



**RIVERLAND**  
Community College

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Residential Life

# Residential Life Community Standards Guide 2021-2022

College Park Housing

Owned by: Riverland Foundation

Director of Residential & Student Life: Alexis Persons, M.S.

Housing Coordinator: Mark Henderson

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# Table of Contents

Welcome Letter

Residential Life Staff

Riverland Foundation and College Park Housing Property Management

Riverland Mission & Vision

Riverland Values

Institutional Learning Domains Co-Curricular Learning Domains

College Park Housing Information

## Welcome to Riverland Residential Life!

*What will your Riverland story be?* Living on campus gives you the advantage of programming specifically for housing students, friends just a few steps away, and a short walk to classes!) Being a Riverland student also has its advantages! Our Vision at Riverland is to “offer the best opportunity for every enrolled student to attain academic and career goals in an ever-changing world.” Because of this we offer our students events that help them learn and develop new skills, meet new people, and help them achieve their goals. This year will be filled with opportunities to create memories for your Riverland Story!

While living on-campus you will grow academically, personally, and professionally. Residence Life capitalizes on Community Assistants and engaging programs to expand on-campus living beyond a place to “catch some z’s.”

We in Residential Life, are here to help you succeed in whatever you put your mind to! Let us be a resource by reaching out if you have questions, concerns, or need assistance!

Follow Student Life social medias to stay up to date on what’s happening on campus and we will see you at upcoming events!

Welcome and go Blue Devils!

A handwritten signature in black ink, appearing to read "Alexis Persons". The signature is fluid and cursive, with the first letter 'A' being particularly large and stylized.

Alexis Persons, Director of Residential & Student Life

## Residential Life Team

### Housing Coordinator

The Housing Coordinator is a live-on staff team member that is there to respond and be a resource to residents should anything arise. Their role of the Housing Coordinator is to:

- Oversee day to day functioning of College Park Housing
- Contribute to community safety and security by responding to issues and facilitating Safety & Security rounds
- Assist students with transitioning to living on campus

[Mark Henderson is the Housing Coordinator for 2021-2022.](#)

### Community Assistants

Community Assistants mentor safety, success, and fun in Riverland Residential Life facilities. They do this by fulfilling a multi-faceted role. Community Assistants:

- Act as a resource for residents and refer those residents to campus resources
- Organize opportunities for personal and community growth for residents through events and programming
- Contribute to the safety and security of the community by being a trained Residential Life staff member
- Encourage pride in the Riverland Residential Life community by helping to maintain service offerings and facilities

Community Assistants are integral to serving residents because they act as advocates and programmers for their peers.

### Director of Residential & Student Life

The Director of Residential & Student Life promotes student engagement in a variety of programs on campus. The Student Life side of the role encompasses student organizations, signature events, and supervising work study. The Residential Life side of the role consists of:

- Providing guiding administration for housing
- Oversee Community Assistants and the planning/implementation of events
- Facilitate the Conduct process
- Get students involved!

[Alexis Persons is the Director of Residential & Student Life for 2021-2022.](#)

## Riverland Foundation and College Park Housing Property Management

Riverland Community College Foundation raises, manages, and distributes resources to support, enhance and promote the educational opportunities Riverland Community College offers the people of our region.

One of the ways we accomplish our mission is by owning and operating College Park Housing for Riverland students on our Austin Campus.

The Riverland Foundation manages the property and ensures that the units are well maintained and safe for our students. We work alongside Complete Property Management, a company that manages many residential facilities in our region, to handle maintenance concerns of the property.

Riverland Foundation Contacts:

Janelle Koepke, Dean of Institutional Advancement

Laurie Minehart, Associate Director of Foundation

Complete Property Management Contact:

Lanier Pratt, Owner

## Riverland's Mission & Values

### Vision

We will offer the best opportunity for every enrolled student to attain academic and career goals in an ever-changing world.

### Mission

To transform lives through excellence in service, education, and career training.

### Values

Cultivating student growth through service, collaboration, innovation, and respect.

### Heart of Riverland

We are dedicated to our employees, our students, and our region.

[Click here](#) to learn more about Riverland's Mission and Vision.

## Riverland Blue Devil Values & Housing

Cultivating student growth through service, collaboration, innovation, and respect.

### *Service*

At College Park Housing, we try to provide a community that residents can take pride in- one that will encourage them to be of service to themselves and others to achieve personal and shared goals.

### *Collaboration*

CPH residents collaborate others to create successful unit and community living situations where all residents can be healthy, happy, and successful.

### *Innovation*

College Park Housing residents are innovative in developing habits, skills, and mindsets that improve their quality of living.

### *Respect*

College Park Housing residents come from all over and have different backgrounds and experiences. For this reason, CPH residents respect themselves and others to create a successful living scenario where all residents can be healthy, happy, and successful.



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Residential Life

## Institutional Learning Outcomes

Riverland Community College's Institutional Learning Outcomes summarize the experiences, knowledge, and skills one should acquire during their time at Riverland. All student support services and programs offered are intended to help students grow in the following areas. Students can develop in these outcome areas in the classroom and outside of the classroom by being involved and utilizing campus resources!

Students at Riverland Community College:

### 1. think critically.

*"Riverland graduates unify factual, creative, rational, and value-sensitive modes of thought."*

### 2. are aware of the larger global community.

*"Riverland graduates understand individual and group differences, and can apply cross-cultural social, economic, and political perspectives."*

### 3. are prepared to be ethical, engaged citizens.

*"Riverland graduates can identify, discuss, and reflect upon ethical dimensions of life as responsible and productive citizens."*

### 4. communicate and collaborate.

*"Riverland graduates are able to affectively employ different forms of communication tools and strategies collaboratively and independently."*

## Co-Curricular Learning Outcomes

The Co-Curricular Learning Outcomes at Riverland are based in the Flourishing through Leisure model, which focuses on an individual's overall wellbeing while recognizing that people exist in environments.

The co-curricular outcomes map back to the institutional outcomes, see below.

Institutional Learning Outcomes	Co-Curricular Learning Outcomes
think critically.	Spiritual (Believe, Value)
	Cognitive (Think, Learn)
are aware of the larger global community.	Social (Relate, Belong)
are prepared to be ethical, engaged citizens.	Physical (Act, Do)
	Social (Relate, Belong)
communicate and collaborate.	Psychological (Perceive, Feel)
	Leisure (Play, recreate)

### Spiritual

Riverland graduates utilize experiences, interactions, and knowledge to determine what they think and believe. We will see this through:

- Purpose Development
- Definition of personal values
- Values Alignment
- Self-awareness of impacts of interaction
- Finding meaning in life's experiences
- Prioritization
- Other:

### Cognitive

Riverland graduates work with information in a manner that allows them to be successful in a changing world. We will see this through:

- Utilizing multiple sources of information
- Self Awareness
- Reflection
- Working memory
- Sustained Attention
- Speed of Information Processing
- Cognitive Flexibility
- Category Formation
- Pattern Recognition and Inductive Thinking
- Adaptability

## Social

Riverland graduates relate to others and experience a sense of belonging. We will see this through:

- Assertive communication skills
- Ability to be yourself
- Cultural Competency
- Respect
- Support networks
- Create boundaries
- Conflict management
- Mattering
- Confidence in interaction

## Physical

Riverland graduates have the ability to apply their learning and take action. We will see this through:

- Understanding of health and wellness
- Engagement on or off campus
- Civic Engagement
- Action planning
- Basic needs of housing and food met

## Psychological

Riverland students can process situations and feelings allowing them to communicate successfully. We will see this through:

- Coping Skills
- Stress management
- Ability to reach out for help
- Communicating appropriately
- Advocacy

## Leisure

Riverland students engage in recreation/activity that enhances their overall quality of life. We will see this through:

- Engagements align with students' needs/passions
- Balance of work and leisure
- Leisure choice benefits overall quality of life
- Transferrable skills

## College Park Housing Information

College Park Housing is made up of 3 apartment buildings and a Community Center. This 16 unit facility offers housing to up to 96 students per semester. The Community Center is a central hub where events occur, students meet up and study or check out items, and do laundry.

### Community Center

The Community Center is equipped with a television, seating, and recreation equipment. The Community Center is open for housing students to use to study, be social, or play a game of pool. All guests must be accompanied by a resident while using the Community Center. No equipment may be removed from the Community Center, unless checked out, or it will be considered theft and a violation will be issued.

If any Community Center items are broken or damaged, liability could fall on the resident. Communicate any problems upon check in of the item. Communicate any damages in the Community Center to a Community Assistant or the Housing Coordinator as soon as possible.

### Laundry Facilities

Coin operated laundry facilities are located in the Community Center and are for resident use only. You must provide your own laundry detergents and softeners.

### College Park Housing Units

College Park Housing's spacious layouts offer 3 bedrooms, 2 bathrooms, a kitchen, living room, closet, and pantry in each unit.

### Apartment Furnishings

Riverland Residential Life provides various furnishings to enhance your living-learning experience. All units are provided free fiber optic wireless internet.

*Living Room.* An arm chair, couch, and end tables are provided for your comfort!

*Kitchen.* Kitchens have a refrigerator, dish washer, and stove/oven for all your culinary needs. Stop by the Riverland Food Pantry to pick up some groceries!

*Pantry.* The pantry is lined with shelving, offering ample storage space for all residents in the unit.

*Bedroom.* Bedrooms are furnished with a bunkable bed frame and Twin XL mattress. Residents have individual closets in the room.

- *Double Occupancy Rooms.* Majority of Residential Life rooms are double occupancy, meaning you will have one other individual in your room.
- *Single Occupancy Rooms.* Single occupancy rooms are available based upon demand for on-campus housing. Mark "Single Occupancy Room" on your housing application. You will have an opportunity to provide any reasoning for the single occupancy room request. Residents are not guaranteed a single occupancy room because they marked it on the housing application.

### **Inclusivity Commitment**

Riverland Residential Life will not discriminate on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or familial status.

College Park Housing has accessible units. For more information, contact the Housing Coordinator.

### **Mail**

Mail is delivered to each apartment mailbox Monday through Saturday by the US Postal Service, usually between 10:30 a.m. and 12:00 p.m. Incoming mail should be addressed in the following format:

Resident's Name  
College Park Housing  
Riverland Community College  
1700 NW 8th Ave. Unit #  
Austin, MN 55912

### **Outgoing Mail**

College Park Housing does not offer outgoing mail service. Students can send outgoing mail from the Copy Center in the Austin West Building.

### **Mail Forwarding**

At the end of the year, each resident is responsible for filling out Mail Forwarding paperwork with the postal service. All mail received at College Park Housing after checkout, will be returned to sender.

The Mail Forwarding form can be accessed online [here](#).

### **College Park Housing Lease**

In addition to this handbook, you are required to sign a Student Housing Contract (the "Housing Contract") before moving into College Park Housing. The 'Housing Contract' provides additional details about the terms for living in College Park Housing.

### **Contract Lengths**

Contracts are usually in place from the end of August to mid-May and covers two(2) semesters. A Housing Contract for one semester will be permitted in cases of students graduating at the end of fall semester or students enrolling in spring semester.

#### **Leaving at Semester**

Generally, all leases are both Fall and Spring semester. If you graduate after Fall or will no longer be a student at Riverland in the Spring, you must notify Residential Life staff by Thanksgiving break to receive your security deposit back (minus any damages/charges).

### **Credit Requirement**

To reside in Riverland Housing an individual must be enrolled in at least eight(8) credits at Riverland Community College. All exceptions must be approved by the Director of Residential & Student Life.

### **Housing Charges**

You must pay housing charges in accordance with the terms of your Housing Contract. Tenants sign a lease for the entire school year (fall and spring semesters) which requires housing charge payments to be made prior to move in and/or the beginning of each semester. Payment is expected to be arranged before move-in. Students may use financial aid, or arrange a payment plan with the business office at Riverland. If students choose to arrange a payment plan, at least ¼ of the semester charges must be paid before move-in. Tenants who have not met financial obligations will be subject to eviction. Such financial obligations include but may not be limited to the payment of housing charges, late fees, service charges, fines, court fees, attorney's fees, and the cost of repairing any damage to Tenant's unit. Uncollected balances will be forwarded to the State of Minnesota to collect all unpaid housing charges, fines, damages, and other unfulfilled financial obligations.

*For residents paying with financial aid.* Housing charges will be applied to your Riverland student account. When your financial aid is disbursed it will be applied to your student account. If your Financial Aid is not applied or does not cover the Housing Charges, you will be able to set up a payment plan with the business office.

### **Returned Check Policy**

All returned checks will be assessed a \$30 processing fee.

### **Housing Charges**

Residents pay \$1800 per semester for a double occupancy room. Keep in mind, leases are generally for both Fall and Spring Semesters. Students that request and are granted shorter term leases (ex. Summer) will be assessed charges based upon the current day rate as set by the Riverland Foundation.

### **Housing Assignment Adjustments**

College Park Housing will attempt to honor the preferences expressed by you for a unit assignment and reserves the right to assign or reassign you to other units when necessary. If you have a problem with a roommate or roommates, contact a Community Assistant or the Housing Coordinator.

Residents are encouraged to work out roommate conflicts and reach out to a Community Assistant, the Housing Coordinator, or a Riverland Advocay Services to assist in resolving such conflicts. No room changes will be granted the first month of classes and will only be permitted if housing management determines it is possible. When the units are full, a roommate change would be difficult. If/when a room change is made, the resident must properly check out of their old unit and properly check into the new unit. This is done to ensure the return of your cleaning and damage deposit. Residents will be held responsible for damages in all units occupied during the school year. When a new resident moves into a unit,

the Housing Coordinator or Director of Residential & Student Life will facilitate a unit meeting to discuss expectations, communication, etc. between the roommates.

### **Consolidation**

A situation may arise where a resident is left alone without a roommate. If there is a waiting list, a new roommate will be assigned. College Park Housing has the right to re-assign individuals to a new unit at any time. Generally, this will be done if a unit isn't fully occupied, but it is not limited to that situation.

### **Security Deposit Return Policy**

To hold your reservation in College Park Housing, your application and security deposit must be received. You are required to pay a security deposit in accordance with the terms of your Housing Contract. All residents are charged a \$50 professional cleaning fee.

Damage or cleaning in excess of the professional cleaning fee will be deducted from the resident's security deposit. Residents are required to pay assessed charges over the amount of the security deposit. If these charges are not paid, a hold will be placed on the release of all academic files to third parties.

### **Returning Security Deposits**

For students returning to Residential Life, you were assessed a \$50 professional cleaning fee (assessed to all residents annually) and potentially some other damage charges at move out. The cost of these charges must be replenished to the security deposit by July 1<sup>st</sup> to hold their reservation for the following year. Students will receive communication over the summer with the amount required to hold their space in College Park Housing for the following academic year.

To replenish your security deposit, [click here](#).

### **Summer Housing**

If Summer Housing is available, students will be notified in January. Residents may request summer housing, but it is not guaranteed. Residents that stay over the summer pay the day rate as set by the Riverland Foundation and are required to take at least six(6) summer credits at Riverland Community College.

### **Summer Storage**

Riverland does not offer summer storage of resident items. All items left in the unit after a unit checks out become Riverland Residential Life property.

### **Mailing Personal Items**

Residents are required to mail any of their items themselves. Residential Life is not obligated to assist with the packing and shipping of resident items.

## Maintenance

Complete Property Management provides maintenance and upkeep for Riverland's College Park Housing. Complete Property Management and their staff are responsible for providing timely and effective repairs. Residents are responsible for submitting maintenance requests for all damages and doing regular, routine cleaning of units.

### Maintenance Requests

Emergency maintenance issues should be immediately reported to the Housing Coordinator via the Housing On-Call cell phone number. The Housing Coordinator will get in touch with property management to resolve the issue as quickly as possible. Regular (non-emergency) maintenance requests can be submitted via the "Resident Portal" app.

#### **Emergency Issues**

Contact Housing On-Call Phone

- Broken doors/windows
- Broken window
- Water overflowing
- HVAC - No Heat/AC

#### **Non-Emergency Issues**

Submit in Property Management Portal

- Thermostat batteries
- Lock entry batteries
- Backed up kitchen or bath sinks that are NOT overflowing
- No hot water
- Pest issues

### Maintenance Communication

Communication about non-emergency maintenance projects will occur via the Resident Center app. Residents will receive job status updates, expected dates and times of maintenance, and notes. Residents are responsible for communicating all maintenance issues in the unit. Residents may be responsible for any damages that go unreported in the unit. Students will receive an email and/or text to set up their app upon move in.

### Wireless Internet

Each unit is assigned an access code for high-speed fiberoptic internet. Codes are assigned by location of the wireless access point. Sharing your code with students in other units will likely drag the system down for all users. If you have Wi-fi connection issues restart your computer and try connecting again. If you continue to have connection issues email [housing@riverland.edu](mailto:housing@riverland.edu) and describe your specific issue/error message. On the weekend, contact College Park Housing on-call cell (507)402-2234.

### Laundry Maintenance

All issues with the laundry should be submitted via the Resident Center app.

### Furniture Storage and Removal

Residential Life is not able to store residents' personal furniture or any other personal belongings of residents. All personal belongings must be stored in the units. No furniture is to be removed or relocated from the units or any of the public areas of College Park Housing.

### Snow Removal

College Park Housing has a contract for snow removal; however, residents may need to remove snow outside their unit in between the contractor coming. In order to facilitate snow removal, cooperation by residents is important. After receiving a snowfall of three inches or

more, all residents should be aware that the lot could be plowed. All residents should take caution and keep your door ways free of snow.

Occasionally, residents will be asked to remove their car from the lot so it can be adequately plowed. Vehicle owners that choose not to move their vehicle are responsible for all towing costs.

## **Residential Life Policies and Processes**

In order to provide the best living experience for all residents, residents are expected to uphold all Residential Life Policies and Processes in this Handbook.

### **Communication**

Riverland e-mail is the official form of communication for Residential Life. Residents should check their e-mail regularly to avoid missing information and updates.

### **Quiet Hours**

Quiet times have been established in order to offer an atmosphere that is supportive of academics and healthy living. Quiet Hours are 11:00 p.m. to 11:00 a.m. During this time, all residents should limit noise.

Quiet Hours will be extended during midterms and finals weeks to help encourage the academic success of residents. The adjusted Midterm and Finals Week hours will be 7pm-11am. All residents will receive an email reminder when these weeks are approaching.

### **Courtesy Hours**

Because there are many members in residential communities, residents may be asked to reduce noise levels at any time of the day if noise is causing a disruption.

### **Check-In**

Check-in generally occurs the weekend before classes start. This allows residents time to settle in prior to class start and activities begin taking up their time.

### **Apartment Inventory**

Before settling into your unit, you will need to make a complete inventory and inspection of the unit and its furnishings. This inventory "Unit Inspection & Inventory Form" must be completed within 24 hours of the check-in. All contents of the unit, including floors, ceilings, windows, doors, and furniture are considered unit inventory items.

As a resident of the unit, you are responsible for the inventory and the unit in its entirety as long as you occupy the unit. For this reason, ensure your initial inventory is complete and accurate. This inventory will be used to determine any damage charges you are assessed at the end of the year by comparing damages with the inventory.

Any student who moves into College Park Housing agrees to take responsibility for all items in the unit. Items that you feel do not belong in the unit during your inventory should be reported immediately to the Housing Coordinator.

### **Lease Agreement**

At the time of check-in, you will receive a copy of the lease agreement. This must be signed and returned during your check-in process with Residential Life Staff.

## **Keys**

Upon moving into your unit, you will be issued one key to access to your mailbox and another to your bedroom door lock. Upon receipt of these keys, you will be asked to sign a "Key Receipt Form." If you lose your key, contact the Housing Coordinator immediately.

Keys are used to protect you, your roommates, and all belongings' security. Under no circumstances should your key be given to anybody or be duplicated. If key is found to be in possession of someone other than the resident or if duplicates of a key have been found to have been made, the resident could be subject to eviction.

## **Front Door Codes**

Residents are assigned a front door code. For your safety and security, this code cannot be shared with anyone. If you feel that someone other than your roommates has your door code, contact the Housing Coordinator immediately to get it changed.

## **Meetings/Inspections**

Meetings and inspections occur regularly throughout the year. This is to maintain a safe, welcoming, updated, and engaged community.

## **Required Community Meetings**

Residents are required to attend a community meeting at the beginning of each semester to review policies, give updates, and engage residents. Those that do not attend the Community Meeting will be required to participate in a conduct meeting with the Housing Coordinator or Director of Residential & Student Life.

## **Unit Meetings**

Unit Meetings will occur once per semester. This meeting will consist of the Housing Coordinator or another Residential Life staff member and all of a unit's residents. These meetings are for staff and residents to get to know each other and to discuss Residential Life's purpose and function. This is also an opportunity for staff to help residents discuss how expectations for the unit and how they will communicate to live together successfully. Those that do not attend the Unit Meeting will be required to participate in a conduct meeting with the Housing Coordinator or Director of Residential & Student Life.

## **Health & Safety Checks**

Health and Safety Checks are facilitated in all units monthly. The checks occur regularly to ensure adequate cleaning and maintenance is being done and that there are no other fire or safety hazards. Fire hazards may include, but are not limited to, "daisy-chaining" multiple extension cords together, multiple connections in one spot, no clear path to a window, or candles. Safety hazards could include mold, integrity of windows and doors, bugs/rodents. Other safety hazards include policy violations including, but not limited to, alcohol in the unit.

If residents are noted for a cleaning issue while a Health and Safety Check is being conducted, residents will have 3 business days to resolve the cleaning issue. If the cleaning issue is not resolved when checked by staff, the residents will receive a fine until the issue is resolved.

## Unit Entry

College Park Housing and the Riverland Community College Foundation, its officers, employees and agents shall have the right to enter College Park Housing units at reasonable times and without prior notice for the purpose of routine inspection and repair, preservation of health, safety and peaceful enjoyment of the property, exhibiting or marketing the premises, and when there are reasonable grounds to suspect that laws, the Riverland Community College Code of Conduct, or the Residential Life Community Standards are being violated.

Residential Life staff reserves the right to enter and inspect a unit without prior notice:

- when it appears that the occupants of the unit may be physically harmed or endangered;
- when it appears that Housing property may be damaged or there is a maintenance emergency;
- when it appears that a Housing policy is being violated; or
- for periodic scheduled maintenance and inspections such as thermostat battery replacement, smoke alarm battery replacement, and HVAC filter replacements; or when a maintenance request has been submitted and requires immediate attention or repair.

## Check-Out

As check-out time comes around, students will be expected to remove their items, clean, set up a time, return their key, and attend a check-out with a Residential Life staff member. Residents are encouraged to move out near their last final. Graduating students will have until the day after graduation to check-out of their unit. All residents must continue to follow Community Standards and Quiet Hours, whether they have completed their finals or not. You will be sent an email to sign up for a check out time approximately 4 weeks prior to move out.

## Cleaning

Residents should remove all items from their bedroom and all public areas including the closets, living room, kitchen, refrigerator, stove, bathrooms, and halls. Any items left in the unit may result in additional cleaning charges.

- At any time, your unit is expected to be at a reasonable level of clean. This means that there is not mold or odor from dishes or garbage, dusted, counters wiped down, fridge cleaned out regularly sweeping/mopping, removing garbage and unnecessary items. At move out, you will be charged extra cleaning fees if the unit is not at a reasonable level of clean
- Some commonly left items are: hangers, garbage cans, and shower curtains. All items must be removed from the unit and all cleaning completed prior to the check-out meeting to avoid additional cleaning charges to your security deposit.

## Check-Out Meeting

Residential Life staff will meet the resident in the unit and facilitate an inspection of the unit upon move out. All damages, abandoned items, and missed cleaning will be documented at the check-out. Residents will also return keys in this meeting.

Residents who improperly check out or fail to check out will not receive their security deposit back.

### **Check-Out Meeting Opt-Out**

Should a student wish to opt out of a check-out, they must complete the "Check-Out Opt Out Form." By submitting this form, residents relinquish their right to be present at the final unit inspection, acknowledge they are responsible for all damages assessed during that unit inspection, and waive their option to dispute the charges. This Opt Out Form must be completed prior to the student moving out.

### **Key Return**

At the check-out meeting, you will return both your bedroom key and your mail key. Residents that fail to return keys will be charged to replace them or re-core the lock as necessary to maintain security. Any resident that returns duplicate keys will be responsible for charges related to re-coring the lock.

To report a lost or missing key, contact the Housing Coordinator immediately to maintain safety and security.

### **Damage Charge Appeal**

If a resident feels they have been incorrectly assessed a damage charge, they can appeal this damage charge by contacting the Riverland Foundation with an explanation of the reason for appeal and any supporting documents/files.

### **Mail forwarding**

Prior to checking out, all residents should have forwarded their mail. You can access the mail forwarding form, [here](#). All mail received after move out will be marked "Return To Sender."

### **Guests**

Residents are allowed to have guests for up to three nights with the approval of all unit residents. Should a guest need to stay longer than three nights, contact the Housing Coordinator.

When signing a lease, residents acknowledge that they are the sole resident on that contract. It is considered a violation to allow other individuals to stay in the unit. If another individual, not on the housing roster, is found staying in your unit, you may face sanctions including and up to eviction.

All guests are expected to act in accordance with Residential Life's Community Standards and Riverland's Code of Conduct. The host resident is responsible for all actions and violations of their guest. If problems arise due to a guest, Residential Life staff reserves the right to ask the guest to leave the residential area.

Residential Life assumes no responsibility for providing accommodations for guests who have been asked to leave the premises. Any nonresident Riverland student involved in housing conduct cases will be referred to the Dean of Student Affairs.

### **Unrostered Individuals**

Any individuals found staying in the units that are not on the housing roster can face sanctions and charges. Residents that allow unrostered individuals to stay in their unit may face sanctions including and up to eviction.

### **Guest Escort Policy**

The purpose of the guest escort policy is to ensure the safety of all residents and security of facilities. Guests must be accompanied by a resident at all times. When a resident has a guest, they assume accountability for the guest's actions.

### **Underage Guest**

Residential Life reserves the right to immediately notify the guardians of guests under the age of 18, who are involved in incidents while in Riverland's residential areas.

### **Business From Units**

Residents may not run businesses or offer services out of their unit. Residents found conducting business from their units will go through the conduct process which could result in sanctions including, and up to, eviction.

### **Solicitation**

Persons who come to your door to canvass, get product orders, or market are considered solicitors. Solicitation without prior consent of the Director of Residential and Student Life is not permitted on the property or about the property. Residents are encouraged to notify the Director of Student Housing/Residential Life of any such solicitors.

### **Pets**

Pets, of any kind, are not allowed in the student housing units.

### **Emotional Support Animals**

Emotional Support Animals are only allowed in residential units after approval from both Accessibility Services and Residential Life. To request an Emotional Support Animal, contact Accessibility Services at <https://www.riverland.edu/student-services/accessibility-services/>. Once you have completed the required steps with Accessibility Services, the office will contact Residential Life. You must receive e-mail approval from Residential Life staff prior to moving in your Emotional Support Animal. Residential Life will contact your roommates to seek approval. All residents in the unit must approve of the Emotional Support Animal.

The owner of the ESA is responsible for any damages or messes inside or outside of the unit cause by the Emotional Support Animal. The owner of the ESA is the sole caretaker of the ESA.

### **Decorating**

Decorating should only be done with items that are easily removed. Removable 3M strips and hooks are recommended. Do not use tacks, nails, or tape (other than blue painter's tape) on the walls. These leave damage and residue that you can be assessed to you as damage charges at check out.

### **Over-the-Door Hooks**

Over-the-door hooking mechanisms should not be used by residents. These cause damage to the alignment of the frame and door and the top of the door itself.

### **Wall Mounts**

Mounted appliances and shelves are not allowed as these items leave damage after removal. Any appropriately mounted items, such as mirrors, must be removed from the unit prior to check-out.

### **Entry Doors**

No posters, staples, memo boards, or other materials are allowed on the front of unit doors or windows. Only posting on the exterior door clip is allowed.

### **Window Screens**

Window screens should not be removed, unless in the case of an emergency. Missing window screens at the time of check-out will result in additional charges being subtracted from the security deposit.

### **Painting**

Residents are not allowed to paint any areas inside or outside of units. This includes, but is not limited to walls, furniture, sidewalks, and cabinets. Painting is done exclusively by Residential Life or Complete Property Management.

### **Bunking Beds**

If you and your roommate decide to bunk your beds, you are required to unbunk the beds prior to moving out. If you would like a guard bar top bunks, contact the Director of Residential & Student Life. Not all beds include the hardware to bunk.

### **Patios**

There is a patio area available outside of each unit. Residents may utilize these areas. Patios are included under the "Decorating" policies above.

### **Cleanliness**

Residents are expected to keep the area outside of their unit clean and free of debris. Cleanliness is important to maintain a safe and presentable living community. This means patio areas should be clear of all bikes, garbage, boxes, etc.

### **Outside Grills**

Residential Life provides two grills on-site, one gas and one charcoal, for residents to use. If gas or charcoal is needed for the grills, please notify a Community Assistant or Housing Coordinator ahead of when you would like to use it so it can be refilled. Because of this, residents are not allowed to have their own outside grills.

### **Outside Lighting**

Residents may hang temporary lighting in accordance with the "Decorating" policies. Tiki Torches are not allowed on patio areas, due to posing a fire hazard.

### **Aerials**

Outside aerials for radio or television are not permitted.

## **Residential Life Safety Policies**

Residential Life policies are intended to protect the personal safety of residents, guests, their personal belongings, and the surrounding area.

### **FERPA**

Due to the Family Educational Rights and Privacy Act (FERPA), Residential Life staff cannot share any information regarding students with anyone other than that student. Students can grant individuals ability to communicate with Residential Life staff via a Student Data Release Form.

The Riverland Student Data Release Form can be found online by [clicking here](#).

### **Tobacco, Drug, and Alcohol-Free Campus**

According to the Drug-Free Schools and Communities Act amendments of 1989 (Public Law 101-226) and Minnesota Statutes 152 Prohibited Drugs, 340A Liquor Act, and 624.71 Liquors in Certain Buildings or Grounds, Student Housing will implement a program to prevent the use of illicit drugs and the abuse of alcohol by its residents and students.

- Accordingly, no resident shall use, manufacture, sell, give away, barter, deliver, exchange or distribute, or possess with the intent to use a controlled substance or drug paraphernalia as defined in Minnesota Statutes Chapter 152, including College Park Housing grounds. No resident shall use or possess a controlled substance, except when the possession is for that person's own use and is authorized by law while at College Park Housing.
- No resident shall introduce upon or have possession at College Park Housing of any alcoholic beverage as defined in Minnesota Statue 340A.101.
- Court rulings imply that individuals purchasing or distributing alcoholic beverages for events may be liable for personal injury or property damage that occurs as a result. In addition to personal liability and property damage, individuals run the risk of being charged with selling without a license.

Individuals involved in incidents related to alcohol or substance use, possession, or intoxication may be subject to sanctions through the student conduct process. These sanctions may include removal from residential life property.

### **Underage Alcohol Consumption**

For residents, under the age of 21, who are found to have illegally consumed alcoholic beverages will be required to meet with the Director of Residential and Student Life and Advocacy Services. Parents of residents under 21 will be notified. Additional sanctions may be assessed including, and up to, eviction.

### **Consumption of Alcohol on Campus**

For residents that are over 21, alcohol and consumption of alcohol is not allowed in College Park Housing due to the Tobacco, Drug, and Alcohol Free Campus policy mentioned previously.

### **Consumption of Illegal Substances**

For residents who are found to have consumed or had in their possession illegal substances (including, but not limited to, marijuana), they will be required to meet with the Director of

Residential and Student Life and Advocacy Services. Additional sanctions may be assessed including, and up to, eviction.

### **Alcohol Beverage Containers**

Riverland Residential Life does not condone the use of empty alcohol containers as decorations or trophies of past consumption. Therefore, the use of alcohol beverage containers for decoration or any other use in College Park Housing is prohibited.

### **Search of Units**

Residential Life has the right to search any unit if drug or alcohol use is suspected. While notification of a search is not always guaranteed, Residential Life staff will knock prior to entering the unit at the time of the search. Residential Life will conduct a visual search of the unit if the resident is not present. If the Residential Life staff member believes there is further search needed, the resident and/or law enforcement may be called. If the resident is present, the Residential Life staff member will conduct a search as allowed by the resident. If a full search is needed and the resident is not willing to allow the search, law enforcement may be called to assist.

### **Fire Safety**

Fires Safety is a responsibility of the resident and Residential Life. Maintaining an environment that is safe and able to detect danger takes your assistance.

### **Smoke Detectors**

By virtue of State of Minnesota Law, it is Resident Life's responsibility to provide smoke detectors in each unit. It is the resident's responsibility to ensure detectors stay in working condition. It is a misdemeanor punishable under State of Minnesota Law to tamper with or remove a smoke detector. While this represents a violation of state law, it also poses a threat to the safety of residents. The smoke detectors located in your unit will provide you with early warning of any smoke resulting from a fire. If your smoke detector is not functioning, you can contact the Housing Coordinator or submit a maintenance request.

### **Fire Safety Violations**

The smoke detectors and fire extinguishers in your unit are for your safety. Tampering with them hinders their efficiency and endangers the lives of you and fellow residents. Other Fire Safety Violations include:

- Failure to evacuate the building during a fire drill/alarm will subject a resident to disciplinary action and/or fines.
- Tampering with smoke detectors is a violation of Minnesota law and may be deemed a misdemeanor or felony. All cases of fire equipment tampering are investigated. Criminal prosecution through the county courts may also result.
- Candles are not allowed in residential facilities due to the risk of fire. Incense and other items with an open flame are not allowed in residential facilities.

### **Bedroom Fire Code:**

- Residents are responsible for notifying staff immediately after identifying problems with smoke detectors.
- Unit and bedroom doors must be able to fully open.
- Fire Ladders must remain in the bedrooms.
- An emergency aisle of at least 22 inches must be maintained within the unit and clear to exits.
- Reduce/Remove risk points, including but not limited to “daisy-chaining” extension cords.
- The area in front of the window should be left clear as a second exit point if needed.

### **Risk Points**

Residents should reduce Fire Safety risk points including fabric by outlets, candle use, and multiple extension cords chained together. Risk Points are any points that could cause or propel a fire. Using electrical power strips and extension cords to obtain a maximum number of outlets causes a fire hazard. If using extension cords or power strips, they must have a fuse/circuit breaker in them to avoid overloading the system.

### **Apartment Capacity**

To comply with fire code and to protect the well-being of all College Park Housing residents and their guests as well as help prevent damage to the unit and the buildings, no more than 20 people may be present in a given unit at any one time.

### **Fire Ladders**

Every second floor bedroom is equipped with a Fire Ladder. These Fire Ladders must stay in the bedroom and be utilized for escape should a fire occur. These ladders must only be used to escape a fire.

### **Supplemental Heating Unit**

If a supplemental heating unit is needed for your unit, please contact the Housing Coordinator. Residents should not bring in personal heating units unless approved by the Housing Coordinator.

### **Fire or Emergency Evacuation**

A copy of the Emergency Preparedness Plan that is supplied in each unit on the back of the entry door. Residents are responsible for being familiar with safety response plans. The Emergency Preparedness Plan must remain posted in each unit.

### **Tips for Fire Safety:**

- Flammable liquids, including gasoline and ether are not permitted in the units.
- Motorbikes or other motorized vehicles may not be stored in resident's rooms.
- Residents are required to remove any decorations or furnishings deemed potential fire Hazards.
- Extension cords should not be attached to, woven through, or touching metal in any manner. Extension cords may not be placed under carpet.
- Cooking should only occur in the kitchen. Do not leave cooking unattended. No hot plates or open flame cooking utensils allowed. Microwave ovens, popcorn poppers, toasters, coffeepots, or other such devices must never be left unattended or be used near flammable materials.
- Do not make any adjustments to the electrical system (lights, outlets, switches) in your Apartment.
- Light fixtures must not be tampered with in any way and items should not be hung from them, which might serve as conductors of electricity.

## Severe Weather

In the event of severe weather please check local weather for watches and warnings. In the event of a Tornado Warning issued for Mower County, please move to the lowest apartment unit available and shelter in an interior room (pantry or bathrooms). If a lower unit is not available, please move to an interior room with no windows (pantry or bathroom). Depending on the situation a shelter may be opened. You may receive text notification from the Housing Coordinator, but you must also take responsibility for monitoring severe weather.

## Medical Emergencies

In case of a medical emergency, call 911 to request medical assistance. Give your exact location and the nature of the injury or illness. You can also contact the Housing Coordinator.

## Emergency Information

Residential Life keeps minimal self-disclosed medical information about students. This information is used in emergencies to best serve the resident. Residents can self-disclose medical conditions, allergies, medications, and other information.

## Emergency Contacts

At move in you will be asked to provide one (1)- three (3) emergency contacts. These are individuals that Residential Life staff would contact in an emergency pertaining to you as the resident.

## General Safety

For information about natural disaster or other emergency response, please view the "Emergency Preparedness Plan." A copy of this can also be found in each unit on the back of the exterior door.

## Swimming/Skating

Under no circumstance should residents swim in or skate on the pond.

## Windows

Items should never be thrown out of windows, whether there is a screen in the window or not.

## Bikes

Bikes may be kept inside of the units or in the provided bike rack, provided they do not block exits. Residents must clean up any soiling from the bike to avoid damage to the unit. No snowmobiles are allowed on grounds. Motorcycles are permitted but must be in an assigned parking spot. Bikes should not be secured around patio posts.

## Roof

Residents are not permitted on any roof of residential life buildings.

## Harassment and Sexual Violence

College Park Housing prohibits harassment of any kind, which is verbal or physical conduct that creates an intimidating, threatening, offensive, or hostile environment. Incidents involving harassment will be referred to the Dean of Students and may also result in the eviction of the offender.

Riverland Community College is committed to eliminating sexual violence, harassment and discrimination in all forms, and will take appropriate remedial action against any individual found responsible for acts in violation of these policies. Acts of sexual violence may also constitute violations of criminal or civil law, or other Board Policies, that may require separate proceedings.

Any individual who believes they have been, or are being, subjected to conduct prohibited by the college's Sexual Violence Policy or the Nondiscrimination in Employment and Education Policy is encouraged to report the incident via this [form](#).

For more about Sexual Violence Prevention at Riverland, click [here](#). To view the Sexual Violence Policy and Procedure, [click here](#).

For more information about the Nondiscrimination Policy at Riverland, [click here](#).

Advocacy Services is also available to assist with any issues facing students, [click here](#) to learn more about Advocacy Services.

### **Missing Students/Wellness Check**

If you are concerned for a resident's wellbeing or location, please contact the Housing Coordinator immediately. Residential Life staff will summon the necessary agencies or will conduct a wellness check.

### **Gambling**

Gambling in residential life facilities is not permitted.

### **Pranks/Hazing**

Pranking and hazing is not allowed in Riverland residential areas. Sanctions for pranking/hazing include up to and including eviction.

### **Theft**

If you find that something is missing from your unit, car or other personal property, notify the Housing Coordinator immediately and call the Austin Police Department. Riverland Residential Life is not responsible for thefts. To safeguard against theft or natural occurrences to your belongings, you may choose to hold a renter's insurance policy.

### **Damage/Destruction of State Property**

Intentional or malicious damage, destruction, or defacing of College Park Housing or college property is against state law and college policy. If you are involved in the damage or destruction of college property you will be referred to the Institutional Conduct Process for disciplinary action and civil authorities for possible prosecution, depending upon the extent of damage or destruction.

### **Explosives/Fireworks**

The use and/or possession of explosives, including fireworks, is not allowed on Riverland Residential Life properties due to personal safety and fire safety risks.

## **Firearms/Weapons**

Firearms and weapons are banned from Riverland Residential Life areas. Items that are considered weapons include, but are not limited to, guns, air guns, knives, or bows and arrows and are not allowed on Residential Life property. The possession of firearms or weapons may constitute immediate grounds for removal from Residential Life. Knives that are not used for utility or kitchen purposes are considered weapons and are not allowed in units.

## **Crime Reporting**

Residents are encouraged to report any and all criminal activity. If you have been a victim of a crime, you should report it to the Housing Coordinator and/or the Austin Police Department. All criminal reports are forwarded to the Dean of Student Affairs, the Safety Administrator, and the Austin Police Department.

Refer to the [Riverland Community College Campus Crime Report](#) for further information regarding safety and security reports.

## **Security**

Prior to residents moving in, all units are inspected for safety in regard to windows, doors, and locks. Notify the Housing Coordinator if you have the following security concerns:

- I would like my front door access code changed.
- My window is broken or does not lock.
- My door does not close or stay closed.
- My door does not lock and stay locked.
- My smoke detector does not have power and is not functioning.

## **General Safety Tips**

- Do not share your front door access code.
- Lock your bedroom when you are not there.
- Report all security issues promptly.
- Do not allow individuals in your unit who do not live there when you are not there.
- Maintain a clean unit.
- Maintain good hygiene and hand washing practices.

## **Submitting a Report**

If you have a concern or would like to report a situation, you can either contact the Housing Coordinator or Director of Residential and Student Life or submit a report by clicking [here](#).

## **Conduct**

Residential Life conduct is intended to help residents consider the decision making and thought processes around incidents of Riverland Student Code of Conduct, Residential Life Community Standards violations. This process aligns with the Riverland Student Conduct process.

## **Riverland Student Code of Conduct**

All College Park Housing residents must abide by the Riverland code of conduct. Incidents in housing are subject to Residential Life and Riverland Student Code of Conduct Sanctions. You can view the Riverland Student Code of Conduct by [clicking here](#).

### **Conduct Meeting**

Residents who violate Community Standards or Residential Life policies will be asked to meet to discuss their conduct. This is an opportunity for residents to share their side of the situation prior to a decision about sanctions. Residents entering the conduct process will receive an email with a designated conduct meeting time. It is the student's responsibility to notify Residential Life staff if the time does not work.

If a resident is unable to attend, they can reschedule ahead of time. If a resident is unable to attend and does not notify staff prior to the meeting, a conduct decision will be made in their absence based upon the evidence gathered and preponderance of the evidence.

### **Preponderance of the Evidence**

Riverland Residential Life uses preponderance of the evidence as the standard to determine responsibility for an allegation. This means that if it is more likely, based upon a reasonable persons' opinion, that the resident be found responsible then they are found responsible.

### **Sanctions**

Sanctions vary based upon the policy violated and the number of times violated. Sanctions are intended to be educational and reflective, not punitive. They include a reflective paragraph, to a fine, and up to removal from housing.

### **Removal from Housing**

Some violations may warrant removal from housing. These violations include, but are not limited to:

- Conduct or behavior threatening the safety or well-being of others
- Violation of the Alcohol, Tobacco, and Drug Related policies
- Sexual assault and/or harassment
- Possession and/or use of a firearm or other weapons on College Park Housing property
- Failure to pay housing charges or any other financial obligations (as defined in Sections 4-7 of the Student Housing Contract)
- Misusing or tampering with fire equipment
- Intentional damage or destruction of College Park Housing property.
- Fighting/physical aggression
- Numerous violations

### **Conduct Appeal**

Residents can appeal a conduct decision to the Dean of Students. This can be done by emailing [amanda.matthews@riverland.edu](mailto:amanda.matthews@riverland.edu).

### **Noncompliance with College Personnel**

Residents will be subject to discipline and/or eviction for providing false information, harassing, abusing, or failing to be cooperative with any other college staff member while they are performing their assigned duties.

## Resources for Success In College Park Housing

### Kitchen Safety

Safety in the Domestic Kitchen- [https://youtu.be/AUBGRjnL\\_vQ](https://youtu.be/AUBGRjnL_vQ)

Preventing Pests- [https://youtu.be/6\\_Ohc-82H\\_o](https://youtu.be/6_Ohc-82H_o) <https://youtu.be/Q6jl26PhIYo>

Preventing Kitchen Fires- <https://youtu.be/8lvf2NAOWEs>

### Cleaning Tutorials

How to Clean A Kitchen- <https://youtu.be/3Vryfeo7rrE>

Laundry Basics- <https://youtu.be/F0dmzlsYMeY>

How to Load a Dishwasher-<https://youtu.be/h4596rshLUk>

How to Clean a Bathroom- [https://youtu.be/cP3f6\\_9\\_oh8](https://youtu.be/cP3f6_9_oh8)

### Communication Videos

3 Steps to Resolve Conflict- <https://youtu.be/r4xPwhcnS-Q>