

LMC Housing Handbook 2019-2020

Dear Resident,

Welcome to Beckwith Hall at Lake Michigan College (LMC). We are excited you have chosen to live on campus and believe your decision will help you be successful as a student here at LMC.

Living in a residence hall means becoming part of a community of students. This community is a dynamic place, composed of various people with different values, cultures, lifestyles, and attitudes. As members of the community, we must strive to understand the individuality and life choices of those among us. We can best learn from one another in an atmosphere of positive encouragement and mutual respect. We must possess a genuine desire to learn from those around us as well as give others the respect and tolerance we desire. Each person has a role to play in our residence hall community and should be allowed to do so.

Residence Hall Communities incorporate the following:

- Education: to ensure that teaching and learning takes place outside the classroom.
- Openness: so ideas and thoughts can be discussed freely.
- Respect: to ensure that the individual accepts obligations to the community and is held accountable for individual actions.
- Involvement: so that all individuals have a voice in decisions concerning their community.
- Ownership: to ensure all individuals care for their building facilities and adjacent property.

Your rights in the community include the ability...

- to socialize appropriately in your hall;
- to sleep and study without disturbance;
- to live in a supportive and stimulating community;

Your responsibilities in the community include...

- to consider the needs of other students in the community and balance them with your own needs;
- to promote care of the physical facilities, equipment, and services;
- to communicate with other residents and staff members to let others know when they are disturbing you;
- to demonstrate a commitment to the community by getting involved;
- to promote campus and individual safety; and
- to demonstrate dignity and respect for all individuals;
- to keep your room in a good sanitary condition and maintain proper personal hygiene.

Meetings: During the year Housing Staff will host meetings and discuss community events and issues. Attendance at these meetings is expected to ensure that all individuals are aware of pertinent information, upcoming events, and deadlines. Residents who are unable to make these meetings are required to make arrangements with the appropriate staff member to get the information provided at the meeting. Disciplinary action may be taken if residents fail to attend mandatory meetings.

We hope you make the most of this experience and look forward to the great year ahead!

Sincerely,
Your Housing Team

Lake Michigan College Housing Office
Beckwith Hall – Room 211 and 311

Important Numbers

Title	Phone Number	Email
Resident Assistant Duty Phone	269-363-1162	
Residence Life	269-927-8190	
Student Life	269-927-8734	azick@lakemichigancollege.edu
Athletics	269 -927-6172	grau@lakemichigancollege.edu
Security	269-470-6084	ssilcox@lakemichigancollege.edu

Abandoned Property Policy

In the event that any item(s) of personal property are left in Beckwith Hall after the Residential Housing Agreement has been terminated, these item(s) will be considered abandoned and discarded at the Resident’s expense. If a resident does not complete a proper check out and return their key, the items will be held for thirty (30) days before being discarded.

Alcohol and Drugs

Lake Michigan College and Beckwith Hall is an alcohol free campus, regardless of legal age. This means that regardless of age no person is permitted to have alcohol/illegal drugs or alcohol/illegal drug paraphernalia on campus. Persons in violation of this policy will face disciplinary action.

- No illegal drugs or drug paraphernalia are permitted. Paraphernalia may include, but is not limited to
- alcohol advertisements or signs, drug related imagery, use of empty bottles for decorative purposes.
- No resident or their guests may possess, consume, store, or distribute alcohol and/or drugs within the residence halls or on LMC property (including empty containers).
- Any student under the influence of alcohol and/or drugs who brings attention to themselves by making noise, general disruption, or scent is in violation of this policy.
- Any alcohol found on the property will be emptied in front of the Housing staff and empties discarded immediately.
- Law enforcement will be contacted for any drugs that are found on the property.

Barbecue Grills

Personal grills are prohibited. Residents wanting to grill out must use exterior grills provided by Lake Michigan College.

Break Housing

Break housing is available for all residents in Beckwith Hall. Students staying during breaks should know that there may be a delay in services when the college is closed or during a semester break. Students may be asked to register for break housing with the housing office.

Bicycles

Bicycles are not permitted to be stored in Beckwith Hall, they must be locked to an appropriate bike rack located near the main entrance of the hall. Students should register their bike with the housing office. Bikes left at the end of the agreement period will be considered abandoned property.

Building Access

Beckwith Hall residents have access to Beckwith Hall 24 hours a day through use of their student ID and front door swipe-card reader. At any time LMC staff may request a resident to show their student ID at their request. Non-residents/Guest (excluding LMC Faculty/Staff) must be accompanied by the resident who signed them in at all times while in the residential hall. Please see Guest Policy. The housing office reserves the right to update the access and guest policy as needed in the best interest and the safety of the residents.

- All guests will check in with LMC Security at the Beckwith Hall front desk with a valid photo ID. No one will be permitted into Beckwith Hall without a valid photo ID.
- After 10pm all residents and guests must enter through the main door located on the east side of the building. The west side courtyard door will only operate from 8am – 10pm.

Common Area and Lounge Space

Lounges and study nooks are located in the residential area, on the first, second, and third floor. These areas are provided for the residents as an informal gathering place.

- Quiet/courtesy hours apply to these areas at all times. Please keep television and noise at a courteous level.
- LMC is not responsible for any personal items left in common spaces.
- All furniture must remain in lounges and study nooks. Removal of furniture may result in fines.
- Students should remove all personal belongings and place trash in appropriate containers when done using the space.
- Common areas in Beckwith Hall (lounges and study nooks) are for the use of the building's residents and their registered guests.
- Beckwith Hall staff will monitor and schedule all presentations or events.
 - Only groups or individuals invited by Beckwith Hall staff may make informative or educational presentations in the common spaces.
 - No group or individuals may schedule Beckwith Hall common area space for regular meetings or activities (i.e. Campus club meetings, Bible studies, political groups, etc.) except for activities directly sponsored by Housing Office staff and made available to all students.
 - Presentations or activities may not include the sale of product or services, nor may Beckwith Hall facilities be used for personal profit or gain.

- In the case of loss or damage or unnecessary service costs to common areas of the building and lounge space, the cost for repair and/or replacement may be assessed to each Resident of the wing or hall on a prorated basis.

Food Delivery

Residents who order food from local delivery companies need to be available in the main lobby when the food arrives. Residents should indicate that the food should be delivered to Beckwith Hall when placing order.

- Delivery personnel are not permitted beyond the main lobby of Beckwith Hall.
- Residents who order food are to use their personal cell phone as a contact for delivery personnel, Lake Michigan College staff, including front desk staff, are not responsible for contacting residents for delivered food.
- Residents are to inform the delivery company that they will be met in the main lobby of Beckwith Hall for order pickup.

Cancellation of Housing Reservation

This Residential Housing Agreement is a legally binding agreement. By signing the Residential Housing Agreement, Resident assumes responsibility for the terms and conditions contained in the Residential Housing Agreement. Please review current Housing Agreement for full cancellation information.

Check-in

Residents must be registered as a full-time student at Lake Michigan College prior to check in. Michigan law requires a government issued photo ID to receive keys. Upon moving into Beckwith Hall it is the responsibility of each Resident to complete, sign and submit a room condition inventory checklist to the Housing Office which will be an accurate and complete inventory of the assigned room and the condition of its contents. Room inventory list will serve as the basis for check-out charges if assessed. Residents who fail to complete the check list will assume responsibility for any and all damages of the suite determined at check out.

Check-out

The resident agrees to follow the proper check-out procedures when vacating the premises. The procedures include removing waste and debris, leaving the room in an acceptable, clean condition, properly completing the Beckwith Hall check-out form, and returning keys. Residents must meet with Housing staff to complete the check-out portion of the room condition form and return keys. A \$100 check-out fee will be assessed to any Resident not following these procedures. Failure to return keys will result in a \$300 key change charge.

Communication

Communication between the Housing Office and Beckwith Hall Residents will be through the resident's Lake Michigan College email account.

Damages

The Resident agrees to pay for any damages, lost property or unnecessary service costs caused by him/her to Beckwith Hall because of the Resident's neglect or intent. The Resident will be billed for damage to the building and/or billed for missing or damaged furniture/equipment.

Where two or more Residents occupy the same room, and responsibility for damage or loss in the room cannot be ascertained by the Housing Office after having given the Residents an

opportunity to explain the damage or loss, the cost of damage or loss will be divided and assessed equally between the Residents of the room. In the case of loss or damage or unnecessary service costs to common areas of the building, defined as being those areas not assigned to an individual, the cost for repair and/or replacement may be assessed to each Resident of the wing or hall on a prorated basis.

Work orders must be put into the Maintenance Connect database for all damaged or malfunctioning furniture, fixtures or equipment. A resident must not attempt to fix any damaged or broken furniture, fixtures or equipment and could be subject to assessed charges.

Decorations

Residents are encouraged to decorate their suite, as this is considered a resident's "home away from home." However, residents are asked to be considerate of the community by adhering to the following guidelines for decorations:

Interior Decorations

Interior decorations are permitted in Beckwith Hall with the following stipulations. Decorations may not be:

- Displayed in windows.
- Decorations are not to be placed near or cover sources of heat such as PTAC units, stoves, TV, or lamps.
- Decorations are not to be hung from smoke detectors, sprinkler heads, or outside windows.
- Cover fire protection or other emergency equipment. No items shall hang from fire sprinklers.
- Placement of live evergreen trees and/or other live greenery (excluding potted houseplants) in any part of housing is prohibited. Artificial trees are permitted inside a suite.
- Canned spray snow is not permitted on the windows.
- Window coverings must be the provided blinds.
 - Cloth curtains, solar film, or white poster board is not permitted on the windows for additional light control.
 - Cardboard, aluminum foil, cellophane, or other types of window coverings are not permitted on windows.
 - Playing of speakers out of window is not allowed.
- Large nails, staples, screws, wall anchors, or tape on walls or doors inside or outside the suite are prohibited.
 - To hang pictures and posters residents must use, 3M wall hangers, painter's tape, and poster putty only. Small nails, thumbtacks, etc. are not permitted.
 - Signs or advertisements that are visible in public areas or from outside the suite including but not limited to; alcoholic beverages, drugs/controlled substances, controversial, antagonistic, or pornographic materials are prohibited.
- Removing mounted fixtures from walls or ceiling is prohibited.
- Installing private door locks on any exterior or interior doors are prohibited.
- Additional furniture is prohibited, including couches, chairs, beds, etc.
- Any renovations or changes to the suite are prohibited.
- Dartboards are prohibited.
- Residents may not paint or wallpaper walls or ceilings in the suites.
- Residents may use over-the-door hangers but will be responsible to any door, frame, or wall damages that occur.

- Aftermarket or home manufactured loft kits are not permitted.

If these guidelines for interior decorations are not followed, residents will be asked by staff to remove the decorations and may face disciplinary action. Any damage caused by interior decorations, including drywall tears and holes, failure to remove tape or hanging strips, damage to doors and frames from over the door hangers will be assessed at check-out at the discretion of the Housing Office.

Exterior Decorations

Exterior alterations or decorations are permitted in Beckwith Hall with the following stipulations:

- Nothing may be displayed in windows
- Sidewalk chalk, spirit foam, shoe polish, paints or other methods used for writing on the exterior of the buildings are prohibited.
- Door peepholes may not be covered.
- Fire protections and/or emergency equipment and notices may not be covered or altered by exterior decorations.
- College furniture is not to be taken outside of the suite under any circumstances. If College furniture is found outside of the suite, resident(s) may be assessed a fee to replace the item(s).
- Gas grills, charcoal grills, or hotplates, are not allowed in Beckwith Hall.
- Electrical Decorations, including decorative lights may be used with the following stipulations:
 - All electrical decorations, such as lights, etc., must bear the “UL” or “FM” label.
 - Remember to use “UL” or “FM” approved FUSED power strips. Extension cords are not allowed inside or outside the suite!
 - Decorative lights are not allowed outside of the suite.
 - Electrical lights are not to be hung using metal fasteners (staples, nails, etc.)
 - Be Alert, a suite can handle a limited electrical load. Additional demand in the form of lights and trees and decorations may cause overload.
 - Disconnect unused appliances or equipment.
- Decorations are not to be placed near sources of heat such as PTAC units, stoves, TV, or lamps.
- Decorations are not to be hung from smoke detectors, sprinkler heads, or outside windows. Before leaving for school breaks, disconnect all unnecessary appliances and equipment. Students should unplug and empty personal refrigerators. Do not leave items such as irons, fans, curling irons, hair dryer, etc. plugged in. Do unplug the kitchen refrigerator.

If the guidelines for exterior decorations are not followed, residents will be asked by staff to remove the decorations and may face disciplinary action.

Emergency Information

Emergency exit route information is posted in each suite. Each suite will have an emergency response packet provided upon move-in.

- **Emergency Call Stations** are equipped to directly dial 911 and receive an immediate law enforcement response. Stations are located between the Faculty/Staff and Student parking lot, outside the Western Michigan University-Southwest building, north of the Mendel Center Grand Upton Hall entrance, in front of Beckwith Hall, and near the soccer field.

- **Evacuation Route Maps** are located in every Beckwith Hall Lobby and Suite
- **Fire:** The State Fire Safety Board requires that the College conduct fire drills and fire safety training throughout the school year. General procedures when the fire alarm sounds:
 - All staff and students will leave the building immediately and proceed to the nearest main parking lot.
 - If a person with a disability is in your suite, it may be necessary to provide assistance to that person so they can move to safety. Emergency wheel-chairs are provided on the third floor of each stairwell.
 - In the event that the nearest exit is the source of fire and/or is filled with smoke, use the next nearest exit.
 - Do not use elevators.
 - Do not open a door until you touch it to determine that is not warm or hot.
 - Remain in the parking lot until an all clear has been announced by the Executive Director of Facilities or their designee, or after 5 p.m., the Student Services staff.
 - Students must report fire using the Reporting of Fires Incident Form.
- **Tornados:** In the event of a tornado warning all employees, students, and visitors in any College facility will be instructed to go the designated safe shelter area, the first floor hallways.
 - DO NOT GO OUTSIDE.
 - Do not use telephones.
 - Do not stand near glass-enclosed spaces.
 - Proceed to the designated safe shelter area for your facility. This information is found in every suite.
 - Do not use open flame (candles, lighters, etc.).
 - Remain calm and wait for an “all-clear” announcement.
- **RaveAlert** is an automated system that Lake Michigan College uses to inform students of important campus information such as weather-related campus closings and campus emergencies. The message can be delivered as a voice message to a landline telephone or cell phone, as a text message to a cell phone, and/or as an email message. You will automatically be registered for the service at the time of class registration based on telephone and email information you provide to the College.
 - **Updating your RaveAlert Contact Information**
 - Your RaveAlert contact information is maintained within your student profile settings in WaveLink.
 - Go to [WaveLink](#) and login with your login name (ex. jsmith543).
 - Click on the View/Update address(es) and Phone(s) link under the Personal Information box.
 - Read all instructions at the top of this page to understand the process of changing your contact information.
 - To change your land line number for your current address, change the "Primary Phone Number for this Address" number (269 for the area code and 5551234 for the phone number). You can also use the drop downs below and specify other types of phone numbers and enter in the appropriate information.
 - Once you are done making updates, make sure the "Valid From This Date" option is a valid day on or before today's date and click submit.
 - Changes will become effective immediately.
 - **Opt-Out Process:** To opt out from receiving alerts, please send an email using your LMC provided student email account too RaveAlertOptOut@lakemichigancollege.edu.

Include your first and last name and student ID in the body of the email. The opt-out process must be repeated for each term you desire to be excluded from receiving alerts.

- **Notice:** General fees from your cell phone carrier may apply when using this service. Lake Michigan College is not responsible for any fees that may be charged by your cell phone carrier for voice and text messages sent to your cell phone. This includes overages on your monthly minutes and/or fees your carrier may charge for text messaging.
- **Timely Alerts:** If circumstances warrant it, special timely crime alerts are prepared and distributed through the RaveAlert reporting service. These alerts advise the College community of the situation, steps to take to avoid being victimized, and the number to call for more information.

Furniture

All necessary furniture has been provided. Non-Beckwith Hall furniture is prohibited. Furniture should not be removed from the suite or from the common spaces.

Guests

Guests may visit the residence hall under the following conditions

- **Visitation Hours:** Non-resident guests may visit Sunday- Thursday; 8:00 AM- 11:00 PM. Friday and Saturday; 8:00 AM-12:00 AM. Outside of these times, a non- resident guest will be considered an overnight guest.
 - Suitemates should discuss their visitation policy with each other and determine when visitors are allowed. Suitemates should also discuss visitation of other residents to their suite.
- Residents are required to check their guests in and out at the front desk/security guard.
 - Residents must meet their non-resident guest at the front door of the building.
 - ALL residents and guests will be required to check in at the front desk/security guard with a valid photo ID. No one will be permitted into Beckwith Hall without a photo ID.
 - *Residents must have valid student ID to register a guest. Guests must provide a valid State or Government issued ID to the front desk staff member. Both IDs will be held by the front desk for the duration of the guest's visit and will be returned to them upon departure from Beckwith Hall.*
 - *A resident may not check in more than 2 guests at a time.* There may only be a maximum 10 people in a quad suite and 4 people in a double suite at any time.
 - Guest under the age of 18 must be approved by the Housing Office prior to arrival.
 - Guests under the age of 18 are permitted between 8 AM and 12 AM. No one under the age of 18 is allowed to stay overnight in Beckwith Hall.
 - Babysitting is not allowed in Beckwith Hall.
 - Overnight guest(s) may not exceed a 3-night visit. A guest is permitted to stay overnight 10 times during the semester.
 - *No overnight visits permitted during the last week of classes.*
 - Residents must inform their guest(s) of LMC and Beckwith Hall rules and regulations.

- Residents are responsible for the behavior of their guest(s) and any damage(s) they may cause.
- Guest(s) who violate the rules and regulations will be asked to leave the property, and if necessary will be banned from entering the premises.
- *Guest(s) must be with the resident at all times.*
- Residents must be sensitive to the needs of their suitemates before inviting guests.

Having guests/visitors is a privilege not a right: The Director or Assistant Director of Housing or their designee reserves the discretion to permanently or otherwise revoke any individual's guest rights and ability to host guests at any time as deemed appropriate. Please understand that the visitation policy is in place for the safety of all residents and their guests.

Health and Safety Inspections

For purposes of a health and safety inspection, housing staff will complete inspections quarterly. 24 hours advance email notification through your LMC email will be given to residents if possible. Residents should also be aware that housing staff members may occasionally have to enter resident rooms on matters relating to the comfort of fellow hall residents; for example, to turn off the alarm clock, shut a window, etc. In cases of this sort, at least one resident shall accompany the housing staff member whenever possible.

Housekeeping

Residents and suitemates are responsible for the cleanliness of their suite. Excessive cleaning needs are at the discretion of the Director or Assistant Director and will be at the resident expense.

Hygiene

All residents are expected to keep their room in a good sanitary condition, and maintain proper personal hygiene.

Housing Agreement Termination

A residents housing agreement may be self-terminated or terminated by the college. If a Resident's Residential Housing Agreement is terminated by the college, the resident may still be financially liable for the terms of the Agreement. Please review the current housing agreement for termination information.

- Termination by the College - The College may terminate this Agreement under the conditions stated in the following circumstances:
 - A. The College may terminate or temporarily suspend performance of any part of this agreement without notice in the event an exigency would make continued operation for the Housing Office non-feasible.
 - B. Violation of this Agreement, or any of the Rules and Regulations contained in the Student Handbook or the Resident Handbook.
 - C. Non-Payment of the Housing Fee.
 - D. SAP
 - E. A students housing agreement may be terminated for not meeting the financial aids satisfactory progress standards.
- Appeals: A student cancelling or terminating a housing agreement has the right to appeal a decision regarding a cancellation fee. After a decision is made by the housing office regarding a fee, a student will receive the appeal policy and form to their e-mail account. The resident will have 10 business

days to provide documents. A committee will make a decision on their appeal and the decision will be final.

Lockouts

It is the responsibility of the resident to ensure that they carry their suite key and student ID card with them. If a resident locks themselves out of their suite or room, there will be no charge for the first three key-ins each semester. Beginning with fourth and with each subsequent lockout, the resident will have a \$10 charge on their student account payable to the business office.

Laundry

Laundry equipment provided in each suite is for resident use only. Residents must clean washer, and dryer lint trap after each use. Misuse or constant damage may result in maintenance fee(s). The washer and dryer work best if not overloaded. When doing laundry, please be aware not to stuff the machines. Our washers require HE (high efficiency) detergent. Laundry soap pods should be placed directly into the drum of the washer and not the detergent drawer.

Lost Key

Should a room key be lost, residents are to report the lost key to their RA, or the Housing Office staff immediately. There will be a \$300 fee to replace the lost key. After three key-in's, the resident must show their key, and a \$25 charge on their student account payable to the business office.

Mail/Packages

Federal mail will be delivered and picked up daily M-F. The Mailroom will email Residents at their LMC email account when a package is received. The mailroom is open M-F 9am-4:30pm, A photo ID is needed to pick up packages from the mailroom. Please wait to pick up packages until you have received an email from the mailroom. Once a resident vacates all mail will be marked return to sender.

Mailing Address:

Lake Michigan College
Attn: First Name Last Name
Suite #
2755 E. Napier Ave.
Benton Harbor, MI 49022

Maintenance/Custodial Needs

The Maintenance Request Form can be found at <https://www.lakemichigancollege.edu/home/live/resident-information>. Maintenance issues may also be e-mailed to the Director/Assistant Director. You will need your Wavelink username and password to submit a maintenance request. Submitting a maintenance request is an acknowledgement that LMC Maintenance personnel will be entering the suite. It is the resident's responsibility to inform the other occupants of the suite that LMC Maintenance will be entering for scheduled maintenance. Residents experiencing issues using maintenance request should e-mail housing staff regarding their maintenance issue. Any damage or deferred maintenance issues not submitted to the housing office may result in charges or fines assessed by the housing office.

Noise

The noise level of a student may not, at any time, be at a level that can be heard from a distance beyond that area which they are currently occupying.

- Residents should expect to hear common noises of community living, which may include footsteps, reasonable talking level, chimes from appliances, dishes being loaded or unloaded from the dishwasher, alarms, smoke detectors, etc. A reasonable level of noise will occur.
- **24-Hour Courtesy Policy:** the right to study and sleep supersedes the privilege to entertain oneself or others. This policy upholds the commitment to providing an environment where students may experience academic success. Noise, such as yelling/loud talking, TVs, music which is audible beyond the confines of one's suite or bedroom (i.e., the hallway, suites above or below) is in violation of this policy and may result in disciplinary action. Students are free to have radios, stereos, televisions, etc. in their rooms, but volume should be controlled so that neighbors are not impacted.
 - Speakers or Stereos may not be placed in windows. Speakers should not be used in hallways or in lounges.
 - Students should not play music while walking in the hallway via a portable speaker
 - The use of headphones and earbuds are encouraged.
 - Residents are expected to refrain from any activity that might cause a disturbance in the community, including, but not limited to: yelling out the window or down the hallway, playing ball, or wrestling in the hall.
 - Parked cars in front of Beckwith Hall are also expected to follow this policy. Music from cars should not be heard in the building.
 - Drums or amplified instruments are not permitted in Beckwith Hall.
- **Quiet Hours:** Quiet hours begin daily at midnight. Beyond that outlined in the 24-Hour Courtesy Policy. Noise should not be heard in the hallway and use of the lounge space may be discontinued if causing disruptions.
 - **During the last week of classes quiet hours are 24 hours each day.**
- **Sanctions:** Violators of the noise policy will be seen by the Housing Office staff. Residents with excessive noise violations will be given appropriate restricted privileges or educational assignment.

Occupancy

Occupancy means that a key has been issued to a specific Resident for a specified room located in a specified unit and the Resident may then occupy the designated space for the Housing Agreement Term ("Occupancy"). Occupancy begins upon issuance of a key to the Resident and ends twenty-four (24) hours after Resident completes final examinations, or at 12:00 PM on the last day of the Agreement Term whichever is earlier. Written authorization from the Housing Office is required for any other occupancy arrangement. Occupancy status does not require the actual physical presence of the Resident or his/her belongings. In the event that the College shall commence legal action as a result of a Resident's failure to vacate the unit at the end of the Agreement Term, Resident shall additionally be liable to the Housing Office for any and all court costs and reasonable attorney's fees incurred by the College, as a result.

Parking

Parking is free for all residents. Residents must register their vehicle and display parking permit.

- Parking may be restricted for special events, maintenance, etc.
- Residents and guests are not to park in Staff, Vendor, or Maintenance parking spots.
- Only registered vehicles should park in the lower Beckwith lot.
- Guests may part in Guest spaces or in the upper lot.

- Students needing accessible parking should register with an accessible permit. Guests are permitted to park in accessible parking spots provided permit is displayed.
- All vehicles are subject to local and state parking laws. Violators may be ticketed or towed.

Physical Fitness

A fitness room is located on the first floor beyond the main lobby in room 111 and is available 24 hours. Beckwith Hall residents are able to use the LMC Wellness Center free of charge. Registration for the LMC Wellness Center must be completed each semester.

Pets/Service/Therapy Animals

Pets are prohibited, except for water-living animals in a 10-gallon aquarium or smaller. Feeding and temporarily keeping of animals in or around living areas is also prohibited. When a verified disability warrants the possession of a service or therapy animal residents may seek accommodations with the Student Outreach and Support Office. A pet addendum must be completed for a service or therapy animal prior to the animal arriving at Beckwith Hall. The approval process for service or therapy animals should be completed prior to move-in and may take 30 business days for approval. For more information on service/companion animals please contact Student Outreach and Support Office at 269-927-8866.

Pest Control/Eradication

The Housing Office is committed to an effective and efficient response to reports of pests in Beckwith Hall. Our pest control measures include regular inspections and housekeeping controls and material treatments as needed. The materials and processes used to treat rooms/suites are carefully selected to be safe and effective.

- **Pest Control - Resident and Guest Responsibility:** Residents are responsible for practicing good housekeeping in Beckwith Hall to help deter insects and pests. Residents are expected to:
 - Store food properly in sealed containers.
 - Promptly clean dirty dishes/utensils.
 - Launder clothing and bedding regularly to help reduce the chance of harboring pests.
 - Empty and inspect backpack frequently.
 - Keep room picked up and orderly.
 - Vacuum weekly.
 - Remove trash promptly (including pizza boxes).
 - Examine bed and the area near the bed thoroughly every couple of weeks.
 - Residents who disregard good housekeeping and/or promote pest infestation may be responsible for the cost of extermination.
 - Belongings must be free of pests, or resident must be willing to work with the Housing Office to rid belongings of pests.
 - Residents may not bring into Beckwith Hall any second-hand or donated furniture or carpeting that may contain pests.
 - While traveling, residents must take precautions to minimize the chance of bringing pests to campus.

If resident has possibly been exposed to pests or suspects there may be pests in their residence, they must follow response protocol for reporting the incident and correcting conditions. Early detection and management is critical. Do not treat room with chemicals, sprays or any other type of product to control or kill pests. This will hinder the efforts of professional exterminators.

- **Beckwith Hall Responsibility:** Lake Michigan College is responsible for responding to complaints or concerns of unhealthy or unsafe conditions by residents or guests, including those potentially associated with insect or other pest outbreaks.

Posting of printed materials

Posting of printed materials will be provided on bulletin boards and other surfaces as designated by LMC. All postings must be approved by the Housing Office or their designee. All posted materials must include specific information as to the individual/organization responsible for the material. No posting on painted or glass surfaces is allowed, unless posted with painter’s tape. Handbills, leaflets, pamphlets and other similar materials shall not be placed on vehicles parked on LMC property.

Plants

Live wreaths, pine or evergreen trees, and boughs are prohibited due to the fire hazard. Potted plants are allowed.

Payment

The fee for the academic year is \$7,252 for a two bedroom suite and \$5,980 for a four bedroom suite. This Agreement serves as a final notice of payment deadlines and amounts due. Fees are due to the Financial Services Office in accordance with the prescribed payment due dates and schedules. Fees must be paid in full OR a Flex Payment plan must be created. Please see the Flex Plan payment schedule below:

Fall	Spring
July 5th	December 5th
August 5th	January 5th
September 5th	February 5th
October 5th	March 5 th
November 5th	April 5th

Any Housing fee not paid when due will be reasonable grounds for termination and/or non-renewal of the Residential Housing Agreement. If Resident is applying financial aid and wishes to delay payment until financial aid funds become available, Resident must make arrangements with the Financial Services Office in accordance with the College’s procedure. If Resident’s pending financial aid is less than College’s tuition/fees plus the balance due under the Residential Housing Agreement, the difference will be due per the standard payment schedule. Any Housing fees and associated charges not paid by the conclusion or termination of the Residential Housing Agreement may be referred to collections as determined by Lake Michigan College. Resident shall pay all costs and attorney fees associated with collecting unpaid Housing fees or other charges.

Personal Property/Liability

Lake Michigan College and the Housing Office are not liable for property belonging to Residents which may be lost, stolen or damaged in any manner wherever that may occur on the premises (including storage facilities). Residents assume total liability for any injury, damage, property loss or expense resulting from modifications to the room completed by the Residents. Personnel of the College may order the immediate removal of room modifications found hazardous to personal safety or that pose a fire hazard. Platform construction is prohibited within Resident rooms. Decisions regarding safety or fire hazard are made exclusively by housing personnel. LMC does not provide, but encourages all residents to obtain a renter’s insurance policy.

Prohibited Items:

- Adhesives/Wall Mounts
- All small kitchen appliances should only be used/stored in the kitchen.
- Animals and Pets
- Candles/Candle Warmers/Mug Warmer/incense
- Charcoal of any kind
- Combustible chemicals such as, but not limited to; gasoline (liquid)/propane.
- Decorative Trees (live)
- Dartboards (metal/plastic tipped)
- Fire/Open Flames
- Fuel driven engines, motorcycles, mopeds, etc., may not be stored or operated inside Beckwith Hall
- Grills (BBQ)
- Halogen type lamps
- Hover boards
- Space heaters
- Lofts (custom)
- Smoking Materials including Hookahs, Vaping and E-cigarette materials
- Alcohol/Alcohol Empty Containers
- Drugs: Prescription drugs without proper script and container, Marijuana, Other Illegal Substances including any and all drug paraphernalia, and Hookah pipes.
- Weapons: See the **Lake Michigan College Weapons Policy** for further detail.

Prohibited items will be confiscated and held by the housing office until the end of the semester.

Reassignment and Consolidation

At the time of initial assignment a reasonable attempt will be made to assign a Resident their preferences as indicated on the Housing Application. Failure to honor preferences will not void this agreement. The College reserves the right to change room assignments, to assign roommates, or consolidate vacancies within Beckwith Hall.

Room Condition Forms

Are to be filled out no later than 1 week after taking occupancy of a room. Completed forms are to be submitted to the floor RA.

Room Changes

Residents are eligible to change rooms after the 1th full week of classes during the fall semester and after the 1th week of classes during the spring semester. Early room changes are discouraged; it takes time to become adjusted to new surroundings. Completing a suitemate agreement is strongly encouraged during the first week of living with new roommates. If a resident wants to change rooms due to a suitemate issue they must do the following:

- Residents can meet with their RA and discuss a suitemate agreement if residents have not completed a suitemate agreement. An RA will work with the residents to facilitate a conversation. All concerned residents should attend and agree to this private, confidential conversation. Through this discussion the residents will civilly discuss the issues to come to an agreement. The RA will share the outcome of the discussion with the Housing Office. If the

issues are not resolved after 1 week of following the suitemate agreement, the RA and or residents will contact the Housing Office.

- Housing Office will intervene with a room mediation. When an agreement is reached, the Housing Office will schedule a follow up meeting 7 days after to review the issues. If there are still unresolved issues the Housing Office will work with the residents to relocate the residents provided room is available.
- Residents who just wish to make a room change must meet the Director and/or Assistant Director of Housing (Beckwith Hall - 211/311) or their designee to obtain a Room Change Authorization Form. There will be a \$150 fee for all room changes.
 - If appropriate space is available, the resident will be provided with the new location and the name(s) of potential suitemates.
 - Resident will have 48 hours to contact the new suitemates about moving into that space.
 - Resident must report back to the Director or Assistant Director within 48 hours regarding the results of the discussion with the potential suitemates.
- Once the new assignment is determined:
 - The resident will have 24 hours to move their belongings from the previously assigned room to the newly assigned room and turn in the previous room key.
 - The resident will need to make a check-out appointment with the floor RA to complete a check out for their old room.
 - Failure to properly check-out of one room before moving to another will result in a \$100.00 improper check-out fee.
 - The resident and floor RA will complete a new Room Condition Form for the newly assigned room.

Room Entry

Lake Michigan College staff will occasionally enter a suite/room.

Smoking/Tobacco Products

Lake Michigan College is dedicated to maintaining a healthy work and learning environment for all students, employees and visitors. Effective June 1, 2014, the College prohibits the use of tobacco products by employees, students and visitors on all campuses except inside individual automobiles and designated smoking areas on campus. The prohibition applies to all buildings and facilities, and all outdoor locations owned or controlled by the College. For purposes of this policy, Smoking is defined, but not limited to, the act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind, and/or “vaping” with e-cigarettes, mechanical personal vaporizers (MPVs), or atomizers. It also includes the use of any product intended to mimic tobacco products, contains tobacco flavoring, or delivers nicotine other than for purposes of cessation. The Beckwith Hall smoking location is south of the building.

Solicitation

For the protection and privacy of residents and to prevent the interruption of studies, no door-to-door activity or public area solicitation for any purpose unrelated to the management of the residential building is allowed without prior approval of the Housing Office or their designee.

Solicitation can be defined as an uninvited attempt to make contact with a student in Beckwith Hall for the purpose of trying to convince the resident to:

- Endorse an idea or person (e.g. political candidate, recycling, religious belief)

- Purchase an item (e.g. T-shirt, credit card, button) or ticket to an event (sometimes with a built-in fund-raising component)
- Join a club or organization

Generally, permission will only be granted if the following questions can be answered in the affirmative:

- Is the solicitation request from an LMC student, faculty, or staff?
- Is the solicitation being done in the non-commercial interest of getting residents more involved in LMC affiliated programs and activities?
- Does the “plan to solicit residents” harmonize with the LMC Mission Statement?
- All items for posting on residential bulletin boards must be approved by the Housing Office.

Suitemate Agreement

Is an academic year agreement that the RA staff will provide to each suite. In addition, anytime a new resident moves into a suite, the agreement will be revised to accommodate the new suitemate.

Trash Removal and Recycling

Residents are expected to package all garbage and trash in plastic bags, tied securely and place inside dumpsters supplied for this purpose. It is the responsibility of the resident to dispose of all garbage, including empty cardboard boxes, to the dumpsters. Garbage is not to be left in lobbies, common areas, outside of suites. Please remove trash promptly in summer months due to fruit fly concerns.

Termination of Contract

The College may terminate this agreement under the conditions stated in the following circumstances:

- The College may terminate or temporarily suspend performance of any part of this agreement without notice in the event an exigency would make continued operation for the Housing Office non feasible.
- Residents may be removed or suspended from Beckwith Hall for failure to comply with regulations or if their actions are found to be detrimental to the welfare of other residents.
- Eligibility requirements are not met or maintained.
- Violation of the Residential Housing Agreement, or any of the Rules and Regulations contained in the Student Handbook or the Housing Handbook.
- Non-Payment of the Housing Fee.

Use and Removal of College Furniture

Beckwith Hall furnishings may not be removed from the bedroom or suite. Furniture must be left in rooms and common areas to which it has been allocated. Students moving furniture will be asked to return it to the original location.

Window Screens

All screens must be kept on the windows. Any resident removing screens may face disciplinary action.

Weapons

Please review the weapons policy listed in the current Student Handbook.

Reporting of fires in On-campus student Housing (Beckwith Hall) Incident Report

Lake Michigan College must maintain a written, easily understood fire log that records, by the date reported, any fire that occurs in an on-campus student housing facility.

For the purposes of fire safety reporting, Higher Education Act defines a fire as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner. Some examples are trash can fire, microwave fire, flame coming from electric extension cord, burning wall hanging or poster, couch that is burning without any flame evident.

Reported fires include fires that were already extinguished as well as those discovered while still burning. They include emergency situations involving fires that necessitated a call to 911 for fire department assistance, as well as minor fires. Fires can be reported by anyone, regardless of the individual's association with LMC.

Date the fire was reported: _____

The nature of the fire: _____

The date and time of the fire: _____

The location of the fire: _____

If applicable please provide additional information regarding damage, injuries, emergency response required, witnesses., etc: _____

Incident Report submitted by: _____

Reviewed by _____

Incident Report to be sent to Steven Silcox, Director of Public Safety/Evening Administrator for entry to the fire log.

Form Fire Reporting 8-2014