



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 gabled roof and numerous windows. The building is surrounded by greenery and a sidewalk. A red line graphic forms a large triangle over the top half of the image.

2024 - 2025

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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.

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

Office Locations: D102 & Beckwith 311

- Executive Director of Campus Life and Athletics – Melissa Grau ext.6172
- Associate Director of Housing – Leah Coyle ext.8117
- Administrator on Duty – Rickey Hampton
- Administrator on Duty – Toni King
- Administrator on Duty – Jacob Sall
- Campus Security Officer (8am to 6pm; Monday to Thursday)
 - Officer Belden: (269) 925-7846
- Security (24hrs a Day): (269) 927-6911
- Student Staff
 - Resident Assistants - RA Duty Phone (269) 363-1162
 - Front Desk Assistants - Front Desk Phone (269) 927-8614

The Housing Office is open 8:00am – 4:30pm
Monday through Friday

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:

- In the event that any item(s) of personal property are left in Beckwith Hall after the Residential Housing Agreement has been terminated, these item(s) will be considered abandoned and discarded at the Resident's expense. The Housing staff will only hold items for a maximum of 30 days before donation occurs.

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.

- Academic Housing Probation occurs when a student receives less than a 2.0 GPA in any semester. Any Residents whose grade point average (GPA) is 2.0 or lower, but higher than a 1.0, will be automatically placed on probation for one semester. All Residents on academic housing probation will be offered additional support to assist improve their academics. If a student fails to receive a semester GPA of a 2.0 or higher by the end of the probationary semester, they will no longer be eligible to live in housing. If a student drops below a 1.0 GPA at any time, they will not be allowed to move into or remain in housing. Students may still be responsible for the housing balance if removed for GPA during the course of the contract, please see contract termination policy for further information.
- Students living in housing must meet ongoing academic requirements including full-time enrollment and satisfactory academic progress, unless granted otherwise by Executive Director of Campus Life and Athletics. 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.
- 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 48 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 Executive Director of Campus Life and Athletics. For summer term the same policy applies for falling below 6 credits. This is a non-appealable policy.

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

Bicycles: Bicycles are not permitted to be stored in Beckwith Hall, they must be locked to an appropriate bike rack located near the main entrance of the hall. They must also be registered and have a Red Hawk tag.

Building Access: Beckwith Hall Residents have access to Beckwith Hall 24 hours a day through use of their student ID and front door swipe-card reader. 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 LMC 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.

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 agreement. By signing the agreement, Resident assumes responsibility for the terms and conditions contained therein. A Resident may cancel the Housing Agreement with written notification to the Housing Office by July 1; Residents who cancel after July 1 will incur a \$250 cancellation fee; Residents who cancel after August 1 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 1; Returning Residents who cancel after May 1 will incur a \$250 cancellation fee; Returning Residents who cancel after July 1 will incur a \$750 cancellation fee. Failure to cancel in writing prior to August 1, 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: Upon moving into Beckwith Hall, each Resident, will complete, sign and submit a room condition inventory checklist to his/her Resident Assistant which will be an accurate and complete inventory of the assigned room and the condition of its contents. This inventory will serve as the basis for checkout charges if assessed. 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 will be assessed to any Resident not following these procedures.

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.

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

- Where two or more Residents occupy the same room, and responsibility for damage or loss in the room cannot be ascertained by the Housing Office after having given the Residents an opportunity to explain the damage or loss, the cost of damage or loss will be divided and assessed equally between the Residents of the room. In the case of loss or damage or unnecessary service costs to common areas of the building, defined as being those areas not assigned to an individual, the cost for repair and/or replacement may be assessed to each Resident of the wing or hall on a prorated basis.
- Work orders must be put into the Maintenance Connect database for all damaged or malfunctioning furniture, fixtures or equipment. A Resident must not attempt to fix any damaged or broken furniture, fixtures or equipment and could be subject to assessed charges. Housing staff, such as Resident Assistants and Front Desk Assistants can assist with filling out work order requests.

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

- **Interior Decorations:** Interior decorations are permitted in Beckwith Hall with the following stipulations:
 - Decorations may not be:
 - Displayed in windows.
 - Block air vents.
 - Cover fire protection or other emergency equipment.
 - Not cover light fixtures or lamps.
 - 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.
 - Canned spray snow is not permitted on the windows.
 - Window coverings must be the provided blinds.

- Cloth curtains, solar film, or white poster board is not permitted on the windows for additional light control.
- Cardboard, aluminum foil, cellophane, or other types of window coverings are not permitted on windows.
- Nails, staples, screws, wall anchors, or tape on walls or doors inside or outside the suite are prohibited.
 - To hang pictures and posters Residents must use 3M wall hangers, painter's tape, and poster putty only.
- Signs or advertisements that are visible in public areas or from outside the suite including but not limited to; alcoholic beverages, drugs/controlled substances, controversial, antagonistic, or pornographic materials are prohibited.
- Removing mounted fixtures from walls or ceiling is prohibited.
- Installing private door locks on any exterior or interior doors as well as furniture is prohibited.
- Any renovations or changes to the suite are prohibited.
- Dartboards are prohibited.
- Door Hanging Basketball Hoops that cause damage to the door/door frame are prohibited.
- Residents may not paint or wallpaper walls or ceilings in the suites.
- Aftermarket or home manufactured loft kits are not permitted.

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

- **Exterior Decorations:** Exterior alterations or decorations are permitted in Beckwith Hall with the following stipulations:
 - Nothing may be displayed in windows
 - Sidewalk chalk, spirit foam, shoe polish, paints or other methods used for writing on the exterior of the buildings are prohibited.
 - Peepholes may not be covered.
 - 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 Beckwith Hall.
 - Decorative lights may be used with the following stipulations:
 - 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.
- Be Alert, a suite can handle a limited electrical load. Additional demand in the form of lights and trees and decorations may cause overload!
- Disconnect unused appliances or equipment.
- Remember to use "UL" or "FM" approved FUSED power strips. Extension cords are NOT allowed inside or outside the suite!
- BEFORE RESIDENT(S) LEAVE FOR SCHOOL 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 the refrigerator.

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

Emergency Information

- **Emergency 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 Route Maps are located in every Beckwith Hall Lobby and Suite. If a fire is detected or the fire alarm sounds, close your windows, and evacuate the area. Isolate the fire by closing doors as you leave. Do not use elevators. Move quietly and orderly out the nearest exit and away from the building at least 50 feet beyond the outside door. The building should not be re-occupied until an authorized all-clear signal is given. Residence Assistant staff will assist by checking to make sure all floors are cleared. Residence hall front desk staff will clear the lobby and take the visitor log as well as the emergency contact log from the desk. Central meeting place will be the student's parking lot directly across from the front entrance to Beckwith Hall. For your own safety and that of everyone else in the building, you are required to comply with all fire drills. Treat every alarm as a real emergency.
- **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.
 - 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.
 - DO NOT GO OUTSIDE.
 - Do not use telephones.
 - Do not stand near glass-enclosed spaces.
 - Proceed to the designated safe shelter area for your facility. This information is found in every suite.
 - Do not use open flame (candles, lighters, etc.).
 - Remain calm and wait for an “all-clear” announcement.

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 be available in the main lobby when the food arrives. Delivery personnel are not permitted beyond the main lobby of Beckwith Hall.

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

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

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

- Roommates must sign the Guest Agreement prior to guests being allowed in the apartment.
 - This does not include Move-in Day(s)

- 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.
- Non-Resident guests may visit Sunday–Thursday; 8:00 AM–11:00 PM. Friday and Saturday; 8:00 AM–11:00 PM. Outside of these times, a non-Resident guest will be considered an overnight guest.
- Residents must meet their non-Resident guest at the front door of the building.
- Residents must have valid student ID to register a guest. Guests must provide a valid State or Government issued ID to the front desk staff member. Both IDs will be held by the front desk for the duration of the guest’s visit and will be returned to them upon departure from Beckwith Hall.
- Guest under the age of 18 are allowed in the building between 8am and 11pm. No one under the age of 18 is allowed to stay overnight in Beckwith Hall unless approved by the Housing Office 3 business days prior.
 - Babysitting is not allowed in Beckwith Hall.
 - Small children may enter accompanied by a parent with constant supervision.
- **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.
- 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 suite, and 4 people in a double suite at any time.
- Overnight guest(s) may not exceed a 3-night visit.
 - An overnight guest is permitted to stay 12 evenings during the semester.
 - Overnight guest(s) may not exceed a 72 hour visitation period in 14 days.
- **No overnight visits permitted during the last week of classes for both semesters.**
- Residents must inform their guest(s) of LMC and Beckwith Hall rules and regulations.
- Residents are responsible for the behavior of their guest(s) and any damage(s) they may cause.
- Guest(s) who violate the rules and regulations will be asked to leave the property, and if necessary will be banned from entering the premises.
- Residents must be sensitive to the needs of their suitemates before inviting guests.
- Guest(s) are not allowed over any of the break periods. Violation of this will result in the removal of guest privileges.

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 entire suite, including bedrooms. Suitemates will need to reach an agreement regarding the temperature setting that stays no lower than 68 degrees for air/cooling and no higher than 72 degrees for heat. Suites that vary from these guidelines may cause damage to the facilities. The Residents in each suite are responsible for the appropriate use of heating and cooling units and will be charged accordingly if repair or replacement is required due to negligent use. Temperature in each suite must be agreed upon by the Residents in their suitemate agreement.
- Each bedroom has their own heating and air conditioning unit, which students can adjust to their comfort. Air conditioning shall not be set below 68 degrees and heat shall not be set higher than 72 degrees.
- **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 housing.

- 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 with advance notice.
- 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 with advance notice.
- Summer Break: All residents must properly check-out of Beckwith Hall. Summer Stayover Residents must be in classes full-time and communicate with housing with advance notice.

Housekeeping/Health and Safety Inspections: For purposes of a health and safety inspection, 12 to 24 hours advance Residents will receive an email notification through your LMC email or a paper posting on your suite door will be given to Residents if possible. During the inspection, housing staff will be looking for housing policy violations or health and hygiene concerns regarding the state of the suite. Residents should also be aware that housing staff members may occasionally have to enter Resident rooms on matters relating to the comfort of fellow hall Residents; for example, to turn off the alarm clock, shut a window, etc. In cases of this sort, at least one Resident shall accompany the housing staff member whenever possible.

- 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 disciplinary actions.

Hygiene: 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.
- 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.

Illness: If you are ill. Please let your RA know right away. Please let the Executive Director of Campus Life and Athletics know as well at 269-927-6172.

- If you have Covid symptoms (any symptoms) please call the Executive Director of Campus Life and Athletics ASAP at 269-927-6172 or email at grau@lakemichigancollege.edu.

Lockouts: It is the responsibility of the Resident to ensure that they carry their suite/room key/card with them. If a Resident locks themselves out of their suite/room, there will be no charge for the first time each semester. Beginning with the second and with each subsequent lockout.

- **Residence Hall Room Lock-out Fees**
 - 1st Lockout: Free
 - 2nd through 5th Lockouts: \$5 each
 - 6th Lockout and after: \$10 each

Laundry: Laundry equipment provided in each suite is for Resident use only. Residents must clean washer, and dryer lint trap after each use. Misuse or constant damage may result in maintenance fee(s). The washer and dryer work best if not overloaded. When doing laundry, please be aware not to stuff the machines.

- Our washers require HE (high efficiency) detergent.
- Should the washer malfunction; LMC will contact appropriate parties to fix the appliance as soon as possible. LMC will not compensate on clothing/washable materials should damages occur.

Lost Key: Should a room key be lost, Residents are to report the lost key to their RA, or the Housing Office staff immediately. There will be a \$300 fee to replace the lost key and all key locks.

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.

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 the diversity inherent within the Residential community. Dishonesty to our ResLife 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 destruction of property.

- **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.
- **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.
- **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.
- **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.
- **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 halls.
- **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 halls 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.

- **Sexual Assault Continued:** 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.

Noise: Quiet hours are posted throughout Beckwith Hall.

(Noise that can be heard further than two doors away is too loud).

- **Quiet Hours:**
 - 12:00 am to 8:00am NIGHTLY
- **Silent Hours:**
 - 12:00 am to 8:00am Sunday – Thursday
 - 2:00 am to 8:00am Friday/Saturday
- In addition, "courtesy" hours are in effect 24 hours a day. These hours allow for the normal pursuit of academics during non-quiet hours.
- Residents are not permitted to put stereos in windows.
- Drums or amplified instruments are not permitted in Beckwith Hall.
- Residents are expected to refrain from any activity that might cause a disturbance in the community, including, but not limited to: yelling out the window or down the hallway, playing ball, or wrestling in the hall.
- **During the last week of classes silent hours are 24 hours each day.**

Occupancy: Occupancy means that a key has been issued to a specific Resident for a specified room located in a specified unit and the Resident may then occupy the designated space for the Housing Agreement Term ("Occupancy"). Occupancy begins upon issuance of a key to the Resident and ends twenty-four (24) hours after Resident completes final examinations, or at 3:00 PM on the last day of the Agreement Term whichever is earlier. Written authorization from the Housing Office is required for any other occupancy arrangement. Occupancy status does not require the actual physical presence of the Resident or his/her belongings. In the event that the College shall commence legal action as a result of a Resident's failure to vacate the unit at the end of the Agreement Term, Resident shall additionally be liable to the Housing Office for any and all court costs and reasonable attorney's fees incurred by the College, as a result.

- **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.

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.

- **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.

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.

BECKWITH HALL HANDBOOK

- Residents may not bring into Beckwith Hall any second-hand or donated furniture or carpeting that may contain pests.
- While traveling, Residents must take precautions to minimize the chance of bringing pests to campus.
- If Resident has possibly been exposed to pests or suspects there may be pests in their residence, they must follow response protocol for reporting the incident and correcting conditions. Early detection and management is critical. Do not treat room with chemicals, sprays or any other type of product to control or kill pests. This will hinder the efforts of professional exterminators.
- **Beckwith Hall Responsibility:** Lake Michigan College is responsible for responding to complaints or concerns of unhealthy or unsafe conditions by Residents or guests, including those potentially associated with insect or other pest outbreaks.

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

Plants: Live wreaths, pine or evergreen trees, and boughs are prohibited due to the fire hazard. Potted plants are allowed. Potted plants that are also considered drugs/paraphernalia are also prohibited.

Payment: The fee for the academic year is \$7,500 for a two bedroom suite, \$6,200 for a four bedroom suite, and \$5,500 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. Decisions regarding safety or fire hazard are made exclusively by housing personnel.

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

Prohibited Items:

- Adhesives/Wall Mounts
- All small kitchen appliances should only be used/stored in the kitchen.
- Candles/Candle Warmers/Mug Warmer/incense (*Will be removed upon finding*)
- Decorative Trees (live)
- Dartboards (metal/plastic tipped)
- Fire/Open Flames (*Will be removed upon finding*)
- Combustible chemicals such as, but not limited to; gasoline (liquid)/propane. (*Will be removed upon finding*)
- Motorcycles and other fuel driven engines may not be stored or operated inside Beckwith Hall
- Grills (BBQ)
- Space heaters
- Lofts (custom)
- Pets
- Smoking Materials including Hookahs, Vaping and E-cigarette materials (*Will be removed upon finding*)
- Halogen type lamps
- Weapons: See the **Lake Michigan College Weapons Policy** for further detail.
- Alcohol/Alcohol Empty Containers (*Will be removed upon finding*)
- Charcoal of any kind (*Will be removed upon finding*)
- 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*)

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

Residence Life ID Cards: Each Resident is issued a unique housing ID card upon move-in that provides access to their building, suite, and bedroom and is used to access the student's meal plan. 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.

- Unauthorized possession, duplication, or use of keys or your Lake Michigan College residence life ID 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.
- If you lose your key, immediately inform a residence life staff member, or the Desk Assistant at your building's front desk so that your room can be secured and your old key deactivated. Keys needing to be replaced will result in a replacement ID being made and the student will be responsible for associated costs.

Room Condition Forms: Room Condition Forms are to be filled out no later than 1 week after taking occupancy of a room. Completed forms are to be submitted to the floor RA. They will be brought out at the end of the year to compare damages.

- If one is not turned in, the resident assigned to that space will assume all responsibilities of damages in that space.

Room Changes: Residents are eligible to change rooms after the 1th week of classes during the fall semester and after the 1th week of classes during the spring semester. Early room changes are discouraged; it takes time to become adjusted to a new surroundings.

- 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 a suitemate agreement if Residents have not completed a suitemate agreement. An RA will work with the Residents facilitate a conversation. All concerned Residents should attend and agree to this private, confidential conversation. Through this discussion the Residents will civilly discuss the issues to come to an agreement. The RA will share the outcome of the discussion with the Housing Office. If the issues are not resolved after 1 week of following the suitemate agreement, the RA and or Residents will contact the Housing Office.
 - 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 Housing Office will work with the Residents to relocate the Residents provided room is available.
- Residents who just wish to make a room change must meet the Director and/or Associate Director of Housing or their designee to obtain a Room Change Authorization Form. There will be a \$150 fee for all room changes.

- If appropriate space is available, the Resident will be provided with the new location and the name(s) of potential suitemates.
- Resident will have 48 hours to contact the new suitemates about moving into that space.
- Resident must report back to the Director or Assistant Director within 48 hours regarding the results of the discussion with the potential suitemates.
- Once the new assignment is determined:
 - The Resident will have 24 hours to move their belongings from the previously assigned room to the newly assigned room and turn in the previous room key.
 - The Resident will need to make a check-out appointment with the floor RA to complete a check out for their old room.
 - Failure to properly check-out of one room before moving to another will result in a \$50.00 improper check-out fee.
 - The Resident and floor RA will complete a new Room Condition Form for the newly assigned room.

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.

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)470-6084. 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>.

- **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>
- LMC works with the Benton Charter Township police, which will be doing random checks in Beckwith Hall and Care and Concern drive-by's frequently.
- If there is no emergency please call the RA line at 269-363-1162
- If there is an emergency call 911.

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.
 - 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. You can visit the RA on Duty between 7pm to 9pm in Beckwith 211.
- 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 Wellness and Accessibility: Students wellbeing and mental health are high priorities at Lake Michigan College. We have on campus counselors and life coaches to support all students and we have a Student Success Mentor to keep you on track academically.

<https://www.lakemichigancollege.edu/mylmc/student-well-being-accessibility>

- Handbills, leaflets, pamphlets and related materials may be left with the Housing Office for posting on Residential bulletin boards.

Suitemate Agreement: This is an academic year agreement that the RA staff will provide a suitemate agreement to each suite. In addition, anytime a new Resident moves into a suite, the agreement will be revised to accommodate the new suitemate.

Trash Removal and Recycling: Residents are expected to package all garbage and trash in plastic bags, tied securely and place inside dumpsters supplied for this purpose. It is the responsibility of the Resident to dispose of all garbage, including empty cardboard boxes, to the dumpsters. Garbage is not to be left in lobbies or common areas.

- Under no circumstances is trash to be placed outside of a suite in the hallway or under 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.**
- 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.

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

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

Trespassing: Entry into any completely or partially closed housing area (including the roof, an empty bedroom, etc., or any area that is locked) is prohibited. Residents will be issued a housing ID card which will provide student access to appropriate doors. Any guests who have been banned from Residence Halls and attempt to reenter are trespassing.

Tutoring: Lake Michigan College provides free tutoring for all enrolled Lake Michigan College students. <https://www.lakemichigancollege.edu/mylmc/tutoring>

- Lake Michigan College has a Writing Center to help in any and all papers due in a class.

Use and Removal of College Furniture: Beckwith Hall furnishings may not be removed from the bedroom or suite. Furniture must be left in rooms and common areas to which it has been allocated.

Window Screens: All screens must be kept on the windows.

- Any Resident removing screens may face disciplinary action.

Wireless Internet: Residential students receive a personalized password and log in for Beckwith Hall. 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 complex 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. **View Beckwith Hall Internet Access for further information.**

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)

FERPA Policy

For the full policy, please see

<https://www.lakemichigancollege.edu/policies/ferpa>



The Policy

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.

FERPA Form

<https://forms.office.com/Pages/ResponsePage.aspx?id=Q-Bf1FgIQkmSGAkluYXdNM52T7b0kHxNrA5Y98gkhaxUNUINVjBIOEkwNDRJMO1UQkNlMVU5MExCQSQlQCNOPWcu>

Fees & Cost of Damages

Some Items are not Listed.

Labor cost is \$40.00 per hour.

Fees:

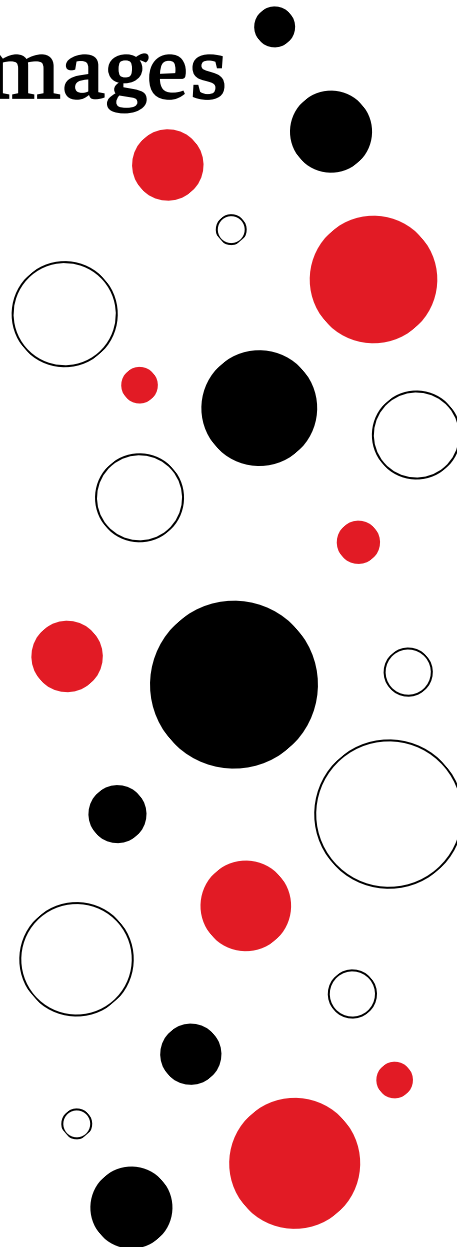
Cancellation Fee \$750
Room Change Fee \$150
Improper Checkout Fee \$150
Cleaning Fee per Resident \$150
Lost Key Fee \$300

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.

Beckwith Hall Internet Access



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.

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. All bedrooms also have a wired Ethernet jack to use for personal devices. If additional connections are needed, please contact IT at 269- 927-8189 for options.

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 below. This is in addition to any other damage that may occur.

Access Point \$350

Cables \$10/ea

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 Student LMC Email

Legible Student Cell Phone Number



Have a great year Red Hawks!

The Housing Office is open 8:00am – 4:30pm
Monday through Friday

Phone: (269) 927-8190

Email: housing@lakemichigancollege.edu

