

# Department of Residence Life

## Residential Guidebook 2018-2019

### Table of Contents

- WELCOME TO THE DEPARTMENT OF RESIDENCE LIFE
  - Director's Welcome
  - Mission Statement
  - Department of Residence Life Office Hours
  - Definition of the Academic Year
  - Professional Staff Positions
  
- DISCIPLINE PROCEDURES-COMMUNITY CONDUCT
  - Statement of Principles
  - Student Responsibilities
  - Student Rights
  - Disciplinary Process
  
- COMMUNITY STANDARDS & POLICIES
  - Academic Dismissals
  - Administrative Residency
  - Modifications
  - Alcohol
  - Assistance Animals: Emotional
  - Support Animals
  - Barbecue Grills
  - Bicycles
  - Break Periods
  - Candidate Access Policy
  - Census Report
  - Cinder Blocks
  - Commercial Business
  - Collective Billing
  - Controlled Substances
  - Cooking and Appliances
  - Courtesy and Quiet Hours
  - Custodial Services
  - Decorating Rooms
  - Donation Drives and Collection
  - Boxes
  - Fire Safety
  - Firearms and Weapons
  - Fireworks
  - Furniture
  - Gambling
  - Guests & Escorts
  - Hall Sports
  - Hazing
  - Laundry
  - Leafleting & Canvassing
  - Lockouts and Lost Keys
  - Lofts
  - Motor Vehicles
  - Murals
  - Personal Property
  - Petitioning
  - Pets
  - Posting
  - Public Area Usage
  - Residency Requirements
  - Room Change
  - Room Condition Reports
  - Safety
  - Safety and Sustainability Inspections
  - Service Animals
  - Seasonal Decorations
  - Smoking and Clean Air
  - Storage
  - Substance Free Housing
  - Trash and Recycling
  - Vomit Clean-up
  - Waterbeds and Hot Tubs
  - Work Request

## ***Welcome to Augsburg University Department of Residence Life***

Welcome Augsburg Residents!

On behalf of the Augsburg University Department of Residence Life, I would like to welcome you to Augsburg University.

Augsburg University provides many resources to help you adjust and excel in University life. As a staff, we aim to assist you with your transition into the University and make the residence halls your home away from home. The transition of living in a residence hall carries with it the rewards and responsibilities of community membership. A member of a residence hall community must balance individual needs and preferences with those of the other members of the community. Living in a community governed by respect, consideration, and inclusion comes with many rewards. Among them are opportunities to form supportive and meaningful relationships, opportunities to learn from the perspectives and experiences of many different people, and the chance to experience the satisfaction of working with other people towards a common goal.

Our hope is that you take advantage of participating in Residence Life activities and in the governance of our halls. Throughout the year the residence life staff works together to present various programs such as: academic skills, sexual decision-making, alcohol awareness, diversity and inclusion, politics, etc. or social activities such as: welcoming activities, dances, movie nights, etc. These are just a few of the many activities planned. You will also be involved in floor meetings making decisions (community agreements), having open discussions, and resolving problems.

We look forward to meeting you. Please contact us if you have any questions or check out our website at <http://www.augsburg.edu/reslife/>. Find us on Facebook at Augsburg University Department of Residence Life and follow us on Instagram at augsburgresidence.

Sincerely,  
Amanda Erdman  
Director of Residence Life

## Residence Life Offices & Hours

### **Central Staff Office Hours**

Director of Residence Life Office Hours: By Appointment, contact at [erdmanam@augsborg.edu](mailto:erdmanam@augsborg.edu)  
Assistant Director of Residence Life Office Hours: By Appointment, contact through [pegues@augsborg.edu](mailto:pegues@augsborg.edu).  
Residential Business Manager Office Hours: By Appointment, contact through [noblec@augsborg.edu](mailto:noblec@augsborg.edu)  
Residence Hall Directors: By Appointment, contact through email: [reslife@augsborg.edu](mailto:reslife@augsborg.edu)

### **Mortensen/Urness Hall Residence Life Office Suite**

Hours: Monday –Friday: 8:00 a.m. – 8:00 p.m.  
Phone: 612.330.1526  
[reslife@augsborg.edu](mailto:reslife@augsborg.edu)

## Definition of the Academic Year

The academic year begins on the first day of classes fall semester and concludes by noon on the last day of finals spring semester - as defined by the Registrar's official calendar (<http://www.augsburg.edu/registrar/calendars/>). The Department of Residence Life offers move in times outlined on our official department calendar before the first day of classes at the beginning of each semester. All residents are required to move out by noon of finals fall and spring semester, unless authorized to stay by the Department. Break information and guidelines are outlined on the contract as specific to the halls.

## **Augsburg University Department of Residence Life Mission**

Augsburg University's Department of Residence Life develops residents who are both students and neighbors in an urban collegiate setting while being grounded in liberal arts, intentional diversity, and faith.

As a student centered residential community:  
We are, we foster, and we strive to be

### **RESPONSIBLE**

Through activism, leadership, awareness, acceptance, and developing freedom with accountability through self-governance and community standards.

### **RESOURCEFUL**

By appreciating and utilizing our urban setting, being holistic, and open to cultivating our experience into knowledge.

### **RESPECTFUL**

By being inclusive, celebratory, self-aware, promoting social justice, and by honoring the dignity of others.

Purposeful learning and growth surrounding these principles occurs in our individual residents, our hall communities, and our residential environment at large through:

OBSERVE(ING)

CULTIVATE(ING)

IDENTIFY(ING)

SHARE(ING)

## **Department of Residence Life Central Staff Positions**

### ***Director of Residence Life***

Responsible for the overall functioning of the residence halls, the Director typically has a strong background in Residence Life and holds a Master's degree in the study of Higher Education or Student Affairs. This entails working with faculty, staff and students to create a housing program that fosters the leadership for the accomplishment of current goals, planning for the future, and working cooperatively with students, faculty, and staff throughout the University community.

### ***Assistant Director of Residence Life***

Provides day-to-day management of the direction and administration of the University's residence life system housing 1100 students in five residential buildings. Offers leadership for the implementation of Department mission to provide respectful, responsible, and resourceful living communities. Active participant through the Division of Student Affairs in participation in University programs and events.

### ***Residential Business Manager***

The Residential Business Manager reports directly to the Director of Residence Life and supports the director with operational management of University residence halls, assumes coordination of housing services and contracts, marketing the residential spaces, and communicating with new and residential students as well as other departments. Additionally the RBM provides oversight for the Oren Gateway Center.

### ***Residence Hall Directors***

Share in overseeing the program (transition, retention, maturation) involving our students. A Residence Hall Director typically has a strong background in Student Life and may hold or be studying for a Master's degree in the fields of human development, higher education, or social sciences. These individuals work closely with staff, faculty and students in creating programs, offering academic and personal support/counseling, advising residence hall associations and conducting discipline hearings.

### ***Lead Staff***

The Residence Life Lead staff member is a paraprofessional, undergraduate student who serves as an integral member of the Residence Life Staff. Leads, depending on their specific role in the department, may be expected to have contact with residents and as such play a pivotal role in the day-to-day operations of the department. The Lead works with the supervising professional staff member to support the mission of the Department of Residence Life and Augsburg College. As a Lead staff member, Leads serve as a resource on campus while assisting the professional staff member with community building, administration, and organizational efforts to ensure the success, development, and retention of students.

### ***Resident Advisor***

The Resident Advisor (RA) is a paraprofessional full-time undergraduate student who serves as an integral member of the Department of Residence Life staff. RAs have direct and constant contact with residents living in their assigned community, and as such, play a pivotal role in the day-to-day operations of their hall. RAs's primary responsibility is fostering and developing a positive community, supporting the well-being of their residents, and enhancing the overall educational and developmental experience through programming.

## **Community Conduct and Discipline Procedures**

### ***Statement of Principles***

Augsburg University is committed to the overall educational and personal development of its students and views the unique experience of living in a residence hall as contributing greatly to such development. To facilitate this process effectively, it is important to maintain a safe, healthy, and respectful residence hall environment.

In order to perform its educational function, Augsburg University requires mutual cooperation of its members, both in and out of the classroom. Therefore, the residence hall community has an established set of community standards of behavior that are consistent with the educational mission of Augsburg University. Included is the regulation of the conduct and behavior of Augsburg University community members whose actions may impede, obstruct, or threaten the maintenance of order and/or the achievement of these educational goals.

In an effort to provide our residents with safe, comfortable and just communities, we encourage debate and discourse in the spirit of understanding and promote this freedom with responsibility. This understanding and responsibility includes respecting and being sensitive to the rights of others while not condoning messages or actions that promote hatred, intolerance or violence. Incidents of bias – acts of bigotry, harassment or intimidation directed at a member or group of the Augsburg community based on that individual's or group's actual or perceived national origin, ethnicity, race, age, religion, gender, sexual orientation, gender identity, gender expression, disability, veteran status, color, creed, marital status, or any combination of these or related factors are not acceptable and will be addressed with an educational protocol that helps those who offend others to better understand the impact of their actions on the larger community in which they live.

**Augsburg University reserves the right to review all alleged violations of the Student Guide <http://www.augsburg.edu/studentguide/> and/or the Department of Residence Life Guidelines.**

While it is the goal of the discipline process to educate students about the purpose and importance of abiding by these policies, Augsburg University will also issue sanctions or educational agreements by professional staff as appropriate and necessary to ensure continued and/or future adherence. These possible sanction(s) include, but are not limited to, oral warning, written warning, probationary status, restriction of privileges, restitution, community service, administrative referral, and reassignment or expulsion from the residence halls. In addition, the University reserves the right to remove a student from the residence halls pending the outcome of disciplinary action, or to transfer the student to another residence hall at any time when, in the judgment of an authorized representative of the Department of Residence Life, if the student has engaged in or threatened acts of misconduct such that the individual's continued presence would endanger public order or property, threaten the personal safety or security of others (by acts of physical or mental harassment or other means) or be sufficiently disruptive as to adversely affect the ability of others to pursue their educational goals. When a contract is terminated due to discipline issue(s) no refund of any housing charges that are billed or scheduled to be billed will be made.

### ***Student Responsibilities***

**It is the responsibility of each resident to become familiar with all Augsburg University and Department of Residence Life policies, administrative procedures, regulations, and community standards.** The University will make every effort to make certain all information is available and easily accessible to students.

In general, each resident should:

- Respect the rights of others
- Respect the property of individuals, groups, and Augsburg University.
- Observe all Augsburg University (see the Student Guide for Augsburg community) and Department of Residence Life (Residential Guidelines) community standards, policies, procedures, and regulations, as well as the laws of the city, state, and federal governments
- Remain informed about all upcoming Residence Life procedures and processes through their Augnet email, and respond to those emails in a prompt manner as needed
- Refrain from activities that interfere with the regular operation of Augsburg University
- Present identification upon the request of an authorized Augsburg University official
- Ensure that guests behave in a manner consistent with and in accordance with the Augsburg University and Department of Residence Life guidelines

It is the responsibility of each resident to understand these rules and regulations:

- When a violation occurs, it is the responsibility of each resident to meet with the RHD, Assistant Director, or Director when requested. The student must meet with the RHD or to respond to charges or to provide clarification of the alleged violation.
- It is the student's responsibility to provide any necessary supporting documentation or witnesses on the individual's behalf.
- It is the responsibility of each resident to keep appointments. If the student does not attend a scheduled appointment, the appointment may proceed as scheduled with a review of the case and the issuance of educational agreements or sanctions as necessary and appropriate. If there are emergency circumstances beyond the control of the student, permission to postpone an appointment may be allowed.
- It is the responsibility of each resident to comply with University officials by surrendering, when asked by Augsburg University staff members and/or law enforcement officials (e.g. Minneapolis Police Department), any contraband materials and/or items.

### ***Student Rights***

This discipline process is an established procedure that is made known to students.

Students have the right to:

- Notification of rules and regulations
- Right to a timely process
- Right to a response
- Right of confidentiality (consistent with law)

### ***Disciplinary Process***

As all students are expected to respect and uphold the policies of Augsburg University, we follow the guidelines set in the Student Guide. For the Augsburg University disciplinary process please go to

<http://www.augsburg.edu/studentguide/>.

### ***Community Standards & Policies***

The residence hall community has an established set of community standards and policies for behavior that is consistent with the educational mission of Augsburg University. The information below outlines these community standards, which are above and beyond those outlined in the Augsburg Student Guide.

### ***Academic Dismissals***

The following steps must be followed by students who are dismissed due to academics:

- Must be properly checked out of the individual's residence hall within 24 hours. This must be arranged with the Residence Hall Director.
- Students will be charged room and board for every day preceding proper checkout. Students will be responsible for a \$450 cancellation fee and loss of deposit.
- Appeals to this policy must be made to the Student Standing Committee within six months of dismissal. Contact the Enrollment Center for more information on the petition process. If you have any further questions, please contact the Residential Business Manager at 612.330.1526.

## **Administrative Residency Modifications**

### ***Administrative Move***

Resident students will be required to move to another room or hall within the residence hall system. This action means that the individual is not being successful living in the current residence hall environment and that another space will enable the student to have a fresh start. This sanction is a last step to measure before suspending the student from the residence hall completely.

### ***Residence Hall Probation***

Residence Hall Probation is a formal notice to the student that the individual's behavior is unacceptable in the residence halls and continued misconduct could result in further disciplinary action. Residence Hall Probation is for a specified period of time which normally will not include less than one semester or its equivalent up until graduation. During the probationary period, the student must demonstrate that the individual is willing and able to act in accordance with acceptable standards of residence hall life. The student may be required to resign any residence hall office or committee appointment, or may be subject to restricted participation in Residence Life programs.

### ***Summary Eviction from Residence Hall***

The student will be required to vacate the individual's residence hall room for a given time with the understanding that the student may move back in at the conclusion of that period. The student may be required to surrender the individual's key for the time of the suspension of residency. The student is not permitted to enter any residence hall during the suspension.

### ***Termination of Residence Life Contract***

Serious disruption of the residence hall community can lead to the removal of the student from the residence hall. Termination of the Residence Life contract will result in the immediate removal of the student from the halls. In addition, this action could affect a student's future Residence Life and Dining contract status with Residence Life. A signed contract for the future terms could be rescinded or a refusal to accept any future contract for a designated time period could be imposed.

### ***Return to Residence Hall after Hospitalization***

Augsburg University requires a safety evaluation with the Director of Residence Life or designee with any student prior to returning to a University residence hall following a discharge from hospitalization. This evaluation must take place upon discharge or within one business day following discharge if it occurs after hours or on a weekend during a contract period.

## **Residence Life Policies**

### ***Alcohol***

Please also see Augsburg Student Guide for general alcohol policy and guidelines. Policies that are specific to residential students and their guests are the following:

- Under Minnesota State Law, persons under the age of 21 are prohibited from possessing and consuming any alcoholic beverages.
- It is a violation of Augsburg policy to give or sell alcoholic beverages to anyone who is under the age of 21 years.
- Consumption of alcohol is prohibited in public areas (lounges, kitchens, bathrooms, balconies, or hallways).
- Public intoxication by an individual, whether of legal drinking age or not, will be subject to disciplinary action.
- Department of Residence Life prohibits kegs, beer pong tables, beer bongs, and other similar beverage containers commonly used to serve multiple individuals. Since residential units with all residents under 21 are alcohol free; alcohol bottles, cans, bongs or other paraphernalia, whether as decorations or otherwise, are not allowed in the unit.
- Advertising alcoholic beverages and tobacco products is prohibited. The sponsoring of University events or promotions by alcohol or tobacco companies is prohibited.
- In accordance with the Guest Policy, each resident is responsible for and may be held accountable for the actions of his or her guest(s), whether students or non-students.
- Residents of Mortensen Hall, Anderson Hall, and Luther Hall who have reached legal age have the right to serve alcohol to guests of legal age in their own residences. The allowable amount of alcohol

to be served is limited to 12 oz. of beer, 5 oz. of wine/champagne/sherry or 1.5 oz. of distilled liquor per person of legal age, per hour of their use of alcohol (not to exceed a total of 3 drinks).

- Individuals under the age of 21 are prohibited to be in the presence of alcohol. The only exception to this clause being that if that minor is in the presence of alcohol being consumed, that minor must be a resident of that space, and another resident of that space who is of legal drinking age must also be present. Of course the person consuming alcohol must be at least 21 years of age.
- If a resident is hosting a minor who is consuming alcohol, then the hosting resident of that space is also responsible for a violation of the alcohol policy.
- No alcohol, drugs, or controlled substances (possession or consumption) are allowed in either the Oren Gateway Center or Urness Hall.
- No Oren Gateway resident or their guest(s) may be under the influence of alcohol or any illegal substances while present in Oren Gateway.

Residents are obligated and expected to obey all state and federal laws, and all aforementioned Augsburg University Residence Life policies relating to the purchase, provision, possession, and use of alcoholic beverages. Additional policies regarding alcohol, drugs, and controlled substances are stated in the Augsburg Student Guide and are subject to change.

### ***Assistance Animals: Emotional Support Animals***

Per the Fair Housing Act, Augsburg University provides reasonable accommodations for assistance animals herein referred to as Emotional Support Animals (ESAs) in the residence halls. A reasonable accommodation is:

- the person has a disability;
- the animal is necessary to afford the person with a disability an equal opportunity to use and enjoy the residence halls; and
- there is an identifiable relationship or nexus between the disability and the assistance the animal provides.

The University will not permit ESAs if they would pose a direct threat to the health and safety of others; would cause substantial physical damage to the property of others; would pose an undue financial and administrative burden; or would fundamentally alter the nature of the provider's operations. Therefore, for example, if a roommate has asthma or allergies or fear of the animal, it is not reasonable for the animal to live in the unit. Documentation of need should be directed to the CLASS office <http://www.augsburg.edu/class/>.

Approved ESAs must have all required vaccinations to maintain the animal's health and prevent contagious diseases. Documentation of vaccinations is due at time of approval.

The resident is responsible for disposing of any waste from the ESA.

### ***Barbecue Grills***

- Students must receive authorization from the DPS or designee a minimum of 24 hours prior to using a grill.
- Grills must be set up on level ground at least 6 feet from sidewalks and 25 feet from buildings, structures and vehicles.
- Grills cannot be set up under trees or overhangs.
- Grills must be located so smoke does not enter nearby buildings.
- Charcoal must be completely extinguished and cold to the center of the charcoal before disposal.
- Grills must be used for cooking in the manner intended by the manufacturer and may not be used to burn trash, papers, wood, etc.
- Storing flammable liquids or gases is not permitted anywhere in the residence halls.
- Charcoal may only be kept in storage areas identified by a professional staff member.

### ***Bicycles***



Motorcycles/mopeds and bicycles may park only in the designated areas as shown on Map. Those parked in unauthorized areas may be removed without notice. The Map can be found at:

<http://www.augsburg.edu/wp-content/uploads/2012/11/bike-motorcycle.pdf>

- There is a limited number of outdoor bicycle racks for residence hall bicycle storage.
- Bicycles left in hallways or stairwells will be confiscated and turned over to DPS.
- Any bicycles found on bicycle racks after Commencement will be removed (the lock will be cut if necessary).

### **Break Periods**

Residence Halls are scheduled to open and close on specific dates; early arrivals and late departures are generally not allowed. Students are encouraged to make arrangements to move in or out by dates published by the Department of Residence Life. When exceptions are made, students may be charged additional fees based on an hourly, daily, or weekly rate. During Winter Break and Spring Break, Urness Hall is closed.

### **Candidate Access Policy**

Minnesota Statute 211B.20 states that "It is unlawful for a person, either directly or indirectly, to deny access to...[a] dormitory...to a candidate who has filed for election to public office or to campaign workers accompanied by the candidate, if the candidate and workers seeking admittance to the facility do so solely for the purpose of campaigning. A violation of this sanction is a petty misdemeanor."

The subdivision does not prohibit limiting visits by candidates or workers accompanied by the candidate to a reasonable number of person or reasonable hours; requiring a prior appointment to gain access to the facility, or requiring reasonable and proper identification as a necessary prerequisite to admission to a multiple unit dwelling

Therefore, Candidates who have filed for election may access the Augsburg University residence halls for door-to-door campaigning provided:

- The candidate or campaign workers must make an appointment to meet with the Director of Public Safety to make arrangements. The Director of Public Safety can be contacted during normal business hours, M-F, 8-4:30 p.m.
- The candidate or a campaign worker must contact the Director of Public Safety at least 48 hours in advance of the day they wish to access the hall(s).
- Since Augsburg requires resident students to escort their guests, a Campus Public Safety Officer must accompany the candidate and campaign worker(s), if any. The Director of Public Safety may designate a student to accompany the candidate or campaign worker.
- Augsburg University residence life staff will provide advance notice to students. Students may deny admittance into their personal residential unit. Students will be asked to post a sign on their door asking not to be bothered if they do not want to candidate or campaign worker to knock on their door.
- Candidates must furnish reasonable and proper identification to Public Safety.
- Visits by candidates and workers accompanied by the candidate for the sole purpose of campaigning are limited to 3 or fewer people and between the hours of noon to 9 p.m.

Candidates and/or campaign workers may also meet and greet students in the lobby of the residence hall(s). Candidates and/or campaign workers must call the Residence Life Office at least 48 hours in advance of the day they wish to be on campus. If the candidate and/or campaign workers make arrangements to be at a table, they may not go door-to-door in the residence hall.

### **Cinder Blocks**

Cinder blocks may not be used for raising or lofting beds and will be removed at the resident's expense of \$25/block. Any cinder blocks found in the residence hall at the end of the year will be billed to the resident responsible. In addition, any damage to furniture or floor due to use of cinder blocks will be billed to the resident(s) responsible. Devices designed for raising beds that will not damage floors or cause unsafe conditions are available for rental through a contract with Bedloft ([www.bedloft.com](http://www.bedloft.com)).

### **Commercial Business**

Residents may not use their residence hall room, telephone or data lines for profit making purposes.

Commercial businesses are not permitted in the residence halls or on the grounds surrounding them. Some exceptions are possible for programming events where a vendor's presence is a key component. The Residence Hall Director must authorize such events.

### ***Collective Billing***

All residents of a building or complex are responsible for the condition of the common areas. Common areas include, but are not limited to, hallways, lounges, laundry rooms, kitchens, elevators, stairwells, and entryways. Damages or stolen University property from these areas, for which a responsible individual is not identified, will lead to the floor, unit, building, or complex community being billed for the repairs, replacement, or cleaning. Damage that occurs on floors, in suites, townhouses, flats, floor houses, or units could be billed to the specific residents of those smaller communities.

If a pattern develops in which common areas are being misused, damaged, or left unclean, the space(s) could be closed, fines increased, and/or judicial action taken.

### ***Controlled Substances***

It is against Augsburg University policy to traffic in, manufacture, dispense, use, possess, sell, or be in the presence of any illegal drug. "Illegal drugs" includes legal prescription drugs that were prescribed to someone other than the individual in possession/using them. Department of Residence Life prohibits possessing drug paraphernalia, whether or not it is being used for consuming drugs.

While the University prefers to handle a student's use of any controlled substance on an individual counseling and medical-care basis, such treatment does not offer immunity from local, state and federal law. Any information that comes to the attention of the Department of Public Safety concerning the sale, exchange, or transfer of drugs from one individual to another may be communicated to public officials. The University cannot prevent federal, state, or local officials of law enforcement agencies from investigating and prosecuting drug law violators.

The residential portion of Oren Gateway is a place free of alcohol and illegal drugs. Oren Gateway residents and their guests may not use or possess alcohol or illegal drugs while in Oren Gateway. If an Oren Gateway resident or his or her guest choose to use such substances outside of Oren Gateway, the results of that choice may not have a negative impact on the residents or property upon return to Oren Gateway. Residents and their guests may not cause a disruption in Oren Gateway because they used substances elsewhere. Violation of this policy may result in reassignment to other available University housing outside of Oren Gateway.

### ***Cooking and Appliances***

Kitchens or Kitchenettes are provided in residence halls for cooking. Residents are expected to abide by the following rules regarding cooking:

- Cooking is prohibited in hallways, bathrooms, and lounges.
- Resident may not leave stovetop cooking unattended.
- Appliances with immersion coils, water heaters without thermostatic controls, and exposed coils (e.g. space heaters, toasters) are prohibited in the residence halls unless provided by Department of Residence Life or Department of Facilities Management.
- Appliances with self-contained, thermostatically controlled heating elements with automatic shut off may be used in student rooms.
- Appliances with open heating elements (e.g. coffee maker, griddle) are permitted.
- Use only electrical equipment identified with the Underwriters Laboratories (UL) label.
- Residents are encouraged to seek out appliances that meet Energy Star criteria to assist the University in reducing its carbon footprint.
- Freezers and personal full size refrigerators are not allowed in residential units.
- Air conditioning units in resident spaces are prohibited unless approved by Department of Residence Life and installed by Department of Facilities Management.

### ***Courtesy and Quiet Hours***

Residents and their guests are expected to observe courtesy hours at all times by acting in a manner that is conducive to studying or sleeping. Courtesy hours are in effect 24 hours a day. Members and guests of a community are expected to observe courtesy hours and may be asked at any time to limit the amount of noise they are creating.

Quiet Hours are 10:00 p.m. – 8:00 a.m. Sunday-Thursday and 12:00 a.m. – 10:00 a.m. Friday and Saturday in all residential communities unless changes are authorized by the Residence Hall Director.

On the last day of classes each semester, “Round the clock” quiet hours are implemented until the last day of finals. During 24 Hour quiet hours, amplified sound, loud talking in hallways, and other noise or behavior that might prevent others from sleeping or studying is prohibited.

### ***Custodial Services***

Residents are responsible to regularly clean their own assigned living spaces. Custodial services staff cleans all public and/or common areas in residence halls. Extra fees may be charged for cleaning in neglected private living areas (as determined by Department of Residence Life). For emergency cleanups, such as an overflowing shower or toilet (wet vacuuming), immediately contact the Department of Public Safety at 612-330-1717.

### ***Decorating Rooms***

Resident rooms must be in the same condition upon departure as they were upon arrival as assessed by the RCR (Room Condition Report). Room damages or decorating violations will be assessed at the resident's expense and repaired, if needed, during the resident's contracted period. The following guidelines should be adhered to:

- Paper signage on the door may be no larger than 8.5x11 inches per resident.
- Pictures, posters, and other materials must be hung using materials that will not damage or change the condition of the wall.
- Maintenance in student rooms and common areas may only be done by authorized staff.
- Objects may not be 18 inches or closer to the ceiling or to any fire safety device. The following items are not recommended for use:
  - Nails or screws
  - Tape (duct, packing, mounting, scotch, etc.)
  - Other adhesives that will damage or discolor the walls (e.g. mounting putty, glues.).
  - Walls should not be painted.
  - Hanging or extending anything outside the windows is prohibited.
  - Halogen lamps with bulbs over 150 watts are prohibited.
  - “Octopus/spider” lamps may only be used with the UL approved wattage bulbs.
  - Internal cables may not be spliced and run to individual rooms.
  - Objects may not block the windows.
  - No decorations may be placed on or hung from pipes or sprinkler heads.
  - Hanging items from the ceilings is prohibited.
  - Personal locks may not be added to your bedrooms or at any entrance of assigned spaces.

### ***Donation Drives and Collection Boxes***

Residents must contact their RHD for approval for any form of donation drive and/or collection box. Residents who sponsor such drives must adhere to the Residence Hall Director's direction regarding placement, maintenance and removal.

### ***Elevators***

Tampering with the elevators can create life-threatening situations. Students who ride the tops of elevators or tamper with their functioning or use will be subject to severe disciplinary action.

### ***Fire Safety***

For Augsburg University policy on open flames and policy violations please see <http://www.augsburg.edu/studentguide/>. Tampering with fire extinguishers, sprinklers, fire and emergency doors and other fire safety equipment, or falsely reporting a fire verbally or by pulling the fire alarm is a threat to safety and will result in an immediate discipline referral. Objects may not be 18 inches or closer to the ceiling or to any

fire safety device. Failure to follow evacuation procedures during an alarm will result in immediate discipline referral.

Storing flammable liquids or gases is not permitted in the residence halls. Use of open flame is prohibited in the residence halls. Religious events needing such accommodations should be directed to the Director of Residence Life. No incense, hookahs, or candles are allowed in residential spaces; presence of this is an immediate discipline referral. No use of machines or chemicals that actively push particles through the air (e.g. dry ice, fog machines, hazers, smoke machines).

Students may not leave personal items in hallways or stairwells. Items not removed by the resident after the first warning will be removed and later addressed by the RHD.

### **Firearms & Weapons Policy**

The carrying or possession of any type of firearm or weapon on the premises of Augsburg University is strictly and absolutely prohibited. This prohibition expressly includes those persons licensed to carry firearms under the Minnesota Citizens Personal Protection Act of 2003. This prohibition does not include licensed peace officers or approved security personnel.

For the purposes of this policy, the "premises" of Augsburg University are defined as any building or portion of a building, or property that Augsburg University owns or occupies, whether on a temporary or permanent basis, and any off-site premises where Augsburg University is conducting any activity sponsored by Augsburg University.

Any person violating this policy will be required to leave Augsburg University premises immediately. Any person who refuses to leave Augsburg University premises will receive a trespass notice and Augsburg University Security will contact the Minneapolis Police. Students who fail to comply with this policy will be summarily suspended from Augsburg University and referred to the Campus Discipline Process.

Any employee or student employee found to be in violation of this policy will be subject to discipline, up to and including immediate termination. Any faculty member found to be in violation of this policy will be subject to discipline as outlined in the Faculty Handbook. Exceptions to this policy must be requested, in writing, in advance of entering Augsburg University premises, and may only be approved by the Augsburg University President.

Possession of firearms, including rifles, shotguns, BB guns, stun gun, taser, dart guns, air guns, ammunition, explosives, or other dangerous weapons, instruments or substances in or on University premises is prohibited per the Department of Public Safety

Augsburg University has a zero tolerance policy regarding the possession, trading, or procuring of firearms or weapons of any form in the residence halls and in any campus building.

### **Fireworks**

Any use of fireworks will result in an immediate discipline referral.

### **Furniture**

Furniture is provided to each residential unit as outlined below per resident:

Urness Hall	Desk, Desk Chair, Dresser, Mattress, Twin Long Bed Frame, Twin Long Bed Springs
Mortensen Hall	Desk (shared between roommates), Desk Chair (shared between roommates), Dresser, Mattress, Twin Long Bed Frame, Twin Long Bed Springs
Anderson Hall	Desk, Desk Chair, Dresser, Mattress, Twin Long Bed Frame, Twin Long Bed Springs
Luther Hall	Desk, Desk Chair, Dresser, Mattress, Twin Long Bed Frame, Twin Long Bed Springs
Oren Gateway	Desk, Desk Chair, Dresser, Mattress, Twin Long Bed Frame, Twin Long Bed Springs, Bed Shelf

*Furniture may not be removed from a resident's room or any common area.* Residents cannot bring personal bed frames, mattresses, and springs unless authorized from the CLASS office. Resident(s) will be billed for items removed, damaged, or missing from any room. Screens and blinds must remain in place; removal is prohibited.

### **Gambling**

All forms of gambling in the residence halls are prohibited. This includes, but is not limited to, poker, sports brackets, Bingo, and raffles for fundraising purposes. Free door prize drawings are allowed.

### **Guests and Escorts**

One of the primary goals of The Department of Residence Life is to foster a welcoming and safe environment. To assist in accomplishing this goal, residents and their guests are required to follow the guidelines listed below:

- Guests are permitted in residence halls if they do not constitute a problem for roommates or other residents. Each resident is responsible for his or her guests.
- Guests may not remain in the residence hall for more than three consecutive nights within a given week – totaling 15 days per semester. Guest staying longer than this period of time may be charged. This cost may be shared by the residents hosting the guest.
- Overnight guests may not sleep in common spaces (e.g. lounges, hallways, and laundry rooms).
- Visitors to a building may not enter the hall without being escorted in by the person they are visiting. Visitors are required to access their contact person that they are visiting to be escorted while within the building.
- Residents may not host guests who have been trespassed from the Residence Halls or campus community.
- No room keys will be issued or given to guests.

Guests cannot exceed the maximum occupancy of a given space:

Facility	Maximum Occupancy
One Bed Apartments, Suites, Studios, Urness Rooms	8
Two Bedroom Apartments	12
Townhouses	16
Floor houses and Flats	30
Four Bedroom Apartments	15

### **Hall Sports**

Authorized sports equipment is provided throughout the residence halls. Offerings such as Ping-Pong, billiards, and foosball are provided for students' enjoyment. Playing other sports and using other sports equipment is prohibited in the residence hall common areas. Playing sports includes but is not limited to: gymnastics, running, wrestling, dribbling, etc. Sports equipment includes but is not limited to: basketballs, Frisbees, hacky sacks, toy guns (water, nerf, dart, paintball, etc.), skates, sticks, balls for throwing/kicking, gloves, etc. Possession or use of barbells and other weight-lifting equipment in residence hall common areas is prohibited except in designated areas. Small weights under 30 lbs. may be used. Any damage caused by hall sports will be billed to the responsible student(s).

### **Hazing**

Hazing is defined as an act that, as an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group or organization, could be seen by a reasonable person as endangering the physical health of an individual or as causing mental distress to an individual through, for example, humiliating, intimidating, or demeaning treatment; destroys or removes public or private property; involves the consumption of alcohol, other drugs, or other substances; or violates any of the policies of the University. Any student subjected to hazing or having knowledge of anyone else being hazed should immediately report the incident to the student staff member, the RHD in the individual's respective residence hall. Individuals who participate in acts of hazing are personally accountable.

### **Laundry**

ASI Campus Laundry Solutions supplies the washers and dryers that are located in each residence hall, and provides service to the equipment. If you are having an issue with a machine, please complete a concern form found at:

[http://augsborg.qualtrics.com/SE/?SID=SV\\_eyq0iVL7QABhCf3](http://augsborg.qualtrics.com/SE/?SID=SV_eyq0iVL7QABhCf3). You may also download the app called ASI to report problems directly to the laundry company.

### ***Leafleting and Canvassing***

Registered Augsburg students may go door-to-door in the residence hall in which they live to register students to vote in local, state or national elections, and/or to advocate for political candidates who are running for local, state and national office. A student who does not live in a particular residence hall may go door-to-door if accompanied by a resident of that hall.

The hours for door-to-door are Monday-Friday 6 p.m.-9 p.m. A student will check-in with the Department of Public Safety through Dispatch, completing the check-in form. The student must show their student ID. The Department of Public Safety will confirm their registration and residence. The check-in form will also ask the student to sign that the individual understand that the individual:

- Must escort any guests at all times.
- Is responsible for the actions of any guests.
- Agrees to abide by the hours, and any other procedural rules.

This does not replace the Candidate Access Policy. The policy amendment was adopted by the University on 10/26/04.

### ***Lockouts and Lost Keys***

Department of Public Safety staff members will not provide entry to a room for anyone. Exceptions may only be made in case of emergency as determined by a full-time staff member.

Residents are responsible for their building and room keys. Residence hall exterior doors are locked at all times. Residents who are locked out may contact the Department of Public Safety, located in the Urness/Mortensen Lobby. A lockout charge of \$20 will be billed to the student. Students with electronic access who lose their access FOB need to report the loss to Department of Public Safety. A charge of \$35 will be billed to the student for a replacement FOB.

All lost or stolen keys should be reported to Augsburg Department of Public Safety and the Department of Residence Life staff immediately. The lock core will be replaced at the student's expense. There are no exceptions to this policy. Keys may not be duplicated or loaned. The cost of replacement is listed in the Damage Cost sheet: <http://web.augsburg.edu/reslife/Closing/Res%20Life%20Damage%20Costs%2012-13.pdf>

### ***Lofts***

For reasons of safety and liability, residents are not allowed to use non-authorized lofting units. Any found in non-compliance will be charged for the removal and are subject to disciplinary action. If a resident wishes to have their bed lofted, it must be done with materials provided by renting a loft with Bedloft [www.bedloft.com](http://www.bedloft.com).

### ***Motor Vehicles***

Storing or parking motorized vehicles in residence halls is not permitted (e.g. Hoverboards, Segways, Bicycles with motors, Scooter with motors).. Motorcycles/mopeds and bicycles may park only in the designated areas as shown on the University Map. Those parked in unauthorized areas may be removed without notice. The map can be found at: <http://www.augsburg.edu/wp-content/uploads/2012/11/bike-motorcycle.pdf>

### ***Murals***

The Residence Hall Director must approve mural designs. If a student wishes to paint a mural in common areas the individual must contact the RHD to receive a request form and guidelines. All submissions must include a full color drawing with the mural request form. Failure to follow the guidelines, receive approval, or complete the mural will result in charges to the student(s) for repainting of the wall.

### ***Personal Property***

From the Residence Life Housing and Dining Contract: "The University will not be liable for any loss or damage to my personal property. The University is not responsible for any property abandoned by me. I will be responsible for any costs incurred by the University to remove my abandoned property."

To ensure the security of residents' property, be advised of the following:

- An item not removed by residents in a common area (including laundry rooms) violates fire safety codes and is addressed by the RHD or designee.

- Any food or furniture is immediately discarded.

Property that is left in a living unit upon a resident’s departure will be handed in the following manner unless it poses a safety or health risk:

- Staff will assess all abandoned property following unit vacancy
- Any item with an estimated value of \$50.00 or greater will be held for 60 days
- Any student can connect with Residence Life to reclaim property
- If, after 60 days, property is not claimed, the Department of Residence Life will discard the items.
- Any item with estimated value less than \$50.00 will be discarded upon collection

**Petitioning**

Residence hall members are allowed to petition in their own hall or complex under the following rules:

- The resident attends a meeting of the Residence Hall Leadership Organization in their hall, notifies the organization of the days and times the individual intends to petition, and receives permission from the organization to proceed.
- If the Residence Hall Leadership Organization is not active, the resident may submit the individual’s notification to the Residence Hall Director.
- The petition subject matter is of a topic that relates to the community in which the individual lives.
- The petitioning does not take place during quiet hours.
- The RHD notifies the hall or complex of the petitioning to take place, indicating that residents may place a sign on their door(s) indicating "No Petitioning" if they do not wish to be approached.

If any of the above guidelines are not followed, the petitioner will be asked to stop petitioning and if not cooperative, could be subject to disciplinary action.

**Pets**

All students residing in a residence hall are prohibited from having pets in their rooms, with the exception of fish that are in tanks no larger than 10 gallons.

**Posting**

For the convenience of Augsburg organizations please observe the following guidelines when seeking to post advertisements in the residence halls:

- Non-Department of Residence Life (University registered or non-profit organizations) flyers or announcements may only be posted with the permission of Department of Residence Life staff. No other organizations or groups are permitted to post in the residence halls.
- All flyers must be taken to the Urness/Mortensen Residence Life office for approval before they are posted. Poster approval and stamping guidelines are outlined on A-mail at the beginning of each semester.
- Non-Department of Residence Life organizations must leave approved posters at the Urness/Mortensen Residence Life office where student staff will retrieve them for posting. Allow 5 business days, prior to the event, for posting.
- Flyers and announcements may be posted on designated spaces only. Residence hall staff will monitor bulletin boards for inappropriate usage. Any materials lacking the name of a sponsoring group or appropriate approval stamp will be removed and discarded.
- Posters should be 8.5"x11" in size. Accommodations will be made for posters up to 17"x24"; organizations should realize that this size will limit the quantity approved for posting.

Building	Number of Posters
Anderson Hall	1
Luther Hall	1
Mortensen Hall	1
Oren Gateway Center	1
Urness Hall	1
Offices	1

Total	6
-------	---

Areas that are not to be used for posting include:

- painted areas other than Augsburg off-white
- outside walls of buildings
- sidewalks
- glass on doors

### ***Public Area Usage***

Lounges, meeting rooms, lobbies, hallways, bathrooms, and kitchens in residence halls are areas held "in common" among the residents. They are not open to the general public. Residents may not remove furniture from any common area.

Contact the RHD and follow the guidelines in place for a given community to reserve common areas. It is expected that the area be returned to its original state after use. The sponsoring residents are responsible for any damage and clean up after an event. University and departmental policy on alcohol use and quiet hours must be adhered to in residence hall common areas.

Behavior in common areas should conform to the standards of the community as a whole. Loud, offensive, or lewd behavior is not acceptable. Residents should exercise good judgment and demonstrate consideration of others when using common areas. It is expected that the students monitor their living environment, especially the areas they use as a community. When damages are found in a common area, they are charged to the students living on the floor or in the building, depending upon the situation.

### ***Residency Requirements***

To live in on-campus in Augsburg University residential facilities, residents must be an enrolled Augsburg student in a Day program. Any questions related to residency requirements should be directed to the Residential Business Manager, 612.330.1526.

### ***Room Change Requests***

Any resident wishing to apply for a room change must first contact the RHD. During the first 15 days of each semester, residents may apply for a room change, but requests will not be processed. Once a student receives another assignment the individual must sign a new housing contract. Students are not able to move until they receive authorization from a professional staff member or designee. Moving prior to this notification may result in disciplinary action.

Residents requesting direct room switches with another resident must not move or take possession of the new room until they have received official authorization from a professional staff member or designee and all residents involved have signed a new housing contract. Each resident involved in a direct switch must come to a professional staff member or designee together to sign new room contracts. Failure to do so may result in improper checkout fee of \$100.00.

If a student switches rooms without permission, the individual could lose the right to live on campus, be assessed a fees associated to unauthorized room change, and/or other disciplinary action could be taken.

### ***Room Condition Report***

Each resident must review, complete and return their Room Condition Report (RCR) within 10 days of move-in. The resident are financially responsible for any damages that were not on their RCR if they did not report them to the Department of Residence Life. To report those damages, please submit information to [reslife@augsborg.edu](mailto:reslife@augsborg.edu). This RCR is to be used to record any existing damage to the student's room. Any damages noted during room inspections, which were not recorded on the RCR are the resident's financial responsibility. Residents are responsible for any damages to their assigned room. If a resident changes rooms or leaves the University, the individual must have a staff member inspect the room before it is vacated or express vacate. At the end of the contract period, all residents must abide by Department of Residence Life checkout guidelines.



Appeals to damage assessment may be made only by the resident via email to the Residential Oversight Committee (reslife@augsborg.edu). Rules and address for appeal submission and timeline are emailed to residents via the resident's Augsburg email account. Residents who fail to abide by check-out procedures are issued at \$100.00 improper checkout fee.

### **Room Entry**

The University holds the student's right to privacy as a high value. The University will abide by the following procedures pursuant to entering or searching University property contracted by students with the understanding that this procedure in no way limits bona fide law enforcement officials from lawful search.

Augsburg University or its agent shall have the right to enter a student's dwelling unit under the following stipulations and understandings.

- To make necessary repairs or maintenance at any time.
- In emergency circumstances when imminent danger to life, health, safety, or property is reasonably feared or where emergency entrance is permitted by law.
- In circumstances when it is believed that a violation(s) or Residence Life or University policy is taking place.
- The University will make a general check of all rooms during scheduled periods. This will take place in the residence halls and all University-owned dwellings by residence life staff.
- Illegal materials or items in plain view may be addressed with the resident(s) of the room if they are noticed in the course of room maintenance, room inspections, or in response to violation of University or Residence Life policy. Disciplinary action may be taken.

In all cases involving suspected violation of University regulations, rooms will be entered by at least two persons, one of whom will be the University professional staff member. The student, if present, will be asked to open drawers, luggage, closets, etc. If the student chooses not to assist in this manner, authorized University representatives will carry out the search. These belongings will be returned after the disposition of the case by appropriate University or civil authorities when it is lawful to do so. If students believe that their room or other leased property has been unlawfully entered, they may see redress before the Director of Residence Life or the Director of Public Safety.

### **Safety**

A student may not allow access for another person unless the individual is the host for that person. Students may not prop residence hall entrance doors open as this jeopardizes the security of the building. Tampering with non-emergency equipment or elevator emergency phone call buttons is prohibited.

Students are not permitted on roofs, ledges, overhangs, balconies accessed through a window, or permitted to climb the exterior of the buildings. Hanging antennas, flags, or other materials from the exterior of buildings is not permitted. Throwing anything out of the windows, off balconies, or off the roof is not permitted. Use of residence hall windows for the purpose of entering or exiting the building is prohibited and subject to disciplinary action.

### **Safety and Sustainability Inspections**

Safety and Sustainability Inspections are performed each academic term in the residence halls by Residence Life student and professional staff. It is your responsibility to maintain your room within reasonable standards of room cleanliness. Staff members also check for safety hazards. Violations of University or Residence Life policies and procedures result in immediate correction; necessary fines or repairs will be assessed and applied to parties residing in space.

### **Seasonal Decorations**

Natural evergreen trees, boughs, and wreaths are not permitted in residence halls. Artificial decorations made of plastic may be used and must be clearly marked as being made from a slow burning or a non-combustible material. Metal trees are also acceptable, with illumination by spot or reflective lights only. Seasonal lighting must be identified by an Underwriters Laboratories label (UL). Any perishable items used for decoration must be properly disposed of in a timely manner. Residents must remove all winter seasonal decorations by January 1st. No decorations may be placed on or hung from pipes or sprinkler heads.

### ***Service Animals***

Per Title III of the ADA, Augsburg University accommodates service animals, which are limited to dogs and miniature horses. Students with service dogs are permitted to bring their service dog in all areas of a place of public accommodation. This includes any private residence space assigned to the student. The resident is responsible for disposing of any waste from the service animal.

### ***Smoke Detectors***

Each room is equipped with a smoke detector. It is not to be disconnected at any time for any reason. It is not to be covered at any time for any reason. Students found tampering with smoke detectors will go through the conduct system. Residents should notify the Department of Public Safety at 612.330.1717 immediately if a smoke detector is not working properly.

### ***Smoking/Clean Air Policy***

Augsburg University is an educational institution that appreciates and endorses a healthy environment for its students, staff, faculty, guests, and community.

- Smoking (including electronic cigarettes, personal vaporizers, and electronic nicotine delivery systems) is prohibited in all indoor facilities, including residence halls.
- Smoking (including electronic cigarettes, personal vaporizers, and electronic nicotine delivery systems) is permitted only in designated outside areas.
- Materials related to the creation ("making") of E cigarette liquids are not allowed on campus (including but not limited to vials, syringes, and tubing)

Those who smoke are also responsible for properly disposing of cigarette butts or electronic cigarette waste. The success of this policy will depend on the thoughtfulness, consideration, and cooperation of smokers and non-smokers. Everyone shares the responsibility for adhering to and enforcing the policy. In all cases the right of the non-smoker to protect the individual's health and comfort will take precedence over a smoker's desire to smoke.

### ***Storage***

Storage space is not available in residence halls for University furniture or personal belongings.

### ***Substance Free Housing***

The residential portion of Oren Gateway is a place free of alcohol and illegal drugs. Oren Gateway residents and their guests may not use or possess alcohol or illegal drugs while in Oren Gateway. If an Oren Gateway resident or his or her guest choose to use such substances outside of Oren Gateway, the results of that choice may not have a negative impact on the residents or property upon return to Oren Gateway. Residents and their guests may not cause a disruption in Oren Gateway because they used substances elsewhere. Violation of this policy may result in reassignment to other available University housing outside of Oren Gateway.

### ***Trash and Recycling and Composting***

Residents must collect all trash, recyclable, and compost materials in their room or living space (utilizing the bins provided by the University) and take these materials on a regular basis to floor or building trash, recycling, and compost areas. All recycling, trash, and composting bins provided by institution are to be cleaned and left in spaces upon departure in the same or better condition.

No personal trash may be left in bathrooms or common areas of the residence hall. Bodily fluids and biohazards are not permitted in trash, recycling, and compost containers. If concerns are related to proper disposal of trash, recycling, or composting in unit, Residence Life reserves the right to enter the space to address concerns involving Facilities and Custodial team, and/or charge related response to students' accounts.

### ***Vomit Clean-up***

Vomit in common areas is the responsibility of the community. Individuals responsible should take proper measures to clean the area. Failure to do so may result in individual or collective billing damage charges.

***Waterbeds and Hot Tubs***

Waterbeds and hot tubs are prohibited in the residence halls.

***Work Request***

When an item in your residential space is not working properly or the conditions of the facilities are poor in nature, residents should submit a work request via <http://www.augsburg.edu/reslife/work-requests/>. This request acts as formal permission on the part of the resident for the University to address the facilities' needs in all capacities. Each request is reviewed by the Department of Facilities Management for quality control. The Department of Facilities Management will assign staff or vendors who will access these residential spaces between 8:00 a.m. - 3:00 p.m. Monday through Friday to address the concerns.