



MULTNOMAH
UNIVERSITY

RESIDENCE LIFE HANDBOOK

TABLE OF CONTENTS

Welcome to Housing	8
<i>What We Provide</i>	<i>8</i>
<i>Things to Bring</i>	<i>8</i>
<i>What to Protect- Insurance</i>	<i>9</i>
<i>Things Not Allowed on Campus</i>	<i>9</i>
Moving In and Getting Settled	9
<i>Move In Dates and Schedule</i>	<i>10</i>
<i>Check In Procedures for New Residents</i>	<i>10</i>
<i>Fill Out a Unit Condition Form</i>	<i>10</i>
<i>Decorating Your Room</i>	<i>11</i>
Having a Great Roommate Experience	12
<i>Roommate Rights</i>	<i>12</i>
<i>Communicating Often</i>	<i>13</i>
<i>Establishing a Roommate Agreement</i>	<i>13</i>
<i>We are Here to Help if Things are Not Going Well</i>	<i>13</i>
On-Campus Amenities	14
<i>Laundry Services</i>	<i>14</i>
<i>Mailroom and Campus Store</i>	<i>14</i>
<i>Printing Services</i>	<i>16</i>
<i>Dining Services</i>	<i>17</i>
<i>Meal Plans</i>	<i>18</i>
<i>ID Cards</i>	<i>18</i>

<i>Maintenance Requests and Work Orders.....</i>	<i>18</i>
Parking and campus safety	19
<i>Places to Park.....</i>	<i>19</i>
<i>Campus Safety</i>	<i>20</i>
Housing Policies	21
<i>Termination</i>	<i>21</i>
<i>Policy Modification</i>	<i>22</i>
<i>Right of Entry</i>	<i>22</i>
<i>Furnishing</i>	<i>23</i>
<i>Responsibility of Property.....</i>	<i>24</i>
<i>Room Cleanliness.....</i>	<i>24</i>
<i>Responsibility of Damages.....</i>	<i>25</i>
<i>Criminal Records</i>	<i>25</i>
<i>Limit of Liability.....</i>	<i>25</i>
<i>All Hall Meetings & Hall Meetings.....</i>	<i>26</i>
<i>Open Hours</i>	<i>26</i>
<i>Guests</i>	<i>27</i>
<i>RA On Duty.....</i>	<i>30</i>
<i>Res Life On-Call and Live- IN STAFF/ FACULTY/ PROFESSIONALS.....</i>	<i>30</i>
<i>Group Chat Expectations</i>	<i>30</i>
<i>Quiet Hours.....</i>	<i>31</i>
<i>Lounges.....</i>	<i>31</i>
<i>TV/Movies.....</i>	<i>32</i>
<i>Laundry Room.....</i>	<i>32</i>

<i>Bike Room</i>	32
<i>Room Doors</i>	33
<i>A/C Units</i>	33
<i>Trash</i>	34
<i>Furniture</i>	34
<i>Windows</i>	35
<i>Lost Property</i>	35
<i>Electrical Appliances</i>	35
<i>Emergency Evacuations</i>	36
<i>Keys and Fobs</i>	36
<i>Safety Equipment</i>	37
<i>Improper Exit/Entry</i>	38
<i>Outdoor Landings</i>	38
<i>Doors</i>	38
<i>Alcohol, Tobacco, Drugs</i>	38
<i>Personal WIFI Routers</i>	39
<i>Candles/Open Flames</i>	39
<i>Pets</i>	39
<i>Stray Animals</i>	40
<i>Weapons</i>	40
Conduct Policy	41
Housing Procedures	42
<i>Hall and Room Assignments</i>	42
<i>ADA/ESA Single Room Accommodations</i>	43

<i>Premium Single Room Accommodations</i>	43
<i>Move In/Move Out Process</i>	43
<i>Improper Room Checkout</i>	44
<i>Break Housing</i>	44
<i>Term</i>	44
<i>Early Agreement Termination</i>	45
<i>Waivers</i>	45
Helpful Resources	45

****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: All Housing Options 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 understand 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 & Housing), 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 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. 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.

Residence Life Mission Statement

To provide Christ-centered support to maximize the student experience at Multnomah.

Dear Resident Student:

The Residence Life & Housing department at Multnomah University works within the mission of the university to meet the many needs of students living within our residence halls. We empower students to make the most of their educational experiences by supporting them and offering opportunities to engage in a community through learning, service, and leadership.

The college years are full of many challenges and opportunities for growth. As a Residence Life department, one of the most basic needs we work to provide is that every student has a safe and healthy environment for students to live, as well as the opportunities to grow their faith as well as their personal and communal development. This goal is accomplished through a variety of avenues. The Resident Assistants and Professional Staff members are here to serve our students, to help you connect with other students, the University, and the world. It is our desire for every student to find their unique “home” here at Multnomah University.

Your time in the residence halls will be as bountiful as you choose to make it. We encourage getting to know your neighbors by participating in hall and building activities. We provide events and experiences for you to branch out and foster

community, but your engagement is entirely up to you. We hope you make the most of it.

We are glad to have you here!

Sincerely,

Your MU Res Life & Housing Team

WELCOME TO HOUSING

In some ways, living on-campus is like living in a semi-furnished apartment. Some things are provided, while others are not. Check out the lists below to see what you'll need to bring with you (and what to leave behind) when you arrive on-campus this fall.

WHAT WE PROVIDE

- Twin XL bed
- Desk and Chair (at least one per room more by request)
- Hutch (not available in all halls)
- One dresser
- One small bookshelf (in most rooms)
- Closet space or racks (in most rooms)

THINGS TO BRING

- Clothing
- Outdoor Clothing – Coat, Raincoat (we have all seasons)
- Linens (twin-XL)
- Towels, Robe, and Shower Shoes
- Cleaning supplies and trash can
- Toiletries (toothbrush, toothpaste, deodorant, etc.)
- Laundry Basket
- Desk Lamp
- School Supplies

- Fan

WHAT TO PROTECT- INSURANCE

All students are required to have health insurance that will cover them in the state of Oregon. If they are an athlete having that insurance being active in the states that they play is also a preference. We offer health insurance should you need help with this.

To insure your belongings, you can do this through National Student Services. Inc or [NSSI Student Personal Property Plan® to protect your belongings from various instances that could happen within communal living.](#)

THINGS NOT ALLOWED ON CAMPUS

- Weapons of any kind.
- Flammable materials, which include but are not limited to fireworks, explosives, combustibles, propane, gasoline, lighter fluid, or any other highly flammable chemicals.
- Open flame objects which include but are not limited to candles, oil lamps, candle warmers, incense and anything with a heating element. **Candles are not allowed even as decorations.** This includes portable electric heaters and anything with an open heating unit.
- Extension cords without power surge protection. For example, no daisy chaining extension cords. This is a fire hazard.
- Unapproved appliances which include but are not limited to hot plates, George Foreman Grills®, BBQ's, broilers, most toaster ovens*, or **space heaters. This includes any appliance with an exposed heating element.**

MOVING IN AND GETTING SETTLED

MOVE IN DATES AND SCHEDULE

The residence halls will open for new student move-in on **The Thursday before classes start**. New Residents will be able to move into their placements after the check-in process has been completed and approved. Please check your MU email for all specifics for moving in times and locations and the days events.

All arrivals outside the traditional move in dates may be checked between 10am and 10pm. If checking in outside of the 10/10 time slot the check in can be done by appointment only. Early arrivals may be subject to a Housing Administration Fine for unannounced arrival and set up. More explained about this in a later section.

CHECK IN PROCEDURES FOR NEW RESIDENTS

<https://www.multnomah.edu/newly-admitted-students/>

New Student Orientation will walk you through a check-in process. If you miss New Student Orientation you will be required to view all orientation materials (The Virtual Orientation Series) with a check-in by the end of September with a Resident Director. January admits will automatically do the Virtual Orientation Series with check in by appointment with a Resident Director by the end of January.

FILL OUT A UNIT CONDITION FORM

When you check in you will receive a Unit Condition Form (UCF). Take this form to your room and thoroughly fill it out, listing any damages you find in your room. When you check out of your room, a staff member will go through your housing assignment using your UCF to check what damages are new.

Remember that you and your roommate/suitemate(s) share fiscal responsibility for all damages in your housing assignment. So, make sure your roommate/suitemates(s) keep the unit in good shape.

After you fill out the UCF, turn it into your RA or into the boxes outside of the RA Offices.

DECORATING YOUR ROOM

We want you to be able to make your room feel like home. At the same time, we must limit what we allow in the residence halls to keep the halls in the best shape possible for the people who will live there after you.

All decorations or objects must be arranged safely so that they do not cover or block exits, exit signs, walkways, elevators, lights, fire panels, or fire extinguishers. No item should be attached to or hung from any fire safety equipment, including sprinklers. Fresh cut Christmas trees are not allowed in the residence halls. All electrical materials and decorations must be Underwriter's Laboratories (UL) approved. No attachments can be made to the exterior of buildings without prior approval. 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.

We have five guidelines:

1. No using nails, screws, etc. Anything that creates a hole larger than a pushpin is *not* allowed.
2. No painting or wallpapering your unit.
3. No violations of fire safety policies or tampering with fire safety equipment.
4. Room doors must stay clear of any tape or decorations. Only Residence Life approved signage on the front door.
5. No hanging anything from the ceiling or sprinkler heads.

For further clarification on decorations and the use of extension cords, please contact the Residence Life Housing Team.

HAVING A GREAT ROOMMATE EXPERIENCE

ROOMMATE RIGHTS

Each person has the following rights as a roommate:

1. To read, study, and sleep in the room with as little disturbance as possible.
2. To have belongings which are not used by anyone else.
3. To live in a clean and orderly room.
4. To enter the room whenever one wants unless both parties agree upon other provisions.

5. To have guests, provided they respect the rights of the roommate, and their ability to study and sleep.
6. To be free of physical and emotional harassment.
7. To be treated with consideration.
8. To be free of visitation violations.
9. To be free of cohabitation violations.
10. To be free of Housing and Code of Conduct policy violations.

COMMUNICATING OFTEN

Get to know your roommate. You never know what similarities or differences you have with them, and knowing those things will be beneficial to living together in harmony. Also, talk through what you expect in a roommate, any “pet peeves,” and your conflict styles in order to live more comfortably with your roommate.

ESTABLISHING A ROOMMATE AGREEMENT

After discussing values and preferences, establish some ground rules by which you will live together. Some common topics to agree on include room cleanliness, borrowing each other’s belongings, study time, visitation rights, and so on.

When going over agreements together, your RA will be available to help facilitate discussion between both parties in reaching mutual agreement.

WE ARE HERE TO HELP IF THINGS ARE NOT GOING WELL

One of the most common temptations in community living is to not address problems when they first start. This means letting things slide and not confronting

roommates. Address problems when they start, before you become frustrated to the point when you can't stand being in your home.

We are here to help! If you are having a hard time reaching mutual agreements, addressing new issues, or confronting someone when an agreement is being ignored, contact your RA. They can help resolve the situation and help connect you with other resources on campus to address the situation. Our first action will not be to move a resident but establish roommate agreement plus follow up for progress.

ON-CAMPUS AMENITIES

LAUNDRY SERVICES

Each residence hall has laundry services available. Both washing machines and dryers have service charges that can be paid on the machines with credit or debit cards. Residents can also download *CSCPay Mobile*, allowing students to use their mobile device to add credit to their account, or to pay through their phone directly. More information on these services is on display in each laundry room.

MAILROOM AND CAMPUS STORE

The Multnomah University mailroom provides postal and courier services for all students and employees. Employees and students also enjoy the benefit of being able to mail personal items and purchase stamps and envelopes. All personal services must be paid for by the resident, and all personal mail must contain sufficient postage.

Hours of Operation

Fall & Spring Semesters: Mon - Fri, 8 a.m. – 5 p.m.

Breaks & Summer: Mon - Fri, 9 a.m. – 4:30 p.m.

MU Holidays: 10 a.m. – 2 p.m.

MU Observed Holidays, National Holidays, and December 24-January 1– Closed

All residential students are assigned a mailbox for university messages and mail.

Commuter students are not required to have a campus mailbox; however, commuters can request one if desired. The United States Postal Service (USPS) requires that a student's incoming mail address be in the following format:

'Student Name'

Multnomah University

8435 NE Glisan St.

Portland, OR 97220-5814

Personal Mail & Package Collection:

All student mail pieces and packages are collected and kept in the campus mailroom. Students are welcome to collect their mail during open hours from the mailroom/campus store attendant and **must present their student ID** each time to check-out any packages. If a package is received, **a pick-up notification e-mail is sent to the student's school e-mail.**

Summer Mail

While USPS no longer supports mail forwarding from a campus location, students may leave a summer address with the manager to receive a package containing

letter mail from their mailbox. Letter mail will be sent three times during the summer, on the last business day of each month. Any packages received will not be forwarded.

Outgoing Mail

Letters and packages may be brought to the mailroom window for weighing and sending out. If outgoing mail is received after the USPS pick-up has happened for the day, items will be sent the following business day. We do not offer overnight mailing services or non-campus related outgoing business mailing. There will be no outgoing mail on weekends, holidays or when the Mailroom is otherwise closed.

Lost and Found

The campus lost and found storage is in the JCA main hallway with expensive or personal items locked in the mailroom. Found items should be turned into the drop bin in the JCA main hallway. A student may inquire from the attendant for any lost items. All collected items are put on display with an announcement to students at the end of each semester. Unclaimed items will be either discarded or donated to charity at the end of the academic year.

PRINTING SERVICES

Papercut is an online service that all students have access to. Each student is given credits for printing each semester, and there are a range of locations that students can print to. The library is where these printers can be found.

DINING SERVICES

Multnomah Dining Services strives to provide excellent quality of service to all constituents while classes are in-session. A variety of meal options are available to suit students' dietary needs and preferences. Residence hall students are required to purchase a resident meal plan. For specific information and limitations, see the Residence Housing Application/Agreement obtainable online or through the Student and Social Impact Department. Commuter students have the option of purchasing a variety of meal plans or Flex Credit. Specific information is available online. The Mane Hall hours are subject to change for special events, holidays, or special circumstances.

Mane Hall Dining Hours

Mon–Fri:

Breakfast 7:30 a.m. – 8:30 a.m.

Lunch 11:30 a.m. – 1:00 p.m.

Dinner 4:30 p.m. – 6:45 p.m.

Saturday:

Brunch 11:30 a.m. – 1:00 p.m.

Dinner 5:00 p.m. – 6:30 p.m.

Sunday:

Brunch 12:30 p.m. – 1:30 p.m.

Dinner 5:00 p.m. – 6:30 p.m.

Roger's Café Hours

Mon–Thurs 7:30 a.m. – 6:00 p.m.

Friday 7:30 a.m. – 4:00 p.m.

MEAL PLANS

Gold Meal Plans are required for all students living in the residence halls. Plans can be used in The Mane Hall. Students have *unlimited* access to The Mane Hall during scheduled operating hours. Also included in the meal plan is flex credit. This is a declining balance that may be spent in Roger's Café or the Campus Store.

For specifics on meal plans, please visit <https://www.multnomah.edu/student-services-and-care/food-services/>

ID CARDS

ID cards are made through the IT department and are used for proof of student status at Multnomah. They are specifically used on campus to verify identity for the mail room, library books (renting/checking out), Flex Credit, meal plan/cafeteria services, and student discount at select stores, etc.

MAINTENANCE REQUESTS AND WORK ORDERS

If something has broken or damaged and needs to be replaced, **a report can be filed through any Residence Life Housing Staff** or by submitting a report to Campus Support @ campussupport@multnomah.edu.

When filing a report, include the following:

- Name, dorm, and room number
- Precisely what is broken/not working and for how long.
- Any other important information regarding the damage.
- Any timeframes that would work best for maintenance to enter the room.
- Whether you have an ESA in the room, and if so, what type of animal.

Please note that the maintenance crews can access rooms to do repairs during normal day hours. When a maintenance ticket is submitted, please assume that maintenance can enter your room at any time to take care of the situation.

Maintenance will be sure to knock on your door and announce themselves before entering.

If you have an ESA animal, it should be kenneled anytime you are not in the room when you have an open work order until the work order is fulfilled.

Parking permits can be obtained online. A Temporary permit can be printed until the permanent pass is issued. Please go to the school website for more information on purchasing a parking pass. Campus Safety can issue parking tickets to vehicles that do not have proper registration.

<https://www.multnomah.edu/student-services-and-care/campus-safety-and-prevention>

PLACES TO PARK

Everyone will tell you that space is limited. Please be mindful of where you are parking your vehicle if parked in a spot that is designated for something else Campus Safety will ticket the vehicle. It will be a double ticket if the car is not registered. This is mainly to do with if we do not take care of it ourselves and the Police do it, the fine is a lot more. If, for any reason, you feel uncomfortable walking to a building call Campus Safety for an escort to your building.

CAMPUS SAFETY

Campus Safety is available 24/7. They have security rounds on campus and may be reached by phone or text at any time. If there is an emergency, call 911 first and then contact Campus Safety. Call or send a Text: **503.381.2407**. 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 <https://www.multnomah.edu/student-services-and-care/campus-safety-and-prevention/>.

HOUSING POLICIES

Because we view Residence Life as an integral part of your Multnomah education, single undergraduate students under the age of 21 who are enrolled at least 3/4 time (9 credits) are required to live in Campus Housing, unless living with a parent/guardian within a 20-mile radius of the school. 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.

On campus housing is provided to students age 26 and younger as capacity allows. Students age 27 or older (prior to the first day of fall semester) need to arrange off-campus housing for the academic year. Requests for exceptions to this policy are reviewed and determined by the Housing Appeals Committee and may be emailed to housing@multnomah.edu. The Housing Appeals Committee also reviews any and all housing changes such as meal plan exemptions, single room accommodations, graduate level and over 26 students living on campus, under 21 living off campus.

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, is unable to make payments determined by Student Accounts, 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.

The 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.

POLICY MODIFICATION

From time to time the University establishes or modifies policies and regulations with campus-wide application, which also applies 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.

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.

Health and Safety checks will be done throughout the school year in all rooms. There will be 24-hour notice for these room checks, notices are available through the BAND app. These checks are specifically preventative for any room damage or safety hazards that may be present as well as a student check in.

FURNISHING

The University agrees to furnish electricity, water, heat, and garbage receptacles as appropriate, and to furnish routine cleaning service for common areas. 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 any 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.

Occasionally, due to circumstances outside the University's control, the University is rendered unable to maintain these services for a period of time. When this happens, the University will not be held responsible for the failure to provide services and will work to ensure student needs are met to the best of the University's ability.

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.

The university holds no responsibility to student property, the Residence Life Housing Team highly suggest having insurance on all personal property.

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 at 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 by Sunday after graduation or 2 days after any move out, will be deemed abandoned and may be sold or disposed of by the University. Any costs incurred in this process will be the responsibility of the student.

RESPONSIBILITY OF 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 at the sole discretion of Campus Support Services in concert with Residence Life.

If no resident comes forward about damages in common spaces, then fines will be split evenly among the residents of that apartment, suite, etc.

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 and/or the University with all termination fees applicable.

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.

ALL HALL MEETINGS & HALL MEETINGS

Throughout the 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. All Hall meetings are mandatory. There may be 4-5 of these ALL-Hall Meetings total, per year. These important meetings are timed as such: Beginning of Fall Semester, Before Christmas break, Beginning of Spring Semester, and prior to Finals week / move outs. These meetings will be announced at least a week before the meeting occurs.

Attendance is taken at All Hall Meetings. When an All-Hall Meeting has been missed by a student without prior communication with any Housing Professional, the missing student will be given a VECS and 1 hour of community service. The communication must be sent by email to housing@multnomah.edu.

Hall Meetings happen monthly for informational purposes and a place where community concerns are addressed. These meetings are run by your peers. These happen when an All-Hall Meeting does not occur within that month or when one is needed. Residents are held accountable to all information given in a hall meeting.

OPEN HOURS

Open Hours refers to periods of time in which members of the opposite sex are allowed to be in a **LOUNGE area ONLY** of any residence area (Hall or Apartment). Outside of these hours, the resident areas (hallways, restrooms, **and rooms** are separated and **off limits** to members of the opposite sex. **Res Life & Housing reserves the right to change open hours or separate lounge hours for residential management as necessary.**

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

We welcome students to study, hang out, and build community in the designated 24/7 campus buildings/areas, like the JCA. Failure to comply to these expectations can lead to conduct sanctions. Open hours **by area** are listed below.

Quiet hours are observed in rooms, hallways, shared living, and lounges from **10pm – 8am**. You may be asked to leave an area if you are disturbing other residents. LOUNGE open hours are below (subject to change per Res Life & Housing management and community needs).

Ambassador Apartments: LOUNGE ONLY: 10am – 10pm

Aldrich (North and South): LOUNGES ONLY: 10am – 10pm

Memorial Hall: LOUNGES ONLY: 10am – 10pm

****No member of the opposite sex is allowed in your room or hallway at any time. MU currently no longer allows open hours in bedrooms and/hallways until further notice.**

GUESTS

The housing staff must approve all overnight guests prior to the evening of their stay by emailing housing@multnomah.edu. Students are responsible to inform their guest(s) of housing policies and see that the guest abides by Multnomah standards in the handbooks. The student will be responsible for the cost of any damage 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 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. 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.

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

“Guest” is currently defined as any person not currently enrolled in classes at MU. Members of the MU community: Faculty, Staff, Commuter, and Online students

are considered Guests under this protocol. All will be required to **follow all Handbook guidelines while on campus.**

The student who is hosting a guest must always remain with their guest. Guests must always wear a given lanyard (visibly) while they are in the residence hall.

Students agree not to invite to campus or their room any person who has been excluded from being on campus. I have read the above contract and agree to abide by the terms and conditions as set forth herein and by the rules and procedures adopted by the University or its Office of Campus Living.

Hall residents are responsible for following the Guest Check In Policy and steps listed below.

CHECK-IN STEPS for Student Host and Guest Privileges:

1. Email/ band/ call- notify of guest stay at least 24 hours in advance to Residence Life Housing Staff. This will be noted in Calander to record keeping.
2. A picture of your guest's ID and Lanyard will be taken, logged, and shared with our Safety Dept. The Lanyard will have Guest Name, Length of stay, Host, where they will be staying.
3. Student will pick up a lanyard from an RA. Guest is expected to wear lanyard and fill out the form that is issued as RA gives out a lanyard.
4. Student will notify RA when guest leaves and return the lanyard to the RA Office.

RA ON DUTY

RAs are on duty 7:30pm to 10:30pm every evening. They will be in a residence lobby, a public space on campus, conducting rounds, or at a school-hosted event on campus during the hours of 7:30-10:30pm. At the beginning of the shift, you can always find out who is on duty and where you can find an RA by checking the Band App.

RA are here to help you with all student needs or concerns. Feel free even when not on duty to contact an RA. Expect for your RA to reach out to you and spend time connecting.

RES LIFE ON-CALL AND LIVE- IN STAFF/ FACULTY/ PROFESSIONALS

There is a Res Life on Call number designated to provide students with access to a residence life staff member during non-business hours. This number should be used for lockouts and any concerns before 11:59PM that arise in Residence Halls. Res Life staff will also work in conjunction with Campus Safety for lock outs. Safety is available for any concerns after midnight.

Res Life On Call Number: 503-251-5380

Campus Safety Number: 503-381-2407

GROUP CHAT EXPECTATIONS

Residence Life uses a communication app called **Band**. This method of communication is for the Residence Life team to be able to communicate updates, upcoming school events, and other informational messages to foster

community and transparency throughout the residence halls. We will also use it to post important safety information.

Each residence hall will have its own sub-group in which to communicate with others in their dorm. This can be used for discussing problems as well as giving ideas or feedback to the RAs of their respective hall.

Residents have the privilege to have a voice in their group chats. If behavior in the group chat exhibits a conduct violation set by the University, Residence Life has the power to remove residents from being able to communicate in the group chats or remove residents from the app entirely.

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 other sound down, or off. **Quiet hours are 10:00pm-8:00am every day.** Quiet hour violations will lead to a conduct violation.

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 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. Leaving community spaces a mess will lead to a conduct violation.

TV/MOVIES

Public showings of Movies are prohibited in the lounges without prior approval from the RD or Housing Manager. 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. [Netflix, Hulu, and Other Streaming services all have their own rules on showing content in public spaces, please look at their terms and agreements for more information.]

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 after a **48-hour period**. 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, as well as the bike storage units between Aldrich and Memorial (these units must be purchased), 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. Items that are not bikes that are stored in the bike room/lockers will be immediately removed and discarded. 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.

A/C UNITS

Window air conditioning units that extend out any distance outside the window are strictly prohibited*. Residents are welcome 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.

**Occasionally, exceptions via medical or ADA approvals may be granted.*

TRASH

Trash Cans are provided in common areas. If trash cans are full, you must take your trash straight to the appropriate dumpster. Common space trash cans 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.

Trash left outside of rooms in the halls is prohibited. Please leave all trash in your room until you intend to dispose of it. Failing to keep the hallways clean can lead to a conduct violation. Anything left in the hallways will be removed by Res Life.

FURNITURE

Each room comes furnished with a bed, dresser, desk, closet space, 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. Residence Life staff reserve the right to adjust room furniture based on room crowding and offer equitable items as needed/requested. 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. Residence Life reserves the right to ask residents to remove any furniture they deem not in proper condition. The condition of the furniture and decisions about that are at the sole discretion of Resident Directors / Residence Life Staff. 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 applicable fees.

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.

This is a safety issue. If a window screen is damaged, the student responsible will be fined to replace it.

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 without notice.

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 Res Life Staff. Mini fridges are permitted in personal dorm rooms, but other appliances (such as microwaves, toasters, tea kettles, etc.) must be used in the kitchen lounge.

EMERGENCY EVACUATIONS

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

Residents must follow all directions given by Campus Safety.

KEYS AND FOBS

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 Fob is coded for access to their building.

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 Res Life on Call 503-251-5380 before midnight.
4. If locked out after midnight, contact Campus Safety 503-251-6499.

After 3 lockouts, students will be charged with 1 hour of Community Service for each 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 keys and fobs immediately to your RA. Failure to report lost or stolen keys constitutes a Student Code of Conduct violation. Failure to report lost keys or fob within 24 hours may result in an additional fine.

Key fobs can be replaced from the I.T. department for a fee and can be updated or deactivated remotely from their department.

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 EXIT/ENTRY

Due to 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 and will result in a community endangerment conduct violation.

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 always closed too. Residence hall entryway doors are not to be propped open, **even during move-in and move-out times**. Residents found propping doors open are violating the safety and security of the halls for the rest of the community and may be subject to student conduct violations.

ALCOHOL, TOBACCO, DRUGS

Under **no circumstances** are alcohol, tobacco, marijuana, vape devices or pens, supplies or illegal drugs permitted to be used, 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 and reported to our Associate Dean of Community Standards. Please call the Res Life on Call phone number (503-251-5380) or Campus Safety (503-251-6499) 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/ESA. Residents who are found

to be keeping pets or other animals and who fail to comply with removal requests within a timely manner may have a student code of conduct complaint filed against them. Students with approved animals as an ADA accommodation must maintain compliance with the ESA Agreement. 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.

CONDUCT POLICY

Failure to abide by the handbooks in several cases can lead to a conduct violation. Residence Life uses something called VECS- Voluntary Expedited Conduct System. When a violation is observed by an official the official will write up the event then ask the student to voluntarily agree to the terms of 3 community service hours or they can make an appointment with the Dean of Community Standerers.

The following violations are what is covered by the VECS System. The only personnel that can use this system are Residence Life Housing Staff and Safety Officers.

- Res Hall Violation (in hall after hours, in rooms that are restricted)
- Disruptive noise/behavior
- Offensive or degrading speech
- Morally degrading literature or media
- Level 1 Alcohol related violation
- Tobacco/vape related violation
- Level 1 Marijuana related violation
- Community Endangerment (Door Propped open, Window Screen Removed, Heaters, Appliances, Reckless behavior, etc.)
- Missed Required Meeting
- Lockouts

Any conduct violations higher than listed will be reported directly to the Associate Dean of Community Standards. A combination of 2 violations together = higher level and a meeting with the Associate Dean of Community Standards is required.

HOUSING PROCEDURES

HALL AND ROOM ASSIGNMENTS

All Students are required to fill out a Living Arrangement Form regardless of intent to live on campus. The Primary role of this form is to advise the University as to what accommodations should be made to accurately care for all students enrolled at Multnomah University. If accommodation needs to be made, the Appeals Form needs to be filled out for proper approval and cleared through all facets and departments and correct billing.

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/needs. 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.

ADA/ESA Single Room Accommodations ADA accommodation can be made through the Student Success department. All accommodation must go through an appeals process and be approved before provision is given. ADA accommodation for single rooms is given on a limited basis for extenuating circumstances.

PREMIUM SINGLE ROOM ACCOMMODATIONS

Single rooms can be assigned following the add/drop date. These rooms must be applied for, and a premium price is applied to the student's account. Applications open beginning at 7:45am on the first day of school each semester. All applications done before this time do not count. Residence Life reserves the right to remove residents from premium rooms at any time.

MOVE IN/MOVE OUT PROCESS

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.

A STOP will be put on the accounts of all residents for roughly a week after the semester is over. Once the checkouts have been inspected and all fines are addressed to a resident's account, the stop will be lifted. This stop is to ensure that all damage and cleaning fines have been properly addressed to the right

students. Some stops may take longer to remove if damages are unable to be accurately assessed in that time.

IMPROPER ROOM CHECKOUT

Proper move-out instructions 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.

BREAK HOUSING

Break housing specifically refers to Winter Break (end of Fall Semester and prior to Spring Semester) and Summer Break Housing (end of Spring and prior to Fall Semester) all students must notify and be approved for lodging over breaks. A form will be provided to register for this accommodation. Failure to fill out the form will result in a fine being added to the student's account. Summer Housing is different than Fall and Spring and rent is due between the 1st-5th of each month. Further communication and procedures will be made available at the All-Hall Meetings prior to these breaks.

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. Housing at Multnomah is only allowed for those currently enrolled at the University. Graduating students may be allowed to live in housing for a limited time following graduation. **Early termination of the housing**

agreement by students will result in fees. By entering into this agreement, you are agreeing to pay for the entire period of the Agreement.

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 they are remaining enrolled at MU or withdrawing altogether. There are different financial implications for breaking the housing agreement.

WAIVERS

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 housing@multnomah.edu.

HELPFUL RESOURCES

There are several helpful departments that can provide a wide range of support for the entire student body, no matter the situation. Having these numbers saved in a safe space is a good idea.

ResLifeOnCall

Hours: 24/7 Text or Call

(503) 251-5380

Housing@multnomah.edu

Campus Safety

Hours: 24/7 Text or Call

(503) 281-2407

campussafety@multnomah.edu

Student Life

Hours: M – F | 8 – 5 p.m.

(503) 251-5311

studentlife@multnomah.edu

Student Success

Hours: M – F | 8 – 5 p.m.

(503) 251-5301

studentsuccess@multnomah.edu

Campus Store & Mailroom

Hours: M – F | 8 – 5 p.m. (Regular)

and M – F | 9 – 4:30 p.m. (Breaks)

*Closed Major Holidays

(503) 251-5300

mailservices@multnomah.edu

Mitchell Library

Hours: M – F | 10 – 2 p.m.

(503) 251-5322

library@multnomah.edu

Diversity and Inclusive Development House

Hours: M – F | 2 – 10 p.m.

(503) 251-6428

DID@multnomah.edu

Student Counseling and Wellness Center

Hours: M – Th | 9 – 5 p.m.

(503) 251-5310

counseling@multnomah.edu

Information Technology

Hours: M – Th | 8 – 6 p.m., F | 8 – 5 p.m.

(503) 251-6555

helpdesk@multnomah.edu