

ensure the personal health, safety, and security of students, staff, and guests; or to enforce the student conduct policies, rules and regulations, and other established policies of the University when there is reason to believe that such rules are being violated, as determined by the University in its sole judgment. When appropriate, during room inspections or searches, the University reserves the right to confiscate items found to be in violation of established policies and regulations. Items confiscated will not be returned to the student and disposal is left to the discretion of the Resident Director and the Department of Public Safety. Students are responsible for items confiscated from their room. In addition, a student's refusal or interference with such inspections or searches may subject the student to sanctions.

TABLE OF CONTENTS

WELCOME	
FROM THE DIRECTOR OF RESIDENT LIFE	3
MISSION STATEMENT	
GOALS	
RESIDENT LIFE STAFF	3
TERMS & CONDITIONS	4
RESIDENT HALL POLICIES AND PROCEDURES	7
RIGHTS AND RESPONSIBILITIES OF THE RESIDENT STUDENT	7
OCCUPANCY	8
IMMUNIZATION REQUIREMENTS	
GPA & CLASS ATTENDANCE REQUIREMENTS	9
RESIDENCE HALL CLOSED BREAKS (HOLIDAY VACATIONS)	
WITHDRAWING FROM RESIDENT LIFE	
RESIDENT CHECKOUT	10
RESIDENT READMIT PROCESS	
ROOM CHANGES	11
KEY & PROXY CHIP REPLACEMENT	
VISITATION & OVERNIGHT GUESTS	
SHOWER USAGE	12
LOBBY HOURS	
OPEN HALL HOURS	
QUIET HOURS	13
GAME ROOM	
SOLICITATION	
TRASH & RECYCLING	
EMERGENCY PROCEDURES	14
EVACUATION PROCEDURES FOR RESIDENT LIFE	
LIFE SAFETY EQUIPMENT	
EMERGENCY CONTACT	15
COMPUTER LABS	
TELEVISIONS & MOVIES	
FLOOR MEETINGS	
HEALTH & SAFETY INSPECTIONS	
ROOM DECORATIONS	16

APPLIANCES	17
PETS	
IRONS & STRAIGHTENERS	
SPACE HEATERS	
SCREENS	
CORRIDORS & HALLWAYS	
CAMPUS FURNITURE	18
RESIDENT BEHAVIORAL EXPECTATIONS	18
RESTORATIVE JUSTICE PROGRAM	
DISORDERLY CONDUCT	19
INSUBORDINATION	
COMPLAINT PROCEDURE	
PERSONAL PROPERTY	20
SECURITY REGULATIONS	
THEFT	
VANDALISM	
PRACTICAL JOKES	21
ALCOHOL & DRUGS	
TOBACCO	
FIREARMS, WEAPONS, & FIREWORKS	
INDECENCY & CLOTHING	
PORNOGRAPHY	22
HARASSMENT	
SEXUAL CONDUCT	
BICYCLES	
UNIVERSITY HOUSING FACILITIES AND SERVICES	22
CABLE TV	
PARKING	
FOOD SERVICE	
LAUNDRY FACILITIES	23
MAINTENANCE REQUESTS	
MAIL	
RIGHTS OF PRIVACY, ROOM INSPECTIONS, ENTRY & SEARCH	
FINES	25

changed for the remainder of the semester; meal plan changes can only take place before the start of a semester. For those with special dietary concerns or needs, please see the Food Service Consultant Manager. Food purchased on a resident's meal plan is only for that resident's consumption.

LAUNDRY FACILITIES
Laundry rooms are located in each residence hall. All washers require liquid detergent; high efficiency detergent is recommended, but not required. If a residence hall washer or dryer is not working, please submit a maintenance request with your Resident Director. Please ask for assistance if you are unsure how to use washer/dryer; misuse of machines could result in maintenance repair charges. When using the laundry rooms, please remove clothes promptly. Laundry left unattended for any amount of time is not the responsibility of the University. Any laundry left for extended periods of time will be donated.

MAINTENANCE REQUESTS
To report a problem, please fill out a Maintenance form with your RD. If the problem is not

fixed in a timely manner after having been reported, see your RD again to check the status.

MAIL
Mail is distributed to student mailboxes Monday through Friday. No mail is delivered on Saturday, Sundays, Closed Breaks or holidays. Mail addressed to on campus students should be addressed in the following manner:

STUDENT NAME
Missouri Baptist University
Building, Mailbox #
One College Park Drive
St. Louis, MO 63141

Outgoing mail is picked up at the Main campus switchboard in the Administration Building. Packages must be picked up and signed for at the switchboard during regular business hours. It is recommended that students not send or receive cash through the mail.

RIGHTS OF PRIVACY, ROOM INSPECTIONS, ENTRY & SEARCH
The University reserves the right to have duly authorized personnel enter a student's residence under reasonable conditions for such purposes as to provide maintenance; to

pants. Clothing cannot be revealing or promote substances, statements, or companies in conflict with the mission and nature of Missouri Baptist University i.e. sheer clothing, sports bras without shirts, revealing cut off shirts, extremely short/ fitted spandex shorts, boxers as shorts, etc.

PORNOGRAPHY

Visual materials (movies, books, magazines, pictures, electronic images, etc.) considered to be pornographic in nature go against the values of Missouri Baptist University and are, therefore, strictly prohibited.

HARASSMENT

All MBU resident students have the right to be free from fear of intimidation and physical and/or emotional harm. Harassment of any kind will not be tolerated. For information on MBU’s Sexual Harassment policy, please see MBU Public Safety website at www.mobap.edu/student-life/safety/clery-reports-and-title-ix-policy/.

SEXUAL CONDUCT

A hug or kiss can be an accepted gesture to show one’s appreciation for another person, but while in campus housing a high level of decency

is expected. This includes not lying down with, sharing a blanket with, or sitting on the lap of another person. The interpretation of any PDA will be left up to the Resident Life staff. No sexual acts of any kind are allowed on MBU’s campus.

BICYCLES

If you bring a bicycle to campus, you do so at your own risk of theft or damage. Bicycles may be stored in your room or in bicycle racks, but are not to be stored in hallways or public areas.

UNIVERSITY HOUSING FACILITIES & SERVICES

CABLE TV

Each dorm room is cable-ready. Students wishing to use this service must provide their own television and cable cord.

PARKING

All parking rules and regulations can be obtained from the Office of Public Safety including information on permitted lots, parking stickers, parking fines, etc.

FOOD SERVICE

All residents are required to be on a meal plan. Meal plans are set at the first day of the semester and cannot be

WELCOME

FROM THE DIRECTOR OF RESIDENT LIFE

Welcome to Resident Life at MBU. This handbook is for your convenience to know the policies and procedures for being a member of the Resident Life community. We are excited to have you on campus and look forward to getting to know you.

MISSION STATEMENT

To provide a safe and supportive environment that focuses on community development and the educational, social, and spiritual growth of the residents.

GOALS

1. Provide an encouraging Christian atmosphere.
2. Provide a living environment conducive to life-long learning and personal growth.
3. Provide for the health and wellness of resident students.
4. Provide optimal facilities for resident students.
5. Provide for the housing needs of an increasingly diverse resident population.

RESIDENT LIFE STAFF 2017-2018

Office of Resident Life	Spartan Village Row, 503	314.392.2262
Taira Schertz	Director of Resident Life / Resident Director—Spartan Village Row	314.485.8475
Kayla Knapp	Assistant Director of Resident Life/ Resident Director—North Hall	314.485.8477
Abbey Adams	Resident Life Coordinator	314.392.2262
Stephen Crain	Resident Director—Pillsbury Huff Hall	314.392.2331
Victoria Underwood	Resident Director—Spartan Village South	314.392.2266

TERMS AND CONDITIONS

The purpose of the terms and conditions given below is to provide basic operations of University housing facilities and to give all residents a mutual understanding of operating policies. Missouri Baptist University has the authority to interpret, revise, extend, or grant exceptions to these terms and conditions on the basis of need and merit of individual cases. Any request of exception and extensions should be made in writing. All room assignments are made without regard of race, creed, or national origin.

1. A \$260.00 housing deposit must accompany each application. The \$260.00 is NOT applicable to the rent for the year. Housing deposits are NOT refundable after June 1 for the fall semester or December 1 for the spring semester (applicable only to incoming students). The housing deposit is nonrefundable for any student who voluntarily moves out of the dorm during contract period, is suspended from the dorm,

fails to maintain good academic standing, or fails to make satisfactory academic progress.

2. Students who contract with the University for a residence hall assignment agree to remain in the hall for the entire academic year, except for the reason of graduation or for other reasons entirely beyond their control. Any exceptional reason for release from this contract must be approved by the Senior Vice President for Student Development.

3. All resident hall students must have health insurance and updated immunizations in order to reside in the residence halls.

4. The rent payment covers occupancy of the assigned space from the time designated in the Academic Catalog for the residence halls to open until the times stated that residence halls will be closed, or until official withdrawal or dismissal from the University. It does not, however, cover occupancy

PRACTICAL JOKES

Practical jokes may be offensive or harmful. Living in University housing is a privilege. Remember that a high level of maturity is expected of all residents.

ALCOHOL & DRUGS

The consumption or possession of alcoholic beverages, empty bottles, controlled substances, and drug paraphernalia on campus is prohibited by University policy. Returning to campus intoxicated/under the influence of drugs is considered possession.

TOBACCO

The use of tobacco in any form is not permitted in the residence halls or in any building on campus or in off campus apartments. If students smoke at the resident halls, the University requires that they be confined to designated smoking areas. Tobacco products should be disposed of in proper containers. Smoking is strictly prohibited in front of or near doorways and windows. The use of smokeless tobacco (dip/snuff) is not permitted in the residence halls, on public walkways, or during campus activities. Please limit your use of such tobacco to grassy

areas. Hookah and water pipes, e-cigarettes, cigars, and pipes are prohibited in University housing facilities.

FIREARMS, WEAPONS, & FIREWORKS

Use or possession of any firearms, explosives, or fireworks is illegal and thus, strictly prohibited on Missouri Baptist University property, including on and off campus housing. Possession of said items is grounds for immediate removal and dismissal from the University. (Firearm is defined as a hand gun, rifle, airpower pellet, bb or paintball gun, bow and arrow, or any look-a-like gun fictional or not.) Any weaponry that could be used to inflict bodily harm is prohibited in campus housing. This includes, but is not limited to, bow and arrows, any firearms, mace, knives with a blade longer than 3 inches, shocking devices, or other personal defense devices. For individuals concerned with personal safety, pepper spray is allowed as long as it is not misused.

INDECENCY & CLOTHING

Within campus housing public areas students are to be fully dressed, including shirts and

environment that upholds the rights and responsibilities of the residents as a whole. Residents also have the option to voice any complaints throughout the year in anonymous surveys. The surveys include a resident assistant evaluation and food service survey in the fall and a resident life and food service survey in the spring. They also have the option to express any complaints or concerns on an exit survey upon vacating from housing.

PERSONAL PROPERTY

Missouri Baptist University is not responsible for any personal property in the residence halls. Students are encouraged to register serial numbers of computers and electronic devices with Campus Security. All personal property should be kept in your locked room/suite.

SECURITY REGULATIONS

Security equipment is installed for the protection of resident students. Tampering with any security, safety, or emergency equipment is strictly prohibited. Anyone causing a false fire or personal distress alarm is subject to disciplinary action as well as criminal

prosecution. Video cameras in public areas in and outside the halls are for the protection of the students and their property.

THEFT

The University assumes no responsibility for possessions stolen or presumed stolen. All missing property should be immediately reported to Public Safety and the Resident Director. Anyone caught stealing, or in possession of stolen goods, may be asked to vacate campus housing pending a formal hearing. The University does not provide sanctuary or protection for any Missouri Baptist University student who is apprehended or convicted of theft. To help deter theft, students should always lock their doors.

VANDALISM

Anyone defacing or vandalizing University or student property (including littering, ecological damages, and tampering with or removing road signs) will be required to pay restitution and may be subject to other sanctions and fines. Missouri Baptist University also reserves the right to prosecute individuals who vandalize University property.

during University vacation periods. The University reserves the right, whenever necessary or practical, to close halls during these periods or, in the case of residents who must remain during such periods, to make special arrangements and additional charges for occupancy. The dates and times the residence halls will be closed will be posted in the residence halls or can be obtained from the Office of Resident Life.

5. A non-resident guest is subject to University housing policies and procedures. The guest's actions are the responsibility of the person at whose invitation the guest is on the premises. A guest registration form must be completed and approved by the Resident Life Staff in a timely manner for guests to stay overnight.
6. The policy on refunds: (a) A resident suspended for academic reasons by the University at the end of a semester or term is entitled to a prorated refund of prepaid rents; (b) A resident

who is suspended or expelled by the University or removed from a residence hall for reasons of improper conduct or violation of policy for residence hall or of University regulations is not entitled to any refund of deposit or rent.

7. The University specifically reserves the right (a) to cancel or change any room assignment in the interest of the resident group; (b) enter into any quarters for security inspection, cleaning, repairs, or maintenance; (c) to levy and collect charge for damages to rooms or equipment occasioned by the fault or neglect of the resident.
8. Each resident will observe the following check-in procedures which are intended to provide for prompt and accurate service and protection of property: (a) Check-in personally with Resident Assistant before occupying room; (b) Complete check-in by 8PM of the first day of classes for the semester or give the Office of Resident Life advance written notice

of late arrival; (c) Be a properly registered full-time student of the University; (d) Occupy assigned space in person and not sublease assigned space to another person; (e) Keep room, room equipment, and personal belongings in good order at all times and keep room and room equipment free from damage; (f) Checkout and return room key, mailbox key, and proxy chip to appropriate office when vacating quarters or transferring to another room; (g) Return room key, mailbox key, and proxy chip to appropriate office at end of spring semester and summer sessions if not reassigned for the succeeding period. Failure to return room key, mailbox key, and proxy chip or to check out at those times may result in an extra charge.

9. Any student using an unauthorized key to enter a room or is found trespassing will be subject to dismissal.
10. The University is not responsible for loss or

damage to personal property of the resident. Personal property left by the student when the premises are vacated are subject to disposal by the University. The University is not responsible for injury to residents resulting from resident's use of occupancy of University housing.

11. In the interest of health, safety, protection of property, and conformity with the life-style of the University the following are prohibited in University housing or housing areas at all times: keeping pets (except non-aggressive fish), possession or use of illegal drugs, smoking, vaping or chewing tobacco, alcoholic beverages, firearms, explosives (including firecrackers, incense, candles, flammable liquids), roughhousing, obscene pictures, advertising, or construction or repair work by residents. No pictures or articles may be tacked or fastened in any way that is damaging to the walls, woodwork, furniture, or electric light fixtures. The striking of fire by students is

and work to reduce the risk of re-offense by building positive social ties to the MBU community.

DISORDERLY CONDUCT

Disorderly or unruly conduct is strictly prohibited in the vicinity of campus housing. Failure to comply with the request of a University staff member is considered disorderly conduct.

INSUBORDINATION

All residents and guests are to comply with the directions of Resident Directors, Resident Assistants, and other University personnel. The intention of all Resident Life staff is to provide a safe and academically nurturing environment for all students. Acts of insubordination include, but are not limited to, verbal abuse, physical abuse, and not acknowledging a request of Resident Life staff or other University personnel.

COMPLAINT PROCEDURE

Within the resident life community, we encourage residents to first address any complaints with the person in which the issue exists. If a resident were to have a conflict with a roommate or another student, including a resident assistant, we ask that they go

to that person and verbally address the issue. The desire is that the individuals will be able to discuss the issue with the utmost maturity and be able to resolve the issue among themselves in a civil manner. If the issue cannot be resolved, the next step would be for the appropriate Resident Assistant (RA) to mediate a discussion between the two parties. The RA would encourage them to complete a roommate agreement form, that they would then each fill out and sign, in order to create a shared understanding of expectations as members of the community. If an understanding cannot be reached, the Resident Director, Assistant Director of Resident Life, or Director of Resident Life will intercede and make a decision that would be in the best interest of the resident life community which could include a restorative justice plan or moving of residents. If a resident has a complaint with a Resident Life staff member, all complaints should be directed toward the Director of Resident Life. The director will resolve the complaint in a way that creates an

activities. Residents may not use corridors to store excess items from their rooms. Corridors and halls are not to be decorated without the consent of the Resident Director.

CAMPUS FURNITURE

Furniture provided by MBU in resident rooms must remain in their assigned room for the entire year. Damages to room furniture will be charged to the student responsible for the damage; if no one student comes forward about the damages, charges will be split among all residents of that room. Beds that are bunked cannot be placed in front of the windows. Damage to lobby furniture will be charged to the responsible residents. Students may, in agreement with their roommate(s), bring additional furniture for their rooms (sofa sleepers prohibited); however, all personal furniture must be removed by the student at the end of the school year or, if earlier, at the end of their residency in campus housing. MBU does not provide summer storage. No furniture may be thrown into campus dumpsters. Removal of lobby furniture from lobby areas is prohibited

and is subject to disciplinary action. University owned furniture is not to be moved onto patio areas.

RESIDENT BEHAVIORAL EXPECTATIONS

RESTORATIVE JUSTICE PROGRAM

MBU believes that restorative discipline enhances the academic purpose and atmosphere of the campus both educationally and developmentally as it teaches students how to become contributors to society in a manner consistent with Christian principles. The process to enhance maturity while providing students with the opportunity to learn from their mistakes will promote the value of restoring relationships with those who have been injured or estranged in a broken and hurt filled world. The Restorative Justice Program is a collaborative decision making process that includes victims, offenders, and others who are seeking to hold offenders accountable by having them accept responsibility for their offenses, repair the harm they caused to the victim and communities,

prohibited on campus except for use in University approved programs. With the exception of microwaves, cooking and cooking appliances are not permitted in rooms. Food should be stored in such a way as not to attract insects.

- 12. Refrigerators must not exceed 2.5 cubic feet and not use more than two amps.
- 13. Residence in University housing is based upon the student's continuance as a student in good standing at Missouri Baptist University. The University may require a resident to vacate the premises if this condition is not met. Any student suspended or expelled from the University will be required to vacate the premises within twenty four hours of written notification.
- 14. All residents must adhere to the Missouri Baptist University rules and regulations outlined in the Academic Catalog and Resident Life Handbook which are incorporated herein by this reference.
- 15. Wrongful or misrepresentation on any

University form may result in disciplinary action including expulsion.

RESIDENCE HALL POLICIES AND PROCEDURES

RIGHTS AND RESPONSIBILITIES OF RESIDENT STUDENTS

Campus housing, is designed to provide an environment that compliments the academic, spiritual, social, and recreational experience at Missouri Baptist University. The enjoyment of life in the community on campus will largely depend on the level of each student's personal involvement and on his or her thoughtful consideration for others. Basic Rights of each resident include:

- 1. The right to sleep, read, study, and participate in leisure activities in your room free of undue interruption. Unreasonable noise and other distractions inhibit the exercise of this right at any time.
- 2. The right to expect that your roommate(s) and any guest (s) will respect your personal belongings.
- 3. The right to a clean living environment.
- 4. The right to free access to

your room and facilities without pressure from roommate(s) or other residents.

- 5. The right to privacy.
- 6. The right to redress for grievances. The Resident Life Staff is available to assist in settling major conflicts.
- 7. The right to be free from fear of intimidation and physical and/or emotional harm.

Missouri Baptist University reserves the right to vacate any student deemed harmful to the academic, physical, spiritual, emotional, or social environment of the University or any of its constituency. Assuming residency in the University resident facilities constitutes complete agreement to abide by the regulations in this Handbook, the Student Handbook, and the Academic Catalog.

OCCUPANCY

Anyone living in resident housing must be a registered full-time undergraduate student of Missouri Baptist University taking at least twelve hours of classes during the time in which he/she resides in resident housing and must be

age 23 or younger. Exceptions must be granted by the Director of Resident Life. Only a student who has entered a contract with the University is permitted to occupy a room in resident housing. Non-residents are not allowed to store items in student housing. No more than five people can occupy one room per night. For health and safety reasons, beds cannot be pushed together. In addition, no more than one person, resident or guest, may occupy a bed at any given time.

IMMUNIZATION REQUIREMENTS

MBU requires that proof of health insurance and immunization record for resident students be filed in the Office of Resident Life. The record should include measles/mumps/rubella, tetanus, diphtheria, polio, hepatitis B, and a tuberculosis test. This may also include any Federally mandated vaccine. The meningococcal (meningitis) and varicella (chicken pox) vaccines are strongly recommended for students living in residence halls, but are not required. Resident students electing not to receive the meningitis vaccination will be required to

not allowed in campus housing.

APPLIANCES

The following cooking appliances are not permitted in rooms: hot pots, hot plates, deep fryers, electric skillets, toasters, and similar appliances, including any appliance with exposed electrical coils or hot plates. Residents of Spartan Village will be provided a refrigerator and stove. Residents of Spartan Village are allowed to have coffee pots, toasters, microwaves, and crock pots in the kitchen area only. Personal charcoal and gas grills are not allowed in the kitchen or patio area of Spartan Village. University grills are available for student use, but charcoal may not be stored in campus housing. Lighter fluid is prohibited on campus. MBU is not responsible for injuries resulting from the use of University grills. High levels of maturity are expected during grill use.

PETS

Students are not allowed to have pets in their residence hall rooms/apartments. Small aquariums (five gallon or smaller) with non-threatening fish are permitted. Fish

cremations are not allowed in resident housing; please find an alternative disposal for your loved one. Students in need of Service or Assistance animals should meet with the Special Needs Coordinator prior to bringing animal on campus.

IRONS & STRAIGHTENERS

Curling irons, straighteners, and irons are permitted in your room as long as they automatically shut-off after a period of inactivity or if tipped over. Ironing on University furniture is prohibited.

SPACE HEATERS/ ELECTRIC BLANKETS

Due to the potential fire hazard, space heaters or any heating fans with exposed heating elements/coils are not allowed in campus housing. If your room heater is not working properly, it is your responsibility to report it to your Resident Director. Electric blankets must have automatic shut off and be in good repair.

SCREENS

Window screens may not be removed from windows except in an emergency.

CORRIDORS & HALLWAYS

Building corridors are designed as passageways and are not intended for recreational

not necessary for you to be present when the Resident Assistant inspects your room. The room must be free of dirty clothes, leftover food, garbage, foul odors, safety concerns, etc. Rooms are also occasionally checked without advance notice. If the room does not pass the room check, it must be cleaned within twenty four hours. It is suggested that residents make a schedule with roommates/suitemates and post it in the room/suite. The scheduled resident will then be responsible for the cleanliness of the bathroom and/or kitchen. More than two consecutive weeks of failing room checks will result in an instructional meeting with the Lead Housekeeper.

ROOM DECORATIONS

Room decorations are limited to personal items that are not in direct competition to the rules and intent of the University. Prohibited items include, but are not limited to, the following: alcohol and tobacco merchandise, lewd signs, city street signs, safety signs and signals, and any other public property. All Resident Directors' discretion is final.

Holiday decorations are to be limited to a resident's respective room. Due to fire and health reasons, only small (4ft. and under) artificial trees are permitted in campus housing. Any decorations that are damaging, dangerous, or a possible fire hazard are not permitted. Christmas lights must be turned off when resident is not in bedroom.

Walls

Students may not paint or similarly decorate their walls or ceiling. North and Pillsbury-Huff Hall residents may hang decorations from the tack strip, with 3M Command strips (at own risk of damage), or sticky tac; nails and pushpins are prohibited. Sticky tac must be completely cleaned from walls upon move out. Spartan Village may use small nails and pushpins; 3M command strips and sticky tac are prohibited. Small nails and pushpins used in Spartan Village are limited to fifteen holes per room. Duct tape and hanging objects from the ceiling is prohibited in all campus housing.

Candles, Incense, Halogen Lamps, & Open Flame

Candles, incense, and halogen lamps are a fire hazard and are

sign an immunization waiver. Resident Life is not able to forward immunization records to third parties.

GPA & CLASS ATTENDANCE REQUIREMENTS

All resident students should maintain a GPA of 2.0. Students whose semester GPA is below 2.0 will be required to meet with their Resident Director. Spartan Village Apartment residents are required to maintain a 2.5 GPA.

RESIDENCE HALL CLOSED BREAKS (HOLIDAY VACATIONS)

Closed breaks include: Thanksgiving break, Christmas break, and Spring break. Residents must make an appointment with their RA at least twenty-four hours in advance to check out of their room for the duration of the closed break. The Resident Life staff will give residents instructions prior to the break concerning expectations upon checking out. Residents that are required by the University to stay over any portion of the closed break must have a faculty or staff member petition for approval from the Director of Resident Life. Residents that are not required to stay in campus housing during a closed break must submit a

Closed Break Request and Agreement Form to the Resident Director two weeks prior to the break. Room and board costs do not include University Closed Break periods. Students approved by the Director of Resident Life will be charged a daily room fee to reside in closed halls. A fee schedule is available from the Business Office. During closed breaks, no guests are allowed in the dorms. Residents staying during a closed break that violate any housing policies or any portion of the Student Conduct Code during the break will immediately be removed from housing for the remainder of the break with possible sanctions upon returning when the semester resumes.

WITHDRAWING FROM RESIDENT LIFE

To officially vacate resident housing, students must notify the Office of Resident Life in writing. The housing contract is an academic year-long binding agreement with the University. If a resident student moves out during the contract period, the refund schedule for room and board will follow the same schedule as tuition for 15/16 week classes. A student leaving

after the halfway point of the semester will be responsible for the entire semester charge. Vacate Forms must be approved by the Resident Director before any refund is made. Students leaving during the contract period will not receive a refund of their housing deposit. Students vacating from housing must notify the Office of Resident Life, in writing, by the first day of any given semester; failure to do so will result in prorated housing charges.

RESIDENT CHECKOUT

To check out of your room/apartment, take the following steps:

1. Make an appointment with your Resident Assistant, at least twenty four hours in advance, to check out.
2. Remove all personal property. Any items left in a room or suite area become the property of MBU Resident Life and will be disposed of as seen fit by the Resident Director.
3. Remove all trash and dispose of it in designated trash facilities.
4. Clean, sweep/vacuum, and mop your room, including the bathroom(s) and

apartment kitchen areas.

5. Have a Resident Life staff member inspect your room for cleanliness and damages. The Room Condition Form completed during check-in should be reviewed and signed by the resident and the Resident Life staff member.
6. Return your keys and proxy chip. Failure to do so will result in a replacement fee.
7. If you are not returning to resident housing, complete a Vacate Form. Your deposit will be refunded if your account is paid in full and you have no fines or holds on your account. Refunded deposits can take up to two months for processing and mailing. If you have any questions after that time, please contact the Student Financial Services Office.
8. Complete an Exit Survey informing us of your experience living in campus housing.
9. Three months after vacating, your mail will no longer be forwarded.

EMERGENCY CONTACT

In the case of an emergency, contact the Resident Director, any Resident Assistant, and/or the University Public Safety Officer on duty. In life-threatening situations, press the red emergency call button located in the dorms or call ext. 5355 from a University landline or 314.744.5355 from a cell phone. Do not call 911 from a cell phone— dispatchers will not know where to send the emergency response vehicles. Resident Life staff members are not allowed to transport students to the hospital during medical emergencies. An ambulance will be called to transport if necessary.

COMPUTER LABS/ STUDY SPACES

Locations are as follows:
 North Hall— 2nd floor
 Pillsbury-Huff— 300s hall
 SV South 301/401— 3rd floor
 Computer labs and study spaces are open twenty-four hours a day, unless closed by Resident Life staff. These areas are to be used by residents and are prioritized for academic study. Computer labs are not available in Spartan Village Row.

TELEVISIONS & MOVIES

Rented or owned movies rated

below “R” rating are allowed for viewing in the hall lobbies. Any film rated “R” or greater cannot be showed in any public area. Pornographic and X-rated movies are strictly forbidden. Bootleg copies of movies, music, musicals, and shows are not permitted. The TV is not to be moved from its location for any reason unless the Resident Director gives instructions. Personal video gaming systems are not to be used in the main lobbies without case by case approval from Resident Director.

FLOOR MEETINGS

Attendance at all Resident Life meetings is mandatory unless special arrangements have been made with the Resident Assistant at least twenty four hours in advance. In order to avoid schedule conflicts, floor meetings will be announced at least seventy two hours in advance. Emergency floor meetings may be arranged on a shorter notice if there is essential campus information that must be communicated quickly.

HEALTH & SAFETY INSPECTIONS

Room checks will be conducted weekly at the time scheduled by your Resident Assistant. It is

EMERGENCY PROCEDURES

Emergency procedures in case of fire, earthquake, or tornado will reviewed during mandatory meetings. Periodic drills will be planned. It is imperative that students follow the emergency procedures in the event of an alarm. Failure to follow emergency procedures is considered a serious violation of resident housing policies. Failure to obey the directions given by Resident Life staff or University personnel during a drill or emergency will be taken very seriously. Any resident found in violation of this policy will be required to meet with the Director of Resident Life or the Assistant Director of Resident Life. Additional emergency evacuation policy material is available upon request from the University's Department of Public Safety.

EVACUATION PROCEDURES FOR RESIDENT LIFE

North Hall

Outside gathering point: Pillsbury-Huff Hall
Inside safety location: First floor interior hallways
Inside information point: Resident Assistant front desk

Pillsbury-Huff Hall

Outside gathering point:

Pillsbury-Huff Hall parking lot
Inside safety location: 100s Hall away from windows
Inside information point: Main lobby

Spartan Village Halls

Outside Gathering point: Parking Lot E near the Blue Light Phone
Inside Safety Location: Lowest level of your building
Inside information point: Office of Resident Life
Refer to the University Emergency Management Plan for updates at www.mobap.edu/safety.

LIFE SAFETY EQUIPMENT

Life safety equipment such as smoke detectors, fire alarms, sprinklers, exit signs, fire extinguishers, security cameras, ID scanners, emergency phones, AEDs, and emergency exit doors are to be used for their intended purposes only. Tampering with, playing with, or the removal of such equipment is strictly prohibited. Fines will be charged to students for damages incurred and/or inappropriate use (i.e. using emergency exits at any other time than during an emergency).

RESIDENT READMIT PROCESS

Each year, residents must file Resident Intent Forms to apply to live on campus the following year. Returning students are not guaranteed on campus housing as the demand for campus housing increases. Failure to file a Resident Intent Form or a Vacate Form by the end of Spring Semester will result in an automatic vacate from campus housing.

ROOM CHANGES

Every effort will be made to assist students in resolving roommate conflicts. No room changes are allowed during the first two weeks of classes each semester except in extreme situations. Room changes, if necessary, are recommended to take place prior to the Christmas break. All room change requests must be made by completing a Room Change Request Form on MyMBU Life. The Resident Director must approve the request before residents may change rooms. Room changes without proper documentation and approval from the Resident Director are prohibited. The Office of Resident Life reserves the right to change room assignments without a student(s) consent if it

is deemed to be in best interest of the student(s), roommate(s), or overall housing community's wellbeing. The Office of Resident Life reserves the right to remove any student from campus housing if in the best interest of the community.

KEY AND PROXY CHIP REPLACEMENT

Every on campus resident will obtain keys and a proxy chip from the Resident Life Staff at check-in which will enable resident students to access their building and hall. Inappropriate use of proxy chip/ keys by resident students will result in disciplinary action. Lost, stolen or malfunctioning keys/ proxy chips must be immediately reported to the Office of Resident Life.

VISITATION & OVERNIGHT GUESTS

Residents may occasionally have visitors of the same sex in their rooms overnight. A resident may not have visitors staying in his/her room more than six nights per month. A single visitor may not stay in the residence halls/apartments more than three nights per month. Overnight guests must be between the ages of 17 and 24 and must be approved and

registered by a member of the Resident Life staff. Failure to properly register a guest may result in the loss of visitation privileges. Habitual failure to comply with the guest registration policy will lead to a Restorative Justice Meeting. Guests, including friends and relatives, are not allowed to enter a room/apartment without being personally escorted by the resident student, unless they have been given written permission by the resident and are escorted by a Resident Director or Resident Assistant. Overnight guests and visitors are not permitted at any time when the residence halls are closed or during scheduled campus breaks. Residents wishing to stay overnight in a room other than their own must register as a guest and follow guest policies.

SHOWER USAGE

Showers located within residence halls are only for the use of residents of that room and registered guests. Locker rooms are provided for commuter students in the SRC.

LOBBY HOURS

2017-2018 POLICY

Main Lobbies* are always open to all MBU resident students

when accompanied by a resident of the given building. The campus, including all residence hall lobbies, is closed every day from 11PM-9AM to all non-residents unless registered as an overnight guest (see Visitation & Overnight Guest Policy). A student's right to use the twenty four hour lobby may be revoked based on misconduct, violation of any policies herein, or other related disciplinary problems. The use of resident hall lobbies by other groups requires permission from the respective Resident Director. Sleeping in the lobby areas is strictly prohibited. Please see the list of expectations of lobby areas posted in each lobby. *The term Main Lobby applies to the public area inside the first proxy scanning unit of each building.

OPEN HALL HOURS

Open Hall Hours is a scheduled time when guests of the opposite sex may visit hall floors and residence hall rooms. Visitors must leave their MBU ID and sign in with the Resident Assistant on duty in the main lobby. Non-MBU residents must leave their Driver's License. An individual

room/suite is not considered "open" unless agreed to by each occupant of the room(s). Doors of "open" rooms must be left open while visitors are present. Each room's residents are held responsible for their visitors' actions and materials brought into or left in the room. All other Resident Life policies are in effect during these times. Open Hall hours are 6PM-10PM daily, with no Open Hall hours during finals week.

QUIET HOURS

Campus quiet hours are in effect 10PM-10AM daily. Quiet hours will be enforced inside and outside the residence halls. There are certain instances in which the Resident Life staff suspends quiet hours; all official MBU activities held in the halls are exempt from quiet hours. Monitoring the volume of noise is left to the discretion of the Resident Director or the Resident Assistant present. During non-quiet hour periods, residents must maintain an atmosphere that is conducive to study and rest. Quiet hours during Finals Weeks are twenty four hours a day with the exception of Resident Life activities.

GAME ROOM

The residence hall Game Room equipment is for the enjoyment of all resident students. Residents are responsible for the condition of all game tables, equipment, video games, and board games. Any damage caused during use can be charged to the resident. All personal property and gaming equipment must be removed from gaming areas immediately after use or will be taken to Lost and Found in the Public Safety Office.

SOLICITATION

Solicitation of any type is prohibited in the residence halls except by campus organizations. A campus organization wishing to solicit in the halls/apartments must seek the permission of the Resident Director of the respective hall/apartment. All signs must be approved by the Resident Director.

TRASH & RECYCLING

Trashcans and recycle bins are located in each residence hall lobby. Room and suite trash must be taken to the dumpster. Personal trash found in the public trash cans will be returned to the student with a potential fine imposed.