

# UAM Residence Hall Summer Camp Manual



## **What to Bring**

<http://www.uamont.edu/StudentAffairs/ResidenceLife/whattobring.htm>

## **Description of Residence Halls**

<http://www.uamont.edu/StudentAffairs/ResidenceLife/home.asp>

## **Smoking**

Smoking is not allowed in the residence halls, rooms or common areas. The containers provided at the corner of each balcony are to be used for disposal of tobacco products.

## **Repair Requests**

Requests for repairs or pest control should be turned in to the Resident Director. Repairs are then turned into the Maintenance Department. Please check back with your Resident Director on the progress of the repair. Please be patient with the Maintenance Department. They will work on your request as quickly as possible.

## **Lobby Furniture:**

Do not move lobby furniture! Furniture should never be moved in or out of the lobby. Do not rearrange the furniture. If you need a meeting room, please utilize one of the many meeting rooms available on campus (460-1053). Please do not set up the lobby for your meetings.

## **Room Furniture:**

Do not rearrange the furniture. Furniture should never be moved in or out of a room. Do not double stack mattresses, remove bunks, or move chairs from room to room.

## **Trash:**

Do not store trash in residence hall rooms! Ants and bugs will be attracted to trash left overnight in rooms or lobbies. Please be sure to discard trash in designated areas. Trash rooms are located on every floor. Ask your Hall Director for more information.

### **Check Out:**

All rooms should be empty by 9:00am on Friday. This must take place for the custodial service to have time to clean all the rooms for the next camp. Counselors should inspect each room after the campers check out. Trash, food or personal items should not be left in the rooms or lobbies.

### **Damage:**

Any damage incurred to the residence halls is the responsibility of the camp. Broken chairs, bent blinds, moving expense, excessive cleaning, missing furniture, and lost keys are examples of common types of damages.

### **Phones**

Please bring a phone. Local phone service is provided in each residence hall room. In order to access an outside line, dial "9" before the number. Calls made to an on-campus phone number can be made by dialing the last 4-digits of the number. There is no need to dial a "9". Since we have a limited number of outside lines, we ask that you not dial "9" for on-campus calls. Calling cards must be used to call long distance. Caller ID devices will not work on campus. Also, devices receiving calls from campus will not display the correct number.

### **Personal Property**

The University does not assume any legal obligation to pay for loss or damage to the student's personal property if it occurs in its buildings or on its grounds, prior to, during, or subsequent to the contract period. The University is not responsible for loss of personal property in the residence hall due to fire, theft, interruption of water, heat, utilities, or other causes. The student is encouraged to carry appropriate insurance to cover such losses.

### **Noise**

Please be aware that you are not the only people in the building. Residential staff also lives in the building. Additionally, other camps may also be housed with your camp. We ask that you be respectful of others. Noise levels should be kept to a minimum between the hours of 10pm-8am. Conduct that is boisterous, obscene or generally objectionable to other residents, as well as conduct which endangers the safety of any person, will not be tolerated. Stereos, radios, televisions are to be played at a minimal level, particularly between the hours of 10 p.m. and 8 a.m. Musical instruments should not be played in the hall without prior approval of the Hall Director.

### **Keys & Lockouts**

Upon moving into their room, residents are issued a room key. This key is for their personal use *only* and should not be loaned to anyone. State law prohibits unauthorized duplication of University keys. If residents lock themselves out of their room, they should contact their Camp Director for admittance. Residence Life Staff members are not allowed to open a door for residents. Residence Life Staff members are allowed to open rooms at the request of the Camp Director. If a resident loses their key, they should notify the Camp Director. The Camp Director will contact the Hall Director to have a new lock installed. This will take approximately 24 – 48 hours. The room's lock will then be changed and new keys will be issued. **The charge for this lock and key replacement is \$40.00.** Residents should keep their rooms and windows locked at all times for security reasons. Residents must carry their keys with them at all times. Keys may not be loaned to other residents.

### **Problems, suggestions, and work orders**

There will be a Hall Director who is responsible for the operations of the residence hall. They will handle issues such as work orders or any maintenance concerns that you may have. The Hall Director is also responsible for such things as check in and check out, as well as the billing that occurs at such times. To report repair needs contact your Hall Director. Please understand that the Hall Director is not available 24 hours a day. There may be a different contact person for evening hours.

# UAM RESIDENTIAL POLICIES

## Alcohol

Alcohol is not permitted on the campus of UAM. Possession, use, or distribution is illegal on the campus. Anyone seen transporting alcohol to their room, found drinking on the premises, or possessing alcoholic containers will have the alcohol confiscated at the time of the incident and will be issued an alcohol sanction.

## Balconies and Breeze Ways

Please sweep and maintain your own balcony keeping it free of any unsightly items. Avoid sweeping and dusting onto your neighbors balcony. Garbage should not be placed on or dropped from balconies.

No objects should be hung, thrown or dropped from windows, roofs, balconies or elevated areas. Do not hang towels or clothing from the balcony or railing. It is not permissible to use grills on the balcony. When cooking outdoors place grill at least ten feet away from the building. Any unattended property found on breezeways, passageways or stairways will be removed by management at the resident's expense.

## Bicycles

Bicycles are not to be stored or parked in public areas, hallways, or stairwells, nor are they to be ridden in these areas. Bikes should be kept in your apartment or storage closet.

## Break Periods

Residents are allowed to reside in their apartments during spring break, holiday breaks and during the summer as long as their lease is valid. Residents are to notify the Resident Assistant or Area Coordinator if they choose to remain on campus during break periods or opt to leave during this period. Health and Safety inspections will be conducted during these times.

## Building Evacuation

All residents must evacuate the apartments during an emergency situation or when directed to do so by a University Official (i.e. RA, AC, Public Safety Officer). Failure to exit the building during an emergency situation will result in disciplinary action.

## Climbing on Campus Buildings

Climbing, repelling, and related activity is prohibited on campus buildings and structures.

## Dangerous Combustibles

Firearms, ammunition, and other such combustible items are not permitted in the University Apartments. Locked storage for firearms and ammunition is available at the Department of Public Safety.

## Decorating

The use of nails, screws, bolts and other like items is not permitted in the apartments. Residents may only use products that will not cause damage to the walls or paint. Also, please do not use self-adhering contact paper.

## Fire Equipment and Alarms

The fire equipment provided in the apartments is provided for use in emergency situations only. Tampering with fire equipment is a serious matter and could result in harm to you or other residents. Such tampering will result in legal proceedings for whoever is proven to have been involved. Pulling the fire alarm for unauthorized purposes is grounds for disciplinary action and is a federal offense. Smoke detectors have been furnished for your safety. **Do not unplug or obstruct your smoke detector in any way. Obstructing a smoke detector will result in disciplinary action.**

## Fire Prevention

The following items are **prohibited** in the residence halls:

- Hot plates
- Toasters
- Crock Pots
- Space heaters
- Electric skillets
- Pets of any kind

- Darts or dartboards
- Candles or Incense
- Halogen Lamps

Listed below are some suggested ways to prevent fire in the residence halls:

- Make sure that all appliances are turned off as soon as you finish using them. This includes curling irons, irons, and blow dryers. If you have a refrigerator or any other appliance using a large electrical cord, and find it necessary to use an extension cord, the extension cord must be of the same thickness as the appliance's cord. A smaller cord will not adequately or safely carry the necessary current.
- Avoid overloading an electrical outlet: You should not use cube plugs. Be sure that, if you do use extension cords, they are located safely and away from high traffic areas. These cords should never be frayed or have any wires exposed.
- It is important that you demonstrate your concern by noting problematic situations to others. If for any reason others are careless, you need to point this out to them so that the safety of all residents is maintained.
- Check items throughout your room to make sure that everything is turned off.

### **Fire Drills and Evacuation**

Each residence hall will conduct at least one fire drill per semester to educate and prepare residents for evacuation procedures in case of fire. All residents must evacuate the apartments when the fire alarm sounds. Failure to exit the building during a fire drill could result in disciplinary action.

### **Flyers and Announcements**

All flyers and announcements from the Residence Life Office will be posted on the bulletin boards located at the bottom of each stairwell. Any flyers or bulletins that need to be posted by student organizations should be forwarded to the Office of Residence Life for distribution. Any flyers found posted at any other location on the apartment buildings will be removed and turned over to the Office of Student Activities.

### **Furniture**

All rooms are completely furnished; however, you may bring your own furniture (bed, television, entertainment system, stereo, microwave and recliner). Waterbeds are not permitted. **Furniture is not to be left outside for any reason.** Note: You must keep the University owned furniture in your room. YOU are responsible for the furniture that is furnished by the University.

### **Guests**

Overnight guests are not allowed.

Guests are subject to the rules and regulations of the University during their stay. Guests must abide by UAM policies and should not impose upon the rights and privileges of residents. Residents are responsible for informing their guests of UAM policies and *will be held accountable for the behavior of their guests*. Residents are responsible for all items found in their rooms and for all activities occurring within their rooms. Residents are responsible for the conduct of their guest both in and outside their residence.

### **Grilling**

Grills are not to be used on the balconies or breezeways. Residents should not leave grills unattended on the balconies. Grills should be stored in the storage closets when not in use. Grills should be used at least 10 feet away from the building. Use only recommended charcoal starter fluid. Never use gasoline. We encourage residents to take advantage of the courtyard area for cook-outs and picnics. In addition, the pavilion beside Maxwell Hall is available for residents use.

### **Health & Safety Inspection**

Health and Safety inspections are conducted on a weekly/monthly basis. Residents will be notified at least 24 hours in advance of an actual inspection. Health and Safety inspections are done to promote and maintain a healthy, sanitary and safe building. Because unsanitary and unhealthy living environments attract pests and become health issues for residents living in the residence halls, **the following are prohibited:**

- filthy rooms

- dirty clothes in evidence throughout the apartment and bathroom
- open containers of food left for extended periods of time
- trash that has not been disposed of properly
- other conditions which attract insects and other unsanitary conditions
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When the Office of Residence Life comes to the room for any reason and finds the room in any condition mentioned above, the resident will be given 24 hours to remedy the situation. If after 24 hours the room has not been cleaned, you will be considered in violation of policy and the proper procedures will be instituted.

### **Parking and Automobiles**

Tenants are to park in the parking lots specifically designated for your assigned residence hall. Camp Directors should discuss parking stickers with Public Safety in advance. (460-1083)

<http://www.uamont.edu/StudentAffairs/PublicSafety/PublicSafety.htm>

Residential Parking = Green Lots Only

Vehicles are not to be parked along the roadway, in the grass or in Red or White lots. Any vehicle in violation of this policy will be issued a citation. Storage of inoperative motor vehicles, mechanical repairs, washing or changing of oil of any motor vehicle is prohibited on the premises. **Do not park on the grass.**

### **Pest Control**

Maintenance provides the service of an exterminator on a monthly basis. If you have a problem with pests, please notify your RD immediately. Pest Control notices will be posted at least 24 hours in advance of their arrival on campus. Please notify the RD if you have pest problems that need to be addressed. Pest Control sprays all residential facilities on the 3<sup>rd</sup> Wednesday of the Month.

### **Pets**

Pets of any kind are not permitted. Any pets found in a room will justify grounds for eviction.

### **Prohibited Items**

Firearms, fireworks, explosives, bows, and other weapons are prohibited on campus and in the residence halls. Individuals must check these items in with Public Safety. They will have 24-hour access to these items by contacting a Public Safety Officer. Arrows may be kept in a student's room, but the bow must be checked in with Public Safety.

- Waterbeds are prohibited in the Residence Halls and the University Apartments.
- Pets are not allowed in the residence halls.
- No appliances are allowed which may pose a fire hazard, including but not limited to the following: hot plates, toasters, electric skillet, space heaters, kerosene heaters, crock pots, grills, and sun lamps.
- Darts and dartboards are prohibited in the residence halls.
- Candles and incense are not permitted.
- Alcohol: The possession, use, manufacture, and/or distribution of alcohol, alcoholic containers, or illicit drugs is strictly prohibited.

**Note:** The following items are permitted: televisions, stereos, irons, radios, clocks, fans, electric blankets, hair dryers, microwaves less than .6 cubic ft., and refrigerators with less than 4 cubic ft. capacities. Also, only Underwriter's Laboratory (U.L.) approved extension cords should be used in student rooms.

### **Right of Entry**

- University officials may enter the room of a student only with the consent of the student except in the following cases:
  - If an emergency condition exists, University officials may enter a student's apartment. Emergency circumstances are defined as those in which the physical or emotional safety and well being of any person may be affected or institutional property may be damaged or destroyed.
  - When there exists reasonable grounds to suspect that a violation of law or university policy is taking place and after consent is requested.
  - If there is a valid search warrant or incident to an arrest.
  - For maintenance inspection purposes.
  - To accompany pest control personnel.

### **Room Furnishings & Decorations**

All of the provided furnishings must remain in the room for for storage and inventory reasons. To keep all furnishings in the best condition possible, University owned furniture is not to be painted or physically altered. Residents should not attach items to wood and/or painted surfaces. Damage to University furniture will result in a charge.

Residents are not allowed to place any material, displays or stickers in their room windows. All personal room decorations should be flame resistant and any items made of highly combustible materials are prohibited. Residents should use good judgment in decorating rooms to prevent a safety or fire hazard.

### **Windows**

In order to provide an attractive appearance at the University Apartments, residents are requested to refrain from attaching aluminum foil, plastic, contact paper, sunscreens, stickers, or anything else on their windows. For your safety, windows should remain locked at all times.

### **Pulling Fire Alarms**

As noted in the list of fines, pulling fire alarms when there's no fire is taken very seriously. If someone is found to have pulled a fire alarm for any reason other than a fire, Campus Security will take them to the Monticello Jail and the guilty party will face criminal charges. Furthermore, the Department of Residence Life will charge them with False Alarms/Bomb Threats and Misuse of Fire Equipment. Tampering with and/or removal of smoke detectors will also result in judicial proceedings. **This is in addition to the \$200 fine imposed by the University.**

### **Safety issues addressed in the Residence Halls**

There are several ways in which you can help to insure that you are safe and secure.

- Read and understand the policies regarding fire safety and prevention.
- Avoid using prohibited items and materials.
- Always grill at least 10 feet away from the building.
- Check your smoke detectors often.
- Make sure everything is turned off when you leave the room.
- Use the recommended electrical cords to prevent overloads.
- **Lock your doors!** It is a good idea to keep your door locked at all times, especially when you are not in the room. Carry your keys with you each time you leave the room. (The University is not responsible for loss of personal property!)
- Firearms, explosives, air guns, BB guns, pellet guns, or bows may not be kept or used in or around the University Apartments. Students may be permitted to store the items listed above in the area designated under supervision of the Director of Public Safety. Arrows (without bows) may be kept in the apartments.

### **If I see someone breaking the law or disturbing the peace**

If problems arise at the University Apartments, you may always contact the Office of Residence Life at 460-1045, or call the department of Public Safety at 460-1000 or 460-1083.

### **EMERGENCY PHONE: Public Safety 460-1000 or 460-1083**

Resident Director rotate duty nights and weekends. See the schedule posted on the office door.