



Beckwith Hall Handbook

A Guide to all of Housing's Policies,
Procedures, Expectations, and more.

A photograph of Beckwith Hall, a multi-story brick building with a red roof and many windows. The building is set against a blue sky with white clouds. A red line graphic runs across the top of the image, forming a large triangle that points downwards towards the building. In the foreground, there is a green lawn and some trees.

2026 - 2027

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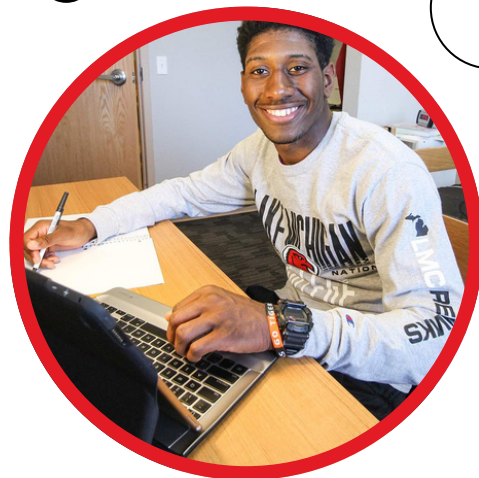


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Welcome to Beckwith Hall!

Welcome to Beckwith Hall at Lake Michigan College. 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.

You are responsible for all the information in this handbook. Please read it carefully and feel free to ask a housing staff member if you have questions. An up-to-date copy of this handbook can be found on the Lake Michigan College Student Housing website. <https://www.lakemichigancollege.edu/housing>

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;
- to demonstrate dignity and respect for all individuals; and
- to keep their 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.
- **Mandatory Housing Orientation:** All Housing residents must attend Housing Orientation the Friday after Move-in Day(s). The session begins at 10am. Each resident must check-in with their Resident Assistant at that time. Missing Housing Orientation will result in the retraction of your guest privileges and a conduct meeting.

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

Sincerely, Your Housing Team

Lake Michigan College reserves the right to update the Housing Handbook at any time. Your signature will stand as your verification with any updated versions throughout the school year. The updated version(s) will be sent out upon completion to your LMC Email Account.

Meet your Housing Team

- Dean of Student Life & Engagement – Melissa Grau ext.6172; Office: MB A302A
- Director of Residence & Student Life – Leah Coyle ext.8117; Office: BH 311
- Associate Director of Residence Life – Eric Juzkiw ext. 8143; Office: BH 211
- Associate Director of Student Life – Sarah Woolsey ext. 8148; Office: HN A200A
- Administrator on Duty – Rickey Hampton
- Campus Security Officer (8am to 6pm; Monday to Thursday)
 - Officer Belden: (269) 925-7846 or (269) 927-6911
- DK Security: (269) 927-6715
 - 6pm to 8am; Monday to Thursday
 - All day; Friday to Sunday
- Student Staff
 - Resident Assistants - RA Duty Phone (269) 363-1162
 - Front Desk Assistants - Front Desk Phone (269) 927-8614

The Housing Office is open 9:00am – 5:00pm

Monday through Friday

Summer Office Hours May Differ

Phone: (269) 927-8190

Email: housing@lakemichigancollege.edu

Policies & Expectations

Below you will find, in alphabetical order, all of Beckwith Hall's policies, procedures and expectations for residents. Please read the following information carefully. Violations will result in Conduct Meetings or more.

Living on campus at LMC affords you many opportunities to face challenges head on and achieve in a variety of areas and grow as an individual.

However, these things only happen when you actively participate and support the community ideals stated here.

Abandoned Property Policy:

- If any personal property is left in Beckwith Hall after a Resident's Residential Housing Agreement has been terminated, those items will be considered abandoned. The College is not responsible for abandoned property. Housing staff will store abandoned items for a maximum of 30 days. After this period, any unclaimed items will be donated or otherwise disposed of at the Resident's expense.
 - Prior to the expiration of the 30-day holding period, Housing staff reserves the right, but is not obligated, to contact the Resident's listed Emergency Contact to arrange for the belongings to be picked up on the Resident's behalf.

Alcohol and other Drugs: Lake Michigan College is a dry campus, which includes Beckwith Hall and all grounds. 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, which can mean automatic removal at Beckwith Hall. Beckwith Hall has a two-strike system in the event that this policy is violated.**

- Solicitation of Drugs or Alcohol is prohibited.
- No illegal drugs or drug paraphernalia are permitted.
- No Resident or his/her guests may **possess***, consume, store, or distribute alcoholic beverages 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 or general disruption is in violation of this policy.
- Any alcohol found on the property will be voluntarily emptied in front of the Housing staff and empties discarded immediately.

****Possession also defines as "within one's body."***

Academics:

At Lake Michigan College, your success is our number one priority! We recognize that the transition to college and living on your own can be difficult. In order to partner in your academic success, we have implemented the policies below to ensure our Residential students are taking advantage of the resources available and are comfortable in their living environment.

- Students living in housing must meet ongoing academic requirements including full-time enrollment and satisfactory academic progress, unless granted otherwise by the Dean of Student Life & Engagement or the Director of Housing. Per semester, residential students must maintain full-time enrollment of 12 credits for Fall/Spring semester and/or 6 credits for Summer. Any student that does not maintain full-time enrollment will no longer be eligible to live in campus housing. Students may still be responsible for the housing balance, please see contract termination policy for further information. This is a non-appealable policy.
 - Should a residents success in academics require them to withdraw from a course, they must meet with their assigned academic advisor. If the advisor agrees that withdrawing from a course will support the students academic success, then the advisor must email housing that approval and plan. Once received and accepted by the Housing Office, the student may withdraw from the course and be approved to stay in Beckwith Hall for the remainder of the current semester with the expectation of the student returning to a full-time enrollment status the following semester.
- If a Resident falls below 12 credits during the course of the semester, they will be notified by the residence life staff of their non-compliance. Residents will be given 24 hours to get back into at least 12 credits before they will be issued a removal notice. Failure to comply with the removal notice and the dates outlined within will result in being removed and banned from housing, unless given permission by the Dean of Student Life & Engagement or the Director of Housing. For summer term the same policy applies for falling below 6 credits. This is a non-appealable policy.

Avenue C Vending Market: The goal of this resource is to provide students with convenient access to snacks and beverages while promoting a respectful and responsible environment. Theft or misuse of the vending machines is not tolerated and will result in conduct, along with refunding the items stolen.

Behavioral Agreements: A Behavioral Agreement is a contract between the Resident/Student and Lake Michigan College once a policy violation has been discovered and investigated. It is an essential step toward ensuring a respectful, safe, and productive environment for all students. The contract outlines the violation that occurred, repercussions for the violation, and the expectations of the Resident/Student moving forward, including the repercussions should they violate policies further.

Bicycles & Personal Transportation Devices: 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. They must also be registered and have a Parking Tag.

- Skateboards, Longboards, Scooters, etc. must be picked up prior to entering Beckwith Hall and carried to their apartment/bedroom. Riding of any kind is prohibited and will result in conduct.

Building Security: Beckwith Hall Residents have access to Beckwith Hall 24 hours a day through use of their Residence Life ID Cards and the front door swipe-card reader. The Beckwith Hall Lobby is monitored 24 hours a day by Security Footage and a Front Desk Assistant. Any non-Residents (excluding LMC Faculty/Staff) must be accompanied by the Resident who signed them in at all times while in the residential hall. All Residents and guests will check in with a Front Desk Assistant at the Beckwith Hall front desk with a valid photo ID. No one will be permitted into Beckwith Hall without a valid photo ID. *Please visit the "Guests" section for more information (pg. 15).*

- Unauthorized possession, duplication, or use of keys or your Lake Michigan College Residence Life ID Card is prohibited. Residence Life ID Cards are only to be used by the individual they were issued to. IDs found in the possession of anyone other than the individual they were issued to will be confiscated and the student possessing the ID may face judicial sanctions.

Beckwith Hall Common 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.
- LMC is not responsible for any personal items left in common spaces.
- All furniture must remain in the lounges and study nooks.
- Common areas in Beckwith Hall (lounges and study nooks) are for the use of the building's Residents and their registered guests.
- Only groups or individuals invited by Beckwith Hall staff may make informative or educational presentations in the common spaces.
- Beckwith Hall staff will monitor and schedule all presentations or events.
- 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.

Cancellation of Housing Reservation: The Residential Housing Agreement is a legally binding contract. By signing the agreement, the Resident acknowledges and accepts responsibility for complying with all terms and conditions outlined therein. Cancellation fees may be waived, at the discretion of Housing Staff, for Residents who graduate mid-academic year or experience an institutionally required break in enrollment due to an academic program requirement.

- A New Resident may cancel the Housing Agreement with written notification to the Housing Office by July 1st; Residents who cancel after July 1st will incur a \$250 cancellation fee; Residents who cancel after August 1st will incur a \$750 cancellation fee. Failure to cancel in writing prior to the commencement date of the Agreement obligates the signer to the full terms of this Agreement, including liability for the full payment of the Agreement fees.
- A Returning Resident may cancel the Residential Housing Agreement with written notification to the Housing Office by May 1st; Returning Residents who cancel after May 1st will incur a \$250 cancellation fee; Returning Residents who cancel after July 1st will incur a \$750 cancellation fee. Failure to cancel in writing prior to August 1st, obligates the Resident to the full terms of this Residential Housing Agreement, including liability for the full payment of the Residential Housing Agreement fees.

Check-in/Check-out Procedure: Upon moving into Beckwith Hall, each Resident, will complete, sign and submit a Room Condition Report to his/her Resident Assistant which will be an accurate and complete inventory of the assigned room and the condition of its contents. This report will serve as the basis for checkout charges if assessed. If one is not turned in, the resident assigned to that space will assume all responsibilities of damages in that space.

- Upon moving into Beckwith Hall, the Resident agrees to follow the proper checkout 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.
 - An improper checkout fee of **\$150** will be assessed to any Resident not following these procedures.

Communicable Illnesses: Residents who are diagnosed with, or reasonably believe they have, a contagious or communicable illness that may pose a risk to others in the residence hall should notify Housing as soon as possible by emailing housing@lakemichigancollege.edu or calling **(269) 927-8190**. Residents are also encouraged to notify their Resident Assistant (RA).

- Housing staff will work with the Resident to provide guidance, discuss temporary precautions or accommodations as appropriate, and help minimize the spread of illness within the residential community while respecting the Resident's privacy.

Communication: Communication between the Housing Office and Beckwith Hall Residents will be through the Resident's Lake Michigan College email account or phone calls when needed. It is the responsibility of the resident to email or call back within 24 hours of Housing's contact.

Conduct: Residents must abide by all of Lake Michigan College's policies, including but not limited to the Housing Handbook and the Student Code of Conduct. Should a violation on any policy occur, it will result in a conduct meeting. Failure to attend conduct meetings could result in removal from Beckwith Hall.

- **The Right to Appeal:** Should a Resident be removed from Beckwith Hall, they have the right to appeal the decision if they believe they have new evidence to provide that proves their innocence within 5 business days. The appeal must be sent to the LMC Provost.

Damages: Upon the moment of the signature of the Room Condition Report, 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.

Please visit the "Fees and Cost of Damages" section for more information (pg. 31).

- A Resident must not attempt to fix any damaged or broken furniture, fixtures or equipment and could be subject to assessed charges. Work orders must be put into the Maintenance Connect database for all damaged or malfunctioning furniture, fixtures or equipment. Housing staff can assist with filling out work order requests.
 - **A Resident or Guest should never attempt to adjust the bed height without LMC staff.**
Damage to the bed frame due to the attempt will be the Residents responsibility to pay.

- 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, hall or apartment on a prorated basis.
 - **Residents may never flush anything down the toilet other than toilet paper.** Wipes, feminine products or other products may cause clogging and flooding, therefore they are prohibited from being flushed. All residents must bring their own plunger for minor clogs.

Decorations & Facilities Expectations: 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
 - **Any renovations or changes to the suite are prohibited.**
 - Windows: Must remain clear and using 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.
 - Canned spray snow is not permitted on the windows.
 - Removal of Window Screens is prohibited, along with throwing or hanging items from windows.
 - Entering or exiting through windows is prohibited
 - Walls:
 - **All decorations must be a minimum of 24 inches below the ceiling line.**
 - Covering fire protection or other emergency equipment (sprinkler heads) is prohibited.
 - Blocking air vents/PTAC is prohibited.
 - Residents may not paint or wallpaper walls or ceilings in the suites.
 - Draping the ceiling with tapestries of any kind is prohibited.
 - Nails, pushpins, 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.
 - Removing mounted fixtures from walls or ceiling is prohibited.
 - 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.
 - Dartboards are prohibited.
 - Doors:
 - Installing private door locks on any exterior or interior doors as well as furniture is prohibited.
 - Door Hanging Basketball Hoops/Dartboards that cause damage to the door/door frame are prohibited.
 - Electronics:
 - Tampering with electrical panels is prohibited.
 - Suites can handle a limited electrical load. Reach out to Housing if you lose power.

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- Disconnect unused appliances or equipment.
- Remember to use "UL" or "FM" approved FUSED power strips.
- Extension cords and the connection of multiple power strips or extension cords (commonly known as "daisy chaining") are prohibited.
- Portable power banks and battery packs may not exceed 100 watt-hours (Wh) or 27,000 milliamp-hours (mAh).
- Lights:
 - Covering over light fixtures or lamps is prohibited.
 - Decorative Lights:
 - **LED light strips may not be adhered directly to walls**, as the adhesive backing may damage wall surfaces upon removal. They may instead be hung using removable command hooks.
 - Decorative lights are not allowed outside of the suite.
 - 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.
 - Electrical lights are not to be hung using metal fasteners (staples, nails, etc.)
 - All electrical decorations, such as lights, etc., must bear the "UL" or "FM" label.
- Other:
 - **Sports/Recreational Activities:** Activities such as throwing, bouncing, or kicking balls or frisbees, playing sports in hallways, and riding skateboards, scooters, or similar recreational devices indoors are prohibited. This list is not all-inclusive.
 - 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. Potted plants that are also considered drugs/paraphernalia are also prohibited.
 - Humidifiers: Residents may use humidifiers without an accommodation from November 1st through March 31st.
 - Outside of this period, residents must obtain an approved accommodation through the Student Well-Being & Accessibility (SWBA) office before using a humidifier in Beckwith Hall.
 - Aftermarket or home manufactured loft kits are not permitted.
- **Exterior Decorations:** Exterior alterations or decorations are permitted in Beckwith Hall with the following stipulations
 - Nothing may be displayed in windows
 - Peepholes may not be covered.
 - Sidewalk chalk, spirit foam, shoe polish, paints or other methods used for writing on the exterior of the buildings are prohibited.
 - Real pumpkins, whole, carved, painted, or otherwise may not be placed on the floor or outside of the apartment door. Artificial pumpkins are permitted.
 - Fire protections and/or emergency equipment 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 or outside Beckwith Hall.

- **Break Departure:** Before Resident(s) leave for breaks, disconnect all unnecessary appliances and equipment. Do not leave items such as irons, fans, curling irons, hair dryer, etc. plugged in.
 - Do **NOT** unplug LMC provided appliances (Refrigerator, Stove/Oven, etc.).

If these guidelines for interior and exterior decorations and the break departure expectations are not followed, Residents will be asked by staff to remove the decorations and may face disciplinary action.

Emergency Information

- **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 Todd Center, north of the Mendel Center Grand Upton Hall entrance, in front of Beckwith Hall, and near the soccer field.
- **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.

- **Evacuation:** Evacuation maps are posted throughout Beckwith Hall. If a fire is detected or a fire alarm sounds, close windows (if safe to do so), close doors behind you to help contain the fire, and immediately evacuate using the nearest safe exit. **Do not use elevators.** Move at least **50 feet away** from the building and proceed to the designated assembly area in the student parking lot across from the main entrance to Beckwith Hall. Do not re-enter the building until authorized personnel give the all-clear. All fire alarms and fire drills must be treated as real emergencies, and all Residents are required to evacuate.
 - Residents who require evacuation assistance due to a disability or accessibility need should notify the Student Well-Being & Accessibility (SWBA) office and Housing as soon as possible so an emergency evacuation plan can be developed.
- **Fire:** The Beckwith Hall residential Housing was designed and constructed to meet all fire codes in place at the time of construction. The fire alarm system is monitored by an alarm monitoring company off campus. A full sprinkler system, smoke detection system, and portable fire extinguishers round out our overall protection. 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 need to evacuate the building immediately and proceed to the nearest main parking lot. Once arrived, check in with your Resident Assistant.
 - 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.
 - 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 Parking Lot 1 with your floor (1, 2, or 3) until an all clear has been announced by professional staff.
 - Re-entry into a building before an "all-clear" signal is given by Security staff is prohibited. State law prohibits the use of elevators during a fire alarm. Students that fail to comply with this will be documented by staff and can be issued state and/or local fines and tickets from police. If you see fire, please pull the fire alarms as you evacuate the building.
 - If you see fire, please call 911, notify staff and leave the building. The alarm will automatically alert the proper authorities. Falsely setting off a fire alarm can result in judicial sanctions or fines. Tampering with building fire detection systems is a violation of this handbook and grounds for discipline up to and including removal from the building. Michigan law states that falsely pulling a fire alarm is a misdemeanor punishable by up to one year in jail and up to \$1,000.00 fine (MCL 750.240).
- **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 (Beckwith Hall: First Floor Hallways).
 - DO NOT GO OUTSIDE and do not stand near glass-enclosed spaces.
 - Do not use telephones or open flames (candles, lighters, etc.).
 - Remain calm and wait for an "all-clear" announcement.

Flames: No open flames are ever permitted in Beckwith Hall. If a fire or “*burning*” item is ever found, examples being but not limited to candles, lighters, incense, etc., housing staff has the authority to remove the item immediately and dispose of it.

Food Delivery: Residents who order food from local delivery companies need to order with their personal contact information and be available in the main lobby when the food arrives. Delivery personnel are not permitted beyond the main lobby of Beckwith Hall.

- **Lake Michigan College is not responsible for contacting Residents for delivered food.**

Furniture: All necessary furniture has been provided. Non-Beckwith Hall furniture is prohibited.

- **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.

Guests: Beckwith Hall is secured 24 hours per day for Resident protection and safety. Guests may visit the residence hall under the following conditions:

- **Roommate Consideration:** Roommates must sign the Guest Agreement prior to guests being allowed in the apartment and discuss preferences in the Lifestyle Agreement.
 - Residents must be sensitive to the needs of their suitemates before inviting guests.
 - This does not include Move-in Day(s) or Move-Out.
- **Residents must accompany their guest(s) at all times.**
 - If you need to leave for class, practice, work, etc., the guest(s) must exit Beckwith Hall.
- **Check-In:** Residents are required to check their guests in and out at the front desk.
 - ALL Residents and guests will be required to check in at the front desk with a valid photo ID. No one will be permitted into Beckwith Hall without a photo ID.
 - Residents must provide their Residence Life 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.
- **Amount of Guests:** Residents can check-in a maximum of **2 guests** at one time between the hours of 8am to 11pm, and a maximum of **1 guest** at one time between the hours of 11pm to 8am.
 - There may only be a maximum 12 people in a shared double, 8 people in a quad, and 4 people in a double at any time.
- **Guest Visiting Hours:** Guests may visit daily 8:00 am to 11:00pm during the academic year. Outside of these times, a guest will be considered an overnight guest.
 - **Week of Finals: No guests during the last week for both semesters.**
 - Exception: Guests assisting with a residents move-out.
 - **Breaks:** Guest(s) are not allowed over any of the break periods.
 - Violation of this will result in the removal of guest privileges.

- **Overnight Guest:** An overnight guest may not exceed a 3-night (72 hours) visit.
 - An overnight guest is permitted to stay a total of 12 evenings during the semester.
 - If the guest officially checks out of Beckwith Hall *before* the 3-night maximum is reached, they may not return as an overnight guest for two weeks (14 days).
 - **The Overnight Guest policy follows the guest**, not the resident. Being checked in under multiple residents will not extend the 12 evenings per semester policy.
- **Minors:** Guests under the age of 18 are allowed in the building between 8am and 11pm with a parent. No one under the age of 18 is allowed to stay overnight in Beckwith Hall.
 - Babysitting is not allowed in Beckwith Hall.
 - Minors may enter accompanied by a parent with constant supervision.
- **Beckwith Hall Rules & Regulations:** 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 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.

Having Guests/Visitors is a Privilege not a Right: The Director or Associate 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.

Heating and Air Conditioning (PTAC): The main temperature control for each suite is located in the living room and controls the common space, and each bedroom has their own heating and air conditioning unit. The residents that vary from these guidelines below may cause damage to the facilities will be charged accordingly if repair or replacement is required due to negligent use.

- **Any PTAC may stay no lower than 65 degrees for air/cooling and no higher than 75 degrees for heat.**
- Suitemates will need to reach an agreement regarding the common space temperature setting designate it in their Lifestyle Agreement for the common space.
- **DO NOT COVER PTAC UNITS AT ANY TIME.**
 - This includes setting up beds over the top of the unit.

Holiday Breaks: During scheduled holiday breaks, it is mandatory for all Residents to vacate the building at the predetermined time selected by the housing office. **Apartments must be clean, perishable food and trash removed, and electronics, outside of LMC provided appliances, must be unplugged.**

- **Thanksgiving Break:** It is strongly recommended that all Residents leave Beckwith Hall for the entirety of the break. Anyone needing to stay must communicate with housing in advance.
- **Winter Break:** All Residents must leave Beckwith Hall for the entirety of the break, unless you are given permission in advance.
 - If a resident stays over winter break and officially checks out of Beckwith Hall prior to the beginning of spring semester, fees will be applied.

- **Spring Break:** It is strongly recommended that all Residents leave Beckwith Hall for the entirety of the break. Anyone needing to stay must communicate with housing in advance.
- **Summer Break:** All residents must properly check-out of Beckwith Hall. Summer Stayover Residents must be in classes full-time and apply for summer housing in advance.

Hospitalization & Medical Emergencies: In the event of a medical emergency requiring emergency medical services (EMS) or ambulance transport, the Resident, or another individual acting on the Resident's behalf when reasonably possible, must notify Housing staff that emergency services have been contacted. This notification allows Housing staff to coordinate with emergency responders, facilitate building access, and provide appropriate support.

- **Residents who are hospitalized and intend to return to Beckwith Hall must meet with a Housing staff member prior to returning to the residence hall.** This meeting is intended to ensure the Resident is prepared to safely return to campus housing, review any accommodations or support needs, and discuss any temporary considerations related to their return.

Housekeeping/Health and Safety Inspections: For purposes of a health and safety inspection, 12 to 24 hours advance Residents will receive a paper posting on your apartment door or an email notification through your LMC email. During the inspection, housing staff will be looking for housing policy violations or health and hygiene concerns regarding the state of the apartment. Residents should also be aware that housing staff members may occasionally have to enter bedrooms 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, two housing staff member will enter together.

- Should residents apartment/bedroom not be considered clean or violations are found, they will have 24 hours to fix the found issue(s) and prepare for a second inspection. If the cleanliness or violations are not corrected, then it will result in conduct.
- **All Residents are expected to keep their room in a good sanitary condition, and maintain proper personal hygiene.**

Housing Agreement Release: In the following situations a Resident is eligible to apply in writing through the Housing Office to the Director or a designee for an agreement termination. The Resident must provide reasoning for request and official documentation:

- **Assignment to a College sponsored internship, co-op, or exchange program:** If a Resident is a participant in a College sponsored internship, or other programs which require living away from campus, the agreement, may be terminated.
- **Medical or Health Problems:** If a Resident has a severe medical or health problem which is directly related to residence hall living, the Resident may petition to be released from the agreement. The Resident must present documentation from their health care provider(s) that describes the severity of the health problem and the rationale for the request. The Housing Office will provide a written response indicating whether the request is authorized or denied within five (5) business days.
- **Family death and/or other family emergency:** If a Resident has a death in the family and/or a family emergency which effects residence hall living, the Resident may petition to be released from the Agreement.

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- **Military Service:** If a Resident executes this Residential Housing Agreement while in military service, or enters military service after this Residential Housing Agreement has been executed by a Resident (or by someone in [his/her] behalf), and thereafter receives military orders for a permanent change of station or to deploy with a military unit for a period of not less than 90 days, [he/she] may terminate this Residential Housing Agreement.

In the sections listed above the Housing Office will provide a written response indicating whether the request is authorized or denied within five (5) business days. Election to seek termination under this section is limited to the Resident who the forgoing applies.

Keys: Keys, both a room key and a mail key, are distributed to residents on their move-in day to their reserved space. **Keys should not be exchanged or shared as it is prohibited.**

- **Lost Keys:** 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 and all key locks. Mail keys are replaced free of charge.

Lifestyle Agreements: This is an academic year agreement that the RA staff will provide directly after Housing Orientation to all suitemates. It is the hope of this agreement to create a peaceful understanding of each suitemates lifestyle early on to stop future conflicts. Should conflicts occur, the RA staff will revisit the agreement with all suitemates for modifications to be made. In addition, anytime a new Resident moves into a suite, the agreement will be revised to accommodate the new suitemate.

Laundry: Laundry equipment provided in each suite is for Resident use only. Residents must clean washer, and dryer lint trap after each use. Our washers require HE (high efficiency) detergent. 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.

- Should the washer malfunction, LMC will contact appropriate parties to fix the appliance as soon as possible. **LMC will no compensate on clothing/washable materials should damages occur.**

Lockouts: It is the responsibility of the Resident to ensure that they carry their Residence Life ID Card and apartment/bedroom key with them at all times. If a Resident locks themselves out of their apartment/bedroom or Beckwith Hall, there will be no charge for the first time each semester. Lockout fees begin with the second lockout and with each subsequent lockout.

- **Lockout Guide:** If you find yourself locked out of your bedroom, apartment, or Beckwith Hall, please follow the guide below:
 - **Bedroom & Apartment Lockout:**
 - Weekdays 8:00 am to 7:00 pm - Go to the Beckwith Hall Front Desk
 - Weekdays 7pm to 8am - Call the RA on Duty (269) 363-1162
 - Weekends Friday at 7pm to Monday at 8am - Call the RA on Duty (269) 363-1162
 - **Beckwith Hall Lockout:** Knock on the Main Beckwith Hall entrance door and give your information (Name, Room Number, Student ID Number) to the Front Desk Assistant.
- **Residence Hall Room Lock-out Fees**
 - 1st Lockout: Free
 - 2nd through 5th Lockouts: \$5 each
 - 6th Lockout and after: \$10 each

Lost & Found: Lost and found items are managed by the Lake Michigan College Facilities Department. Residents who have lost or found an item should contact the Facilities Department by emailing Facilities@lakemichigancollege.edu, calling (269) 927-8135, or visiting their office in the Main Building, Room B108B.

- Items will be held for one academic semester. Any unclaimed items remaining after that time may be donated, discarded, or otherwise disposed of in accordance with College procedures.

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. LuxerOne will email Residents when a package is delivered to the Beckwith Hall package locker, located in BH 111, which takes one additional business day for LMC processing. The mailroom is open M-F 9am-4pm, 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.

Mailing Address

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

Maintenance/Custodial Needs: The Maintenance Request Form can be found at <https://cmms.lakemichigancollege.edu/> 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.

- It is not the responsibility of our Maintenance and Custodial teams to fix everyday inconveniences, such as a clogged toilet, dirty mirror, hard water on dishes, etc. Any broken/tangible issues can be helped/fixed by our Maintenance and Custodial teams.
- Residents will not be charged for the repair of regular wear and tear of the apartment.
- **Need Assistance filling out a Maintenance Request Form?** Speak with your Resident Assistant or a Front Desk Assistant.

Mutual Respect: Residents are expected to be respectful of the individual rights and freedoms of others within the living area. Even if a shared sense of understanding does not exist between community members, Residents are still expected to exhibit an outward sensitivity to everyone inherent within the Residential community. **Dishonesty to our Housing Staff is also not tolerated.**

- **Disruptive Behavior:** Any behaviors that are inappropriate, disruptive or destructive to the community or its members will not be tolerated. This may be, but is not limited to: yelling or causing a disturbance; using inappropriate language towards another community member, a staff member, or guest, and/or theft, vandalism, or destruction of property. Violation of this policy may result in removal from the residence hall.

- **Pranks:** Activities which may present a danger to the health, physical, psychological, or emotional wellbeing of another student or their property, whether intentional or non-intentional, will not be tolerated and will be treated as a violation of policy and may result in removal from the residence hall.
- **Hazing:** Initiation practices which may present a danger to the health, physical, psychological, or emotional wellbeing of another student or their property, whether done voluntarily or against the wishes of the other student, will absolutely not be tolerated and may result in removal from the residence hall.
- **Harassment, General:** Lake Michigan College prohibits discrimination based on a person's race, color, gender, national origin, age, religion, marital status, disability, veteran status, or sexual orientation and will not tolerate any form of harassing or bullying behaviors. Harassing or bullying behaviors may include, but are not limited to, the following: repeated unwanted contact via email, phone, text message, or social networking sites; persistent following/stalking behaviors; repeated use of derogatory comments; threats or perceived threats of physical or emotional violence. Violation of this policy may result in removal from the residence hall.
- **Harassment, Electronic:** Lake Michigan College recognizes the prevalence and popularity of online communities. Utilizing cyber media responsibly is an expectation of Lake Michigan College Residents. Use of any electronic media as a means for harassment is strictly prohibited. Harassing behavior includes sending text, picture, audio, video or executable electronic code (virus's, etc.) over electronic forums, message boards, social media sites and services, instant messaging or chat services, email, or other internet or intranet service, and websites. This includes repeated unwanted contact or any stalking or bullying behaviors on any of the aforementioned media. Violation of this policy may result in removal from the residence hall.
- **Harassment, Racial and Ethnic Harassment or Discrimination:** Residence Life is committed to programs and activities that are free of racial or ethnic discrimination. Racial and ethnic harassment is a form of illegal discrimination and is contrary to the nature and mission of our institution. Any violation outlined in the Housing handbook, which is committed against a student, or employee of Lake Michigan College, which is based upon gender, age, sexual orientation, race, ethnic background, economic status or religious affiliation may result in removal from the residence hall.
- **Physical Abuse, Acts of Violence or Assaults:** Including but not limited to: hitting; shoving; attacks; stalking; intentionally or recklessly causing or attempting to cause physical harm; endangering the health or safety of any person or group of people, including engaging in any form of physical fighting is prohibited. Intentionally or recklessly touching another person resulting in bodily harm or when done in a rude, hostile, insulting and/or angry manner. This is a zero tolerance offense and if found responsible, the students involved will be removed from residence hall and suspended as a student.
- **Sexual Assault:** Sexual assault is any nonconsensual sexual act. A sexual act or physical touching is nonconsensual if it is inflicted upon someone who cannot grant consent (due to cognitive disability, age, incapacitation because of drug/alcohol use including intoxication, etc.) or compelled through the use of coercion, intimidation, threats, or physical force. When notified of a sexual assault or an attempt, the College will attempt to honor the wishes of the survivor regarding notification of law enforcement and make available College/community resources. However, there may be circumstances in which the College will deem it necessary to report the incident to the police. If you have been sexually assaulted, please speak to a residence life staff member, a campus security officer, or another trusted College employee. It is Lake Michigan College's desire to help you as you move through this difficult time, and we can help to connect you with resources such as counseling if there is a need.

- **Threatening Behavior:** Conduct (verbal, non-verbal, written, and/or physical) against people or property that is offensive, hostile, intimidating, injury producing, and/or abusive. This includes but is not limited to: threats of physical harm; behavior that would cause fear in a reasonable person; intimidation; harassment; coercion; bullying; and/or other conduct which threatens or endangers the health or safety of any person. Violation of this policy may result in removal from the residence hall.

Noise: In order to create a respectful and cohesive environment for all residents, Beckwith Hall enforces three different categories of noise expectations. Additionally, Residents are expected to refrain from any activity that might cause a disturbance in the community, including, but not limited to the following prohibited actions: placing stereos in open windows, using drums or amplified instruments, yelling out the window or down the hallway, or running or wrestling in the hall, etc.

- **Courtesy Hours:** Defined as a time to be mindful of residential noise creation and respect the requests of their fellow residents. Noise heard from two doors down is too loud. These hours allow for the normal pursuit of academics during non-quiet hours.
 - 24 Hours
- **Quiet Hours:** Defined as an enforced period during which noise should be kept to a minimum to avoid disturbing others. Noise heard from one door down is too loud.
 - 10:00 pm to 12:00 am and 6:00 am to 8:00 am Sunday – Thursday
 - 10:00 pm to 2:00 am and 6:00 am to 8:00 am Friday & Saturday
- **Silent Hours:** Defined as a strict period during which any noise heard from outside the apartment door is prohibited.
 - 12:00 am to 8:00 am Sunday – Thursday
 - 2:00 am to 8:00 am Friday & Saturday
- **Exam Preparation Noise Expectations:**
 - One Week Prior to Finals - 24 Hour Quiet Hours
 - Week of Finals - 24 Hour Silent Hours
 - Exception: Cleaning Noises between 8am and 8pm

It is important to recognize that some level of noise is to be expected in a residence hall, as it is a shared living environment. While maintaining a peaceful atmosphere is encouraged, it is also essential to have realistic expectations regarding occasional sounds associated with daily activities. We ask that everyone be understanding of the typical sounds of communal living.

Occupancy: Occupancy begins when a Resident is issued a key for their assigned room and continues until 24 hours after the Resident's final examination or 5:00 p.m. on the last day of the Housing Agreement Term, whichever occurs first. Any occupancy outside of these dates requires prior written approval from the Housing Office.

- Occupancy is established by the issuance of a room key and does not require the Resident or their belongings to be physically present.

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- Residents may not occupy, store belongings in, or use vacant bedrooms or beds without Housing approval.
- Residents who fail to vacate by the end of the Housing Agreement Term may be subject to legal action and will be responsible for any court costs and reasonable attorney's fees incurred by the College as a result.
- **Maximum Suite Occupancy:** Including Guests and other Beckwith Hall Residents, the maximum occupancy for each apartment styles are as follows:
 - Six bed apartments can hold a maximum of 12 people at any time.
 - Four bed apartments can hold a maximum of 8 people at any time.
 - Two bed apartments can hold a maximum of 4 people at any time.

Failure to abide Beckwith's Occupancy Maximums will result with a conduct meeting.

Parking: Parking is free for all Residents, and must have a parking pass visible in their front or back window of their vehicle. Residents are required to park in the South West end of the Student Parking Lot.

- Residents and guests are not to park in Staff, Vendor, or Maintenance parking spots.
- Guests may park in Guest space in front of Beckwith Hall for up to 1 hour, or they can park their vehicle into the main parking lot as long as needed while within Beckwith Hall.
- If asked to move a vehicle, both resident(s) and guest(s) must do so immediately.

Payment: The fee for the academic year is \$7,800 for a two bedroom suite, \$6,550 for a four bedroom suite, and \$5,800 for a shared two bedroom suite (6 beds). 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:**
 - July 5th
 - August 5th
 - September 5th
 - October 5th
 - November 5th
 - **Spring:**
 - December 5th
 - January 5th
 - February 5th
 - March 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.

- **LMC does not provide, but encourages all Residents to obtain a renter's insurance policy.**

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.

Pets/Service Animals/Emotional Support Animals: Pets are prohibited, except for fish with gills in 10-gallon aquarium or smaller, or except when a verified disability warrants the possession of a service animal or ESA. A pet addendum must be completed for a service or companion animal prior to the animal arriving at Beckwith Hall. For more information on service/companion animals please contact Student Well-Being and Accessibility at 269-927-8866.

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- Complaints (noise, smell, waste-removal, etc.) regarding any animal housed within Beckwith Hall can be reported to housing@lakemichigancollege.edu
- **Fish:** Any fish within Beckwith Hall must be declared to Housing. Failure to do so will result in the removal of the fish. Any fish rocks found in apartment drains will result in fees.

Plants: Potted plants are allowed. Potted plants that are also considered drugs/paraphernalia, live wreaths, pine or evergreen trees, and boughs are prohibited.

Posting of Printed Materials: Printed materials may only be posted on bulletin boards and other locations designated by LMC. All postings must be approved by the Housing Office, Student Life Office, or their designee and must identify the individual or organization responsible for the posting. Posting on painted or glass surfaces is prohibited unless painter's tape is used. Handbills, leaflets, pamphlets, and similar materials may not be placed on vehicles parked on LMC property.

Privacy, Photography & Video Recording: Residents are expected to respect the privacy of others within Beckwith Hall. Photographing, audio recording, or video recording another person without their knowledge or consent in areas where a reasonable expectation of privacy exists—including bedrooms, bathrooms, and changing areas—is prohibited.

- The use of surveillance devices, including cameras, recording devices, or similar equipment, is prohibited in residence hall spaces unless expressly authorized by the Housing Office. Residents may not install cameras or recording devices that monitor common areas, hallways, or another Resident's assigned space without prior written approval from the Housing Office.

Prohibited Items:

- Adhesives/Wall Mounts/Curtains
- Alcohol/Alcohol Empty Containers (**Will be removed upon finding**)
- Candles/Candle Warmers/Mug Warmer/Incense (**Will be removed upon finding**)
- Charcoal of any kind (**Will be removed upon finding**)
- Combustible Chemicals such as, but not limited to; Sterno Fuel, Gasoline (liquid)/Propane. (**Will be removed upon finding**)
- Decorative Trees (Live)
- Dartboards (Metal/Plastic Tipped)
- Drugs: Prescription drugs without proper script and container, Marijuana, Other Illegal Substances including any and all drug paraphernalia, and Hookah pipes. (**Will be removed upon finding**)
- Fire/Open Flames; Sterno Fuel (**Will be removed upon finding**)
- Grills (BBQ)
- Halogen Type Lamps
- Instruments (Drums or Amplified Instruments)
- Kitchen Appliances: Toasters, Toaster Ovens, Hot Plates
 - Air Fryers rated at 20 amps (2,400 watts) or less **may be used** and stored only in the apartment kitchen.
- Lofts (Custom)
- Motorcycles and other fuel-driven engines may not be stored or operated inside Beckwith Hall
- Pets
- Smoking Materials including Hookahs, Vaping and E-cigarette materials (**Will be removed upon finding**)
- Space Heaters
- Weapons: *Please visit the "Weapons" section for more information (pg. 29).*

Public Displays of Affection (PDA): Residents are expected to maintain respectful and appropriate behavior in all shared residential spaces. Excessive public displays of affection, such as prolonged physical contact or intimate behavior, are not appropriate in common areas. All students should feel comfortable in their living environment, and behavior that makes others feel uncomfortable may result in a conduct referral. The Housing Office reserves the right to address concerns on a case-by-case basis.

Residence Life ID Cards: Each Resident is issued a unique housing ID card upon move-in that provides access to Beckwith Hall. It is important that each student always maintain possession of their housing ID card while on College property. Lake Michigan College officials may request to see a residence life ID card at any time. Refusal to provide your residence life ID card to a College official is a violation of the student code of conduct and can result in judicial sanctions.

- **If you lose your Residence Life ID Card**, email housing@lakemichigancollege.edu stating you **LOST** your ID so your old ID can be deactivated and a new one will be created for you.
- **If you break your Residence Life ID Card**, email housing@lakemichigancollege.edu stating you **BROKE** your ID so a new one will be created for you.

Room Changes: Residents are eligible to change rooms **after** the 2nd week of classes during the fall semester and **after** the 2nd week of classes during the spring semester. Early room changes are discouraged; it takes time to become adjusted to a new surroundings.

- **Resident Requested Room Change Process:** If a Resident wants to change rooms due to a suitemate issue they must do the following:
 - Residents can then meet with their RA and discuss editing their Lifestyle agreement. An RA will work with the Residents facilitate a conversation, called a mediation. All roommates should attend and agree to this mediation. 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 editing of the Lifestyle agreement, the RA and or Residents will contact the Housing Office.
 - Next, the 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 Resident(s) must meet with the Housing Office to talk through options. 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. The Resident will have **48** hours to contact the new suitemates about moving into that space and report back to the Director 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 \$150.00 improper check-out fee.
 - The Resident and floor RA will complete a new Room Condition Form and Lifestyle Agreement for the newly assigned room.

- **Room Change Due to Unforeseen Circumstance:** If a Resident is required to move out of their apartment due to building renovations or damages caused by events beyond their control, the Resident may be relocated to another accommodation without any change to their payment plan or a room change fine.
 - Once the new assignment is determined, all steps must be completed as written above in the *"Resident Requested Room Change Process."*

Room Consolidation and Reassignment: 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 Entry: Notification of Room Entry is given at least 12 hours in advance to Beckwith Hall Residents by email, phone call, or paper posting. Should staff have reason to enter a Residential apartment, such as suspicion of a policy violation, work orders, room inspections, wellness checks, alarms sounding, etc. staff may enter the apartment with no prior notification under the direct permission of an Administrator. Resident Assistants must enter with another Resident Assistant or Administrator.

Roommate Selection: Roommate selections must be submitted prior to the release of official room assignments and billing by the Housing Office. Each academic year has a designated deadline for roommate requests. It is the responsibility of each resident to be aware of this deadline and to submit their roommate request through the StarRez Housing Application accordingly. The Housing Office reserves the right to deny any roommate requests submitted after the established deadline.

- **Waitlisted Residents:** Residents on the housing waitlist are not eligible to submit roommate requests. If a space becomes available, the resident will be assigned to the open room at the discretion of the Housing Office. Room changes will not be accommodated while housing remains at full capacity prior to move-in.

Safety and Security: Your safety is our number one priority. Lake Michigan College is committed to the safety and security of its students and visitors. Security is present on campus 24 hours a day and can be reached by: calling (269) 927-6911. If you wish to report a crime, are a victim of a crime, or would like to get information about campus crime statistics please visit the Safety and Security website: <https://www.lakemichigancollege.edu/about/safety-and-emergency>.

- **Identification Requests:** Residents and guests must present their Housing ID or government-issued identification upon request by Housing staff, Student staff or Security.
- **Report & Support: If you see something, say something!** This includes but is not limited to: Illegal Activities, Suspicious and/or Concerning Behavior, etc.
<https://www.lakemichigancollege.edu/students/incident-reporting>
- If there is no emergency please call the RA line at 269-363-1162
- If there is an emergency call 911.

Sharps Disposal: Residents who use medical sharps (such as needles, lancets, or syringes) are required to dispose of them safely and responsibly. All sharps must be placed in a puncture-resistant, labeled sharps container (purchased by the resident) and not in regular trash bins. When full, containers should be sealed and brought to the designated disposal location in the Main Building. Improper disposal of sharps poses a health risk and may result in disciplinary action.

Smoking/Nicotine 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.

- In the State of Michigan, you must be **21** to use tobacco/nicotine products.

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 of Drugs or Alcohol is prohibited.**

- 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?
- 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

Student Staff: There are two groups of student leaders within Beckwith Hall that are here to assist you with any needs or questions you may have.

- **Resident Assistants:** There are 6 RAs within Beckwith Hall, one within each hallway in either apartment(s) _06 or _18. The RAs assist with community building, program creating, and enforcing policy and procedure.

BECKWITH HALL HANDBOOK

- Duty: One RA is on call per night. They will be doing rounds of the building throughout the night to make sure Beckwith Hall is safe and compliant.
- **Front Desk Assistants:** There are 12+ Front Desk Assistants each year. They oversee the functions of the desk and the safety of the lobby, and assist with common questions.

Student Well-Being and Accessibility (SWBA): Students well-being and mental health are high priorities at Lake Michigan College. We have free on campus services, such as Counselors and Student Success Coaches.

- You can request a **Plan of Accommodation** through the SWBA. Accommodations can vary and can include ADA Suites, Individual Bedrooms, Specific Room Type Requirements, Support Animals, and more. If you intend to request a Plan of Accommodation, email SWBA at dss@lakemichigancollege.edu.
- You can set up **Counseling Appointments** by filling out a Counseling Request Form online, or by emailing counseling@lakemichigancollege.edu.
- If you need extra support after hours, you can connect with our free campus partner, **TimelyCare**. You can setup a virtual appointment here: timelycare.com/lakemichigancollege, or if you find yourself in crisis, you can call their Crisis Now phone number for immediate mental health help: (269)927-2828

Trash Removal: 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 or common areas.

- Residents will be charged for improper trash disposal including trash left outside suites, hallways, beside dumpsters, around public trash cans, etc. There will be a \$25 charge for each bag of trash removed from a suite or room by Housing staff.
- Under no circumstances is trash to be placed outside of a suite in the hallway or in stairwells. All Residents must take their trash outside to the dumpsters on a regular basis. More than 2 full trash bags (13 gallon or larger) are not allowed in a suite at any given time. Trash must be placed in the dumpsters, not next to the dumpsters. Smaller trash cans in public areas, both inside and directly outside of Beckwith Hall, are not to be used by Residents to dispose of personal trash.

Termination of Contract: The College may terminate or suspend this agreement under any of the following circumstances:

- The Resident fails to meet or maintain Housing eligibility requirements.
- The Resident violates the Residential Housing Agreement, the Student Handbook, or the Housing Handbook.
- The Resident fails to pay Lake Michigan College tuition, fees, or Housing charges.
- The Resident fails to comply with Housing regulations or engages in conduct that is detrimental to the health, safety, or welfare of other Residents.
- An emergency or other exigent circumstance makes continued operation of Housing infeasible. The College may terminate or temporarily suspend all or part of this agreement without prior notice.

Trespassing: Unauthorized entry into any residence hall space is prohibited. This includes, but is not limited to:

- Entering another Resident's assigned room, bedroom, or apartment without the invitation and presence of the Resident assigned to that space.
- Entering any completely or partially closed or restricted area (including roofs, vacant bedrooms, locked spaces, mechanical rooms, or other areas not designated for resident access).
- Any current or former Resident, guest, or other individual who has been prohibited or banned from the Residence Halls and attempts to enter or re-enter any Residence Hall is trespassing.

Residents are issued a Housing ID card and room keys that provide access only to authorized areas. Residents may not use their access credentials to permit unauthorized individuals into restricted or assigned spaces.

Weapons: Lake Michigan College is a weapons free campus. The College seeks to provide a safe campus community. Restriction against the possession, discharge, use and/or carrying of weapons is intended to foster a more secure environment and to promote the overall learning purpose for which students, employees and guests attend the College. While these restrictions offer no guarantee of protection to students, employees and guests, it is hoped the restrictions will reduce the risk of injury from any dangers which might arise from the possession, discharge, use and/or carrying of weapons. Violations can result in expulsion, loss of job, a ban on attending campus facilities and events and/or criminal prosecution.

- Weapons are defined, as any instruments or implements which are capable of inflicting serious bodily injury, and shall include but not be limited to the following:
 - Any gun, rifle, firearm, BB gun, pellet gun, nerf gun, or other device (including a starter gun) which is designed to or may readily be converted to expel a projectile by any means.
 - Any bomb, grenade, rocket or other destructive device which includes explosives, incendiaries or poison gas. This also includes Fireworks.
 - Any knife with a blade longer than three inches, razor, or other cutting instrument.
 - Any striking instrument, to include clubs, iron bar, brass knuckles, blackjack or bludgeon (excluding Athletic Department equipment-i.e., baseball bats).
 - Any Martial Arts weapons, to include nunchakus, tonfas, staffs, and throwing stars.
 - Any bow and arrow combination
 - Any portable device or weapon from which an electrical current, impulse, wave, or beam may be directed, which current, impulse, wave, or beam is designed to incapacitate, temporarily injure, or kill.
- Self-defense spray: a self-defense spray or foam device are not considered weapons subject to this policy.
 - Self-defense spray or foam device: means a device to which all of the following apply: (a) The device is capable of carrying, and ejects, releases, or emits 1 of the following: (i) Not more than 35 grams of any combination of orthochlorobenzalmalononitrile and inert ingredients; (ii) A solution containing not more than 10% oleoresin capsicum; (b) The device does not eject, release or emit any gas or substance that will temporarily or permanently disable, incapacitate, injure, or harm a person with whom the gas or substance comes in contact, other than the substance described in (a)

Campus Policies

To view all campus policies, please see <https://www.lakemichigancollege.edu/about/policies>

The Clery Act Policy

To view the full policy, please see <https://www.lakemichigancollege.edu/policies/clery-act-compliance>

To view the Annual Security Report, please see <https://www.lakemichigancollege.edu/policies/annual-security-fire-safety-report>

The Clery Act is a federal law enacted in 1990 that requires colleges and universities participating in federal financial aid programs to report campus crime statistics and safety information. It was named after Jeanne Clery, a college student who was tragically murdered in her residence hall in 1986, prompting a push for greater transparency in campus safety. The law mandates timely warnings of potential threats, an annual security report, and public access to crime logs. Its goal is to empower students and families with accurate information to make informed decisions about campus safety.

FERPA Policy

To view the full policy, please see <https://www.lakemichigancollege.edu/policies/ferpa>

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. It gives students the right to access their records, request corrections, and control the disclosure of personally identifiable information. Schools generally must have written permission from the student before releasing any information from their records, except under certain permitted conditions. FERPA applies to all schools that receive funding from the U.S. Department of Education.

Lake Michigan College maintains student education records and is responsible for access to and release thereof in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (FERPA). Additionally, where applicable Lake Michigan utilizes the same standards with regard to the release of information it maintains about an applicant or prospect.

LMC FERPA Request Form: <https://forms.office.com/Pages/ResponsePage.aspx?id=Q-Bf1FglQkmSGAkluYXdNM52T7b0kHxNrA5Y98gkhaxUNUINVjBIOEkwNDRJMO1UQkNIMVU5MEXCQSQIQCNOPWcu>

Title IX Policy

To view the full policy, please see <https://www.lakemichigancollege.edu/policies/title-ix>

To view more information, please see <https://www.lakemichigancollege.edu/about/state-and-federal-reporting/title-ix>

Title IX is a federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities that receive federal funding. This includes protections against sexual harassment, sexual assault, and gender-based discrimination. Schools are required to respond promptly and effectively to Title IX complaints to ensure a safe and equitable environment for all students. Title IX applies to students, faculty, and staff, regardless of gender identity or sexual orientation.

Beckwith Hall Internet Access



ACCESS POINT \$350
CABLES \$10/EA

Lake Michigan College provides a variety of options for Residents to connect personal devices for Internet connectivity.

There are 2 different wireless networks. The LMC-Private network is available by using your WaveLink username and password to connect. This network should be used when possible as it provides a secure connection. The LMC-BHGuest network is also available for use. This is an open network, so it does not provide a secure connection.

There is a wired connection available for use behind the TV on the access point. This is noted with a tag that says "User Port" and says "PSE-LAN1". The other 2 ports must stay connected to the TV and computer at all times. These should not be disconnected and will cause damage if attempted.

In the event there is any damage to the access point behind the TV (i.e. attempts to remove cables, etc), it will result in charges as listed above. This is in addition to any other damage that may occur.

The use of personal wireless routers/hotspots are prohibited. The use of these causes interference with the College's WiFi and will result in connectivity issues for all Residents. If additional connections are needed, please contact IT at 269- 927-8189 for options.

Large downloads or other bandwidth intensive items will affect the performance and connectivity of others using the service. Although best effort has been made to make the wireless network compatible with all devices, we cannot guarantee this.

The College does not support student-owned devices. Non-JC wireless networks are not allowed within the building as these will conflict with the performance and/or availability for others depending on the wireless service. It is recommended that firewalls, anti-virus, and anti-spyware products be utilized on personal computers.

The College does enforce a Responsible Use Policy and the Digital Millennium Copyright Act regarding downloading or sharing copyrighted movies and music. Disciplinary action is taken for reported violations.

Fees & Cost of Damages

Some Items are not Listed.

Labor cost is \$40.00 per hour.

Fees:

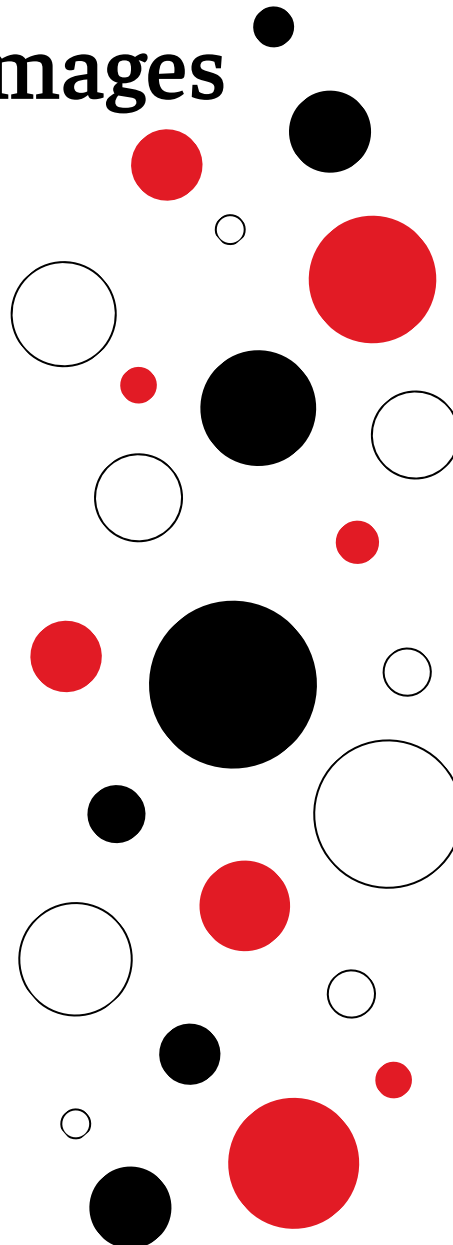
Cancellation Fee \$750
Room Change Fee \$150
Improper Checkout Fee \$150
Cleaning Fee per Resident \$150
Lost Key Fee \$300

Bedroom Damages:

Head/ foot board \$125.00
Spring frame \$125.00
Mattress \$140.00
Pedestal desk \$365.00
Desk chair \$140.00
Three drawer dresser \$305.00
Wardrobe \$535.00

Commons Area Damages:

Coffee table \$160.00
End table \$125.00
Kitchen Area,
Kitchen table \$340.00
Kitchen chair \$150.00
Whirlpool name plate \$47.00
Window blinds,
Bedroom (1) 45 ½ " \$100.00
Bedroom (2) 62 ½" \$125.00
Commons area 78 ½" \$150.00
Fish Rocks in Sink or Toilet \$300.00



Cleaning Procedures

A How-To Guide on Keeping your Apartment Clean.

Kitchen

Kitchen: The kitchen should be cleaned daily after each use, and deep cleaned once a week.

- **Stove/Oven:** The stove should be cleaned after each use or once a week. Use a hot cleaning cloth and soap/cleaning spray on the surface of your stove top. If you would like to clean out the metal tins under the burners, connect with your RA so they can show you the proper process.
- **Fridge:** The fridge should be cleaned once a month or as food is found to be rotten. Take out all food and sort it between expired food and safe-to-eat food. Throw away anything expired or rotten. Use a hot cleaning cloth and soap/cleaning spray on the shelf surfaces within the fridge. Replenish your safe-to-eat food back in the fridge. Never place anything hot in either the fridge or freezer as it will burn the plastic or break the glass.
- **Microwave:** The microwave should be cleaned once a month or directly after a food overflow within the microwave. Take out the microwave plate and the turntable ring from the microwave. Either hand wash the plate or place it in the dishwasher. Use a hot cleaning cloth and soap/cleaning spray on all walls within the microwave (including the base and ceiling). Once everything is dry, return the turntable ring and the microwave plate back into the microwave. Again, use a hot cleaning cloth and soap/cleaning spray on all walls outside the microwave and allow it to dry before using.
- **Dishes:** Dishes should be cleaned daily as they are used. Use warm to hot water, dish soap and a sponge/scrubber to hand wash dishes or use the dishwasher with dishwasher detergent. Make sure all dishes are dry before placing them back in the cabinets.
 - **Towels:** Dish towels should be washed weekly to prevent the growth of bacteria. There should be a separate towel used for drying hands that should also be washed weekly. If a towel makes contact with raw meat, raw eggs, etc, it should be washed immediately.
 - **Sink:** The sink itself should be cleaned once a week with the drain's food catcher cleared of debris daily. Dishes should not sit in the sink over long periods of time as the food can be harder to remove and bacteria can grow. Grease should never be poured or rinsed off in the sink; instead, wait for it to solidify, wipe it off with a paper towel and throw it in the trash. Once the sink is empty, wash down the interior of the sink with warm to hot water, a cleaning solution and/or soap, and a sponge/scrubber. Do not use the same sponge/scrubber that is used for your dishes. Wipe down the edges of the sink and faucet. Allow everything to air dry.

- **Garbage Disposal:** The garbage disposal should be treated once every month. Large amounts of food should not be poured down the garbage disposal, but rather scraped into the trash. Tiny pieces of food are acceptable. Water should always be running into the garbage disposal as it is turned on. For cleaning, place ice into the garbage disposal, turn on the water and allow it to run for a few seconds before turning on the garbage disposal. For further cleaning, pour baking soda into the garbage disposal followed with vinegar. Once it has sat for 5 minutes, rinse the sink thoroughly with hot water and soap.
- **Dishwasher:** When placing dishes in the dishwasher, all food should be previously scraped off into the trash can and rinsed in the sink. *Grease should never be poured or rinsed off in the sink; instead, wait for it to solidify, wipe it off with a paper towel and throw it in the trash.* Place dishes in the dishwasher strategically so that every dish can make contact with the water and soap; do not overload the dishwasher as the dishes will not be properly sanitized. Place appropriate dishwasher soap in the dishwasher soap dispensers located on the door of the dishwasher. Once the cycle is complete, open the dishwasher so the dishes and interior of the dishwasher can be air dried. The dishwasher filter, located at the base of the dishwasher, should be checked and cleaned once a month for any food deposits to prevent mold from growing and dispersing throughout the dishwasher.
- **Food Storage:** All food should be properly stored in sealed containers/bags, and proper items should be placed in the fridge/freezer. Expired or rotten food should be removed from your apartment immediately so it doesn't impact the other food or health of residents.
- **Trash/Recycling:** All trash and recycling should be taken out from the general apartment area, bathroom(s) and bedrooms once a week to the dumpsters located outside of Beckwith Hall to prevent smells and pests. There should never be bags of trash lined up in your apartment, and bags of trash should never be placed in the hallways of Beckwith Hall.
- **Counters:** Counters should be cleaned as messes occur or once a week. Remove all items (Food, Dishes, Appliances, Decorations, etc.). Use a hot cleaning cloth and soap/cleaning spray on the surface of your counters. After it dries, put back any safe-to-eat food, appliances or decorations.
- **Cabinet Care:** Cabinets should be cleaned as needed. Remove all food or dishes from the cabinets. Use a damp cloth to remove any dust or debris. Make sure the shelves are completely dry before putting food or dishes back in the cabinets.
- **Floor:** Floors should be cleaned as messes occur or once a week. Place all chairs, tables, rugs or other floor covering objects in the living room. *For heavy items, do not move them by yourself as you would risk harming yourself and the floors.* Sweep the floors with a broom weekly, and mop the floors once a month. When the floor is completely dry, move all chairs, tables, rugs or other floor covering objects back into the kitchen area.

Bathroom: The bathroom should be kept clean after each use, and deep cleaned once a week.

- **Toilet:** The toilet should be cleaned once a week. Use a cleaning wipe on the toilet seat to clean all sides. Use a cleaning solution in the toilet and use a scrub brush to work the cleaning solution into the walls of the toilet, including under the lip. Flush the toilet after cleaning. **Never put cleaning tablets in the back of the toilet, as it can destroy the interior of the toilet and it creates a health risk for our facilities team members.** If a clog does occur within the toilet(s), it is the residents responsibility to obtain a toilet plunger and try to remove the clog. If the water begins to overflow, the resident needs to inform their RA or a Housing/Facilities worker immediately.
- **Shower:** The shower should be cleaned once a week with the drain's hair catcher cleared of debris after each use. To clean the shower, remove all personal care items from the shower and wipe them down to remove any leftover residue. Use a bowl to fill with warm to hot water to be able to wet down the sides of the shower. Use a cleaning solution spray on the sides and floor of the shower and use a scrub brush to work the cleaning solution into the walls and floor. Again, use a bowl to fill with warm to hot water to be able to rinse the sides of the shower. Allow everything to air dry and return all personal care items back to the shower.
- **Sink:** The sink should be cleaned once a week with the drain's hair catcher cleared of debris daily. Hair, toothpaste, and other things should not sit in the sink over long periods of time as it will become hard to clean and bacteria can grow. Once the sink is empty, wash down the interior of the sink with warm to hot water, a cleaning solution and/or soap, and a sponge/scrubber. Wipe down the edges of the sink and faucet. Allow everything to air dry.
- **Counters:** Counters should be cleaned as messes occur or once a week. Remove all items (Personal Care Items, Decorations, etc.). Use a hot cleaning cloth and soap/cleaning spray on the surface of your counters. After it dries, put back any personal items or decorations.
- **Mirror:** The mirror(s) located outside of the bathroom above the sink should be cleaned once a month. Clear all items from the counters below and spray the mirror with a mirror/window safe cleaning spray (ex: Windex). Use a paper towel to clear the spray from the mirror. Wipe down the counters and sink(s) with warm water and soap to clear any spray residue, and return the items back to the counter.
- **Floor:** The floor should be cleaned as messes occur or once a week. Place the trash can, cleaning items (toilet scrub brush, toilet plunger, etc.), rugs or other floor items in the general area of the apartment. Sweep the floors with a broom weekly, and mop the floors once a month. When the floor is completely dry, move the trash can, cleaning items, rugs or other floor items back into the bathroom.
 - **Rugs:** After a shower, rugs (provided by the resident) tend to get damp. Allow the rug to completely dry before the next shower. If a rug constantly stays damp, it could allow for mold to grow underneath. If the rug is machine washable, it should be washed in the washer once a month and air dried before being placed back in the bathroom.

Living Room: The living room should be picked up daily after each use, and deep cleaned once a week.

- **Dusting:** Dusting should occur once a month or as needed. Remove any items in the way and use a damp cloth to wipe down surfaces around the apartment. For wooden tops, it is preferred that a wood cleaner be used. Allow surfaces to dry before placing any items back. For electronic devices, use a dry microfiber towel to remove dust.
- **Couches:** Couches should be cleaned once a month or as messes occur. Remove the base pillows of the couch and use the hose of the vacuum cleaner to remove crumbs. Vacuum the rest of the couch and place pillows back on the couch.
- **Floor:** Floors should be cleaned as messes occur or once a week. Place all chairs, couches, tables, rugs or other floor covering objects in the kitchen. For heavy items, do not move them by yourself as you would risk harming yourself and the floors. Vacuum the floor and empty out the chamber into the trash. Move all chairs, couches, tables, rugs or other floor covering objects back into the living room area.
- **Tables:** Tables should be cleaned as messes occur or once a week. Remove all items (Food, Dishes, Decorations, etc.). Use a hot cleaning cloth and soap/cleaning spray on the surface of your tables. For wooden tops, it is preferred that a wood cleaner be used. After the surface dries, put back any decorations or other surface toppers.
- **Washer:** It is the resident's responsibility to clean the washer after each use and run a cleaning cycle once a month with the appropriate cleaning detergent. The door for the washer should be left open to air dry the interior after each use. Dry clothing should not fill the washer past the half-way point; overloading the washer will not clean the clothing properly and it can cause the washer to malfunction. If a malfunction does occur and items are locked into the washer, a technician will be brought in as soon as possible. Housing is not liable for any damages that occur to personal property within the washer. (Review "Personal Property/Liability" within the Housing Handbook)
 - **Rubber Door Gasket:** The gasket should be wiped clean and dried after each washer cycle. It should be noted that previous residents could have neglected their gaskets and not cleaned it properly leaving black stains in the rubber of the gaskets. Mold will grow if the gasket isn't wiped clean and dried, and it should also be deep cleaned once a month by using hot water, a cleaning solution (white distilled vinegar also works) and/or soap, and a microfiber cloth. The door for the washer should be left open to air dry the interior after each use.
- **Dryer:** There is no cleaning that needs to occur for your dryer other than wiping down the outside as needed while dust builds up.
 - **Lint Catcher:** Lint from the lint catcher, located at the front of the dryer, should be removed after each use. If the lint builds up, it creates a fire safety risk. If you cannot find the lint catcher, connect with your RA so they can show you where it is and how you can remove it.

Bedroom: Bedroom(s) should be picked up daily after each use, and deep cleaned once every couple weeks. Bedrooms should be freshly clean for room inspections and when our facilities team members stop by for work order requests.

- **Bedding:** Sheets (fitted sheet, flat sheet, and pillowcases) should be washed and dried once a week, and comforters either Febreezed or washed and air-dried once a month.
- **Dusting:** Dusting should occur once a month or as needed. Remove any items in the way and use a damp cloth to wipe down surfaces around the bedroom. For wooden tops, it is preferred that a wood cleaner be used. Allow surfaces to dry before placing any items back. For electronic devices, use a dry microfiber towel to remove dust.
 - **Drawer Care:** Remove all items from the drawer(s) monthly. Use either the vacuum hose or a damp cloth to remove debris from the desk and dresser drawers. Make sure the drawer(s) are completely dry before returning items into the drawer(s).
- **Floors:** Floors should be cleaned as messes occur or once a week. Place floor covering objects on the bed, dresser, or desk while cleaning. For heavy items, do not move them by yourself as you would risk harming yourself and the floors. Your dresser, armoire, desk and bed should not need to be moved during each vacuuming. Vacuum the floor and empty out the chamber into the trash. Move all floor covering objects back.
- **Organization:** Residents should keep their space tidy to encourage focus towards studying and general happiness and peace.
 - **Laundry:** Laundry should be sorted and washed weekly. Laundry should never be spread over the floor as it creates both a tripping hazard for emergencies and a health concern for the resident(s). White items can be washed with hot water, dark items can be washed with cold water. Bleach should only be used with white items. Laundry should be completed on the same day it was started to prevent bacteria and mold. Dryer sheets or balls should be used to prevent static. After the laundry is washed, dried and folded, it should be returned to the dresser and/or closet. For cleanliness of the washer & dryer, please read the section located under the Living Room area above.

Lake Michigan College
Office of Housing & Residence Life
Quad Guest Agreement

This document serves as formal consent by all assigned roommates within a suite agreement to allow one guest per time, including overnight guests for up to two days maximum, authorized by the Housing & Campus Life offices at Lake Michigan College. Guests must stay with the Resident that they signed in with at all times.

As a potential/assigned roommate to a Student with a guest, you must document your agreement to allow suitemates the right to have guests.

Each Student has agreed to maintain certain levels of cleanliness, hygiene, safety, and quality of life expectations that impact their roommates/suitemates. Violations of these expectations can impact the ability of the Student to have guests on-campus and at Beckwith Hall. Additionally, roommates and suitemates of a Student are also expected to follow all protocols involving the current guest policy. Violations of this agreement by roommates or suitemates may result in appropriate sanctions brought against the student, including but not limited to possible removal from the assigned suite. Please fill in the following information below, consenting to live with a Student that has guest(s).

Roommate A	Signature	Date
Roommate B	Signature	Date
Roommate D	Signature	Date
Roommate E	Signature	Date

Lake Michigan College
Office of Housing & Residence Life
Double Guest Agreement

This document serves as formal consent by all assigned roommates within a suite agreement to allow one guest per time, including overnight guests for up to two days maximum, authorized by the Housing & Campus Life offices at Lake Michigan College. Guests must stay with the Resident that they signed in with at all times.

As a potential/assigned roommate to a Student with a guest, you must document your agreement to allow suitemates the right to have guests.

Each Student has agreed to maintain certain levels of cleanliness, hygiene, safety, and quality of life expectations that impact their roommates/suitemates. Violations of these expectations can impact the ability of the Student to have guests on-campus and at Beckwith Hall. Additionally, roommates and suitemates of a Student are also expected to follow all protocols involving the current guest policy. Violations of this agreement by roommates or suitemates may result in appropriate sanctions brought against the student, including but not limited to possible removal from the assigned suite. Please fill in the following information below, consenting to live with a Student that has guest(s).

Roommate A	Signature	Date
Roommate B	Signature	Date

Lake Michigan College
Office of Housing & Residence Life
Shared Double Guest Agreement

This document serves as formal consent by all assigned roommates within a suite agreement to allow one guest per time, including overnight guests for up to two days maximum, authorized by the Housing & Campus Life offices at Lake Michigan College. Guests must stay with the Resident that they signed in with at all times.

As a potential/assigned roommate to a Student with a guest, you must document your agreement to allow suitemates the right to have guests.

Each Student has agreed to maintain certain levels of cleanliness, hygiene, safety, and quality of life expectations that impact their roommates/suitemates. Violations of these expectations can impact the ability of the Student to have guests on-campus and at Beckwith Hall. Additionally, roommates and suitemates of a Student are also expected to follow all protocols involving the current guest policy. Violations of this agreement by roommates or suitemates may result in appropriate sanctions brought against the student, including but not limited to possible removal from the assigned suite. Please fill in the following information below, consenting to live with a Student that has guest(s).

Roommate A-1	Signature	Date
Roommate A-2	Signature	Date
Roommate A-3	Signature	Date
Roommate B-1	Signature	Date
Roommate B-2	Signature	Date
Roommate B-3	Signature	Date

**Lake Michigan College
Housing Handbook
Verification Form**

I have received, read, and understood all information stated in the Lake Michigan College Housing Handbook. I understand that I must sign this form and comply with all of the Lake Michigan College rules, regulations, and policies to reside in Beckwith Hall. If I do not sign I understand that I will not be allowed to reside in Beckwith Hall. This form must be signed annually as part of my housing arrangements. I understand that this Housing Handbook can be updated at any time, and I will be held accountable to any changes that may occur.

Legible Student Printed Name

Legible Student Signature

Legible Date

Legible LMC Student ID Number

Legible Student Cell Phone Number



Have a great year Red Hawks!

The Housing Office is open 9:00am – 5:00pm
Monday through Friday

Phone: (269) 927-8190

Email: housing@lakemichigancollege.edu

