or repeated nature of the violation(s) present.

f. Referral
Cases may be referred to the Committee on Student Conduct, the Behavior Intervention Team, or UMR sponsored health-related services for intervention, at the discretion of the Residential Life Director.

g. Relocation
UMR and ORL staff have the authority to reassign a resident when deemed necessary, based on a change in room designation, or for safety and security concerns.

h. Required compliance
The resident must carry out an agreement or conditions for there to be no further disciplinary action on the matter. These conditions are often educational in nature.

i. Restitution
The resident may be required to perform restitution acts or pay for the repair/cleaning/replacement of 318 Commons or UMR property. Residents may be required to perform community service or volunteer their time. Written or in person apologies to parties affected by negative behavior may be required of the offending party as appropriate. These sanctions are intended to be educational in nature.

j. Restriction of privileges
The Residential Life Director can restrict the use of facilities within the residential community or immediate grounds. They can also restrict the resident’s use of personal or UMR property. For example, if the offense was noise infraction (such as the stereo), the Residential Life Director can restrict the hours at which the stereo may be played or if information desk policy is violated, equipment check out privileges can be revoked.

k. Trespass
This status indicates that a current resident is not eligible to live in or visit some or all of UMR-affiliated spaces. This restriction is enforced by ORL staff, UMR employees, and/or Rochester City Police. This status may be extended for a specific period of time, until the completion of a condition or indefinitely.

4. Appeal Process
Through this process, there is an opportunity to appeal a decision if you believe the adjudication of your conduct has been excessively severe, there is new evidence, or it is believed that a procedural error
occurred. Your appeal letter must note what you are specifically appealing, and must be submitted within four (4) business days to the Director of Advising. The Director of Advising will review your appeal and make a determination of action, or a decision regarding your violation status, based upon this review. All appeal decisions are final.