

Terms and Conditions

This contract is a legally binding agreement, comprising the 'Terms and Conditions' of accepting housing at Multnomah University. It is effective upon completion of the electronic housing application process in lieu of signature. **Please note: Aldrich and Memorial Halls close over Summer and Winter breaks.**

Introduction: Please read this Agreement carefully. It is a legally binding Agreement, and contains important information. You may not alter this Agreement in any way. The Agreement is for a space in Multnomah University (MU) Housing and not for a specific Unit or particular type of Unit. By applying for housing, you are entering this Housing Agreement, you agree to accept your residence assignment, and understanding that Multnomah reserves the right to reassign space as needed. You also agree to familiarize yourself and comply with all Multnomah University policies, including those set forth in this Agreement and the University Student Handbook. Please note, as a private University, Multnomah University is not governed by the Residential Landlord and Tenant Act.

The University reserves the right to change or cancel the room assignment of a student for reasons including but not limited to: health, conduct detrimental to the living group, failure to attend class on a regular basis, being less than a full-time student (unless an exception has been granted by the Office of Residence Life), or consolidation of housing. The University reserves the right to change or cancel a room assignment if the student's main place of residence (i.e., living, sleeping) is not the assigned room and hall. Other rights the University reserves are enumerated in this contract.

If you have any questions about the meaning of any specific provisions of the Housing Agreement, or require an alternative format, please contact the Student Life department or by emailing housing@multnomah.edu.

MU uses email as the preferred, primary method of communication regarding housing matters. Students are responsible for checking their Multnomah email account during the Agreement period. Multnomah University is not responsible for email messages that are not received or read by the student.

Hall / Room Assignments The University reserves the right to make housing assignments and reassignments at any time based on the administrative needs of the residential program. It may be necessary to assign some students to spaces other than the one to which they were originally assigned due to cancellations or other changes. Temporary housing, including use of lounges and increasing the capacity of rooms, may be used based on the housing needs of the residential system. Students housed in temporary spaces may be charged the standard room rate, unless otherwise indicated by the Office of Residence Life. Not all specific requests can be accommodated.

Termination: The University may terminate this contract without refund of any prepaid fees or deposits, effective immediately upon notice to the student, if the student violates any provision of this contract or the University or residence hall rules incorporated herein by reference. The University may terminate this contract effective immediately upon notice to the student, if the student is enrolled for less than 3/4 time credit hours, withdraws or is dismissed from the University. In all such instances the University shall have the right to take possession of the room immediately. The University is committed to communicating housing changes with as much advance notice as is reasonable.

Policy modifications: From time to time the University establishes or modifies policies and regulations with campus-wide application, which apply to residence halls. Such regulations include, but are not limited to: prohibitions against illegal drugs, regulations of dangerous articles, substances and smoking, parking, fire prevention and control regulations, security regulations and solicitation policies. From time to time the University also establishes or modifies rules and procedures with respect to the residence halls. These modifications will be binding beginning at the time they are communicated to the students in an official manner from the University.

These include, but are not limited to: key charges, guest policies, pet policies, meal plan requirements, appliance restrictions, room modification restrictions, and room and common area cleanliness standards. The student agrees to abide by all such policies and regulations, which are incorporated herein by reference, as they are now stated and as they may be duly adopted or revised during the term of this contract.

Right of Entry: The University reserves the right to enter individual rooms assigned to students to perform routine services, maintenance, damage, occupancy, health and safety inspections, or other appropriate functions. A reasonable effort will be made to notify the occupant of entry. University officials may search a room when reasonable suspicion of a Student Code of Conduct violation exists. The student waives any claim against the University, its agents or employees based upon such entry.

Furnishing: The University agrees to furnish electricity, water, heat and garbage receptacles as appropriate, and to furnish routine cleaning service for common areas but the University shall not be responsible for any failure to provide such services. The student agrees to promptly pay the cost of any appropriate portion of all unusual kind or quantity of cleaning or other services required to maintain common areas as may be determined by the University in the exercise of its discretion.

Responsibility of property: The University assumes no responsibility to hold or protect student property, or for any loss or damage to a student's personal possessions anywhere on the premises, whether caused by theft, fire, water, steam, or other causes except negligent acts of University employees. The student is responsible for obtaining insurance for personal possessions.

Room Cleanliness: The student shall keep the assigned room clean during use and return the room and its furnishings in the same condition as on initiation of the contract, less reasonable wear and tear (determined in the University's sole discretion), including cleaning, vacuuming and dusting of the room prior to turnover. The student shall vacate the premises in accordance with published residence hall closing procedures. Any property left in rooms or common spaces at the end of an academic year and not claimed within a reasonable time will be deemed abandoned and may be sold or disposed of by the University.

Responsibility for Damages: The student agrees to be jointly and severally responsible with roommate/s if any, for the condition of the assigned room and its furnishings and to promptly pay the University for any damages to any part of the premises caused by an act or omission of the occupants of the room or their guests (whether negligent or not). The student further agrees to be responsible for the assigned share of any damage to common areas of the premises as determined by the University. The cost of any damages or additional fees will be the sole discretion of Campus Support Services in concert with Residence Life

Criminal Records: Anyone who has a felony criminal record must disclose that to the Housing Department in writing prior to entering into this agreement. In addition, should any resident be convicted of a felony or plead guilty or take other action resulting in a felony criminal record after they have entered into this housing agreement they must notify the Housing Department in writing immediately. Failure to notify properly as described may result in immediate dismissal from Housing with all termination fees applicable.

Guests: Students agree not to invite to campus any person who has been excluded from being on campus.

University Remedies for Non-Compliance

Multnomah University may remove residents from housing for reasons including, but not limited to, the following:

- Eligibility changes
- Falsification of information on any MU application or Agreement
- Non-payment of balances due

- Non-compliance with the Housing Agreement, Housing Handbook, or applicable Student Handbook
- Result of a student conduct sanction
- Suspension/Dismissal from the University
- Holdovers (failure to move out by the Agreement end date)
- Failure to comply with directions of University officials or law enforcement officers acting in performance of their
- duties and/or failure to identify oneself to these persons when requested to do so

A notice of removal is deemed served on the day it is given to the student in person and/or securely attached to room (or apartment) door. Proper move-out procedures are always expected to be observed and Agreement termination fees will be charged as applicable.

Adapted from the housing guidelines of: University of Portland, University of Oregon, Oregon State University, and Lewis and Clark College. If any provision of this contract is determined to be unenforceable or illegal, such determination shall not affect any other provision of this contract and all such other provisions shall remain in full force and effect.

Limit of Liability

By entering into this agreement the student waives the right to hold the University liable for the contraction of or complications from any illness, including but not limited to COVID-19, except in the case of gross negligence by the University

Campus Safety

Campus Safety is available 24/7. They have security rounds on campus and may be reached by phone at any time. If there is an emergency, call 911 first and then contact Campus Safety. **Call or send a Text to : 503.251.6499 (or ext. 6499 from any campus phone)**

Campus Safety also makes information available on the MU website in compliance with the following:

- Daily Crime Log
- Campus Crime
- The Cleary Act

Please familiarize yourself with these valuable reports and information. To view more information, go to <http://www.multnomah.edu/resources/safety/>.

On Campus Housing Requirement and Expectations

Because we view Residence Life as an integral part of your Multnomah education, single undergraduate students under the age of 21 who are taking enrolled at least 3/4 time are required to live in Campus Housing. Students taking less credits can request to live in Campus Housing by contacting housing@multnomah.edu. Online-only students are not required to live on campus.

Term

The Housing Agreement covers the entire academic year (9 months). If a student moves into campus during winter break, the Housing Agreement ends at the end of Spring Semester. Early termination of the housing agreement by students will result in fees (see table below). By entering into this agreement, you are agreeing to pay for the entire period of the Agreement.

Deposit

The \$250 housing deposit is applied to the room and board bill. If a student cancels their housing within 2 weeks of the start of the semester for any reason, \$100 will be withheld as a late cancellation fee.

Late Application Fee

There is a \$100 late application fee for returning students who submit their next year's housing application after May 1.

Early Agreement Termination

If a student is moving out of campus housing, he/she is responsible for certain Agreement Termination fees. What those fees are depends on when the student is moving out and whether or not they are remaining enrolled at MU, or withdrawing altogether. Following is a chart that explains the differing financial implications of breaking the Agreement term depending on the student's circumstances.

	Mid-Semester Move	End of Semester Move
Withdrawal from MU	<u>Room</u> : Refunds available for the first 6 weeks of class according to academic refund schedule. <u>Board</u> : Prorated <u>Fee</u> : \$250 deposit withheld	<u>Room & Board</u> : None <u>Fees</u> : <ul style="list-style-type: none"> • \$250 deposit withheld • + \$100 if notice and/or move out takes place during the semester break
Staying enrolled	<u>Room</u> : Prorated + 50% Room cost for remainder of Agreement term <u>Board</u> : Prorated <u>Fee</u> : \$250 deposit withheld	<u>Room</u> : 50% Room cost for remainder of Agreement term <u>Board</u> : None <u>Fees</u> : <ul style="list-style-type: none"> • \$250 deposit withheld • + \$100 if notice and/or move out takes place during the semester break

The proper move-out deadline for the end of Fall semester is the Saturday after finals week by 12pm.
 The proper move-out deadline for the end of Spring semester is the Saturday after finals week and graduation by 12pm.

In all cases, the student is still responsible for room damages, cleaning, improper check-out, or lost key charges, in addition to the \$250 Deposit being withheld as an Agreement Termination Fee

Improper Room Check-Out

Proper move-out instructions are included in this booklet and are communicated to residents prior to move-outs. Failure to abide by the proper check-out procedures will result in a \$50 fee charged to the student's account, in addition to any other damage, cleaning (up to \$150), or lost key charges the student is responsible for.

Lost Key Charges

Lost key charges must be paid whether or not a replacement key is needed.

Key Card or ID Card replacement: \$15

Room Key: \$50

Waivers/Exceptions

Some fees may be waived by the Housing Committee due to extenuating circumstances (for instance academic dismissal, serious personal/family illness or death, or in some cases withdrawal from MU). If you would like to request an exemption, please email GrantBurns@Multnomah.edu.

Meal Plans

Meal Plan requirements are based primarily on class standing, with some consideration for which residence hall the student is in:

Freshmen: Gold (19 meals/wk) required for all residential Freshmen

Sophomores: Silver (13 meals/wk) required for all residential Sophomores

Juniors & Seniors: No minimum requirement if in Ambassador or Memorial, Silver required if in Aldrich

Moving In and Out

During Move-in and Move-out Weekends residents should pull their vehicles alongside the curb and sidewalk to unload large objects, and then move vehicles promptly. 15 minute parking may be used for short term parking while unloading smaller items. In addition, fire lanes are indicated by the curb painted red and no parking is allowed there at any time. A violation may result in a parking ticket and/or the vehicle may be towed.

Keys

Room keys will be issued when you arrive to move in. Any student who leaves school or changes room assignments before the end of the year must turn in keys to their RA or RD. Residents are responsible for making sure their student ID is coded for access to their building, or in Ambassador to the Ambassador Lounge.

If you get locked out of your room:

1. Contact roommate(s) to let you back in
2. If unavailable, you may contact your RA
3. If your RA is unavailable, call the Res Life On Call 503-974-4294 before midnight
4. If locked out after midnight, contact Campus Safety 503-251-6499

After 2 lockouts, students will be charged \$10/ lockout for the rest of the year (this does not reset between semesters).

Duplication of keys or loaning of keys for any amount of time is strictly prohibited to ensure the safety of all residents. The use of keys for purposes other than those for which they were assigned (i.e. opening buildings for unauthorized persons, being let into a building by unauthorized persons, etc.) is considered a serious offense and may result in disciplinary action.

Report lost or stolen apartment keys and student ID cards immediately to your RA. Failure to report lost or stolen keys constitutes a Student Code of Conduct violation. Failure to report lost keys or ID cards within 24 hours may result in an additional fine.

Checking Out

When checking out of university housing at the end of a semester, students are responsible to clean their apartments and have them checked and approved by Residence Life. A cleaning form listing the specific responsibilities will be provided.

Room damages will be noted when you check out of university housing. You will be held responsible for any damages not identified during check-in at the beginning of the year. Fees will be deducted from your Housing Deposit or added to your student account as a balance owing.

Failure to check out of campus housing on time will result in an improper check-out fine of \$50. This applies to the close of each semester. Keep in mind that check-outs may not be scheduled during graduation ceremonies due to the value Multnomah places on attendance at graduation for both students and staff. Cleaning fees may also be applied if the apartment is left before being properly cleaned.

General Community Policies

To promote a positive community environment, all students are encouraged to fulfill their social and institutional responsibilities. It is the desire and expectation for all students to hold themselves accountable in a way that would honor the residential community and Jesus Christ. Students are encouraged to take personal responsibility for their actions and to lovingly confront other students when necessary.

If a student is found to be in violation of university policy, he/she may be engaged in the conduct process. A clear map of this process is found in your Student Handbook.

All Hall / Apartment Meeting

At the beginning of the academic year each residence hall and the apartments will meet to discuss the importance of living together in community and to set community standards for the year. **This meeting is mandatory.** There may be up to 4 of these meetings total, per year. Beginning of Fall Semester, Before Christmas break, Beginning of Spring Semester, and prior to Finals week / move outs. Attendance is mandatory at all of these meetings

Guests and Open Hall Hours

Open Hours refers to periods of time in which members of the opposite sex are allowed to be in a residence area (Hall or Apartment). Outside of these hours, the residence areas are separated and off limits to members of the opposite sex.

Residents are expected to be fully clothed during all open hall hours in a space where members of the opposite sex may be present.

Ambassador Apartments: 12pm-12am

Aldrich Halls: 12pm-10pm

Memorial Hall: 12pm-11pm

The housing staff must approve overnight guests prior to the evening of their stay. Students are responsible to inform their guest(s) of housing policies and see that the guest abides by Multnomah standards. The student will be responsible for the cost of any damages caused by his/her guest. Violations of housing policies or damages may result in the guest being asked to leave and the student losing guest privileges. Residence Life staff and their designees reserve the right to limit or deny access to guests at any time.

Guest vehicles parking on campus must have a parking permit. This permit may be obtained from Campus Support Services.

You may have overnight guests in your room or apartment for a total of 6 nights each semester. You may not have more than two guests at one time. Specific guests are limited to three nights per semester regardless of the residence area in which they stay. Exceptions to these limits may be made in extenuating circumstances through contacting the RD at least 24 hours in advance. The school reserves the right to limit or deny overnight guests.

MU reserves the right to limit or deny guests for any reason.

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All guests must be signed in and out properly by the resident they are visiting. Not following the sign in and out policies may result in guest privileges being suspended or revoked at the discretion of the Resident Director.

Guest is defined as any person not currently enrolled in classes at MU. Members of the MU community: Faculty, Staff, Commuter, and Online students are not considered Guests under this protocol. These will be required to follow all Handbook guidelines while on campus, but not to sign in as a Guest.

This Guest sign in policy does not cover Ambassador Apartments. Ambassador apartment residents are responsible for exercising discretion and wisdom in choosing who they allow to enter their apartment. Ambassador apartment residents are liable for any damages or issues caused by their guests, and are expected to receive consent from their roommates before bringing a guest into the apartment. Overnight guests must abide by all these policies, and the additional overnight get policies as stated in the handbook. Limits to stays of overnight guests, and prior approval from the RD, is required in Ambassador apartments. Violation of this policy puts fellow residents at risk and may end in immediate termination of this agreement at the expense of the resident.

The student who is hosting a guest, must remain with their guest at all times. Guest must wear lanyard visibly at all times while they are in the residence hall.

Students are responsible for signing their guests in and out and filling out all the necessary information. Students who violate this policy risk having their guest privileges revoked temporarily or permanently at the discretion of the Residence Life staff.

Check-In Steps:

1. Sheets will be available in the entry of each building
2. Student will sign their guest in with Name, Cell #, and time in
3. Student signs guest out when they leave, and returns lanyard

Memorial, N, and S Aldrich RA Offices will hold a physical sign in sheet, and name tag or lanyard. These must be worn at all times the guest is inside a residence hall.

The RA On-Duty

RA's are on duty 7pm to 10pm every evening. The RA will be in the lobby or office of their residence area during the hours of 7-10pm.

Res Life On Call

There is a Res Life On Call number designated to provide students with access to a residence life staff member during non business hours.

The Res Life On Call number is **503-974-4294**

Music, Noise, and Quiet Hours

The volume and content of music should be such that it does not disturb those around you. Your objective should be to keep from being heard outside of your room. MU reserves the right to have residents turn music down, or off. Quiet hours are 10:00pm-8:00am every day.

Lounges

The Lounges may be used any time it is not reserved for a Residence Life event, meeting, or special event. Though you may be in the lounge after quiet hours, you must still observe quiet hours or you will

be asked to leave the lounge. It is the responsibility of each member of the community to clean up after themselves in shared space like lounges and kitchens. Furniture may not be removed. If you spill and you do not have the supplies necessary for the cleaning, please report it to your RA immediately. Overnight sleeping in the lounge is not permitted. Lounge privileges may be revoked as a consequence of violating these policies.

TV/Movies

Public showings of Movies is prohibited in the lounges without prior approval from the RD. If approval is granted, all copyright procedures must be followed. Public movie viewing not related to an academic outcome as approved by Residence Life staff is prohibited.

Laundry Room

The laundry room is provided for your convenience and should be kept neat and clean. If the washer or dryer that you are using is not functioning properly, report the problem and the machine number to your RA. Any unclaimed laundry may be removed and discarded. Ambassador residents will need to have their student ID cards coded to access the laundry room which is in the Ambassador lounge.

Bike Room

Residents have access to the bike room under the Ambassador A apartments in the covered parking area to store bikes only, if you want to store anything other than a bike you must receive approval from your RD. The Bike room is not a general storage area. Motorcycles may not be stored in the bike room. You can get the access code from your RA or RD. MU is not responsible for any items stored in the bike room.

Room Doors

Room doors are not to be decorated in any fashion that wraps paper around the edge due to fire regulations. Flammable materials may not protrude out more than 3" from the door and no more than one half of either side of the door may be decorated.

Room Decorations

The only fasteners allowed are small picture hanging nails and a limited number of thumbtacks. Blue painters tape may be used to attach posters, etc. to the walls. Command strips may be used at your own risk, if used properly they should not damage surfaces. Because of possible wall damage, no other fasteners (staples, large nails, screws, double-sided tape, plasti-tak of any kind, foam tape backed hangers/hooks, duct tape, etc.) or adhesive devices may be used. Stickers are not to be adhered to furniture, walls, ceilings, etc. Repair and clean-up costs that result from use of these items will be charged to the student(s) responsible. No posters or fabric may be applied to or hung from ceilings. Nails are not to be used in any wood trims or finishes, but you may have up to 10 small nail or tack holes in your room. All decorations are to be in keeping with Multnomah's mission and values. If an item is deemed objectionable by a Residence Life staff member, you may be asked to remove it.

Air Conditioning Units

Window air conditioning units that extend out any distance outside the window are strictly prohibited. Residents are welcomed to use in home portable AC units to cool their room or apartment. The use of a window unit that protrudes out poses a safety risk and as such may result in a fine. Additionally, no high energy appliances may be used in residence hall areas except by prior approval of Residence Life and Campus Support Services.

Trash and Recycling

Trashcans are provided in common areas. If trashcans are full, you must take your trash straight to the appropriate dumpster. Common space trashcans are not to be used to dispose of large amounts of personal trash, or trash bags from individual rooms. Please use the appropriate trash or recycling dumpster. All boxes must be broken down and put in the recycling dumpster(s) provided.

Christmas Decorations

Christmas decorations in residence halls, residence hall apartments, houses, or around main campus buildings must have a designated person who is responsible for their care as well as their removal at the last day of the fall semester.

All Christmas lights must have a UL-approved tag on them. You can only have one strand per plug (no daisy chains), and if an extension cord is necessary, it must be a Ground Fault Interrupter (GFI) cord. The mounting of lights must not damage the building in any way.

Furniture

Each room comes furnished with a bed, desk, and other University furnishings. None of these can be removed from the bedroom by the student. No additional University owned furniture can be brought into the room for personal use. Any personal furniture a student wishes to bring into their residence area is subject to the approval of Residence Life and may be denied for any reason. Furniture brought in must be in New or Like New condition as determined by Residence Life. Residence Life reserves the right to ask residents to remove any furniture they deem in not proper condition. Condition of the furniture and decisions about that are solely the discretion of Resident Directors / Residence Life. Students who are asked to remove furniture must comply within 24 hours of the notice given. Failure to do so may result in fines or dismissal from housing with all fees applicable.

Windows

Do not remove any window screens. If your screen falls out accidentally or breaks, you must report it immediately to your RA, who will put in a work order to have it fixed.

Repair or Work Orders

All work orders will be directed through your RA (Lightbulb replacements, chirping fire alarms, etc.). Your RA will need a precise description of the issue and the building and room location in order to put in this report. By putting in a report, you are giving the CSS Department permission to enter at their will. If you need to schedule a specific time window for them to come, you may do so through your RA and they will do their best to accommodate your request. If the issue is an emergency, (something that could risk the safety of or cause damage to people, property, or the facility), call Campus Safety at 503-251-6499 (or ext. 6499 from any campus phone).

Lost Property

Clothes, books, and other items that are left unattended are to be turned in as lost items to the campus Mail Room. Items left in lounges may be discarded.

Electrical Appliances

Halogen lights are not permitted in residence halls or apartments rooms or public lounge areas. These lights are distinguished by an open top with the bulb exposed to the air. They are a very dangerous source of heat and are a significant fire hazard. Large appliances are strictly prohibited besides what is provided by CSS and Residence Life

Use no more than one six-foot extension cord per outlet to avoid overloading the circuits. All multiple plugs must be surge protected.

If you wish to add any small appliances to the kitchen common spaces in the residence halls, you must obtain permission from the Resident Director.

Emergency Evacuations

Fire drills may be conducted periodically in campus housing in order to prepare for possible emergencies. Upon hearing the fire alarm all students must leave the building through the nearest exit and meet in the designated location. See maps posted in halls.

Residents must follow all direction given by Campus Safety

Safety Equipment

Fire extinguishers, sprinklers, hall pipes, fire doors, and safety and electrical equipment must not be tampered with in any way. Misuse of or tampering with such equipment in campus housing will result in disciplinary action that could include suspension or dismissal from the university.

Improper Entrance or Exit from Housing

Because of safety and housing security concerns, entering or leaving school housing through windows, fire escapes, alarmed fire exit doors, or other improper means is strictly prohibited.

Outdoor Landings

Apartment landings and building entrances should be kept clear of all obstacles. Excessive potted plants and outdoor furniture may not be permitted for safety and evacuation reasons.

Doors

Due to the importance of maintaining apartment safety and security, apartment exterior entrance doors may not be propped open. The lounge room exterior door is to be kept closed at all times too. Residence hall entry way doors are not to be propped open, even during move-in and move-out times. Residents found propping doors open violate the safety and security of the halls for the rest of the community and may be subject to student conduct codes.

Alcohol, Tobacco and Drugs

Under no circumstances are, alcohol, tobacco, marijuana, vape devices, supplies or illegal drugs permitted to be manufactured, produced, grown, stored, sold, bought, or consumed on campus owned property. Any violation of this rule will be addressed by the Student Code of Conduct. Please call the Res Life on Call # or Campus Safety to report violations or concerns.

Personal Wifi Routers

For security reasons, personal internet routers are not permitted in campus housing.

Candles & Open Flames

Open flames of any kind, including candles and incense, are not allowed at any time in any campus owned building (with the exception of on-campus staff housing).

Pets

Students are not permitted to keep pets or animals in the Residence Halls. Exceptions may be made for fish in small tanks (10 gal or smaller) or by the Student Success office as an ADA accommodation. If you house an animal without approval, you may be charged an additional cleaning fee. Residents who are found to be keeping pets or other animals and who fail to comply with removal request within a timely manner may have their Agreement terminated (early termination fees would apply). There is a separate pet agreement available through the ADA office.

Stray Animals

Stray animals are not allowed in any MU housing at any time. Do not leave out any food for strays. Stray cats and dogs will be taken to the Oregon Humane Society or Multnomah County Animal Services with the goal of finding permanent families to adopt and properly care for them. Call Campus Safety at 503.251.6499 if you find any strays.

Weapons

Weapons such as firearms, decorative swords, knives with blades over four inches, nun-chucks, firecrackers, brass knuckles, throwing stars, airsoft or paintball guns and other potentially harmful devices are not allowed on campus. Students may be dismissed from the University if they have any of these items on

campus. All violations will be reported to Student Life, the President's Council, and/or law enforcement. Questions and appeals may be directed to Campus Safety at campussafety@multnomah.edu.

Business Operations

Residents may not conduct any private business operation from an MU residence or use university utilities (i.e. telephone lines, computers, or internet) for such activity. This restriction includes providing childcare on campus. Childcare may not be provided in MU owned residence halls or apartments, whether for profit, for free, or in exchange of services.

Move-Out Time Frames

Students in residence halls are typically given 72 hours to vacate housing after a notice of removal is served. At the discretion of the Housing Staff, this standard time-frame may be shortened or lengthened.

Summer Storage

Limited summer storage is available in Lower Memorial for students returning to campus housing the next Fall. Please check with your RD to inquire about the availability of this service. If storage can be arranged, please follow the following guidelines:

- All items must be labeled with the student's name, home address, and phone number.
- The storage area may be cleared before the close of the spring semester to allow for cleaning and reorganization of the area.
- Unclaimed boxes will be removed and disposed of.

Students who have stored boxes and do not return to campus housing for the fall semester must remove their boxes by move-in day. Unclaimed boxes will be removed and disposed of after this time. MU is not responsible for the safety or security of storage. Storage is at your own risk and the University will not be held responsible for any items that go missing or are damaged.

Angel Fund

Are you struggling to pay the bills? Do you have a family emergency that you don't know how you are going to pay for? If you are in an unusually tight spot and need a little help to get you through, you may apply for aid through the Angel Fund. Ask any Student Life staff member for the form, or it may be found online.

Missing Persons Policy

Any institution participating in a Title IV federal student financial aid program that maintains on campus housing facilities must establish a missing student notification policy and related procedures for those students who live in on campus housing and who have been missing for 24 hours.

Summary of the New Campus Safety Disclosure Responsibilities:

Institutions of postsecondary education that participate in the Federal student financial assistance programs have been required by Section 485(a) and (f) of the Higher Education Act (HEA) to provide the Secretary with campus crime statistics since 1990. The Higher Education Opportunity Act (Public Law 110-315) (HEOA) was enacted on August 14, 2008 and reauthorizes the Higher Education Act of 1965, as amended. The link above provides a general summary of these rules. Final regulations implementing these provisions were published October 29, 2009 and can be found at 74 Fed. Reg. 55902.

The policy must:

Inform each such student that such student has the option to identify an individual to be contacted by the institution not later than 24 hours after the time that the student is determined missing in accordance with official notification procedures established by the institution

Provide each such student a means to register confidential contact information in the event that the student is determined to be missing for a period of more than 24 hours

Advise each such student who is under 18 years of age, and not an emancipated individual, that the institution is required to notify a custodial parent or guardian not later than 24 hours after the time that the student is determined to be missing in accordance with such procedures

Inform each residing student that the institution will notify the appropriate law enforcement agency not later than 24 hours after the time that the student is determined missing in accordance with such procedures

Require, if the campus security or law enforcement personnel has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to the campus, the institution to initiate the emergency contact procedures in accordance with the student's designation

The Procedures must:

Include procedures for official notification of appropriate individuals at the institution that such student has been missing for more than 24 hours;

Require any official missing person report relating to such student be referred immediately to the institution's police or campus security department; and

If, on investigation of the official report, such department determines that the missing student has been missing for more than 24 hours, requires—

such department to contact the individual identified by such student

if such student is under 18 years of age, and not an emancipated individual, the institution to immediately contact the custodial parent or legal guardian of such student

if subclauses (I) or (II) do not apply to a student determined to be a missing person, inform the appropriate law enforcement agency

Definitions:

Student- The University defines a student as any person enrolled in any class or program of the University, full or part time.

Emancipated Individual- A person less than 18 years of age who has been declared by a court to be independent of his or her parents.

AD - For this policy, "AD" refers to the Assistant Dean of Residence Life and Community Standards assigned to respond to student emergencies.

Policy:

In compliance with Title IV; Multnomah University will provide every student living in on campus student housing the opportunity and means to identify a missing student contact to be used in the event the student is reported missing. Missing student contact information will be registered confidentially and will be accessible only to authorized University officials and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation. Missing persons contact info may be updated at any time by contacting the Registrar's office, and students will be prompted to update this information each time they register for courses.

In accordance with the procedures established within this policy, within 24 hours after a student living in on campus student housing has been reported missing and the student is not known to have returned to the University or otherwise been located, the AD or his/her designee will notify the individual the student has designated as his/her missing person contact. If the missing student is under 18 years of age and not an emancipated individual, the AD or his/her designee will also notify the student's custodial parent or guardian. The student also has the option to identify the same individual for both their general emergency contact and missing student contact. Campus Safety shall investigate all reports of missing students and will notify and cooperate with other law enforcement agencies, as necessary, to further the investigation.

Procedures:

Any individual who believes a student living in on campus student housing may be missing should immediately contact Campus Safety. Campus Safety may notify the AD upon receipt of a missing student

report. When receiving such report, both the AD and Campus Safety will attempt to determine whether the student is, in fact, missing. Among other steps that may be taken depending on the circumstances:

- AD or his/her designee will attempt to contact the student through all reasonable and available means.
- Campus Safety will investigate the validity of the missing person report and manage the information according to its established investigative standards.
- Campus Safety may notify appropriate University personnel and seek their aid in the investigation (e.g., Student Affairs, Residence Life, Counseling and Psychological Services, etc.)
- Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipate minor, Campus Safety will notify local law enforcement agencies within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

If, within 24 hours of the report, Campus Safety is unable to locate the missing student and the student is not known to have returned to the University or otherwise located, Campus Safety will notify the AD and he/she or his/her designee will take the following action(s):

- The AD or his/her designee will promptly notify the individual the student has designated as his/her missing person contact and document the date and time of the notification.
- If the missing student is under 18 years of age and not an emancipated individual, the AD or his/her designee will also notify the student's custodial parent or guardian and document the date and time of the notification.

Campus Safety and the AD will coordinate their efforts to locate the missing student. The AD will notify the Vice President of Student Life and update him/her on the status of the investigation as appropriate. When the missing student is located, the AD or his/her designee will contact the student to offer any appropriate support, as well as the emergency contacts and/or parents to confirm the student has been located. If the initial investigation is unsuccessful in locating the missing student, Campus Safety will continue to investigate according to established police procedures. The AD will decide what further action, if any, should be taken by the Office of Student Life.

While this policy applies only to students living in on campus student housing, reports of students missing from off-campus residences will be referred to the police department having jurisdiction over the student's local residence, if known, or the student's permanent residence if a local residence cannot be determined, and the University will cooperate within its legal limitations with any subsequent investigation.

*Adapted from Missing Persons Policy from Penn State University and Rochester Institute of Technology.

Note: This housing handbook is meant to be an additional resource to the Multnomah University Student Handbook. Each resident is responsible for following the guidelines laid out in both handbooks.