

ROSE
STATE
COLLEGE
THE VILLAGE

COMMUNITY LIVING AND STANDARDS HANDBOOK



IT'S GREATER TO BE A RAIDER

1704 Hudiburg Drive, Midwest City, OK 73110 | (405) 733-7490
rose.edu/housing | residencelife@rose.edu

Campus Security: (405) 733-7313

Counseling: (405) 733-7373

Police: 911

Title IX: (405) 733-7979

RSC Advocates: (405)208-3748

TABLE OF CONTENTS

1) Community Living

1. Residence Life _____ 4
2. Roommate & Community Member
Conflict Resolution _____ 5

2) Services

1. Hours of Operations__5
2. Clubhouse Hours of Operations & Rules__6
3. Cox Cable _____ 6
4. Telephone Services__6
5. Wireless Internet Provided by Rose State College__7
6. Mail_____7

3) Emergency Procedures

1. Fire Safety Plans & Procedures__8, 9
2. Tornado Safety Plans & Procedures_____9,10
3. Inclement Winter Weather_____11, 12
4. Active Shooter Safety Plans & Procedures_____11, 12
5. Emergency Evacuation due to Catastrophic
Event Plans & Procedures_____12

4) Safety and Security

1. Entry in Room_____12
2. Keys, Proximity Cards, & Lock-outs _____ 13, 14
3. Parking Lots_____14
4. Entranceways/Stairwells _____15
5. Reporting Safety Concerns, Security Concerns, & Alleged
Criminal Activity__15
6. Reporting Sexual Misconduct: Sexual Assault, Sexual
Harassment, Sex Discrimination, & Unlawful Harassment__16
7. Convictions and Pending Charges _____17

5) Housing Policies

1. Pets_____18
2. Overnight Guests____18
3. Visitors____19, 20
4. Alcohol, Drug, & Tobacco Policy_____21
 1. Alcohol_____22
 2. Drugs_____22, 23
 3. Tobacco 23
5. Shelter Provision____23-25
6. Weapons, Firearms, & Explosives_____27
7. Noise and Community Quiet Hours_____25-27
8. Prohibited Items_____27
9. General Rules of Conduct_____29
10. Electronic Skateboards/Hoverboards_____30
11. Pregnancy__31
12. Trash Removal_____31
13. Subletting, Transferring, Assigning of the Student Housing Contract
31
14. Apartment Transfers/Changes__31
15. Antennas/Satellites__31
16. Meningococcal Compliance Requirement_32
17. Financial Responsibilities & Obligations__32
18. Liability and Indemnification__32
19. Incorporations of RSC Policies, Rules,
& Regulations_____33
20. Other Rights of RSC__33
21. Room Personalization_____34

Section 1. COMMUNITY LIVING

1.1 Residence Life: The Village at Rose State:

Purpose. The purpose of Residence Life is to provide on-campus student housing to Rose State College and bring the complete college experience to the College's student population. The Village at Rose State will reinforce the College's mission in support of academic excellence and campus life involvement through student engagement in the areas of academic success; student activities; leadership programs; varsity athletics; student life; and intramural sports.

Residential Living. The Village at Rose State will be managed by Residence Life Staff at Rose State College and will serve as on-campus apartment style living. Student housing requires that all residents must be enrolled in a minimum of part-time (9 - 12 credit hours) as defined by Federal Financial Aid policy and maintain good academic standing with the College. Preference will be given to students who are enrolled full time (12 or more credit hours) as defined by Federal Financial Aid policy.

Apartments and Amenities. The Village at Rose State will be comprised of floor plans to include two bedrooms/two bathrooms and four bedrooms/two bath as well as 2-bedroom suites for 4 people, and 3-bedroom suites for 6 people. Each unit will have access to amenities such as: furnished apartment; proximity to campus; paid utilities (electricity, to be capped at \$100 for 2 bedroom / 2 person apartment , \$120 for 4 bedroom / 4 person apartment, \$100 for a 2 bedroom/4 person suite, \$120 for a 3 bedroom/ 3 person suite and \$120 for a 3 bedroom/ 6 person suite; and internet service); kitchen (with stove, microwave, refrigerator, and oven); campus security; gated parking; gated community; outdoor volleyball; outdoor gazebo; and two laundry facilities, TV lounge, pool table, table tennis, and a community safe room.

Laundry Facility: Residents of the Village will have access to unlimited laundry in the Village laundry facility. Each resident of the Village will be charged a \$20.00 fee per semester (fall, spring, and summer) and will be able to do as many loads as needed. Residents are responsible for providing their own laundry detergent, fabric softener, and fabric sheets. Residents are responsible for maintaining the laundry facility, picking up after themselves, switching laundry over in a timely manner so other residents can utilize the facilities, and residents are not to give access to the laundry facility to non-residents.

Applicability of Residence Life Policies and Procedures. For policies and procedures related to Residence Life and The Village at Rose State, please refer to The Village at Rose State Community Living & Standards Handbook and the Student Housing Contract. Both documents are available at <http://www.rose.edu/housing> and apply to all students living at The Village at Rose State, as well as their visitors and guests. Administrative procedures for The Village at Rose State are outlined in the Rose State College Student Handbook, as described in The Village at Rose State Community Living & Standards Handbook and are enforced through the Student Housing Contract.

1.2 Roommate and Community Member Conflict Resolution:

Occasional disagreements may occur when people live in close proximity to each other. Residents of The Village at Rose State are expected to communicate with each other in a respectful and reasonable manner when conflicts arise among themselves. Roommates should first discuss the conflict and try to resolve it amongst themselves before Residence Life staff intervenes. However, if the Residents involved cannot reach a resolution, they must contact Residence Life to aid in conflict resolution.

Conflict resolution does not replace the Policies and Procedures Manual Forty-Fifth Revision regarding Grievances. Rose State College (College) does not discriminate on the basis of race, color, sex, age, national origin, religion, disability, genetic information, sexual orientation, gender identity or expression, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to admissions, employment, financial aid, and educational programs, activities, or services. If discrimination, including harassment or retaliation, occurs, the College will take prompt and appropriate corrective and remedial action.

The person designated to handle inquiries regarding the nondiscrimination policies, including issues of noncompliance, is the Associate Vice President, Human Resources/Affirmative Action Officer (A.V.P. HR/AAO), 6420 SE 15th Street, ADM Room 104, Midwest City, OK 73110, (405) 733-7979.

Harassment of any kind to include, but not limited to: Sexual Misconduct; Sexual Harassment; Sexual Assault; Sexual Violence; Sexual Discrimination; Gender Discrimination; Unlawful

Harassment; Harassment; Threatening Behavior; and/or any other form of Harassment will not be tolerated at The Village at Rose State. If you witness or are an alleged victim of Harassment, immediately contact Residence Life, Student Conduct, Campus Security or local law enforcement.

Section 2. SERVICES

2.1 Hours of Operation: Office hours are 8:00 a.m. to 8:00 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Fridays. The office will be closed on all holidays, weekends, and breaks as designated by Rose State College. Residence Life Staff may be reached at (405) 733-7490 during designated office hours.

For all emergencies regarding the potential for loss of life, injury, threat of bodily harm, loss of property, and all other issues requiring the assistance of law enforcement, emergency medical response, or the fire department, immediately call **911** and you will be assisted.

For all maintenance emergencies after office hours regarding heat, air condition, or water issues; or when the office is closed, please contact Campus Security at (405) 733-7313 and you will be assisted. For all urgent but non-emergency issues after office hours or when the office is closed, please contact Campus Security at (405) 733-7313 and you will be assisted. For all other non-emergency and non-urgent issues please contact Residence Life at (405) 733-7490 or residencelife@rose.edu and you will be assisted the following business day.

2.2 Clubhouse Hours of Operations & Rules: The Clubhouse is open to all Residents, guests, and visitors of The Village at Rose State. All guests and visitors must be always accompanied by a Resident. The Clubhouse is open 24 hours a day if all policies and procedures are being followed. Should disruptive behavior, vandalism, or other violations occur then Residence Life reserves the right to restrict residents, students, or visitors access. The Clubhouse is for the enjoyment of all Residents and their accompanied guests and visitors. The Clubhouse is to be utilized in a fun, safe, and respectful manner. All TV's, pool table, table tennis, furniture, and related items are for the enjoyment of Residents. Any damage that occurs will be the responsibility of the Resident(s). If it a guest or visitor of the resident that causes damages, the resident will be responsible for all damages.

2.3 Wireless Internet Provided by Rose State College: Rose State College is committed to providing quality high speed wireless internet to the Residents of The Village at Rose State. However, service may be interrupted periodically for updates and repairs to improve and update internet service. If you become aware of any interruption of internet service, then please contact Residence Life at (405) 733-7490 and you will be assisted as soon as possible. Remember, internet service is a privilege, and all Rose State College IT policies, local, state, and federal laws apply. Pirating, copyright infringement, violations of all College policies, and all other illegal activity is prohibited while utilizing the wireless internet provided by Rose State College. Should violations of college policy or law occur, then the College reserves the right to suspend and/or revoke all wireless internet service and report such activity to Residence Life Staff, and Student Conduct, and the appropriate law enforcement agency. Any associated fine, criminal liability, or civil liability incurred by the College as a result of a violation caused by the Resident will be the sole responsibility of the Resident responsible for the violation. If you have questions regarding these policies, please contact Residence Life at (405) 733-7490 and you will be assisted as soon as possible.

2.4 Mail and Packages: Residents shall be issued a mailbox key at move-in. Resident mailboxes receive mail from the United States Postal Service (USPS) only. Any packages left for the Resident from USPS depending on the size will be left in one of the packages mailboxes and a key will be left for the Resident in the Resident's mailbox. If the package is too large, then the USPS will leave notification for the Resident that the Resident is to come to the post office to pick-up the package. Amazon lockers are available in the Susan Loveless Center.

All other mail and packages left by parties other than USPS such as UPS, FedEx, DHL, Amazon, and any other vendor may be left in the Mail Room at Rose State College in the Susan Loveless Center. The Amazon locker is for deliveries that are specified to be delivered via Amazon Locker. Any delivery that goes through the normal checkout process will be delivered to the Mailroom as normal.

Residents may pick their mail or packages up in the Mail Room Monday–Friday 8:00 a.m. to 5:00 p.m. Residents must present their Rose State College Student ID or other form of official government issued ID with photograph to pick-up mail or packages.

Section 3 EMERGENCY PROCEDURES

3.1 Fire Safety Plans & Procedures: To report a suspected fire, immediately call **911**. In the event that a smoke detector or fire alarm sounds, or you see smoke or fire, you are to immediately evacuate your building utilizing the nearest exit and proceed calmly and quickly to the designated “safe zone/meeting area.”; the tennis courts.

Once you are in a “safe zone/meeting area” immediately call 911 to report the alleged fire followed by contacting Campus Security at (405) 733-7313. All Residents are to check-in with Residence Life Staff to ensure all occupants of The Village at Rose State are accounted for. The primary designated “safe zone/meeting area” for Residents of The Village at Rose State are the Tennis Courts. Residents of The Village at Rose State are to meet with their building on the Tennis Courts and check-in with Residence Life Staff before leaving campus during a fire or any other emergency requiring evacuation from The Village at Rose State.

Residents of The Village at Rose are to treat all fire alarms as if there is a real fire and evacuate immediately. There are no false alarms. The Village at Rose State Fire Drills will be held once a semester during the Fall and Spring semesters. The goal of the fire drill is to ensure that all Residents of The Village at Rose State are prepared for such an event should it occur. Residents are to immediately evacuate their building utilizing the nearest exit and proceed calmly and quickly to the designated “safe zone/meeting area.”

During the course of a fire drill, Residence Life Staff with the assistance of Campus Security, will clear all buildings to ensure compliance from all Residents. The goal of the fire drill is to ensure compliance; however, should other violations of Student Housing policies be discovered during the fire drill, then those violations shall be addressed by Residence Life, Campus Security, and Student Conduct as required by college policy and law.

3.2 Tornado Safety Plans & Procedures: Oklahoma weather can be severe and difficult to predict. It is important for you to know that Rose State College is in Oklahoma County so that you can interpret forecasts and warnings provided by the media and other weather resources. Furthermore, it is important for Residents of The Village at Rose State to know that Residents and their guests and visitors are encouraged to seek

shelter from severe weather in the Safe Room located in the Clubhouse at The Village at Rose State and the laundry room of building D.

Civil Defense and Siren Test: Midwest City and Del City maintains a citywide civil defense warning siren network that is used to signal imminent danger of tornadoes. It is tested every Saturday at noon as the weather permits.

Imminent Danger: A steady siren for three to five minutes means imminent danger. Be sure you or roommates have a plan in place that identifies the closest suitable shelter space. Go to that space. Once the sirens sound, it may be too late to seek shelter in the Safe Room in the Clubhouse at The Village at Rose State.

All Clear Signal: Sirens DO NOT sound on all clear. This comes from the broadcast media. An all-clear signal will usually be given on the local radio stations (KGOU 106.3-FM, WWLS 640-AM, or KNOR 1400-AM). These stations may also be used for weather advisories and updates.

Tornado or Severe Thunderstorm Watch: Issued by the National Weather Services (NWS) when conditions are favorable for the development of a tornado or severe thunderstorm.

Tornado or Severe Thunderstorm Warning: Issued by the NWS when a tornado or severe thunderstorm has been sighted visually or detected by radar. The location, direction, and speed of movement of the storm are provided. Residents of the specified area should take immediate safety precautions.

When a Tornado Warning is Issued: If a tornado warning is issued for the Midwest City area by the NWS, the public broadcast media (KGOU-FM 106.3; KNOR-AM 1400; WWLS-AM 64-; or any Oklahoma City television station), or the sounding of the sirens for three to five minutes: Proceed immediately to the Safe Room in the Clubhouse or the laundry room in building D at The Village at Rose State. To minimize danger from flying debris, close doors around the shelter area. Remain in the Safe Room in the Clubhouse at The Village at Rose State until the storm front clears the area the residence life staff provides an all-clear signal. It is recommended you take a battery-operated radio or TV with you in the Clubhouse at The Village at Rose State.

Designated Safe Location for Tornado and Severe Weather: The designated safe location for severe weather is the Safe Room in the Clubhouse and the laundry room of Building D at The Village at Rose State. Residents of The Village at Rose State will have 24-hour access to the Safe Room and

laundry room of Building D by utilizing their proximity card to gain access to the Clubhouse during after hours, weekends, and holidays.

Severe Thunderstorm: Wind gust of 50 knots (58 miles) or greater and/or hail at least three quarters of an inch in diameter.

Tornado: A violent local storm with very high-speed winds rotating about a vortex with a funnel extending from the base of the clouds to the ground.

Funnel Cloud: A tornado-type funnel extending downward from the clouds but not touching the ground.

Evacuation after a Tornado: In the event that a tornado results in damage to The Village at Rose State, and the Safe Room in the Clubhouse is cleared residents are to immediately evacuate the building utilizing the nearest exit and proceed calmly and quickly to the designated “safe zone/meeting area.” The primary designated “safe zone/meeting area” for residents of The Village at Rose State are the Tennis Courts. Residents of The Village at Rose State are to meet with their building on the Tennis Courts and check-in with Residence Life Staff before leaving campus during a fire or any other emergency requiring evacuation from The Village at Rose State.

3.3 Inclement Winter Weather: Oklahoma winter weather can be extreme. In the event of inclement winter weather Residence Life will communicate via your Rose State College student email: procedures; plans; and cautions at the direction of Rose State College administration. If you are aware of an unsafe area on campus or at The Village at Rose State due to inclement winter weather, then you are encouraged to immediately report that concern to Campus Security at (405) 733-7313 and Residence Life at (405) 733-7490.

3.4 Active Shooter Safety Plans & Procedures: Rose State College is committed to the safety, security, and well-being of all students, faculty, and staff; therefore, in the event of an active shooter scenario on Rose State College campus and/or The Village at Rose State you should remain calm and respond in the manner that best ensures your safety, security, and survival. An active shooter scenario is a fluid and unpredictable situation; therefore, the Department of Homeland Security (DHS), the Federal Bureau of Investigation (FBI), and the Midwest City Police Department (MWCPD) recommend that you should respond in one or all of these approaches that best ensures your safety, security, and survival:

RUN: If feasible and safe, then you are to immediately evacuate campus and do not return until an all clear has been issued by Midwest City Police Department and the President of Rose State College.

HIDE: If evacuation is not feasible and safe, then you are to shelter/barricade in place into a safe and secure interior room. Turn off all lights, lock all doors, and silence all cell phones. Remain sheltered/barricaded in a safe and secure interior room until safe to evacuate and/or until an all clear has been issued by Midwest City Police Department and the President of Rose State College.

FIGHT: If feasible and safe block all doors with furniture. Stay away from doors, windows, and all exterior walls. Be as quiet as possible. If neither evacuation nor shelter/barricade in place is feasible and safe, then utilize any means necessary to ensure your safety, security, and survival.

Should you witness alleged concerning behavior, first get to a safe location and immediately contact Midwest City Police Department at 911 followed by contacting Campus Security at (405) 733-7313. The only way to ensure a fun, safe and secure community is for all members of the campus community to take a proactive approach and report alleged concerning behavior. If you see something, say something. Midwest City Police Department may be contacted at 911 and Campus Security may be contacted at (405) 733-7313.

3.5 Emergency Evacuation due to Catastrophic Event Plans and

Procedures: Rose State College is concerned for the safety, security, and well-being of all students, faculty, and staff; therefore, in the event of an emergency evacuation due to catastrophic event on Rose State College Campus and/or The Village at Rose State, you are to immediately evacuate the building utilizing the nearest exit and proceed calmly and quickly to the designated “safe zone/meeting area.” The primary designated “safe zone/meeting area” for residents of The Village at Rose State are the Tennis Courts. Residents of The Village at Rose State are to meet with their building on the Tennis Courts and check-in with Residence Life Staff before leaving campus during a fire or any other emergency requiring evacuation from The Village at Rose State.

Section 4 SAFETY AND SECURITY

4.1 Entry into Room: Rose State College (RSC) and third parties on behalf of the College reserve the right to enter any Resident's/ Lessee's Apartment and/or Apartment room at any reasonable time for the purpose of inspection, routine maintenance, emergency maintenance, and exigent circumstances, in order to meet emergency situations, to make routine maintenance or fire hazard inspections, to maintain minimum health and safety standards and for enforcing policies, procedures, rules, and regulations of Rose State College, but not limited to, maintenance, health and safety of students, and emergency situations. Furthermore, RSC and third parties on behalf of the College reserve the right to enter Apartments and/or Apartment room(s) at any reasonable time in the interest of safety, security, and health or as deemed necessary for an institutional purpose search to enforce College Policy or local, state, and federal laws.

4.2 Keys, Proximity Cards/Student ID cards, & Lockouts/Lost Keys & Lost Proximity Cards/Student ID cards: At move- in, all Residents of The Village at Rose State are issued an apartment room key which shall give the Resident access to their apartment unit and specifically assigned apartment room. Furthermore, all Residents are issued a proximity card to gain access to The Village at Rose State pedestrian gates, drive-in gates, and the Clubhouse after business hours.

To ensure the safety and security of The Village at Rose State it is the responsibility of all Residents to keep secure their room key and proximity card.

Lockouts: Residents will be charged \$10 if the number of lockouts is deemed excessive. While Residence Life and Security staff are here to let you into a room, this is a service that should not be an excuse to not bring your keys with you.

Lost Keys: Residents will be issued a temporary key for lost keys that are not suspected to be permanently misplaced. The resident shall have 48 hours to locate the lost key; however, should the temporary key not be returned within 48 hours then the resident shall be charged \$250.00 to re-core a 4BR apartment, \$200 for a 3-bedroom Pod, \$150.00 to re-core a 2BR apartment or pod

Lost Proximity Card: Residents will be issued a temporary proximity card for a lost proximity card that is not suspected to be permanently misplaced. The resident shall have 48 hours to locate the lost proximity card; however,

should the temporary proximity card not be returned within 48 hours then the resident shall be charged \$10.00 to receive a new proximity card. If you are locked out during normal business hours of operation, then contact Residence Life at (405) 733-7490 and you will be assisted. If you are locked out after normal business hours to include evenings, holiday, and weekends, then contact Campus Security at (405) 733- 7313 and you will be assisted.

At move-out, all Residents shall return their apartment room key, mail key and proximity cards. Failure to return apartment room keys will result in \$250.00 to re-core a 4BR apartment, \$200 for a 3-bedroom Pod, \$150.00 to re-core a 2BR apartment or pod. Failure to return proximity cards will result in a \$10.00 replacement charge. Lost mail keys will result in a \$20.00 replacement charge.

4.3 Parking Lots at The Village at Rose State: The parking lots within the gates of The Village at Rose State are designated parking for Residents of The Village at Rose State. Residents are not permitted to give access to non-residents of The Village at Rose State for parking. Visitor and guest parking are permitted to park outside the gates in the parking lot south of The Village at Rose State. All Residents, visitors, and guests who park vehicles both at The Village at Rose State and on Rose State College campus property assume all risk and liability for damage or loss of property while parking a vehicle at The Village at Rose State and on Rose State College campus property. Rose State College and its employees will not be liable for any damage or loss of property associated to a vehicle parked at The Village at Rose State and on Rose State College campus. Parking spaces at The Village at Rose State are not assigned and are on a first come first serve basis; therefore, residents may park in any available parking spot except those designated for fire lanes, emergency vehicles, handicap access, Rose State College service vehicles, Campus Security vehicles, Midwest City Police Vehicle, and Residence Life Staff vehicles. Failure to comply with these parking policies will result in either a boot placed on the vehicle, or the vehicle will be towed. All fees, charges, and court costs associated with the boot or tow will be the responsibility of the vehicle's owner. Rose State College and its employees will not be liable for any fees, charges, and court costs associated with a boot or tow. Residents are not permitted to park or store the following at The Village at Rose

State: trailers, boat trailers, storage units, motor homes, recreational vehicles, inoperable vehicles, or any other vehicle not authorized by Residence Life Staff.

Residents, visitors, or guests are not permitted to conduct automotive repairs in The Village at Rose State parking lots. Inoperable vehicles abandoned at The Village at Rose State after 48 hours of attempted contact by Residence Life Staff will be towed at the vehicle owner's expense to include but not limited to all fees, charges, and court costs.

All vehicles parked within the parking lots at The Village at Rose State must have a current valid Rose State College parking permit and must be registered with Residence Life Staff. For questions, please contact Residence Life at (405) 733-7490.

Parking Violation Appeals: Parking ticket appeals should be turned into the Office of Student Engagement, SSB 118 within 10 business days to be heard.

4.4 Entranceways & Stairwell Landings: Keep entranceways and stairwell landings clear of all obstacles, such as bicycles and carts, which impair normal passage. Do not store combustible items and/or motorized vehicles in entranceways or stairwell landings as they may create a fire hazard. Also, storing items in entranceways and stairwell landings is prohibited. This includes trash, trash bags, bricks, tires, lighter fluid, chairs, tables, shoes, backpacks, etc. These items create fire, safety, and pest hazards and detract from the general appearance of the areas. All Residents are responsible for keeping their apartment areas free from fire and safety hazards. If such hazards exist, the Resident will be required to correct the situation immediately.

4.5 Reporting Safety Concerns, Security Concerns, & Alleged Criminal Activity: Our commitment is to make your living experience at The Village at Rose State as fun and safe as possible; however, it takes every member of the community being proactive to do so. It is the responsibility of all Rose State College students and community members of The Village at Rose State to report issues regarding safety, security, and alleged criminal activity. The rule is: **“If you see something, say something.”**

If you witness alleged concerning behavior, you may contact Campus Security at (405) 733-7313. For all other issues regarding campus safety, security, and alleged criminal activity immediately contact:

Midwest City Police Department	911
Midwest City Fire Department	911
Emergency Medical Services	911
Campus Security	405-733-7373

If you witness alleged concerning behavior and are unsure as whether to contact 911 you are encouraged to contact 911 and/or contact Campus Security at (405) 733-7313.

4.6 Reporting Sexual Misconduct: Sexual Assault, Sexual Harassment, Sex Discrimination, & Unlawful Harassment:

Our commitment is to make your living experience at The Village at Rose State as fun and safe and possible; however, it takes every member of the community being proactive to do so. It is the responsibility of all Rose State College students and community members of The Village at Rose State to report all issues of sexual misconduct. For detailed procedures governing the College's policy in addressing sexual misconduct see the Sexual Misconduct, Sex Discrimination, and Unlawful Harassment Policy located in the Student Handbook and Rose State College Policies and Procedures Manual. The Student Handbook can be located at: www.rose.edu/studenthandbook. The rule is: "If you see something, say something."

If you are a witness or are a victim of alleged Sexual Misconduct, Sexual Assault, Sex Discrimination, or Unlawful Harassment, please immediately contact:

- Midwest City Police Department 911
- Campus Security (405) 733-7313
- Senior Director, Human Resources/AAO and Campus Title IX Coordinator (405) 733-7979 (Non-emergency Contact)

RSC Advocates Program (405) 208- 3748)

If you are a witness or are a victim of alleged Sexual Misconduct and you are unsure as whether to contact 911 you are encouraged to contact 911 and contact Campus Security at (405) 733-7313.

4.7 Convictions & Pending Charges: Convicted felons, convicted sex offenders and those convicted of misdemeanors involving violence, sexual violence, or drug abuse or drug abuse are not permitted to reside in The

Village at Rose State and will have his/her Student Housing Contract immediately terminated in accordance with Section 4.16.13 of the Student Housing Contract. Residents charged with any felony or a misdemeanor involving violence, or sexual violence, or drug abuse are not permitted to reside in The Village at Rose State and will have his/her Student Housing Contract immediately terminated in accordance with Section 4.16 of the Student Housing Contract. Residents charged with any felony or a misdemeanor involving violence or drug abuse are to immediately notify Residence Life Staff. Director of Student Conduct will review the pending allegations and determine based on the safety security, health, and overall wellbeing of the Student Housing community if the Resident may continue to reside at The Village at Rose State. However, nothing in the Student Housing Contract restricts referral to the Director of Student Conduct to the appropriate law enforcement agency, or for the College seeking civil remedies.

Section 5 HOUSING POLICIES

5.1 Pet (Animal) Policy: General Rule: **All** pets (animals) other than those permitted in Exception 1 and Exception 2 of Section 4.6.14 of the Student Housing Contract are strictly prohibited in The Village at Rose State.

Exception: Service Animals and Assistance (i.e. Emotional Support) animals that comply with the rules and regulations set forth by the Americans with Disabilities Act (ADAAA) and the Fair Housing Act (FHA). All Emotional Support Animals and Assistance Animals must be approved by the Coordinator for Access Services before they are allowed on campus. For inquiries regarding eligibility please contact the Coordinator of Student Access Services located at Rose State College, 6420 S.E. 15th Street, Midwest City, OK 73110, SSB room 107 or by calling (405) 733-7407.

5.2 Overnight Guest(s) of the Resident: An overnight guest is defined as person(s) who remains or resides in the Resident's apartment from the night before until the following morning. **All minors must be accompanied by a parent or guardian at all times while visiting The Village at Rose State.** A maximum of two overnight guests are permitted to stay overnight or for the weekend. All overnight guests must carry a government-issued photo ID at all times and present it upon request by Rose State College staff, Campus Security, or Law Enforcement.

For the safety, security, and compliance with best practices and the law, the following individuals are prohibited from being overnight guests at The Village at Rose State:

- Individuals who have been charged and/or convicted of a felony.
- Individuals who have been charged and/or convicted of a misdemeanor related to drugs, violence, or sexual violence.
- Individuals who have been removed and/or barred from The Village at Rose State.
- Individuals who have been deemed a trespasser at The Village at Rose State.
- Individuals who have been removed and/or barred from the Rose State College campus.
- Minors, defined as anyone under the age of 18.
- Individuals who pose a risk or threat to the safety, security, health, and/or wellbeing of the Student Housing community at The Village at Rose State.

No guest is permitted to stay overnight for more than two nights, whether consecutive or random, within any 14-day period. The Resident is responsible for the actions of their guest(s) at The Village at Rose State. All guests must adhere to RSC policies, procedures, rules, and regulations. Violations of this policy by an overnight guest will result in immediate removal or eviction of the guest from The Village at Rose State and may lead to trespass status for the guest. The Resident will be financially responsible for any damage caused to Rose State College property by their overnight guest. Overnight guests must be accompanied by the Resident at all times while on The Village at Rose State premises.

5.3 Visitor(s) of the Resident: Visitors are defined as any person(s) who is not contractually obligated to the Resident's apartment that the Resident has given access to the apartment and The Village at Rose State premises to include building, grounds, parking lots, stairwell, and gate access. All minors must be accompanied by a parent/guardian and by the resident at all times when visiting The Village at Rose State.

Visitation Policy: The Resident is responsible for all the actions of his/her visitor(s) to The Village at Rose State. All visitors are required to abide by all College policies, procedures, rules, and regulations. The Resident shall be financially obligated to pay for any damage caused to Rose State

College property by the Resident's visitor. All visitors must carry a government issued picture identification card at all times and must present such identification card when requested by Rose State College staff, Campus Security, and/or Law Enforcement.

For the safety, security, and compliance with best practices and the law, the following individuals are prohibited from visiting The Village at Rose State:

- Individuals who have been charged and/or convicted of a felony.
- Individuals who have been charged and/or convicted of a misdemeanor involving drugs, violence, or sexual violence.
- Individuals who have been removed and/or barred from The Village at Rose State.
- Individuals who have been deemed a trespasser at The Village at Rose State.
- Individuals who have been removed and/or barred from the Rose State College campus.
- Individuals who present a risk or threat to the safety, security, health, and/or wellbeing of the Student Housing community at The Village at Rose State.

Violations of this policy by the Resident's visitor will result in immediate removal/eviction of the visitor from The Village at Rose State premises and may result in trespass status for the visitor. **Visitors must be accompanied by the Resident at all times while on the premises of The Village at Rose State.**

5.4 Alcohol: Alcoholic Beverages are defined by Rose State College (RSC) as "Ethyl alcohol, or ethanol, is an intoxicating ingredient found in beer, wine, and liquor. Alcohol is produced by the fermentation of yeast, sugars, and starches (i.e. all 3.2% or low-point- beer)." (CDC, 2015)
Cannabis: Cannabis substances are not allowed on Rose State College Property, including medical marijuana for student who have a valid medical marijuana card.

Drugs: Drugs/Narcotics/Hallucinogens are defined by RSC as any banned substance either by Federal or Oklahoma State law and any misuse or abuse of prescription or nonprescription medication. Paraphernalia is defined as any item used in the preparation or consumption of illegal drugs, tobacco, and/or alcoholic products including but not limited to: bongs; scales; clips; pipes; empty bottles or cans; and any other item used for the

preparation or consumption of illegal drugs, tobacco, and/or alcoholic products.

5.4.1 The Alcohol Policy for The Village at Rose State: The consumption, possession, distribution, and/or use of Alcoholic beverages or trophy bottles and cans will result in the following disciplinary process (Rose State College reserves the right to report any matter to the appropriate law enforcement agency and retains the right to seek criminal sanctions and seek all available civil remedies in all alleged violations of Rose State College policy as available by law.):

First Violation: Resident will usually meet with a member of the Residence Life Staff team for a conversation to talk about the incident. An educational outcome that is appropriate for the situation will be assigned to the resident which may include but not limited to online training around alcohol, community enrichment programs, or a reflection paper on what the student learned from the situation.

Second Violation: Meeting with a member of Residence Life Professional Staff; a \$50.00 fine; 5 hours Community Service to be completed at the discretion of the Director or Coordinator of Residence Life; completion of the RSC Alcohol Training and Education Program; referral to counseling or to the Director of Student Conduct; if necessary.

Third Violation: students will go through the Student Conduct process for the College and meet with the Director of Service Learning and Student Conduct.

5.4.2 Cannabis/ Narcotics/Hallucinogens Policy for The Village at Rose State: The consumption, possession, distribution, and/or use of Cannabis/Drugs/Narcotics/Hallucinogens will result in all the following (Rose State College reserves the right to report any matter to the appropriate law enforcement agency and retains the right to seek criminal sanctions and seek all available civil remedies in all alleged violations of Rose State College policy as available by law.):

First Violation: Resident will usually meet with a member of the Residence Life Staff team for a conversation to talk about the incident. An educational outcome that is appropriate for the situation will be assigned to the resident which may include but not limited to online training around

Cannabis/ Narcotics/Hallucinogens, community enrichment programs, or a reflection paper on what the student learned from the situation.

Second Violation: Meeting with a member of Residence Life Professional Staff; a \$50.00 fine; 5 hours Community Service to be completed at the discretion of the Director or Coordinator of Residence Life; completion of the RSC Educational Training; referral to counseling or to the Director of Student Conduct; if necessary.

Third Violation: students will go to through the Student Conduct process for the College and meet with the Director of Service Learning and Student Conduct.

5.4.3 The Tobacco Policy for The Village at Rose State: The consumption, possession, distribution and/or use of Tobacco products will result in all the following:

First Violation: Resident will meet with a member of the Residence Life Staff team for a conversation to talk about the incident. An educational outcome that is appropriate for the situation will be assigned to the resident which may include but not limited to online training around tobacco, community enrichment programs, or a reflection paper on what the student learned from the situation.

Second Violation: Meeting with a member of Residence Life Professional Staff; a \$25.00 fine; 5 hours Community Service to be completed at the discretion of the Director or Coordinator of Residence Life; completion of the RSC Educational Training; referral to counseling or to the Director of Student Conduct; if necessary.

Third Violation: students will go to through the Student Conduct process for the College and meet with the Director of Service Learning and Student Conduct.

5.4.4 Amnesty Provision for Drug, Tobacco, and Alcohol Abuse: It is the intent of Rose State College (College) and Residence Life staff to provide a fun, safe and secure learning and living environments for all residents, visitors, and guests of The Village at Rose State. Rose State College policy and The Village at Rose State policy prohibit the consumption, possession, distribution, and/or use of drugs, tobacco, and alcohol in compliance with *Student Code of Conduct*, the *Student Housing Contract*, and *The Village at Rose State Community Living & Standards Handbook*. The College and Residence Life staff are committed to assisting

all students that may struggle with drug, tobacco, and/ or alcohol abuse. For this reason alone, this shelter provision is in place to encourage reporting the use of drug, tobacco, and/or alcohol to ensure appropriate medical intervention, emergency medical treatment, and/or counseling intervention.

The dangers of drug, tobacco, and alcohol abuse present an immediate threat to the safety and security of the campus community. Therefore, should any student (reporter, witness, or victim) request the assistance of Campus Security, Emergency Medical Services, or Law Enforcement in response to drug, tobacco, or alcohol abuse that results in the immediate medical treatment/intervention of a victim will be granted the protection of this shelter provision from disciplinary process via the *Student Code of Conduct* and the Student Housing disciplinary process.

The victim of the reported drug, tobacco, and/or alcohol abuse that received medical treatment/intervention will also receive the protections of this shelter provision. However, this shelter provision does not limit the College's ability to require a complete medical withdraw of any student(s) (reporter(s), witness(es), or victim(s)) who were engaged in the activities that resulted in the application of this provision. Nor does this shelter provision limit civil or criminal liability for any party involved.

If you or someone you know is in immediate medical distress from the use of drugs, tobacco, and/or alcohol, then immediately contact **911**. By contacting 911, you will receive assistance and the protection of this shelter provision.

If you or someone you know is having problems with drugs, tobacco, and/or alcohol then you are encouraged to visit the Counseling Center during standard business hours located in the LRC room 106 or contact the office at (405) 733-7373. You may also visit the Director of Student Accountability during standard business hours located in the Student Services Building, Room 209 or contact the office at (405) 736-0355.

This shelter provision is in place to encourage reporting to further reduce the risk and danger of the adverse effects caused by drugs, tobacco, and/or alcohol abuse and to further ensure that Rose State College and The

Village at Rose State is a fun, safe and secure learning and living environments for all students.

5.5 Weapons, Firearms, & Explosives: In compliance with all local, state, and federal laws including the Student Housing Contract Section 4.6.8 and Section 4.17 and the Student Code of Conduct: the sale; use; distribution; storage; and/or possession of all firearms, weapons, explosives, firecrackers, and all other weapons are not permitted within or upon the grounds and buildings of The Village at Rose State. Weapons may include, but are not limited to, the following: guns (all pistols, all rifles, and all other long guns); slingshots; bow and arrows; brass knuckles; bowie knives; daggers; tasers; pellet guns; aerosol guns; paintball guns; ammunition; bows/cross bows; arrows; similar knives or switchblades; or objects including but not limited to toys resembling weapons may also be deemed weapons. The use or possession of weapons of any kind on campus is expressly forbidden.

5.7 Noise, Respect and Quiet Hours: Quiet hours take place during finals week each semester and are 24 Hours Quiet Hours: Quiet Hours start the Friday before finals begins starting at 8:00 a.m. through the Saturday after finals at 12:00 p.m.

Respect Hours: The Village is home to many residents living in close proximity to each other, so we ask that students to observe 24-hour "Respect Hours." If a student, Residence Life Staff member, or Campus Security requests that a visitor leave or asks a resident to lower music or be quieter, we ask that students respect the request promptly.

All Residents are expected and required to maintain a reasonable level of noise both inside and outside of the apartment. If you can hear your neighbors above or next to you, that may be too loud. If you can hear noise inside your apartment from outside, you may also be too loud. Please be courteous and respectful of your neighbors and community. Noise includes loud or disruptive talking/yelling, or activities in rooms, hallways, and lounges. It also involves the use of stereos, radios, televisions, musical instruments, or any other noise-producing devices at volumes that can be heard in other rooms or outside the apartments, as well as any activity that disturbs the peace of The Village at Rose State community. All levels of unreasonable noise during anytime of the day is prohibited and should be reported to Residence Life, (405) 733-7490, during normal business hours

and should be reported to Campus Security, (405) 733-7313, during after hours, holidays, and weekends.

5.7 Prohibited items at The Village at Rose State: The Village at Rose State prohibits items such as:

- Lit Candles
- Hotplates
- Weapons
- Incense
- Open Flame Devices
- Alcohol
- Charcoal & Gas Grills
- Charcoal
- Drugs
- Lighter Fluid
- Gasoline Cans
- Tobacco
- Fireworks
- Combustible Items
- Space Heaters
- Electronic Skateboard/Hoverboards
- Paper Lamps/Lanterns
- Mini Fridges
- Unapproved animals

*Possession of such items will result in the enforcement of the Student Housing conduct process.

5.8 General Rules of Conduct for The Village at Rose State: The Village at Rose State requires all residents to conduct their behavior in accordance with the Student Code of Conduct, the Student Housing Contract, and the Policies & Procedures Manual of Rose State College. The Village at Rose State to ensure a residential campus community conducive to campus engagement and academic success requires that all residents, visitors, and guests behave in a manner that does not disrupt the community. Should a resident, visitor, or guest violate these rules then the resident, visitor, or guest may be in violation and receive a citation for:

- Noise
- Open Flames
- Trash
- Theft
- Failure to cooperate with College Officials
- Failure to cooperate with Campus Security or Law Enforcement
- Possession of prohibited items

- Damage or destruction of RSC property
- Vandalism
- Violation of RSC Student Code of Conduct
- Violation of Student Housing policies and procedures

Violation of these General Rules of Conduct will result in the Student Housing Disciplinary Procedure listed below:

First Violation: Resident will meet with a member of the Residence Life Staff team for a conversation to talk about the incident. An educational outcome that is appropriate for the situation will be assigned to the resident which may include but not limited to online training, community enrichment programs, or a reflection paper on what the student learned from the situation.

Second Violation: Meeting with a member of Residence Life Professional Staff; a \$25.00 fine; 5 hours Community Service to be completed at the discretion of the Director or Coordinator of Residence Life; completion of the RSC Educational Training; referral to counseling or to the Director of Student Conduct; if necessary.

Third Violation: students will go through the Student Conduct process for the College and meet with the Director of Service Learning and Student Conduct.

5.9 Electronic Skateboards/Hoverboards: Electronic

Skateboards/hoverboards' batteries can burst into flame, especially while being charged, resulting in a metal fire that can burn with intense heat. The Village at Rose State is not willing to risk the safety of our staff, students, and Residents of our community. The following restrictions shall be followed:

- Electronic Skateboards/hoverboards will not be allowed in The Village at Rose State to include grounds, premises, buildings, apartments, and stairwells.
- Electronic skateboards/hoverboards cannot be recharged in any College-owned or College-leased facility or building to specifically include any and all buildings at The Village at Rose State.

Pregnancy: Pregnant students living in Student Housing need to contact the Director of Residence Life to ensure that appropriate arrangements have been made in the event of medical problems, the onset of labor, and living arrangements after childbirth.

Trash Removal: Dispose of all trash in the dumpsters, which are located in NE and SW corners of the parking lot. Do not set trash around the dumpster. Do not use the dumpsters for disposal of furniture. If a dumpster is full, then either place your trash in another dumpster or inform Residence Life at (405) 733-7490 that the dumpster is full. Failure to comply will result in disciplinary action as outlined in Violation of General Rules of Conduct.

Subletting, Transferring, or Assigning of the Student Housing

Contract is Strictly Prohibited by the Resident: The Student Housing Contract is personal to the Resident and may not be assigned or otherwise transferred, nor may the resident's space be sublet or otherwise placed in the occupancy, control or care of another person or entity. Subletting is prohibited at The Village at Rose State, there are **no exceptions**.

Apartment Transfers/Changes: Residents are assigned a room through Residence Life and must obtain written authorization via a Room Change Request Form from Residence Life before the Resident can change/transfer to another Apartment and/or Apartment room. Requests are subject to additional charges as indicated in the Room Change Request Form.

Antennas, Routers & Satellites: Attaching antennas, routers and satellites to the building, trees, utility poles, railing, etc., are prohibited.

Meningococcal Compliance Requirement for Students Residing in

Student Housing: Oklahoma Statutes, Title 70 §3243, requires that all students in any public or private postsecondary educational institution in this state who reside in on-campus student housing shall be vaccinated against meningococcal disease or sign a written waiver stating that the student has received and reviewed the information provided on the risks associated with meningococcal disease and has chosen not be vaccinated. You complete the Meningococcal Compliance question on the student application.

Financial Responsibility & Obligation: This agreement obligates the Resident to full payment of the financial obligations to be paid as indicated in Section 4.3.2 of the Student Housing Contract which is incorporated into this Handbook by reference. Failure to satisfy the financial obligations accrued under the Student Housing Contract may result in denial of permission to enroll pursuant to Rose State College (RSC) rules and regulations governing the imposition of these sanctions as well as the placing of liens on any eligible accounts as determined by federal, state, and local laws. Failure to meet financial obligations may result in a Resident being denied access to his/her living accommodations and/or termination of the Student Housing Contract. Refunds will be governed by the Terms and Conditions of the Student Housing Contract as specified under the Termination of Contract in Sections 4.3.1, 4.3.2, 4.3.3, 4.16, and 4.17.

Liability, Indemnification, & Renter's Insurance: Except as prescribed by the Government Tort Claim Act, Rose State College (RSC) assumes no liability for personal injury or damage to or loss of property for any reason, including, without limitation: actions of third persons, theft, burglary, assault, vandalism, other crimes, fire, smoke, flood, water leaks, rain or hail, ice or snow, explosions, other phenomena or interruption of utilities. The Resident agrees to hold harmless and indemnify RSC for any claims or damages payable as a result of the negligence or other acts of the Resident. **RSC strongly recommends that the Resident secure renter's insurance to protect against injury, damage or loss incidental to Resident occupancy.**

Incorporations of Rose State College (RSC) Policies, Rules, & Regulations: At various places in this Handbook, references are made to the Dates of Occupancy and Terms and Conditions of Student Housing Contract sections which are incorporated into this Handbook by this reference. Other RSC publications, such as: the *Student Handbook*; Student Code of Conduct (SCC); Sexual Misconduct, Sex Discrimination and Unlawful Harassment Policy and Grievance Procedure (SMSDUHP); the *Student Housing Contract*; and the *Policies & Procedures Manual, Forty-Fifth Revision*, may also affect the rights and obligations of the Resident and are incorporated into this Handbook by this reference but are not a written part of this Handbook. Residents and Guests/Visitors must adhere

to all RSC policies, procedures, rules, and regulations as stated in the *Student Handbook*; Student Code of Conduct (SCC); Sexual Misconduct, Sex Discrimination and Unlawful Harassment Policy and Grievance Procedure (SMSDUHP); the *Student Housing Contract*; and the *Polices & Procedures Manual, Forty-Fifth Revision*. All rules and regulations appearing in the most recent *The Village at Rose State Community Living & Standards Handbook* section of the *Student Handbook* and other handbooks that from time to time may be circulated by the Office of Residence Life are made part of this contract. All Residents are responsible for their knowledge of the *Student Handbook*. Student Handbooks are available in the housing portal and can be located at www.rose.edu/housing. Failure to comply with all RSC policies, procedures, rules, and regulations as defined in: the *Student Handbook*; Student Code of Conduct (SCC); Sexual Misconduct, Sex Discrimination and Unlawful Harassment Policy and Grievance Procedure (SMSDUHP); *The Village at Rose State Community Living & Standards Handbook*; and the *Polices & Procedures Manual*, are grounds for the College to terminate the contract in accordance with Section 4.17 of the Student Housing Contract.

5.19 Other Rights of Rose State College (RSC): Upon abandonment by the Resident/Lessee or termination of this Student Housing Contract by RSC, RSC may re-enter and re-assign the Resident's/Lessee's space. Any property of the Resident/Lessee remaining upon such re-entry may be disposed of in the same manner as property abandoned, under guidance of state law. RSC is under no obligation to provide storage for property abandoned. Resident/Lessee may be charged a \$100.00 per-item fee for any property weighing more than five pounds that is deemed property abandoned.

5.20 ROOM PERSONALIZATION

Apartment Modifications, Apartment Painting, & Apartment

Furniture: The Village at Rose State does not permit the modification of the apartment in any form or fashion, the painting of the apartment, or the removal of college provided furniture and appliances. Furniture must remain in the room it was assigned to.

Hanging and Mounting of Items on the Walls, Curtain Rods, & Nail

Holes: It is the goal of Residence Life to allow Residents the freedom to

decorate their own room and apartment as they see fit. Residence Life does not encourage the use of nails and recommends for hanging pictures on the wall to utilize removable painting tape. Residents are cautioned when hanging items on the walls even when utilizing removable mounting or painters' tape, any damage caused to a Resident's room or walls will result in direct charges to the Resident residing in that room at move-out. Any damage caused to walls in the common areas will be divided and directly charged to all Residents residing in that specific apartment unit at move-out.

Damage from wall hangings can lead to your additional charges to your student's account. Any use of nails may result at move-out. Any excessive damage to the apartment and walls will result in additional charges based on actual cost of repair at moveout to each resident residing in that apartment.

Mounting of TVs, projectors, and all other large/heavy items to the walls and ceilings are strictly prohibited at The Village at Rose State. Doing so will result in on actual cost of repair at moveout to each resident residing in that apartment.

Hanging of curtain rods are permitted; however, Residence Life encourages you to utilize tension rods as each hole caused by hanging curtains will result in a charge for cost of repair at moveout.

Residence Life reserves the right to charge residents at move-out the actual cost of repair should the apartment and its walls result in damage requiring repair beyond the patching of the small nail holes or removable mounting tape. For questions or additional assistance regarding the hanging of items from apartment walls and repairs to apartment walls contact Residence Life at (405) 733-7490 or email residencelife@rose.edu.

5.20.3 Furniture Policy: All furniture furnished by The Village at Rose State to the Resident shall not be removed at any time from The Village at Rose State. Removal, loss, or damage to any furniture furnished by The Village at Rose State will immediately result in damage charges up to the total replacement value of the damaged or lost furniture.

Section 6 MAINTENANCE

6.1 Reporting Maintenance Issues: All Residents of The Village at Rose State in accordance with the Student Housing Contract are to report all maintenance issues in a timely manner by completing a Maintenance

request form in the housing portal. Failure to report a maintenance issue may result in additional charges to the resident if preventable damage is not minimized by timely reporting.

Routine Maintenance Issues

To report routine maintenance issues (non-emergency/non-urgent maintenance issues) fill out a maintenance request form in the housing portal.

Emergency/Urgent Maintenance Issues Immediately contact:

During business hours contact Residence Life at (405) 733-7490.; or After hours, holidays, and weekends contact Campus Security at (405) 733-7313.

- Loss of power utilities
- Electrical issues
- Loss of heat in the winter
- Loss of air conditioning in the summer
- Water leaks
- Flooding
- Water running on the floor
- Toilet clogs
- Inoperable security gates (parking lot gates and pedestrian gates);
- All other emergency/urgent maintenance issues.

Care of Facilities: This agreement obligates the Resident to full payment of the financial obligations to be paid for damages to the Resident's individual living space and/or the Apartment communal living space and/or the Apartment Complex communal space as indicated in *The Village at Rose State Community Living & Standards Handbook* which is incorporated into this contract by reference. All damage charges will first be applied to the \$150.00 nonrefundable room reservation fee. Any remaining damage charges above the \$150 nonrefundable room reservation fee will be placed as charges on the student account and must be paid for in full prior to the release of diplomas, or the ability to enroll in subsequent classes/semesters at Rose State College. If an assessment form is not turned in, the resident may be liable for any damages to the apartment.

Cleaning: The student housing, including interior window surfaces, furniture and bathrooms, must be cleaned thoroughly. Move-out cleaning instructions shall be followed according to the Rose State College (RSC)

Check-Out Procedure Form. If the Resident fails to clean in accordance with the instructions, the Resident shall be liable for reasonable charges to complete such cleaning. This includes charges for cleaning carpets, draperies, furniture, walls, etc., which are soiled beyond reasonable wear. The rooms are all tobacco free. Therefore, this includes the odor removal of cigarette smoke and other various odors.

Removal of Property: Upon the normal expiration or termination of the Student Housing Contract, the Resident shall remove all personal property from the premises before completing the official and properly executed Exit Check-Out. Any personal property that remains after the official and properly executed Exit Check-Out or termination shall be deemed abandoned and may be removed and disposed of by Rose State College (RSC). Resident/Lessee may be charged a \$100.00 per-item fee for any property weighing more than five pounds that is deemed property abandoned.

Flooding: Never leave a running faucet unattended. If the water is turned off for repairs, be careful not to leave a faucet in the opened position. This may result in flooding when the water is turned back on.

Preventing Mold and Mildew: Mold and mildew grow in areas that are dark, warm and moist. These tips help prevent growth. Keep your bathroom clean, well lit and dry. Leave the bathroom door and shower curtain open to allow walls to dry after showering. Use cleaning products designed to prevent mold and mildew.

Reducing the Potential for Frozen Pipes: To reduce the potential for pipes freezing during the winter, especially when you are gone for the holidays, follow these steps:

- Leave the thermostat set at a minimum of 72 degrees.
- Leave cabinet doors that house pipes open to allow the heat in the apartment to keep the pipes warm.
- Drip all faucets in kitchen and bathrooms.
- As soon as you notice you do not have water, immediately contact Residence Life at (405) 733-7490 or Campus Security at (405) 733- 7313

- If the problem is caught immediately, pipes may be thawed before they burst, preventing flooding.

6.8 Ranges and Stoves: Do not cover the stovetop or sides with aluminum foil. This blocks vents and creates a safety hazard. Do not pour water in or on the stove. Clean grease splatters and spills as they occur.

Hot Water Tanks: Do not store anything near your hot water tank; this includes newspapers, cardboard boxes, plastic or paper bags, rags, mops, or flammable products. If an emergency arises due to hot water leaking from the relief valve or the heater itself; the following suggestions could prevent the apartment from flooding: Find a container to collect water leaks from the heater. Contact Residence Life at (405) 733-7490 or after standard business hours contact Campus Security at (405) 733-7313. Do not modify or tamper with hot water tanks. If you have an issue regarding your hot water tank, then immediately contact the Residence Life at (405) 733-7490 or Campus Security at (405) 733-7313.

Damage Charges: If necessary, Residents will be charged for any costs associated with repairing damage in the apartment or associated landscaping. The apartment should be kept clean during occupancy and left clean upon checkout.

The Village at Rose State Community Living and Standards Handbook Information

The present version of *The Village at Rose State Community Living and Standards Handbook* depicts the current status of student policies for Student Housing, and as granted by the Rose State College Policies & Procedures Manual. Changes to Student Housing policy may occur as needed to comply with changes in law and best practices as approved by the College. To reflect those changes, the College maintains a master *The Village at Rose State Community Living and Standards Handbook* on file in the Office of Residence Life, which constitutes the official status of Student Housing policies at all times. Once updates are made to *The Village at Rose State Community Living and Standards Handbook*, a revised version will be placed at the College's homepage and can be found at <http://www.rose.edu>. For questions or concerns regarding *The Village at Rose State Community Living and Standards Handbook* please contact the Director of Residence Life located at Rose State College, 1704 Hudiburg Drive, Midwest City, OK 73110, or by calling (405) 733-7490.

Rose State College is accredited by The Higher Learning Commission; 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1411, Telephone: 1-800-621-7440. Rose State College does not discriminate on the basis of race, color, sex, age, national origin, religion, disability, genetic information, sexual orientation, gender identity or expression, or status as a veteran in any of its policies, practices or procedures. This includes, but is not limited to admissions, employment, financial aid, and educational programs, activities, or services. The person designated to handle inquiries regarding the nondiscrimination policies, including issues of noncompliance, is the Associate Vice President, Human Resources/Affirmative Action Officer, 6420 SE 15th Street, ADM Room 104, Midwest City, OK 73110, (405) 733-7979. Complaints and grievances will be handled in accordance with the College's Grievance Procedures. This publication is issued by Rose State College, as authorized by the Board of Regents

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rose.edu/housing | 1704 Hudiburg Drive | Midwest City, OK 73110

Phone: (405) 733-7490 | residencelife@rose.edu