The Viking Woods Student Housing Resident Guide is considered to be a part of the Lease Contract for living on campus at Jefferson College. The policies and procedures within shall govern the social, behavioral, and living standards expected of all students residing in Viking Woods. The Resident Guide is also used in conjunction with the Jefferson College Student Handbook. By understanding the campus and community standards, our mission is to provide a safe living learning environment for all our residents.
Introduction

Residential living is an integral part of the educational process at Jefferson College. Although it is important to provide a safe and comfortable place for students to sleep and study, the development of mutual respect in our residential community is equally important. Our mission is below:

In support of the mission of Jefferson College, the Housing Office at Viking Woods is dedicated to the residents.

We strive to create a community, which provides a student-centered learning environment that supports our expectation of academic achievement and personal development. Through compassionate and collaborative relationships, we are guided by honesty, trust, and respect to fulfill our commitment.

Together, we strive for excellence by providing:

Residential facilities that provide flexibility, current technology, and amenities to foster the recruitment and retention of students;
Supportive partnerships with faculty to promote critical thinking, values development, appreciation for diverse and international perspectives, and life-long learning;
Coherent and practical administrative policies and procedures that support personal responsibility; and
A thoroughly-trained, team-focused, and diverse staff that makes intentional connections with residents and serves as role models for the college community.

Responsibility to the Community

Everyone at Jefferson College is an important member of our campus community. Resident students have an opportunity to participate daily in a very unique community, which can contribute to the success of all students within it.

Along with the freedom of being a college student comes responsibility. This responsibility includes showing individual concern for others, maintaining the care and condition of the facilities, and participating in the programs and activities that occur. When residents demonstrate a lack of care or concern for the rights of others, the College, through the judicial process, takes intervening action. Most importantly, being a responsible member of Jefferson College’s residential community means being accountable for all we do individually. All residents need an understanding of the policies and regulations of the College and Viking Woods, which are outlined in this publication, the Apartment Lease, and in the Student Handbook.
The Housing and Residential Life Staff

Director of Residential and Student Life: The Director supervises the housing staff and is responsible for the day-to-day operations at Viking Woods. The Director’s Office is located inside the Viking Woods Clubhouse.

Assistant Director of Residential and Student Life: The Assistant Director assists in the supervision of the RA staff, coordinates programming, and is responsible for the day-to-day operations at Viking Woods. The Assistant Director’s Office is also located inside the Viking Woods Clubhouse.

Secretary of Housing: The Secretary assists the Director and Assistant Director with day-to-day operations and is responsible for clerical duties of the office. The Secretary’s Office is also located inside the Viking Woods Clubhouse.

Maintenance Technician: The Maintenance Technician supervises all maintenance activities, is responsible for repairing any malfunctioning appliances, responds to any work-orders, etc. The Maintenance Technician’s Office is on the side of the Clubhouse, attached to the building.

RA’s (Residential Assistants): The RA’s are live-in student staff. They serve as leaders, organizers, and advisors and are concerned with the quality of the living/learning environment. RA’s have responsibility for the day-to-day operation and management of each building area in our system. They assist residents with personal, social, and academic issues and also enforce all College and Residential Life policies. Their main goal is to help create a community that is conducive to academic success and growth. Their responsibilities include advising individual residents, interpreting policy, program planning, management of the physical facilities, and crisis management.

Viking Woods Student Housing  636-481-3294 or 797-3000 x3294 (Viking Woods Main Office)
806 Mel Carnahan Drive
Hillsboro, MO 63050
vikingwoods@jeffco.edu

Viking Woods Office Hours and Service Procedures
Business hours are as follows: Monday-Thursday  8:00 am - 4:00 pm
                      Friday            8:00 am - 3:00 pm
                      Saturday          10:00 am -1:00 pm

Housing Office hours may vary during the course of the year. The office is closed on Fridays from mid-May to early August. Please check the office hours posted at the office entrance. When the office is not open, the RA on duty can be reached to handle emergencies. Security problems, power failure, fire, loss of heat (if the outside temperature is below 40 degrees F) or loss of A/C (when temperature is greater than 90 degrees F), and rising water are considered emergencies for which you should call immediately. Water leaks and equipment malfunctions should be reported promptly to insure minimum inconvenience and property damage. General Housing operations are not performed when the office is closed. (i.e. checking out a vacuum or DVD, picking up packages, etc.).

In Cases of Emergency:
Public Safety 636-481-3500 or 797-3000 x3500 and/or 911

Viking Woods Services

Viking Woods Office Hours and Service Procedures
Business hours are as follows: Monday-Thursday  8:00 am - 11:00 pm
                      Saturday-Sunday    10:00 am - 11:00 pm

** The section of the Clubhouse containing the computer lab, laundry facility, vending area, etc. will remain open 24 hours, unless otherwise posted.
Vending/Change Machines
Vending machines provide snacks and beverages and are located inside the Clubhouse near the restrooms. The change machine is located in the hallway across from vending machines.

Washing Machines and Dryers
Viking Woods has a coin-operated laundry facility located in the Clubhouse. Guests are not permitted to utilize these facilities, and remain solely for use by residents. Money lost in the machines should be reported to the Viking Woods Office for possible refunds.

Office Services (Vacuums, Plungers, DVD’s, Stamps, etc…) 
Viking Woods offers vacuum cleaners, plungers, board games, DVD’s, etc. for checkout. The Housing Office also sells stamps and envelopes as long as supplies are available.

Computer Lab
The Computer Lab in the Clubhouse is located across the hall from the laundry room. There are six computers with Internet access for resident use. The lab is open 24 hours a day. Guests are not permitted to utilize this computer lab as it is solely for resident use. There is not a printer available in the Clubhouse.

Kitchenettes
Each apartment has a full-size kitchen equipped with dishwasher, garbage disposal, refrigerator, and stove/oven. Meal plans are not provided as part of the apartment lease.

Mail Service, UPS, Overnight, FedEx, etc.
Mail is delivered via USPS Monday through Saturday (excluding holidays) to the Housing Office. The staff then places all mail in mailboxes by 4:00 pm. Each resident has his/her own mailbox located on the outside of the Clubhouse. A mail slot is available for outgoing and misplaced mail, or any outgoing mail can be dropped off in the Housing Office during office hours. All residents are required to check their mailboxes daily as this is a form of communication through the Housing Office. Viking Woods will only accept mail for its residents.

Resident mail should be addressed:
Name
Bldg. # (80__) Mel Carnahan Drive
Apartment # & letter (i.e. 210A)
Hillsboro, MO 63050

Packages may also be delivered to residents on campus. When packages are delivered to the Housing Office, you will receive a package slip in your box to notify you. We encourage you to pick up your packages within 24 hours. Viking Woods will not sign for packages. We will attempt to contact you at the time of delivery so you may sign in person.

Air Conditioners and Filters
Apartments are complete with central air conditioning units. Window units are not allowed. Viking Woods maintenance staff will change the A/C filter in all units on a regular basis. Nevertheless, during the course of the year, the air conditioner filter in your apartment may become dirty. Residents may request a new filter from the Housing Office during regular hours. Maintenance will assist you with this. Cleaning the apartment vent cover is the resident’s responsibility after move-in.

Living with a Roommate
The roommate relationship has a great impact on many aspects of your campus life. The most important value within a roommate relationship is respect for the individual. At the beginning of the semester, roommates should discuss topics and issues such as room neatness, study and sleep habits, visitors and guests, sharing/borrowing personal items, stereo noise, etc. These conversations early on between students can prevent serious conflicts
later in the semester. The following are some tips for making a good living and learning environment with your roommate:

Maintain an Academic Environment
Be responsive to each other’s requests for quiet when asked. This includes turning down the stereo or television, asking guests to be more considerate, etc. Roommates should be respectful when these requests are made. Since the space you live in is shared, and your ultimate goal is to succeed academically, you and your roommates should discuss this early and often.

Visitors and Guests
Overnight guests must register at the Housing Office immediately upon their arrival to Viking Woods. All visitors, including overnight guests, must be at least 18 years of age or older. Any visitor under the age of 18 must be accompanied by a parent at all times. Babysitting is not allowed at Viking Woods. The rights of your roommate cannot be violated when you are having guests or visitors to your room/apartment. Maintaining respect for your roommate's right to privacy, private property, and to other residents in the building is the best way to avoid conflict. Mutual understandings should be reached between you and your roommate as to the time and manner in which your living space will be used for entertaining. Your roommate should not feel compelled to leave his/her room in order to accommodate a guest, nor should he or she be placed in a situation which might cause embarrassment or inconvenience.

Background Checks
Jefferson College is authorized to perform additional criminal background checks, as deemed necessary, upon commencement of the lease. If it is discovered that a resident has been charged with, pleaded guilty to, or convicted of a felony, the resident’s lease will be immediately terminated and the resident will be evicted from the unit. The resident has the right to appeal according to Housing policy.

Cleanliness (Health & Safety Checks)
It is the responsibility of each resident to keep living spaces clean and safe. Residential staff will conduct health and safety checks frequently throughout the year. These checks may occur as often as once a month or as needed. If you are in violation of the health and safety standards, a Viking Woods staff member will notify you. By keeping your personal areas clean, potential conflicts can be avoided. Keeping your room clean and tidy often prevents problems with roommates and residential staff. Respecting each other’s preference will make living together much more comfortable. Also, your personal hygiene should be such that it does not create an unhealthy or unpleasant condition for a roommate or those living around you. If a living area becomes unhealthy due to cleanliness, Maintenance staff may be called in to clean the premises at the resident's expense. Monthly Health and Safety inspections may be implemented as necessary to alleviate any of these potential problems. Residents agree that if the staff must clean their area to assure sanitary conditions, that all charges will be billed to the resident’s account. Pest control chemicals are applied periodically to assure appropriate prevention against unwanted pests. Students who are allergic to these chemicals may request a written exemption.

Conflict Resolution
Sometimes outside help is needed to resolve conflict, especially when roommates find themselves in one of these situations:

- trying to work out conflicts but "not getting anywhere"
- experiencing repeated confrontations over the same issues without any progress
- experiencing conflict over an issue for which neither roommate has the answer
- dealing with personal problems, such as a difficult relationship, which makes it hard to get along with one another

All residents agree to follow the ROOMMATE/NEIGHBOR CONFLICT RESOLUTION process:
A. The complaining resident discusses the problem with our staff; staff will give tips on how to talk with the roommate/neighbor; the complaining resident addresses concern directly with the roommate/neighbor.
B. Our staff will follow up with the complaining resident. If the problem remains, a resolution meeting will be held among roommates/neighbors and our staff. A roommate/neighbor agreement may be formulated to
help negotiate a compromise.
C. Our staff will follow-up and revise the roommate/neighbor agreement if needed.
D. Only after our staff feels that the roommate/neighbor resolution process has been given a chance will changes in apartment assignments be considered. Failure to get along with roommates/neighbors is not grounds for lease termination.
E. Roommates/neighbors electing not to work through this prescribed resolution process will be assessed a $75.00 transfer fee to change apartments. Room and roommate changes are not considered during the first two weeks of the semester except in extreme cases. Residents may not move from their assigned rooms into other rooms/apartments without prior approval from the Director or Assistant Director.

NOTE: Issues involving personal safety or threats should be immediately referred to the Director or Assistant Director rather than resolved through the conflict resolution process.

Emergency Procedures

Fire Alarm Evacuation
When the fire alarm sounds, every resident must evacuate the building using the nearest available exit. Residents are required to evacuate to the volleyball court area for further instruction. In the event of any emergency, it is imperative that residents respond to the instructions given by Housing staff members and/or emergency personnel.

Tornado
In case of sirens signaling a tornado or tornado warning, all persons should seek immediate shelter from the approaching storm. Residents should seek shelter on the lower level of the Fine Arts Building. If unable to evacuate your apartment, seek shelter either in a hallway or bathroom, away from all windows. Evacuation maps are located inside each apartment mounted on the wall by the front door.

Medical or Psychological Emergency
In the event of a personal, medical, or psychological emergency, contact the RA on duty, Public Safety or 911. These staff members and emergency personnel receive training on the appropriate way of handling crisis situations.

Housing and Residential Life Policies & Procedures

Jefferson College’s policies, rules, and regulations are designed to enforce existing local and state ordinances and laws, as well as to prevent the infringement of one’s rights by the actions of another. Residents will be held responsible for their actions. These policies are designed to create an environment in which a group of diverse people may live together and learn from each other in an environment of respect.

Students are expected to exhibit appropriate behavior within the residential community. Individuals who participate in or display inappropriate behavior may be subject to disciplinary action. Inappropriate behavior may be defined as an activity that disrupts, endangers, degrades, or threatens the environment of the residential community or any person within the community. Residents are expected to treat staff and other residents with dignity and respect at all times. Damage, theft, and/or vandalism to College property will not be tolerated. Harassment, irresponsible or inappropriate use of facilities, and/or failure to abide by the policies and procedures contained herein are violations of the lease agreement and may, at the staff’s discretion, subject residents to eviction, College disciplinary action, and/or criminal or civil charges.

All students in a room/area will be held responsible for their behavior and objects in that room or area. In addition, residents who are not observed participating in misbehavior or in possession of inappropriate items/objects, but are in the presence of a policy violation, can be held responsible. This is called implied consent.

RA’s are trained to facilitate the resolution of situations, which jeopardize the quality of the living environment. If the situation warrants it, an incident report will be submitted to the Director who will determine what, if any, further
action needs to be taken.

**Academic Requirements for Residing in Student Housing**

Residents must be enrolled at Jefferson College to be eligible for housing. Any housing requests from individuals not enrolled in Jefferson College classes will be reviewed by the Director of Residential and Student Life to determine whether or not the request can be accommodated.

**Alcohol**

Jefferson College does not permit the possession or consumption of alcohol in or around school grounds, including Viking Woods. Regardless of age, there is no alcohol allowed to be present on the premises. The collection and display of any alcohol containers, empty or not, is prohibited. Alcohol violations will result in disciplinary action that may include, but not be limited to: disciplinary service hours, fines of up to $150, probation, counseling, alcohol classes, forfeiture of security deposit, dismissal from student housing, and/or a referral to the Student Conduct Committee. All state and local laws apply to alcohol, therefore, students/minors and of age individuals possessing, consuming or providing alcohol may also be subject to discipline by state and local officials. Viking Woods personnel will contact local law enforcement for all suspected alcohol and other drug violations.

- Drinking or possession of any alcoholic beverages is prohibited in Viking Woods buildings, College buildings, on College premises, and during College sponsored activities.
- This policy is extended to include any Viking Woods bedroom and common areas including refrigerators or storage areas, inside the Viking Woods Clubhouse, and on the grounds and parking areas.
- It is the policy of Viking Woods to advocate personal responsibility on the part of all residents who share an apartment. To this end, Viking Woods utilizes the legal principle of “constructive possession” to further the goals of community safety and responsibility in Viking Woods. Constructive possession means that when the presence of any contraband item(s) as defined in this policy are found to be present in any common area of an apartment, the occupant(s) of that apartment will share responsibility for the possession of such contraband items, and will share equally in the disciplinary action and/or fines that may result from such violation. This concept of constructive possession will not be mitigated by an admission of ownership on the part of any one resident, unless it can be demonstrated by the resident(s) that there was no reasonable way they could have known of the presence and/or use of such contraband items in the apartment common area. The responsibility for demonstrating this mitigation is borne by each resident of the specific apartment in question, and proof of such must be submitted in writing to the Director of Residential and Student Life within five (5) days from the date of occurrence. The Director will review the information and render a decision as to the acceptability of the defense claim raised by the resident in question.

It should be noted that Viking Woods reserves the right to proceed with prosecution for underage drinking in addition to any other internal disciplinary action.

**Appliances**

Due to potential fire hazards, any devices with open heater coils or flames are not permitted in the apartments. Microwave ovens, toasters, coffee makers, etc. are permitted in the kitchen area of the apartments, however it is recommended that they have an automatic shut-off system. These items are to be kept unplugged when not in use.

**Barbecue Grills**

In the Viking Woods apartments applicable fire code and safety concerns prohibit storage or use of barbecue grills on the common walkways, in front of units, and on patios or balconies. Storage of lighter fluid and/or charcoal is also prohibited. Community grills are available at the pavilion near the Clubhouse. After using the community grills, please leave the equipment, grills, and area clean for the next resident.

**Bicycles and Scooters**

Please store bicycles outside the buildings. Any bicycles obstructing public areas or safety exits will be removed and impounded. Students may not ride bicycles in the apartments.
Break Housing
During vacation periods such as Winter and Spring Breaks, the apartments remain open. Requests for summer housing will occur during the spring semester. Residents will receive notification from the Housing Office of this process.

Building Entry and Security
The Viking Woods Clubhouse is locked every day at the close of business unless otherwise indicated. Residents may enter the Clubhouse by using the code provided at move-in to have access to the laundry and computer rooms. It is a violation to give the code to non-residents. All doors to the Clubhouse are unlocked by 8:00 am during weekdays and 10:00 am on the weekend, unless otherwise indicated.
Summer hours will vary.

Bunk/Loft beds
Bunk beds and/or loft beds are strictly prohibited at Viking Woods. Failure to comply will result in fines and/or disciplinary action.

Candles, Incense, Open Flames
Any items with a smoldering or open flame, including, but not limited to, candles and incense, kerosene lamps, and potpourri may not be used in or around the apartments. Residential staff will assume any candle with a burnt wick is being used and it will be confiscated. An exception is made only for those devices used to normally light cigarettes.

Checking In and Checking Out
Room/apartment condition and damages are the responsibility of each resident. Upon moving into the apartments, each student must complete a room evaluation called a Unit Condition Report (UCR). This is to record the condition of the room/apartment as the resident receives it. It is important to complete this form accurately and return it to the Housing Office since it will serve as a guide for comparison of the condition of the room when you move out. The UCR must be turned in to the Housing Office within 24 hours of check-in. The UCR will not be used to report any maintenance concerns or request for service. All damages to a room should be reported in person (in the form of a work order) to the Housing Office immediately so that the necessary repairs can be arranged. Each resident will be held financially accountable for those damages that have occurred during the resident's stay and are judged by a staff member to be above and beyond normal wear and tear. Keys not returned upon check-out will result in a charge to the resident to re-core the door lock for the next occupant.

Combustion Engines
Engines such as those required on motorcycles or motorized bicycles are not permitted in Student Housing at any time.

Common Area Furniture
Viking Woods furniture (common area sofas, tables, chairs, etc.) may not be moved into the private room of a resident. Any common area furniture in a private resident room will be removed at the expense of the resident(s). Furniture should not be dismantled or removed from its designated space to another area of the community. A charge of $20 per day will be assessed for items from public areas found to be in student rooms. Charges begin at the time it is determined that the item is in a student room. When necessary, room searches may be instituted to locate public area furniture.

Consolidation
At different times during the academic year and/or summer term, students may find themselves without roommates due to move-out, cancellation, withdrawal, or eviction. To fill an open space in Student Housing, one of three options may be available:
1. Consolidate and move in with another student who is also without a roommate.
2. Receive a roommate as assigned by the Housing Office.
3. Pay a higher adjusted rate for the double accommodations as a single, if offered. In the case of a housing shortage, this option will not be available.
The Director of Residential and Student Life will provide all affected residents the most feasible options available at the time. As room changes are made due to consolidation, residents will follow typical room check-in and check-out procedures.

A resident with a vacancy who in any way discourages another resident or prospective student from moving in is subject to administrative review of assignment or contract status and may be subject to disciplinary action and/or be required to move.

**Clubhouse Use**
The Viking Woods residence staff will utilize the Clubhouse lounge for a variety of educational, recreational, and social programs. The lounge is also available for apartment residents’ use (i.e. study groups, social gatherings, etc). For further information on the utilization and reservation of the Clubhouse lounge facilities, please contact the Assistant Director.

**Decorating**
All decorations should be of a temporary nature so as not to permanently deface or damage the apartment’s finishes. Posters and other wall decorations can be hung with thumbtacks so as not to damage any painted wall surfaces. **Poster putty, nails, screws, tape, command strips, etc. are prohibited on all surfaces.** Apartment residents shall not hang any items from the fire sprinkler heads. Nothing is to be affixed on walls or ceilings within 18” of any fire sprinkler head. Damage to the sprinkler heads could result in flooding and excessive water damage for which residents may be held financially responsible. Apartment entrance, bedroom, and closet doors as well as kitchen cabinet surfaces shall remain free of nails, stickers, tape or any other additions to the original surface. Writing on surfaces such as refrigerators, walls and/or windows is also prohibited.

In addition, alcoholic and/or illegal substance decorations and lewd or obscene decorations are prohibited in the common areas.

**Drugs**
Unlawful or unauthorized possession, and/or use of narcotics, drugs, drug paraphernalia, and/or chemicals commonly associated with narcotics manufacturing is considered to be drug use and is prohibited. Exceptions are granted only in the case of prescribed medication under a physician's supervision and with the Director's knowledge. Possession, sale, or distribution of illegal substances is grounds for immediate dismissal from the residential community, suspension or expulsion from the College, and referral to local authorities.

A. It is the policy of Viking Woods to advocate personal responsibility on the part of all residents who share an apartment. To this end, Viking Woods utilizes the legal principle of constructive possession to further the goals of community safety and responsibility in Viking Woods. "Constructive Possession" means that when the presence of any contraband item(s) as defined in this policy are found to be present in any common area of an apartment, the occupant(s) of that apartment will share responsibility for the possession of such contraband items, and will share equally in the disciplinary action and/or fines that may result from such violation. This concept of constructive possession will not be mitigated by an admission of ownership on the part of any one resident, unless it can be demonstrated by the resident(s) that there was no reasonable way they could have known of the presence and/or use of such contraband items in the apartment common area. The responsibility for demonstrating this mitigation is borne by each resident of the specific apartment in question, and proof of such must be submitted in writing to the Director of Residential and Student Life within five (5) days from the date of occurrence. The Director will review the information and render a decision as to the acceptability of the defense claim raised by the resident in question.

B. Residents found in violation of the above will receive disciplinary action up to and including eviction from Viking Woods, loss of security deposit, fines, counseling, and/or referral for criminal prosecution. Confirmed odor of illegal substances by roommate(s), fellow residents, Jefferson College officials and/or by Housing staff is a policy violation and is grounds for staff to search an apartment for the presence of illegal drugs. Possession and/or use of CO₂ canisters are not allowed because of their explosive nature and their use as a stimulant.
Electrical Outlets
Electrical outlets cannot be modified in any way. Do not attempt to overload electrical outlets with multiple adapters. An exception is made for an approved power strip with a built-in breaker or surge protector. Appliances such as microwaves and mini-refrigerators must be plugged directly into the wall.

Failure to Comply
You must comply with all written and/or verbal requests and instructions from Viking Woods staff and College officials. This includes requests to produce valid identification. Failure to comply may result in disciplinary action and/or fines.

Fire Alarms and Drills
Fire drills will be held periodically so students become familiar with proper evacuation procedures. Failure to evacuate the apartments during a fire alarm will result in a $25 fine and disciplinary action.

Fire and Life Safety Equipment
Any activity involving tampering with fire alarms, smoke detectors, fire extinguishers, or other firefighting equipment, unauthorized use of such equipment, failure to evacuate during a fire alarm, hindering the evacuation of other occupants or hindering authorized emergency personnel is prohibited. Severe disciplinary action, including fines and possible dismissal from Student Housing and/or Jefferson College, will be imposed for violation of fire safety standards. Additionally, criminal and/or civil prosecution is possible for pulling false fire alarms and for damage or injury resulting from the unauthorized use of firefighting equipment. At lease commencement, management will test the smoke detector(s) in the apartment for proper operation and working batteries. Thereafter, it is the resident’s responsibility to replace batteries as needed. Replacement batteries are available at the Housing Office at no charge. Fines will be assessed to residents in apartments where smoke detectors are missing batteries.

Fireworks, Chemicals, and Explosives
Fireworks and explosives of any type are not allowed on College premises. Chemicals and explosives such as gasoline, paint thinners, lighter fluid, acids, etc. are prohibited. College staff members will confiscate all types of items mentioned above and the violator(s) will be subject to disciplinary action.

Guests and Visitors
Having guests visit you in the apartments is a privilege with responsibilities. Guests are welcome under the following stipulations:

1. Visitors under the age of 18 must be accompanied by a parent at ALL times.
2. All guests must comply with the policies of Jefferson College and Viking Woods. Residents are responsible for all actions and safety of their guests.
3. Guests are not allowed to be in a resident apartment without their host.
4. All guests must be escorted at all times by their resident host.
5. Guests must park in the designated guest parking areas and have displayed in their window a visitor’s parking sticker.
6. Any guest may be asked to leave the property at the discretion of Housing staff.

A guest is considered an overnight guest if he/she stays past 11:00 pm. Overnight guests may stay in the apartments, under these guidelines:

- No one under the age of 18 is allowed to stay overnight
- Residents must notify staff of overnight guest by 9 pm. Guests will be required to fill out the Overnight Guest form provided at the Housing Office. Information asked on this form is again, required.
- Total number of guests per apartment per night cannot exceed two (2)
- Guests may stay no more than two nights in a row. Each resident is allowed two overnight guests each month.
- The Director or Assistant Director may limit the guest privileges of any resident who does not comply with these guest policies.
- Guests may not have keys to the room in which they are staying.
- Cohabitation is not permissible under any circumstances.

**Halogen Lamps**
Due to significant fire risk, halogen lamps, with or without guards, are not permitted in the apartments in any circumstances.

**Harassment**
Inappropriate physical contact or violence is not tolerated in the campus community. Any activity (behavioral or verbal) that threatens, intimidates, degrades, disgraces, endangers, harasses or otherwise causes emotional distress to another person is prohibited and will lead to disciplinary action.

**Holiday Decorations**
Decorations may be highly combustible, therefore, special care must be taken in decorating. Live trees are not permitted under any circumstances. Decorative light cords (holiday lights) are considered a fire hazard and are also prohibited.

**Keys (Replacement and Lockout)**
Residents are required to carry their keys with them at all times and should be conscientious about their personal safety by locking their doors when they leave their rooms and at night. Keys must not be duplicated. Keys belong to Viking Woods and must be returned to the Housing Office at the end or termination of your lease. If a student loses his/her key(s), he/she should notify the Housing Office immediately so the lock can be re-cored. Residents should never lend keys to anyone. The cost of the re-core will be billed to the resident assigned to this apartment who lost the key, and is not refundable if the key(s) are found later. Replacement of a bent or broken key costs $30. If a resident is locked out of his/her apartment, a Viking Woods staff member can let him/her back in.

Stipulations are as follows:
1. The first two lockouts are “free”—after your second lock out you will be billed $25.
2. Between the hours of 8:00 am and 4:00 pm, you may contact the Housing Office to be let back in to your room. The lockout will be recorded.
3. After 4:00 pm, if you are locked out you must contact the Resident Assistant on duty by calling the RA cell phone. He or she will let you back into your room. The lockout will be recorded.

**Lease Cancellation**
The housing lease for Viking Woods is for the full academic year unless otherwise determined. Requests to be released early from the contract should be submitted to the Director and are only granted as per his/her decision. You may cancel the lease provided you are current in your rent and other charges. Should such a request be granted, the resident is subject to any necessary fees, responsibility for 25% of the remaining lease balance or the full cost of the remaining contract, in addition to security deposit forfeiture.

A. **Disciplinary or Academic Dismissal:** A resident removed from Student Housing or the College, as a result of disciplinary action or academic dismissal, will receive notice to vacate the premise fewer than 24 hours from such dismissal notification. Resident will be charged 25% of the remaining lease balance or the full cost of the remaining contract. The unused portion of the lease payment, less any damages and outstanding obligations to the College, will be refunded in accordance with Viking Woods’ refund policy. The security deposit will be forfeited.

B. **Medical/Financial Hardship:** Unanticipated financial hardship or medical necessity must be documented to our satisfaction and at the discretion of the Director and/or the Associate Vice President of Student Services.

D. **Refusal:** The Director reserves the right to refuse admission or re-admission to housing to a student, or to void a student’s contract for reasonable cause. In such cases, the unused room charge payment, plus the deposit, less any damages and outstanding obligations to the College, will be refunded.
Lights
The Housing Office will provide light bulbs for the bathrooms and bedrooms upon move-in. It is the resident’s responsibility to provide his/her own bulbs after move-in. Kitchen fluorescent light bulbs can be replaced by Maintenance by placing a work order with the Housing Office during regular office hours. Other sixty (60) watt bulbs may be purchased at any grocery store in the area and replaced by the resident.

Number of Occupants
The maximum number of individuals occupying an apartment shall be no more than two persons in a two-bedroom apartment, and four persons in a four-bedroom apartment.

Painting
Students may not paint any area of the apartment or they will be charged the cost of a re-painting. Murals or painting in hallways and other public areas is not permitted.

Parking Areas & Permits
The Director reserves the right to alter parking regulations to meet current demands of the community without notice. The parking lot speed limit is 5 mph. All vehicles owned, leased, or operated by residents must be registered with the Cashier’s Office. If a change of vehicle is made during occupancy, please register the new vehicle immediately. On-site storage of commercial vehicles, boats, campers, trailers, or large recreational vehicles is not permitted.

Guests must park in the designated guest parking areas and have displayed in their window a visitor’s parking sticker. All non-registered or non-permitted vehicles may be ticketed or towed at the owner’s expense if not located in a designated visitor’s space or displaying the visitor’s parking sticker. Vehicle reconditioning or repair, especially changing of oil, is not permitted on-site. Even minor oil leaks will deteriorate and disfigure the paving and residents may be held liable for this damage. Washing cars is not permitted. Residents may not park on the lawn or sidewalk areas nor in the designated visitor spaces.

Patios & Balconies
Viking Woods patios and balconies must be kept clean at all times. Only appropriate patio furnishings for outside use should be used. No household furniture is allowed outdoors. No drying of clothing or linens or storage of unsightly personal property will be permitted at any time on patios or balconies, including but not limited to: garbage, boxes, tires, recyclables, and broken furniture.

Pest Control
Pests can become unwanted guests in a community environment. A clean environment is a healthy and safe environment. You can play a big part in minimizing problems by being proactive and keeping the following in mind:

- Keep your room/apartment clean and food items tightly sealed in glass or tin containers.
- After eating or preparing food, clean up thoroughly. Wash dirty dishes, wipe counters and tables, and vacuum or sweep often.
- Dispose of leftovers or put them in sealed containers.
- Eliminate “harborage”, or shelter for pests. Don’t allow piles of loose papers to accumulate, get rid of empty boxes (no cardboard boxes), paper shopping bags, and other types of clutter.
- Put trash where it belongs; don’t leave it in the hallway or stairwell. Dispose of trash in proper receptacles.
- Report problems to Maintenance via a work order, and request follow-up if problems persist. You may be asked to move/remove bedding and move furnishings away from walls in your room so that the pest control expert can get to cracks and crevices where pests can travel.

Should a pest problem develop, put in a work order request to Maintenance by contacting the Housing Office. In addition, Viking Woods is on a quarterly schedule with a professional pest control company. Residents must report any pest issues (ie: spiders, ants, roaches, etc.) with the Housing Office immediately. Failure to do so will result in disciplinary action due to negligence.
Pets
Pets of any kind are not allowed in resident apartments. Visiting pets are not allowed either. Any resident found in violation of this policy is subject to disciplinary action, fines, and/or removal of the pet without notice.

Posting of Flyers
Posting materials in student housing is the responsibility of the staff. Please bring all materials for posting to the Housing Office for approval. Any flyers, posters, etc. that are not properly approved will be removed.

Pranks and Practical Jokes
Pranks such as, but not limited to, taking/hiding belongings of others, egg throwing, shaving creaming, water fights, food throwing, etc. are not permitted. Violation can result in confiscation of items and disciplinary action.

24 hour Courtesy Hours
Viking Woods residents shall comply with 24 hour courtesy (quiet) hours as established by management. Disturbing the peace (ie: shouting, screaming, etc.) during early/late hours will result in disciplinary action. High volume sound from stereos, televisions, musical instruments, or any other recording devices which pose a disturbance to other residents is prohibited. Playing of drums and electrical instruments is prohibited. If another person can hear your radio, you are being too loud. Pay special attention to the level of bass you play on radios or stereos. Car stereos should be turned down when approaching the community.

Noise and Quiet Time
A. The primary purpose of Viking Woods is to offer a temporary home away from home, with conditions conducive to reasonable relaxation, study, and sleep while away at college.
B. It is difficult to set specific standards regarding levels of noise which will satisfy all residents. Individual levels of noise tolerance vary widely. Given varying schedules and needs, students must be able to work, study, and rest at all times without undue interference or disturbance.
   Courtesy hours (hours to study, relax and sleep) are in effect 24 hours a day, seven days a week. At NO time may a resident, group of residents, or residents and invited guests create excessive noise or loud conversation which will disturb or offend other residents from any outside yard area, or through any roommates’, or neighbor’s adjacent floors or walls.
C. Residents may not practice musical instruments in Viking Woods at any time.
D. Incidents involving residents who violate the Noise and Quiet Time Policy will be addressed with progressively more severe sanctions with repeated offenses.

Recycling
There are blue recycle containers located next to the bottom stairwells in each of the resident buildings; and two large recycle containers in the 800 (upper) building parking lot. Please use these receptacles for recycling materials only. Using these recycling containers for any other purpose is prohibited.

Refrigerators
Small refrigerators are allowed in the bedrooms on a one-per-room basis. Their size cannot exceed 4 cubic feet. Mini-fridges must be plugged directly into the wall outlet NOT into a power strip.

Rental Payments
Rental payments are due in advance and without demand at the Cashier’s Office on or before the tenth day of each month. This means that payment must be received by the tenth. A $30 late charge will be added to the rent for any late rent payments. Rent can be paid by personal check, cashier’s check, money order, or credit card. Please make sure that the leaseholder’s name and V# number (Student ID#) appears in the memo of the check. Viking Woods’ policy is to pursue all legal remedies upon breach of lease, including College sanctions and court action if necessary. Should you ever require an exception to the rental policies, please contact the Director prior to the due date to make acceptable arrangements. Rents are payable at the Cashier’s Office (payable to Jefferson College) during regular office hours. Returned checks are subject to a charge of $30 plus an additional late charge. After two insufficient fund payments, the resident will be required to make all subsequent payments by money order or cashier’s check.
Reporting Illness
Residents must report illnesses, communicable diseases and any conditions which might affect the health of roommates or any other Viking Woods residents and/or staff. This should be reported to the Director of Residential and Student Life immediately. Failure to report health issues may result in disciplinary action.

Resident Notification
Residents will receive email notifications for various reasons throughout the year. Residents are required to check their Jefferson College STARS email accounts daily for such notices. When necessary, mass emails will be sent to residents to notify them of pests, contagious diseases, etc.

Roof Access
Presence on Viking Woods rooftops for any reason is strictly prohibited.

Room Changes
All residents must follow this procedure when requesting a room change.
1. Notify your RA of the reason(s) you wish to change rooms/apartments. If it is a roommate conflict and there has been no previous attempt to solve the problem, then your RA will sit down with you and your roommate and attempt to find a solution to the situation. This initial step must always be taken.
2. If the roommate issue is still not solved, the Assistant Director will attempt to find a solution by hosting a mediation session. Based on this effort a room change will or will not be granted.
3. Once the move request is approved, a Viking Woods staff member will contact all involved parties. A transfer fee of up to $75 may be charged.
4. Arrange a time for a Viking Woods staff member to do an exit room evaluation and complete a Unit Condition Report for your new room. Everyone who changes rooms must do a new room evaluation. Improper checkouts will result in a $50 fine and ceasing all room moves. Independently switching keys and moving is not permitted. If this occurs, a $50 improper room change fee will be assessed and each resident will be required to return to his or her original space.

Room Furnishings
All standard room furniture and furnishings must remain in the rooms. College-issued room furniture may not be stored in an off-campus facility of any kind. Removal of room furniture will result in replacement charges if it is not returned promptly upon request and in its original condition. Residents are responsible for all the furniture and furnishings in their rooms, including beds, dressers, desks, chairs, window screens, Internet modems and cords, etc.

Satellite Dishes
Residents may not install a satellite dish on the property.

Searches, Inspections and Entry
Residents have a right to privacy while living in the apartments. However, in some specific situations, it may be necessary for the Viking Woods staff to enter an apartment. The College reserves the right to enter a room for the purposes of inspection, repair, inventory, or to correct a hazardous, disruptive, or life-threatening situation.

Residential Life staff members may enter rooms if they believe a College policy or civil or state law may be being broken or if a person is believed to be in danger or needs assistance. Staff will also enter rooms during fire alarms or for noise violations if there is no response from the resident. Students are not required to be present for staff to enter a room, unless a staff member specifically requests the student's presence. Any illegal item(s) or item(s) which violate Viking Woods policy will be confiscated.

Security
It is not possible for any staff member to assure "security." For the convenience of our residents, many benefits such as deadbolt locks and limited access doors are provided. A courtesy patrol is provided by Jefferson College Public Safety officers, but residents should not assume the presence of these patrols. We encourage residents to get to know their neighbors. Residents agree to first notify the Housing Office regarding any incident of theft,
vandalism, or unsafe conditions, and whenever possible, furnish a detailed description of the offender, time and day, make, color of car, license plate number, etc. Please call the RA on duty, Public Safety at 636-481-3500 or 797-3000 ext. 3500, and/or 911, after hours, to report any criminal activity. Also call the Housing Office or RA on duty to report door-to-door salespeople or other trespassers on the property.

Immediately report the following to us in writing, dated, and signed:

- Any need of repairs of locks, latches, doors, windows, and smoke detectors and,
- Any malfunction of other safety devices outside your dwelling, such as burned out lights in stairwells and parking lots, blocked passages, broken railings, etc.

Security Deposit Refunds
A resident’s security deposit will be refunded by mail within forty-five (45) days of the expiration or termination of his or her lease, if the resident has met all the conditions of the lease. Refunded security deposits will be mailed to the resident. Residential staff will inspect the apartment after all apartment residents have completely moved out. No partial refund of a security deposit will be made at any time during the lease term. Residents must provide the Housing Office with their new address and phone number using the move-out notice form provided. The move-out notice must include resident’s actual move-out date. In addition, residents must check out properly and return all keys by the move-out date. Eviction for any reason will result in the loss of the security deposit in full.

Signage
Possession of traffic signs and other objects (ie: street or road signs, barricades, parking meters, realty signs, lawn decorations) is illegal. Such objects found in the resident apartments will be confiscated. Removal of objects will result in a removal fee.

Smoking
Smoking is not permitted inside apartments and/or in any public area of any Viking Woods building. Smoking is allowed only at outdoor designated locations (ie: parking lot, picnic pavilion, etc). Smoking inside an apartment will result in the immediate forfeiture of the resident’s security deposit and the student will be billed for any additional damage to his/her apartment at move-out. It is the prerogative of Viking Woods Management to fine all the occupants of an assigned residence if cigarette butts are found thrown on the ground outside an apartment, as they are considered litter. Hookah pipes are also prohibited.

Solicitation
Outside solicitation is prohibited in student housing for reasons of safety and security. Solicitation is defined as door-to-door contact for the purpose of soliciting funds or sales; recruiting members or support for an organization or cause; compiling data for surveys, programs, or other purposes; distributing advertising or other materials; or use of hallways, lobby, or lounge areas for any of these purposes. Requests for exceptions to this rule should be referred to the Director.

Storage
Storage is not available in the apartment community. Viking Woods is not responsible for any personal belongings left outside of an apartment as storage.

Theft of Personal or College Property
Theft or unauthorized possession or use of personal or College property is prohibited. Thefts should be immediately reported to the Housing Office or after hours to the RA on duty or Public Safety. The College is not liable for a resident’s personal property that may be lost, stolen, or damaged. Students are encouraged to purchase renter’s insurance to insure their personal belongings in case of theft, fire, or other loss/damage. Locking doors will help deter and prevent theft.

Trash Disposal
Students are responsible for the proper disposal of their own trash. Public trash cans and dumpsters are located throughout the property. Viking Woods provides for trash removal only from public areas. All garbage should be contained in tightly closed plastic bags and deposited in the dumpsters provided at the property. Do not deposit
refuse between the dumpsters and fence. Fines may be imposed for any refuse which is left outside the resident’s unit or elsewhere on the property other than in the dumpsters.

Unauthorized Student Entry
Students are not permitted to enter or be present in the room of another person, or in an area to which they normally do not have access, without proper authorization. Likewise, students are not permitted to be present in normally closed or restricted areas, which may be unsecured, or in areas from which they have been prohibited or asked to leave. Entering these areas will be considered unauthorized entry and may result in disciplinary and/or criminal actions.

Vandalism
Damage and vandalism to the apartment community will be attributed to the responsible individual or group who will then be charged for the repair or replacement of the damaged property. Whenever it is not possible to assign charges for damage or theft of College property to specific individuals, those costs will be divided evenly among the smallest group of residents to which the damage can be attributed. For this reason, it is important that a staff member be contacted immediately with information regarding damage to or theft of College and/or personal property.

Verbal and/or Physical Abuse
Residents and guests are to treat all neighbors, apartment mates, visitors, Viking Woods staff, and College officials with courtesy and respect. Verbal abuse will not be tolerated including swearing, name calling, or any other language offensive or demeaning to a person. Physical violence of any type will not be tolerated. Violations may result in disciplinary and/or criminal action.

Waterbeds
Residents are not permitted to have waterbeds in their rooms.

Weapons and Firearms
Weapons and firearms of all kinds are strictly prohibited on campus. Weapons and firearms include, but are not limited to, guns, bows and arrows, hunting knives, switchblade knives, butterfly type knives, swords, metal knuckles, paintball guns, throwing stars, nunchaku (num chucks), bolas, slingshots, taser guns, and blow guns. Ammunition is also prohibited. Instruments such as B-B guns, pellet guns, wrist rockets, catapults, dart guns, etc., which are used to propel dangerous objects through the air are also prohibited. Residents found storing any type of weapon or firearm will have that device confiscated by College staff members and will face disciplinary and/or criminal action.

Windows
Windows are not to be used as entrances or exits. Screens may not be removed. Failure to abide by this policy will result in a $20 maintenance fee for screen installation, a $20 fee for screen repair, or a $45 fee for screen replacement. Throwing objects out of the windows or hanging items from windows are both strictly prohibited.

Work Orders
Routine maintenance requests should be directed to the Housing Office so that a work order can be completed and forwarded to the Maintenance Technician. Emergency maintenance issues should be reported to the Housing Office during business hours, and to the RA on duty after hours.

Jefferson College Student Conduct Code
All residents of the Viking Woods Apartments are subject to the Student Code of Conduct listed in the Jefferson College Student Handbook.

Sanctions for Policy Violations and Appeal Process
A violation of any provision of the lease, which includes all provisions contained within the Jefferson College Student Conduct Code, will result in disciplinary or criminal action. The specific sanctions will vary depending on the nature and severity of the violation. The appeal process is outlined in the Jefferson College Student Conduct Code.
Student Housing Resident Guide, or any local or state law or ordinance, will result in disciplinary action by management. Appeals of the decision by Viking Woods management must be made in writing and within five (5) business days of notification of the decision to the Jefferson College Associate Vice President of Student Services. The decision of the Associate Vice President of Student Services will be final.

Sanctions may include, but are not limited to:

**Warning**
A warning is a statement to the individual that indicates that their behavior was not acceptable and any further violations will result in more severe disciplinary action.

**Restitution of Damage**
This includes payment for theft or damages caused to property on the campus or to another individual's property.

**Disciplinary Service Projects**
This can include, but is not limited to, assigned work with the Maintenance staff, Housing staff, or other College officials as deemed appropriate.

**Fines**
Fines may be imposed in addition to educational and disciplinary sanctions. All fines are designed to compensate the community for any negative impact.

**Referral to Counseling and/or Alcohol and Substance Abuse Prevention**
This referral is to provide support services and programs to assist the student in more effective management of personal crisis and/or alcohol/drug use and abuse.

**Discretionary Sanctions**
The Director may initiate sanctions appropriate for specific and/or unique situations.

**Residential Probation**
Due to the nature of the violation, the student is placed in a probationary period and any further misconduct may result in more severe disciplinary action, including eviction.

**Removal/Eviction from Student Housing**
This sanction is imposed when it is determined that behavior is unduly disruptive or dangerous to the residential community. Students may be suspended from housing for a specified period of time or expelled from housing permanently.

**Important Phone Numbers For Your Reference**

<table>
<thead>
<tr>
<th>Jefferson College (main number)</th>
<th>636-481-3000 or 797-3000</th>
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</thead>
<tbody>
<tr>
<td>Viking Woods Housing Office</td>
<td>636-481-3294 or 797-3000 x3294</td>
</tr>
<tr>
<td>RA on-duty</td>
<td>636-212-1827</td>
</tr>
<tr>
<td>Director</td>
<td>636-481-3295 or 797-3000 x3295</td>
</tr>
<tr>
<td>Assistant Director</td>
<td>636-481-3296 or 797-3000 x3296</td>
</tr>
<tr>
<td>Public Safety</td>
<td>636-481-3500 or 797-3000 x3500</td>
</tr>
</tbody>
</table>

The RA on-duty and Public Safety numbers may be used for emergencies. They are answered 24 hours a day.

*It is the policy of Jefferson College that no person shall, on the basis of age, ancestry, color, creed, disability, gender, national origin, race, or religion, be subject to discrimination in employment or in admission to any educational program or activity of the college.*

*If accommodations for a disability are needed, please contact Christine Platter at (636) 481-3169, 797-3000 x3169/TDD (636) 789-5772.*

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