



THREE RIVERS COLLEGE

# **RIVERS RIDGE APARTMENTS Resident Handbook**

2023-2024

Revised 11/2023

# TABLE OF CONTENTS

<b>SECTION I: GENERAL INFORMATION .....</b>	<b>5</b>
COLLEGE VISION.....	5
MISSION STATEMENT .....	5
ABOUT THREE RIVERS .....	5
BOARD OF TRUSTEES .....	6
COLLEGE CABINET .....	6
STUDENT RESOURCES .....	6
<i>Welcome Center</i> .....	6
<i>Career Services</i> .....	6
<i>The College Store</i> .....	6
<i>Disability Services</i> .....	7
<i>Distance Learning Services</i> .....	7
<i>Financial Aid</i> .....	7
<i>Myrtle Rutland Library</i> .....	7
<i>Testing Services</i> .....	7
<i>Title IX Co-Coordinators</i> .....	8
<i>Tutoring &amp; Learning Center</i> .....	8
COLLEGE POLICIES AND REGULATIONS .....	9
COLLEGE COMMUNICATIONS .....	9
<i>Class Cancellations</i> .....	9
<i>Closing of the College</i> .....	9
<i>Employee Email</i> .....	9
<i>Student Email</i> .....	9
<i>Text Messages</i> .....	9
SAFETY AND SECURITY REPORT .....	10
<b>SECTION II: PROGRAM INFORMATION .....</b>	<b>11</b>
INTRODUCTION OF RIVERS RIDGE .....	11
HOUSING STAFF .....	11
OFFICE HOURS .....	12
IMPORTANT DATES .....	12
LEASING RATES .....	12
QUICK REFERENCE .....	13
REQUIRED MENINGITIS NOTIFICATION .....	14
CHECK-IN PROCEDURES .....	14
CHECK-OUT PROCEDURES.....	14
ELIGIBILITY AND PRIORITY OCCUPANCY .....	15
DEPOSITS.....	15
INTERNET ACCESS AT RIVERS RIDGE.....	16
MAIL SERVICES.....	16
LAUNDRY FACILITIES .....	16
KEYS AND KEY CARDS.....	16

PARKING AREAS .....	17
APARTMENT UNITS.....	17
BARBECUE GRILLS .....	17
CLUBHOUSE USE .....	17
HEALTH AND SAFETY INSPECTIONS .....	18
PERSONAL REFRIGERATORS.....	18
ROOMMATE “BILL OF RIGHTS” .....	18
VOLLEYBALL COURT .....	18
WINTER/SUMMER BREAK.....	19
COMMUNITY CLEANLINESS .....	19
MAINTENANCE.....	19
MOLD .....	20
<b>SECTION III: APPENDIX.....</b>	<b>21</b>
CUMULATIVE PENALTIES .....	21
ALCOHOL.....	21
ANTI-HARASSMENT AND NON-DISCRIMINATION.....	21
BANNED VISITORS.....	21
DAMAGES.....	21
DOOR OBSTRUCTION .....	22
DRUGS, NARCOTICS, OR CONTROLLED SUBSTANCES .....	22
MARIJUANA AND MARIJUANA BY-PRODUCTS .....	23
ENTRY TO ROOMMATES’ ROOMS.....	23
EVICITION .....	23
FIRE SAFETY EQUIPMENT.....	24
FIREARMS OR OTHER WEAPONS .....	24
HUNTING.....	24
IMPLIED CONSENT .....	24
INFECTIOUS DISEASES.....	25
NOISE AND QUIET HOURS .....	25
NONCOMPLIANCE.....	25
ORIENTATION.....	25
PETS.....	25
POSTINGS.....	25
PROPERTY .....	26
RESIDENT DISCIPLINE PROCESS .....	26
RIGHT OF ENTRY .....	26
ROOM/APARTMENT CHANGES.....	26
THEFT .....	26
TOBACCO/SMOKING .....	26
TRASH.....	27
UNSANITARY ROOM .....	27
VANDALISM.....	27
VISITORS AND OVERNIGHT VISITORS .....	28

**SECTION IV: EMERGENCIES AND EMERGENCY PROCEDURES .....29**

EMERGENCY TELEPHONE NUMBERS .....29

FIRE DRILLS.....29

FIRE.....29

FIRE EVACUATION MAP .....29

MISSING STUDENT NOTIFICATION.....30

SAFETY.....30

SEVERE THUNDERSTORMS.....30

TORNADO.....31

EARTHQUAKE .....31

POWER OUTAGES .....31

VIDEO SURVEILLANCE .....31

Content subject to change. For the most current and accurate information, visit [trcc.edu](http://trcc.edu).

Three Rivers College is an equal opportunity institution that commits itself to the policy that there will be no unlawful discrimination against any person because of race, color, gender, sexual orientation, religion, age, disability, or national origin.

# SECTION I: GENERAL INFORMATION

## COLLEGE VISION

Three Rivers College will be the preeminent, cutting-edge community of learners with a student-first focus, and will operate as a vibrant, dynamic catalyst for the creation of opportunities that foster learning and student success.

## MISSION STATEMENT

Three Rivers College inspires, prepares, and empowers students to succeed through open access to high-quality learning opportunities that meet the needs of the communities we serve.

Commitments that inform the mission:

- Open access to educational programs to prepare students for transfer to a four-year baccalaureate institution, as well as programs of career and technical education to prepare students for entry or advancement in the global workforce.
- Comprehensive academic services, learning resources, basic skills development, and educational opportunities for students of diverse cultural, socioeconomic, and academic backgrounds.
- Support services and student activities to enhance individual growth and academic potential.
- Collaborative partnerships to develop specialized programs that meet the changing needs of business and industry, government, secondary schools, and other colleges and universities.
- Lifelong learning opportunities for individuals who wish to improve job performance, develop new skills, or pursue personal interests.
- Community services that support and encourage the economic, civic, and cultural vitality of the region.

## ABOUT THREE RIVERS

Three Rivers College was founded April 5, 1966, when citizens of Butler, Carter, Ripley, and Wayne counties voted into existence the College District. The College opened in storefront facilities in downtown Poplar Bluff, Missouri, with 138 students in 1967. Today, Three Rivers enrolls thousands of students at locations throughout Southeast Missouri, including an 80-acre campus in Poplar Bluff; full-service locations in Dexter, Kennett, and Sikeston; and other locations, including Doniphan, Piedmont, Portageville, and Van Buren. Programs include college transfer, career-technical, transitional, continuing education, and workforce training. For more information about the College, visit the [About Us](http://trcc.edu/about/) section ([trcc.edu/about/](http://trcc.edu/about/)) of our website.

Three Rivers is accredited by the [Higher Learning Commission \(hlcommission.org\)](http://hlcommission.org) and by the [Missouri Department of Higher Education and Workforce Development \(dhewd.mo.gov\)](http://dhewd.mo.gov). This recognition and accreditation assure students that work satisfactorily completed at Three Rivers will be recognized at full value by other colleges, universities, and professional schools.

## **BOARD OF TRUSTEES**

- Gary Featherston – Ripley County
- Darren Garrison – Wayne County
- Dr. Tim Hager – Carter County
- Dr. Amber Richardson – Butler County
- Eric Schalk – Butler County
- Chris Williams – Butler County

## **COLLEGE CABINET**

- Wesley A. Payne, Ph.D., President
- Charlotte Eubank, Chief Financial Officer
- Sherry A. Phelan, Ed.D., Dean of Instruction
- Ann Matthews, Dean of Student Services
- Dr. Maribeth Payne, Chief Institutional Effectiveness Officer
- Steve Atwood, Chief Technology Officer
- Kristina McDaniel, Director of Human Resources

## **STUDENT RESOURCES**

### **Welcome Center**

The Welcome Center is the place to start when you have questions about Three Rivers College, including information on registration, student email issues, activities, transcripts, etc.

**Phone:** 573-840-9605 or 877-TRY-TRCC (877-879-8722)

**Email:** [welcomecenter@trcc.edu](mailto:welcomecenter@trcc.edu)

**Location:** 1<sup>st</sup> floor, Westover Administration Building

### **Career Services**

The Career Services Office provides services and programs to help students with career development and employment needs and provides transfer and articulation information for students planning on transferring after graduation.

**Phone:** 573-840-9655

**Web page:** [trcc.edu/student-services/career-services](http://trcc.edu/student-services/career-services)

**Location:** 1<sup>st</sup> floor, Westover Administration Building

### **The College Store**

Textbooks and other course materials are available through The College Store. Most physical and digital course materials are included in tuition and fees, and free shipping is available for online orders. The College Store also offers Meal Plan Cards, laptop rental and purchase, school supplies, and TRC branded merchandise. Many of these items can be paid for with financial aid funds.

**Phone:** 573-840-9610

**Email:** [collegestore@trcc.edu](mailto:collegestore@trcc.edu)

**Web page:** [bookstore.trcc.edu](http://bookstore.trcc.edu)

**Location:** Bess Activity Center on campus and at full-service locations

### **Disability Services**

Three Rivers College is committed to providing equal opportunity for qualified students with disabilities while maintaining the academic integrity and quality of College programs in accordance with the American with Disabilities Act, the Rehabilitation Act of 1973, and Missouri State Law. For more information, refer to policy [SP2115 Disability Services for Students \(https://trcc.edu/wp-content/uploads/SP2115.pdf\)](https://trcc.edu/wp-content/uploads/SP2115.pdf).

**Phone:** 573-840-9608

**Web page:** [trcc.edu/student-services/disability-services](https://trcc.edu/student-services/disability-services)

**Location:** 1<sup>st</sup> floor, Westover Administration Building

### **Distance Learning Services**

Distance Learning Services provides assistance to students and faculty for online courses in Blackboard and distance learning courses, such as Zoom classrooms. Technical support is provided via phone, email, remote desktop, and face-to-face communication.

**Phone:** 573-840-9544

**Email:** [blackboard@trcc.edu](mailto:blackboard@trcc.edu)

**Blackboard Web page:** [trcc.edu/blackboard/](https://trcc.edu/blackboard/)

**Location:** 2nd floor, E.K. Porter Distance Learning Center

### **Financial Aid**

To learn about the many types of financial aid available to Three Rivers students, visit the Financial Aid section on the College website or go to the Financial Aid Office.

**Phone:** 573-840-9606

**Email:** [financialaid@trcc.edu](mailto:financialaid@trcc.edu)

**Web page:** [trcc.edu/pay-for-college/financial-aid/](https://trcc.edu/pay-for-college/financial-aid/)

**Location:** 1<sup>st</sup> floor, Westover Administration Building

### **Myrtle Rutland Library**

The Myrtle Rutland Library is the information center at Three Rivers College. The library offers a wide range of resources to help in your academic pursuits, including books, periodicals, databases, study guides, a computer lab, and friendly staff ready to help.

**Phone:** 573-840-9654

**Email:** [library@trcc.edu](mailto:library@trcc.edu)

**Web page:** [library.trcc.edu](https://library.trcc.edu)

**Text:** 573-298-6105

**Location:** 1<sup>st</sup> floor, Academic Resource Commons

### **Testing Services**

TRC Testing Services administers a number of exams to meet the growing needs of our students, including high school equivalency tests, college-equivalent credit tests, program entrance exams, and certification exams, and facilitates the process for our entry level Guided Self-Placement Questionnaire. Details on the testing services offered and test scheduling information can be found on the Testing Services webpage.

**Phone:** 573-840-9667

**Email:** [testing@trcc.edu](mailto:testing@trcc.edu)

**Web page:** [trcc.edu/academics/testing-services](http://trcc.edu/academics/testing-services)

**Location:** 1<sup>st</sup> floor, Westover Administration Building

### **Title IX Co-Coordinators**

Three Rivers College is subject to the provisions of a federal civil rights law known as Title IX. This law prohibits sex harassment in education. The College has several policies that pertain to Title IX. Links to these policies, training and information, resources, and the Title IX Reporting Form can be found on the [Consumer Information](http://trcc.edu/about/consumer-information/title-ix) page ([trcc.edu/about/consumer-information/title-ix](http://trcc.edu/about/consumer-information/title-ix)) of the College website.

Title IX Co-Coordinators are:

Ann Matthews, Dean of Student Services

**Phone:** 573-840-9669

**Email:** [amatthews@trcc.edu](mailto:amatthews@trcc.edu)

**Location:** 1<sup>st</sup> floor, Westover Administration Building

Kristina McDaniel, Director of Human Resources

**Phone:** 573-840-9695

**Email:** [kristinamcdaniel@trcc.edu](mailto:kristinamcdaniel@trcc.edu)

**Location:** 1<sup>st</sup> floor, Westover Administration Building

### **Tutoring & Learning Center**

The Tutoring & Learning Center (TLC) has trained professional and student tutors who can help students in person, online through Blackboard, and by phone. They offer assistance in English, Writing, Math, Science, and Accounting. The TLC provides a convenient setting for students to work individually or in groups. Students may also access the Smarthinking online tutoring service for 24/7 assistance on the Internet through computer or mobile device.

**Phone:** 573-840-9638

**Email:** [tlc@trcc.edu](mailto:tlc@trcc.edu)

**Web page:** [trcc.edu/academics/library/tutoring](http://trcc.edu/academics/library/tutoring)

**Location:** 2nd floor, Academic Resource Commons



## COLLEGE POLICIES AND REGULATIONS

For the most up-to-date information on Three Rivers College policies and regulations, visit the [Policies and Regulation](http://trcc.edu/about/policies-and-regulations) web page ([trcc.edu/about/policies-and-regulations](http://trcc.edu/about/policies-and-regulations)).

## COLLEGE COMMUNICATIONS

### Class Cancellations

Should an instructor cancel class, the class cancellation will be posted on the [Cancellations and Closings](http://trcc.edu/about/cancellations-and-closings) page ([trcc.edu/about/cancellations-and-closings](http://trcc.edu/about/cancellations-and-closings)) of the Three Rivers College website.

### Closing of the College

Three Rivers College communicates College closings related to weather and other emergencies through a variety of methods, including email, text messages, the College website, social media, and the greeting on the College's main number (573-840-9600). The College also notifies area radio and television stations about closings. Details about these methods are outlined on the [Cancellations and Closings](http://trcc.edu/about/cancellations-and-closings) page ([trcc.edu/about/cancellations-and-closings](http://trcc.edu/about/cancellations-and-closings)) of the Three Rivers website.

### Employee Email

TRC employee email can be accessed via Microsoft Outlook on College computers or go to the [Webmail](http://trcc.edu/webmail) page ([trcc.edu/webmail](http://trcc.edu/webmail)) on the College website and click on Faculty/Staff Office 365 Portal/Webmail.

### Student Email

TRC Student *myMail* Webmail is Three Rivers College's student-only email service and uses Microsoft's Office 365. To access, go to the [Webmail](http://trcc.edu/webmail) page ([trcc.edu/webmail](http://trcc.edu/webmail)) on the College website and click on Students Office 365 Portal/Webmail.

- Three Rivers corresponds with students via TRC Student *myMail* Webmail.
- Personal email accounts will not be used to help ensure the confidentiality of your records.
- All students are required to use their TRC Student *myMail* Webmail accounts to conduct business or correspond with College offices and employees.
- New students will obtain access within 2 weeks of having their identity verified.

### Text Messages

Three Rivers College students and employees can receive text messages from the College that include emergency and College closing information. All students and employees are part of the alert messaging system. If you do not want to be part of the alert messaging system, reply to the text message with STOP. For more information, call the Welcome Center, 573-840-9605.

## **SAFETY AND SECURITY REPORT**

In accordance with the Jeanne Clery Act (Clery Act), Three Rivers College publishes an annual Safety and Security Report for all locations disclosing campus security procedures for reporting crimes and three years of selected crime statistics. The report also provides information about crimes that might pose a threat to the community; basic rights that must be given to victims of sexual assault, relationship violence, and stalking; and the College policy regarding alcoholic beverages and substance abuse. Included in the report is the annual Fire Safety Report for the Rivers Ridge Housing facility at the Poplar Bluff campus for the prior three years. The entire report may be found on the [Campus Safety](http://trcc.edu/student-services/campus-safety/) page ([trcc.edu/student-services/campus-safety/](http://trcc.edu/student-services/campus-safety/)) of the College website. A printed copy of the report is also available, upon request and at no cost, from the Office of Public Safety.

## **SECTION II: PROGRAM INFORMATION**

### **INTRODUCTION OF RIVERS RIDGE**

Rivers Ridge Apartments is a unique residential community for students, affiliates of Three Rivers College, and other partner institutions of higher education. The property is for residents who appreciate a beautiful environment, the convenience of on-campus apartment living, and who will make a strong commitment to caring for the community in which they live.

Residents of Rivers Ridge must follow the provisions of the Three Rivers College Policies and Regulations. By enrolling at the College, a student neither loses the rights nor escapes the responsibilities of citizenship. Residents will be held responsible for their actions and are expected to exhibit appropriate behavior within the residential community. All students are expected to obey federal, state, and local laws, as well as the Policies and Regulations of Three Rivers College and the directives issued by administrative officials in the course of their duties. Students should comply with all reasonable requests and instructions from Rivers Ridge Staff and College officials.

Individuals who participate in or display inappropriate behavior may be subject to disciplinary action. Inappropriate behavior may be defined as an activity which disrupts, endangers, degrades, or threatens the environment of the residential community or any person within the community.

### **HOUSING STAFF**

Adrian "CJ" Jameson, Director

Phone: 573-840-9106 x2810

Email: [adrianjameson@trcc.edu](mailto:adrianjameson@trcc.edu)

Location: Housing Clubhouse

Purpose: The Director of Housing supervises the Housing program and is responsible for the administrative, personnel, business, and facility management of the department, reporting directly to the Dean of Student Services.

POSITION VACANT, Assistant Director

Phone: 573-840-9106 x2811

Email: [housing@trcc.edu](mailto:housing@trcc.edu)

Location: Housing Clubhouse

Purpose: The Assistant Director of Housing is responsible for monitoring Resident Assistants' duties at night and assists the Director of Housing in administering management responsibilities.

Resident Assistants (RA)

Phone: 573-840-9106 x2812

Email: [ra@trcc.edu](mailto:ra@trcc.edu)

Location: Housing Clubhouse

Purpose: Resident Assistants are student paraprofessionals who assist the full-time professional staff. RAs are selected for their ability to communicate with others, their willingness to accept responsibility, and their desire to serve in a student leadership position at Three Rivers College. The RA is the primary resource person for information and assistance after regular office hours. The RA also has a practical knowledge about Housing rules and procedures. RAs plan many recreational activities and informational programs for the residents.

### **OFFICES HOURS AND ON-CALL COVERAGE:**

The Director and Assistant Director of Housing are available weekdays from 8 a.m. to 5 p.m. Monday through Friday. After regular office hours, staff members are available for on-call coverage of emergencies.

Office hours are Monday through Friday 8 a.m. to 5 p.m.

By Phone for Mail Services: Saturday 10 a.m. to 2 p.m.

If after-hours issues, concerns, or emergencies arise, residents are to contact:

**Resident Assistant On-Call Phone:**

**573-772-2015**

**School Resource Officer: 573-718-0108**

### **IMPORTANT HOUSING DATES**

August 16, 2023	Returning Resident Move-In
August 17, 2023	New Resident Move-In
August 18, 2023	Fall Mandatory Housing Orientation
September 4, 2023	Labor Day (College Closed)
October 5-6, 2023	Fall Break (College Closed)
November 23-25, 2023	Thanksgiving Break (College Closed)
December 8, 2023	Fall 2023 Lease Ends
January 11, 2024	Spring 2024 Resident Move-In
January 12, 2024	New Resident Housing Orientation (Mandatory)
January 15, 2024	Martin Luther King Jr. Day (College Closed)
March 13-15, 2024	Spring Break (College Closed)
March 29 & April 1, 2024	Easter Break (College Closed)
May 18, 2024	Last Day to Move-Out/Spring 2024 Lease Ends

### **LEASING RATES**

Fall/Spring Rate	\$1,720 per semester
Summer Rate	\$948 per semester
Winter Rate	\$200

## **QUICK REFERENCE**

Penalties for violation of community behavior standards for Rivers Ridge residents.

### **Alcohol**

1<sup>st</sup> Offense: 10 hours of community service, \$50 fine, and referral to Student Services.

2<sup>nd</sup> Offense: Referral to Dean of Student Services for eviction.

### **Door Tampering**

1<sup>st</sup> Offense: \$30 fine per resident in apartment.

2<sup>nd</sup> Offense: \$50 fine and 2 hours of Community Service per resident in apartment.

3<sup>rd</sup> Offense: \$75 fine and 4 hours of Community Service per resident in apartment.

4<sup>th</sup> Offense: Referral to Dean of Student Services for eviction.

### **Drugs, Narcotics, or Controlled Substances – Excluding Marijuana**

1<sup>st</sup> Offense: Referral to Dean of Students Services for eviction.

### **Fighting**

1<sup>st</sup> Offense: Investigation and referral to Dean of Student Services for eviction.

### **Firearms or Other Weapons**

1<sup>st</sup> Offense: Referral to Dean of Student Services for eviction.

### **Key Cards Left Outside**

1<sup>st</sup> Offense: 2 hours of community service and a \$25 fine.

For each additional offense amount of the fine and the number of community service hours will double.

### **Marijuana or Marijuana By-Product**

1<sup>st</sup> Offense: 10 hours of community service, \$50 fine, and referral to Student Services.

2<sup>nd</sup> Offense: Referral to Dean of Student Services for eviction.

### **Unauthorized Pets**

1<sup>st</sup> Offense: Owner is to remove pet immediately and a \$50 fine.

2<sup>nd</sup> Offense: Referral to Dean of Student Services for eviction and loss of security deposit.

### **Theft**

1<sup>st</sup> Offense: Referral for eviction and loss of security deposit.

### **Trash Outside Apartment/Not Properly Disposed**

1<sup>st</sup> Offense: 2 hours of community service and a \$25 fine.

For each additional offense amount of the fine and the number of community service hours will double.

### **Cumulative Penalties**

At the 4<sup>th</sup> cumulative offense in an academic year at Three Rivers College, among any of the various categories, the penalty shall be referral eviction and loss of security deposit. Greater penalties may be added, and outside entities may be consulted (e.g., Poplar Bluff Police Department).

*Failure to comply and complete required community service hours will result in the violation being upgraded to the next offense.*

## **REQUIRED MENINGITIS NOTIFICATION**

There has been much publicity and concern during the past several years about college students contracting Neisseria meningitis. The disease is considered rare. According to the Centers for Disease Control and Prevention, there are approximately 1,000 cases of meningococcal disease in the United States each year.

Starting July 1, 2015, students living in campus housing at Missouri's public colleges are required to get vaccinated against bacterial meningitis. Proof of immunization is required for each person living in campus housing. The Housing Director facilitates the housing entrance process, determines student's eligibility, and monitors student compliance with the immunization law(s).

Therefore:

Students who live in Rivers Ridge Apartments at Three Rivers College must present a record of the student's meningitis vaccination. Please reference Communicable Disease Policy and Regulation, HSP 5110 and HSR 5110 at <https://trcc.edu/about/policies-and-regulations/>.

Each public university and college in the State of Missouri must maintain records on the meningococcal vaccination status of every student residing in on-campus housing, including any written waivers. These records will be kept on file in the Office of Housing at Three Rivers College.

State law does not require any institution of higher education to provide payment for vaccinations against meningococcal disease.

## **CHECK-IN PROCEDURES**

During check-in the student should have the following documents to ensure a quick, and easy, check-in process:

- Completed Housing Contract (mailed/emailed prior to move-in)
- Valid State/Government ID
- Proof of Vaccination
- License plate number of the vehicle that will remain on campus.

When the student arrives, they will complete the following:

- Handbook Waiver
- Key Form
- Parking Agreement
- Room Inventory

## **CHECK-OUT PROCEDURES**

Before checking out of the apartments, the student must complete the following:

- Clean bedroom, bathroom, kitchen, and empty all trash.
- Remove all personal belongings.
- Return all keys to Housing Office
- Complete and sign check-out paperwork

The student understands that following their check-out the dwelling will be assessed for damages, and any incurred will be charged to their student account. Student's deposit will be applied to the account, and any remaining charges are the responsibility of the student. See addendum A.

## **ELIGIBILITY AND PRIORITY OCCUPANCY**

To move into the Rivers Ridge Apartments, all students must be enrolled in a minimum of 12 credit hours except during the Summer and Winter sessions which require a minimum of 6 credit hours with Three Rivers College or an affiliate institution.

The room assignments for Rivers Ridge Apartments will be given in the following order of priority:

- Student athletes per request of coaching staff
- Those eligible to renew a lease with the Rivers Ridge Apartments
- Full-time students (12 credit hours or more)
- Student of an affiliate institution

All room assignments are made without regard to a student's race, religion, sexual orientation, or nationality. Students of the opposite gender may not occupy the same apartment.

Residents that drop below 3 credit hours, at any point in the semester, will be required to vacate the apartment. The resident has a week to be placed back in any courses they were administratively dropped from. Failure to do so will result in the resident's eviction from Rivers Ridge Apartments.

## **DEPOSITS**

Residents are required to submit a \$200 security deposit at the time of application. A resident can recover the security deposit at the time they leave Rivers Ridge if they:

- Had no damages in the unit to which they are assigned.
- Completed proper check-out procedures.
- Do not owe a balance to Three Rivers College.

The Housing Office will process the deposit refund within 30 days of check-out. A written request, or the Housing Lease Renewal Form, must be submitted to the Director of Housing requesting the deposit to be credited back to the student's account. If there is no current balance and there is a credit, the Office of Student Accounts will issue the refund either via check or card depending on original form of payment. If the card used originally is no longer active, the Office of Student Accounts will issue a check in the amount of the credit, and mail it to the resident.

## **INTERNET ACCESS IN RIVERS RIDGE APARTMENTS**

Student residents must comply with the Three Rivers College Acceptable Use Policy, ITP 8100 <https://trcc.edu/about/policies-and-regulations/>. Issues with resident's internet connection must be reported on the Housing Blackboard Portal (left column, Technology Request).

**To receive wireless internet in the resident's apartment, the student will need to bring a Wi-Fi router when moving in.**

## **MAIL SERVICE**

Resident mail is processed within the Housing Office. Mail can be picked up Monday – Friday 8 a.m. – 5 p.m., or by phone request Saturday 10 a.m. – 2 p.m. Mail service is not provided on Sunday.

Residents should have their mail addressed as follows:

### **RESIDENT NAME**

**1998 Three Rivers Blvd. #(Resident's Apartment Number and Letter)**

**Poplar Bluff, MO 63901**

Having the correct address on packaging ensures timely receipt to the Housing Office.

Three Rivers College and the United States Postal Service are unable to forward mail from the College address after the resident moves out.

## **LAUNDRY FACILITIES**

Free laundry facilities are in the clubhouse for use by residents. Three Rivers College and Rivers Ridge Apartments are not responsible for unattended laundry. Laundry left for more than a month will be donated.

## **LEASE RENEWALS**

To receive priority room assignment, leases must be renewed within 30 days prior to the end of the current lease. If the resident does not renew, the space may be leased to another person, and the resident will be required to move from the space by the lease contract ending date.

## **KEYS/KEY CARD**

When checking-in the resident is issued a set of keys containing a key card for the front door, and a bedroom key; these remain the property of Three Rivers College. These items are not to be duplicated, modified, or loaned to another person at any time.

Room and apartment security starts with consistently locking bedroom doors and apartment front doors.



## **PARKING AREAS**

Residents may have one registered vehicle parked on the apartment parking lot at any time. The Bess Activity Center parking lot is used as the Housing parking overflow. Motorcycles and all other motorized vehicles must be licensed for operation on public roadways. Guests are to park in the Bess Activity Center Parking Lot, not in the Rivers Ridge Parking Lot.

All residents are issued a parking tag upon move-in. The parking tag must be displayed at all times while on Three Rivers College property.

Bicycles will be used on paved areas only. Residents having a bicycle on the property must chain them to the bicycle rack adjacent to the pavilion. The resident assumes sole risk of loss or damage. Common courtesy will always be shown toward pedestrians and cars.

Trucks and other large vehicles are to park in the back row of the Rivers Ridge Lot, as parking in the middle lot obscures traffic. Vehicles violating this will receive a fine. Trailers, campers, etc. are not to be parked in parking lots at Three Rivers College campus.

## **APARTMENT UNITS**

Apartment units may be personalized; however, to comply with fire codes, reduce the risk of accidents, and to prevent damages to the apartment, the following rules have been established:

- No hot plates in the apartment.
- Extension cords must be UL approved.
- No halogen lamps, candles/incense, or any open flames in the apartment.
- Provided blinds should be the only thing visible from outside.
- Decorations should be temporary in nature.
- Do not hang anything from sprinkler heads.
- No wallpapering or painting in the apartment.
- No nails, stickers, or tape on doors or kitchen cabinets.
- **No personal mattresses are allowed.**

## **BARBECUE GRILLS**

Grills in or near apartments are prohibited due to the fire code. Community barbecue grills are provided for the residents' use. Residents are asked to leave the grills, and areas, clean for the next person. Flammable liquids may not be stored in the apartments.

## **CLUBHOUSE USE**

The Clubhouse offers a variety of amenities available for residents to use. The common area provides a ping-pong table, foosball table, and access to the game closet. The study room offers a calm, relaxing atmosphere with access to a computer, and comfortable seating. The clubhouse contains Wi-Fi throughout for student use and convenience. The clubhouse is open Monday – Friday 8 a.m. – 11 p.m. and Saturday – Sunday 10 a.m. – 11 p.m.

## **HEALTH AND SAFETY INSPECTIONS**

Housing staff will conduct Health and Safety Inspections to ensure the cleanliness of the apartments along with the integrity of the College's property. Health and Safety Inspections will also take place between the fall and spring semesters. Health and Safety Inspections can take place without notice.

## **PERSONAL REFRIGERATORS**

One refrigerator, no larger than 4 cubic feet, is allowed in a bedroom.

## **ROOMMATE "BILL OF RIGHTS"**

The following Bill of Rights contains basic rights of roommates. To protect the rights of individual roommates, Three Rivers College Housing expects all residents to have the right to:

1. Study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
2. Sleep without undue disturbance from noise, visitor of a roommate, etc.
3. Expect that a roommate will respect personal property.
4. Live in a clean, safe, and healthy environment.
5. Free access to one's room and facilities without pressure from a roommate.
6. Personal privacy.
7. Host a visitor if all residence hall policies are followed, and the visitor is respectful of the rights of all roommates.
8. Have grievances addressed and conflicts resolved. Residence staff members are available for assistance.
9. Be free from intimidation; physical and emotional harm; and racial, sexual, and other prejudicial harassment.
10. Expect reasonable cooperation in the use of the apartment's shared items (e.g., refrigerator, TV, etc.) and a commitment to honor agreed-upon payment procedures (e.g., cable bill, etc.), if applicable.
11. Live according to one's own unique values, beliefs, orientations, and preferences, if they do not unduly interfere with the rights of others.

## **VOLLEYBALL COURT**

The Volleyball Court is open for use daily from 8 a.m. to 11 p.m. Residents must accompany any guests and appropriate public behavior should always be exhibited.

## **WINTER/SUMMER BREAK**

Rivers Ridge Apartments are closed for Winter and Summer Breaks. Residents that need accommodations during these time periods are required to submit proper documentation to the Housing Office by the specified deadline given prior to the end of the semester. Accommodation arrangements are made on a case-by-case basis and approval is not guaranteed.

Residents that remain over summer break may be required to move several times throughout the break due to maintenance and cleaning that takes place.

Fees will apply for any resident that resides over winter and summer break.

## **COMMUNITY CLEANLINESS**

All common areas are always to be kept clean and uncluttered. Common areas include, but are not limited to, parking lots, breezeways of the buildings, stairwells, corridors, pavilion, courtyard, and volleyball court.

## **MAINTENANCE**

Three Rivers College provides maintenance, and repairs to the facilities of Rivers Ridge. Residents are not allowed to make repairs, paint, wallpaper, or alter electrical services of the premises.

A request for repairs or services to the premises should be submitted on the Housing Blackboard portal. Upon receipt of notification Maintenance personnel will act as quickly as possible (within normal business hours [unless an emergency occurs]) to make the necessary repairs.

## MOLD

To minimize the potential for mold growth, please follow these guidelines:

- Keep the apartment clean – especially the kitchen, bathroom(s), carpets, and floors. Immediately throw away moldy food.
- Remove visible moisture from windows, walls, ceilings, floors, and other surfaces as soon as possible. Turn on exhaust fans in the bathroom and kitchen before showering or cooking with open pots. When showering, be sure the shower curtain is inside the tub to reduce water on the floor and the exhaust fan is running.
- Promptly report air conditioning, heating, or plumbing problems and any signs of water leaks, water infiltration, or mold.
- Clean any small areas of mold discovered on nonporous surfaces (such as ceramic tile, Formica, vinyl flooring, metal, wood, or plastic). The Federal Environmental Protection Agency (EPA) recommends that you first clean the areas with soap (or detergent) and water, let the surface dry, and then within 24 hours apply a pre-mixed, spray-on-type household biocide (which should be of the non-staining variety and whose label states that it will kill mold). Always clean and apply a biocide to an area 5 or 6 times larger than any visible mold because mold may be adjacent in quantities not yet visible to the naked eye.
- Do not clean or apply biocides to: (1) visible mold on porous surfaces, such as sheetrock walls or ceilings or (2) large areas of visible mold on non-porous surfaces. **Instead, notify the Housing Office immediately, and appropriate action will be taken in accordance with state law.**

Failure to comply with these provisions may result in residents being held responsible for property damage to the premises or health problems that may result.

## **SECTION III: VIOLATIONS AND PENALTIES**

Residents are subject to state and federal laws. Law enforcement officials may be summoned to handle violations or assist Housing Staff when deemed necessary.

### **CUMULATIVE PENALTIES**

At the 4<sup>th</sup> cumulative offense in an academic year, the penalty will be referral for eviction and loss of security deposit. Greater penalties may be added at the discretion of the administration.

### **COMMUNITY SERVICE**

If at any time a resident is assigned community service, the resident must complete the community service by the assigned deadline stated in their violation letter. Community service hours must be scheduled at least 48 hours in advance. Community service hours cannot be completed during scheduled class times and must be completed between the hours of 7 a.m. and 4 p.m. Monday – Friday. Residents that fail to complete their community service hours by their assigned deadline will have their violation upgraded to the next offense. Failure to comply a second time will result in a referral to the Office Student Services for eviction.

### **ALCOHOL**

Three Rivers College and Rivers Ridge Apartments are alcohol-free environments. The possession, consumption, sale, or donation of alcoholic beverages is prohibited on all Three Rivers College property. Empty alcoholic beverage containers may not be used as decoration, as this constitutes possession of alcohol paraphernalia.

Please reference Three Rivers College Alcohol/Drug-free Work/Learning Place Policy (GAP1206) and Regulation (GAR1206) at <https://trcc.edu/about/policies-and-regulations/>.

Residents who violate the alcohol policy will be disciplined as follows:

- 1<sup>st</sup> Offense: 10 hours of community service, \$50 fine, and referral to Student Services.
- 2<sup>nd</sup> Offense: Referral to Dean of Student Services for eviction.

Immediate confiscation of substances will take place, and substances will be disposed of by Housing Staff.

### **ANTI-HARASSMENT AND NON-DISCRIMINATION**

Discrimination, bullying, repeated insults, disrespect, or threatening behavior of any kind will not be tolerated. Disseminating libelous or slanderous information, or any act of harassment or discrimination based on a person's sex, age, race, color, national origin, native language, physical disability, or sexual orientation will be considered a violation of Three Rivers College Policies and Regulations. SR 2120 Title IX for Students and SR 2610 Student Code of Conduct <https://trcc.edu/about/policies-and-regulations/>. Residents found guilty of any of the above-mentioned acts (after investigation) will be subject to eviction from Rivers Ridge Apartments.

## **BANNED VISITORS**

Banned visitors are not allowed in or around Housing (including apartments, clubhouse, and parking lot) and may be subject to legal action for trespassing.

## **DAMAGES**

Residents will be held responsible for loss of property or damage to individual units and furnishings. As a member of the residential community, residents will share responsibility and repair/replacement for Community damage within common areas (e.g., Living Room, Kitchen, Bathrooms). If the person(s) responsible for the damage is identified, the responsible party will be charged for the cost of repair/replacement.

Three Rivers College Maintenance will determine the cost of the damage and the Director of Housing will determine how the cost of repair/replacement will be distributed among the residents living in the community.

## **DOOR OBSTRUCTION**

The front doors of the apartments are not to be obstructed in any way to prevent them from closing and locking, this includes being left slightly ajar. The front door should remain closed between the hours of 11 p.m. and 8 a.m., or when the apartment is unoccupied, for the occupant's safety. Residents who are found in violation of this rule will be subject to the following disciplinary action:

- 1<sup>st</sup> Offense: \$30 fine per resident in apartment.
- 2<sup>nd</sup> Offense: \$50 fine and 2 hours of Community Service per resident in apartment.
- 3<sup>rd</sup> Offense: \$75 fine and 4 hours of Community Service per resident in apartment.
- 4<sup>th</sup> Offense: Referral to Dean of Student Services for eviction.

## **DRUGS, NARCOTICS, OR CONTROLLED SUBSTANCES**

Three Rivers College and Rivers Ridge Apartments are drug-free environments. Use, possession, and/or distribution of drugs and/or illegal substances are prohibited and will result in immediate eviction and referral to the College for disciplinary action.

All equipment or paraphernalia of any kind used, intended for use, or designed for use in manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance is strictly prohibited on all Three Rivers College property.

Use of a toxic chemical for the purpose of huffing is considered a drug violation. Nitrous oxide, paint remover, or chemicals with intoxicating fumes, as well as paraphernalia including compressed gas containers, tubes, and bags will constitute a drug violation.

Any report of the odor, use, or distribution of drugs is grounds for staff to complete an in-depth inspection of the apartment for the presence of illegal substances.

Please note that it is against the law to have in your possession another person's prescription medication. It is also illegal to have a prescription medication that is not in a properly labeled bottle. Please refer to the following Missouri State Statute:

- <https://revisor.mo.gov/main/OneSection.aspx?section=195.100&bid=47914>
- <https://revisor.mo.gov/main/OneSection.aspx?section=579.040>

To control the use of illegal drugs in Rivers Ridge Apartments, drug searches utilizing a trained police dog may be conducted. Violators may be prosecuted.

See GAP 1206 Three Rivers College Alcohol and Drug Policy and GAR 1206 Three Rivers College Alcohol and Drug Regulation at <https://trcc.edu/about/policies-and-regulations/>

## **MARIJUANA AND MARIJUANA BY-PRODUCTS**

Marijuana and Marijuana By-Products are not permitted on any Three Rivers College owned or controlled property or College sponsored activity, this includes medical marijuana. While there may be state laws that permit its use, marijuana remains a drug prohibited by federal law. The federal government regulates drugs through the Controlled Substance Act (CSA) (21 U.S.C. A 811) which does not recognize the difference between medical and recreational use of marijuana.

Three Rivers College receives federal funding through Title IV in the form of student financial aid (grants, loans, and work-study programs) and through federal grants. As a condition of accepting this money, the College is required to certify it complies with the Drug-Free Schools and Community Act (DFSCA) (20 U.S.C.1145g part 86 of the Drug and Alcohol Prevention Regulations).

Thus, to comply with the Drug-Free Schools and Community Act and to avoid losing federal funding, the College must prohibit all marijuana use, including medical marijuana, and provide sanctions for its use. This includes, but is not limited to, equipment or paraphernalia of any kind used in planting, propagating, cultivating, growing, harvesting, ingesting, inhaling, or otherwise introducing into the human body found in the student's possession or in their apartment. Residents of Rivers Ridge found in possession of marijuana, or marijuana by-products, elsewhere on Three Rivers College campus may be subject to an in-depth inspection of their apartment for presence of any other illegal substances. Immediate confiscation of the substance will take place if found. Substances are turned over to local authorities for proper disposal.

Please reference Three Rivers College Alcohol/Drug-free Work/Learning Place Policy (GAP1206) and Regulation (GAR1206) at <https://trcc.edu/about/policies-and-regulations/>.

Residents who violate the marijuana policy will be disciplined as follows:

- 1<sup>st</sup> Offense: 10 hours of community service, \$50 fine, and referral to Student Services.
- 2<sup>nd</sup> Offense: Referral to Dean of Student Services for eviction.

## **ENTRY INTO ROOMMATES' ROOMS**

Unauthorized access to resident's rooms is limited to Rivers Ridge staff, College personnel, and Law Enforcement Officials, in their official capacity. Rivers Ridge staff will not allow others access to a resident's room without written consent from the resident.

## **EVICTION**

Eviction constitutes removal from Housing and banned for a duration determined by the Dean of Student Services. A person who is evicted shall not trespass in or around Housing, the clubhouse, or the Housing parking lot. Violators may be subject to legal action.

Grounds for eviction are as follows:

- Four cumulative penalties
- Accumulating the last offense of any Housing rule
- Breach of Housing Contract



## **FIRE SAFETY EQUIPMENT**

In each apartment, a fire extinguisher is mounted under the kitchen “table” in the common area. There is a smoke detector located in each bedroom and two in the common area. If the smoke detector battery loses charge, complete a Maintenance Work Ticket on the Housing Blackboard Portal to replace the battery. Tampering with, damaging, or removing the smoke detectors will result in a \$50 fine per smoke detector, per resident.

The misuse of fire alarms (including sounding a false fire alarm), fire extinguishers, sprinkler heads, or any fire equipment or limiting egress from the buildings by tampering with exit signs and doors, is a violation of law and strictly prohibited. Residents found in violation will be subject to the following disciplinary action:

- 1<sup>st</sup> Offense: \$50 fine per smoke detector found tampered with, and 2 hours of community service (fines and community service is assigned to each person in the residence if smoke detector is in common area).
- 2<sup>nd</sup> Offense: \$100 fine per smoke detector found tampered with, and 5 hours of community service (fines and community service is assigned to each person in the residence if smoke detector is in common area).
- 3<sup>rd</sup> Offense: Referral to Dean of Student Services for eviction.

## **FIREARMS OR OTHER WEAPONS**

Handguns, rifles, shot guns, and their ammunition/accessories are not allowed in Rivers Ridge Apartments. Residents must comply with all federal, state, and local laws as well as College policies pertaining to all weapons. This includes, without limitation to, explosives, fireworks, bows and arrows, any knives not intended exclusively for food preparation (over 4” in length), switchblades/assisted opening knives, swords, martial arts weapons, air rifles, and BB guns. Water guns, soakers and Nerf guns may be used only in the courtyard of Housing. For more information, please refer to HSP 5120 Firearms and Weapons at <https://trcc.edu/about/policies-and-regulations/>.

## **HUNTING**

The processing of game and fish is prohibited on all Rivers Ridge Apartments property.

## **IMPLIED CONSENT**

All students in a room/area will be held responsible for their behavior/objects in the room or area. Residents not observed participating in misbehavior or in possession of inappropriate items/objects, but are in the presence of a policy violation, can be held responsible. If a resident is not present, he/she may be held responsible unless it can be clearly demonstrated by the resident that he/she had no knowledge of the violation. The responsibility for demonstrating this mitigation is borne by each resident of the specific apartment in question, and proof of such must be submitted in writing to the Director of Housing within three (3) days from the date of occurrence. The Director of Housing will review the information and render a decision as to the acceptability of the claim raised by the resident in question.

## **INFECTIOUS DISEASES**

To provide a healthy and safe work and learning environment, Three Rivers College fully complies with the current state, local, and federal laws governing the health and safety of its students and employees. The College shall abide by the precautions and established criteria enforced by the CDC (Center for Disease Control), Missouri Department of Health, Butler County Health Department, and medical advisors. Additionally, the College will make available to its employees and students' timely information about the transmissibility of communicable diseases and shall enforce the necessary precautions that can be taken to prevent the spread of various communicable diseases as appropriate. For specific information, refer to HSP 5110 Communicable Diseases and HSR 5110 Communicable Diseases at <https://trcc.edu/about/policies-and-regulations/>

## **NOISE AND QUIET HOURS**

Noise should be kept to a minimum and should not be audible from outside your apartment or your vehicle. Courtesy hours (hours to study, relax, and sleep) are in effect 24 hours a day, 7 days a week. Please be considerate of others so they may be successful in achieving their academic goals. Residents who do not adhere to this rule may be subject to disciplinary action:

- 1<sup>st</sup> Offense: Written Warning.
- 2<sup>nd</sup> Offense: 2 hours of community service and a \$35 fine.
- 3<sup>rd</sup> Offense: 4 hours of community service, and a \$50 fine.
- 4<sup>th</sup> Offense: Referral to Dean of Student Services for eviction.

## **NONCOMPLIANCE**

Noncompliance of given disciplinary action will result in a penalty being taken to the next level of infraction.

## **ORIENTATION**

All Rivers Ridge Apartments residents are required to complete an online orientation. Residents will not be permitted to move into Rivers Ridge Apartments without completion of this training. Training will be located on Blackboard.

## **PETS**

Unauthorized pets are prohibited on the premises of the Rivers Ridge Apartments. Residents who do not adhere to this rule may be subject to the following disciplinary action:

- 1<sup>st</sup> Offense: Owner is to remove pet immediately and will receive \$50 fine.
- 2<sup>nd</sup> Offense: Referral to Dean of Student Services for eviction.

## **POSTINGS**

Posting of any signs or posters must be approved by the Director of Housing prior to posting and can be posted only in designated areas. Please see the Director of Housing for more information. Outside solicitation is prohibited in Housing for reasons of safety and security.

## **PROPERTY**

Any property left in the apartment after the end of the lease, or upon eviction, is considered abandoned property, after 10 days. Residents will be assessed fines for abandoned property, to be placed on their student account. See addendum A.

## **RESIDENT DISCIPLINE PROCESS**

The Director of Housing reserves the right to use an educational discipline process. The process is designed to promote and encourage self-discipline and guarantee fundamental fairness to each student. Violations may result in educational sanctions such as community service or probation. The disciplinary process follows Three Rivers College Policy SP 2620 and Regulations SR 2620 at <https://trcc.edu/about/policies-and-regulations/>. Students retain the right of appeal.

Failure to respond to a summons (verbal and/or written) may result in additional sanctions.

## **RIGHT OF ENTRY - COLLEGE PERSONNEL**

The Director of Housing and/or College officials and their respective agents, employees, repairers, servicers, and representatives may, without notice, at any time, enter the premises for any reason the Director of Housing or College officials deem to be reasonable. Some reasons for entry include, but are not limited to, routine maintenance repairs and upkeep, health, and safety inspections, and/or enforcement of Housing rules. Any illegal substance found during entry will be confiscated. The entry may be gained by use of a pass key or other means (to include disarming any intrusion alarm, if applicable, or by breaking a window or other means if locks have been changed in violation of this Lease, and you will be liable for any damage caused thereby). The Director of Housing and/or College officials can also enter the premises, upon giving you prior notice, to show a bed space or the apartment to government inspectors, fire marshals, lenders, prospective buyers, prospective residents, other residents, or insurance agents.

## **ROOM/APARTMENT CHANGES**

Room changes may be requested by residents, please see the Housing Director for more information. Changes will be assessed on a case-by-case basis, and only when space is available.

## **THEFT**

In the event of theft, please contact the Rivers Ridge Staff.

## **TOBACCO/SMOKING**

Tobacco may only be used in designated areas. This includes, but is not limited to, cigarettes, smokeless tobacco, and vapor products. Proper disposal of associated paraphernalia is required. Residents who violate the Smoking/Tobacco rules will be addressed as follows:

- 1<sup>st</sup> Offense: 2 hours of community service and a \$35 fine.
- 2<sup>nd</sup> Offense: 4 hours of community service and a \$70 fine.
- 3<sup>rd</sup> Offense: Referral to Dean of Student Services for eviction.

## **TRASH**

Trash must be bagged and placed in the appropriate container\*. Residents who violate the trash policy will be addressed as follows:

- 1<sup>st</sup> Offense: 2 hours of community service and \$25 fine.
- Each offense after that will double the fine assessed, and the number of community service hours previously served.

\*This includes, but is not limited to, bags of trash piled inside the apartment.

## **UNSANITARY ROOM**

Upon a Health and Safety Inspection, if an apartment unit is deemed unsatisfactory\* residents may be subject to the following disciplinary actions:

- 1<sup>st</sup> Offense: Re-inspection and written warning.
- 2<sup>nd</sup> Offense: Final re-inspection, 2 hours of community service, and a \$50 fine.
- 3<sup>rd</sup> Offense: Referral to Dean of Student Services for eviction.

\*Examples are, but not limited to, excessive trash or garbage, dishes piling in the sink, evidence of burning candles/incense, or overall uncleanliness.

## **VANDALISM**

Any resident found defacing, altering, tampering with, or destroying Rivers Ridge buildings, or other resident's property may face criminal charges, and be subject to College disciplinary action. Please reference Three Rivers College Student Code of Conduct Policy (SP 2610) and Regulation (SR 2610) at <https://trcc.edu/about/policies-and-regulations/>.

- 1<sup>st</sup> Offense: 10 hours of community service, restitution for damages at a \$50 minimum.
- 2<sup>nd</sup> Offense: Restitution for damages, referral to Dean of Student Services for eviction, and loss of security deposit.

## **VISITORS AND OVERNIGHT VISITORS**

### **Visitation hours are:**

Sunday – Thursday 8 a.m. – 11 p.m.

Friday – Saturday 8 a.m. – 1 a.m.

- All roommates must approve the visit on the Overnight Visitor Registration Form, which is available in the Housing Office.
- Visitors must show a photo ID at check-in.
- The visitor must be over 18 years old.
- Upon check-in visitors will be given a pass to display in their window that allows them to park in Rivers Ridge Parking lots.
- The visitor's stay must not exceed 2 nights and no more than 2 visits in a 30-day period.
- The sponsoring resident is completely responsible for the visitor's behavior and actions during the visit. All Rivers Ridge rules apply to the visitor. The College reserves the right to withdraw visitor privileges.
- The visitor must ALWAYS be in the presence of the sponsoring host.
- The Housing Office must receive an Overnight Visitor Registration Form 24 hours prior to the arrival of the visitor.
- Visitors found in violation of the overnight visitor rules will be immediately removed from the premises.
- Each resident has a right to privacy that outweighs their roommate's visitation privilege. If the presence of a visitor is an inconvenience to a roommate, the visitor should leave.
- See addendum B for Overnight Request Form.

Residents who violate the Visitor and Overnight Visitor Registration and other visitor rules will be addressed as follows:

- 1<sup>st</sup> Offense: Written warning and immediate removal of visitor and visitor banned for 4 weeks.
- 2<sup>nd</sup> Offense: 5 hours of community service, immediate removal of visitor, a \$35 fine, and visitor is banned for the semester.
- 3<sup>rd</sup> Offense: Referral to Dean of Student Services for eviction, immediate removal of visitor, and visitor is banned for the academic year.

## SECTION IV: EMERGENCIES AND EMERGENCY PROCEEDURES

Three Rivers College does everything possible to protect our students and residents in situations of emergencies or severe weather. In cases of extreme weather, the Robert W. Plaster Free Enterprise Center (PLST) and the Libla Family Sports Complex (LBLE) are FEMA safe rooms. Housing residents are strongly encouraged to seek shelter in either facility.

### EMERGENCY TELEPHONE NUMBERS

Resident Assistant: 573-772-2015

Student Resource Officer (SRO): 573-718-0108

### FIRE DRILLS

Rivers Ridge Apartments will conduct fire drills throughout the academic year. All residents will comply with the fire drill and evacuate from their apartments to the designated area. A resident found not evacuating during a fire drill will be subject to disciplinary action through the Student Code of Conduct.

### FIRE

Immediately leave the dwelling. DO NOT try to grab possessions. Leave the apartment, building, etc., IMMEDIATELY and go to a designated safe gathering area (as directed by administration or emergency personnel on the scene) and await further instructions.

### FIRE EVACUATION MAP



## **MISSING STUDENT NOTIFICATION**

Upon check in, each Housing student is required to provide emergency contact information by completing the Confidential Contact form. Residents under 18 years old must provide the contact information for their parent or legal guardian. This information will be used in the event the student is determined to be missing or in the event of a medical emergency. Students may update this information by contacting the Housing Director.

- When an individual reports to a Rivers Ridge Residential Assistant or the Director of Housing (573-870-9106 ex. 2813) that a resident is missing, the Director of Housing immediately contacts the Director of Public Safety who initiates the investigation and missing person procedures.
- Reports of students missing from the Rivers Ridge residences are directed to the Director of Public Safety, who investigates the report and initiates the notifications and missing person activities as appropriate.
- Each student living in the Rivers Ridge on-campus student housing facility has the option to register a confidential contact person to be notified in the case the student is determined to be missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.
- All Rivers Ridge residents less than 18 years of age and not emancipated are advised that their parent or guardian must be notified within 24 hours of determination the student is missing, in addition to notifying any additional contact person designated by the student.

## **SAFETY**

It is not possible for any apartment owner/manager or security agency to *ensure or guarantee* security or safety. Law Enforcement Officials routinely patrol the College campus. The Campus Security (Clery) Report can be accessed at <https://trcc.edu/student-services/campus-safety/>.

Any incident of theft, vandalism, or unsafe conditions should be promptly reported to the Rivers Ridge Director of Housing or to the Office of the Dean of Student Services. Acts of vandalism, trespassing, theft, or other crimes will be prosecuted.

## **SEVERE THUNDERSTORMS**

Remain where you are (if you are indoors) and keep updated for a change in the weather. If driving, seek the nearest shelter where available.

## **TORNADO**

A tornado **WATCH** means weather conditions exist that are conducive to the formation of a tornado.

A tornado **WARNING** means a tornado has been radar indicated or spotted on the ground. In the event of a tornado, the College emergency notification system, with voice message, will sound. Stay calm and quickly follow these steps:

- If you are in the apartments, please go to a ground floor apartment, and seek shelter in the restroom and close the doors.
- If time allows, please seek shelter in one of the two FEMA tornado safe shelters (both listed above).
- **DO NOT** try to grab possessions. Leave the apartment, building, etc., **IMMEDIATELY** and go to a designated safe gathering area (as directed by administration or emergency personnel on the scene) and await further instructions.
- Please follow the guidance given over the loudspeaker, or verbally by Three Rivers College personnel.

## **EARTHQUAKE**

Immediately stop, drop, and hang on. When tremors stop, exit all dwellings (in case of collapse) and go outside to a clear and open area, free of trees and power lines, if possible.

## **POWER OUTAGE**

Follow the directions given by Housing Staff and Resident Assistants.

**DO NOT** use candles and/or any open flame device for heat or light under any circumstances.

## **VIDEO SURVEILLANCE**

Tampering with College surveillance equipment will result in a \$100 fine plus cost to repair/replace equipment.

**For further information, the Three Rivers College Emergency Action Plan can be found at**  
<https://trcc.edu/student-services/campus-safety/>



## Addendum A Move Out Charges

Any damages beyond normal wear and tear of the apartment will be assessed upon the resident's check-out with Housing Staff, and the resident will be informed. Upon move-out the apartment must be in clean and sanitary condition. **If the resident is to abandon the apartment without properly checking out that resident will lose their security deposit, and any cleaning that is not completed will be assessed with the following minimum charges:**

### Common Areas (i.e., Kitchen and Living Room)

Emptying of refrigerator	\$50
Emptying of cabinets	\$50
Removal of belongings	\$35
Cleaning/Dusting of HVAC vent	\$10
Clean stove top	\$10
Emptying/Cleaning of Kitchen Sink	\$35
Sweeping/Mopping	\$25
Removal of trash bags	\$50/bag

### Bedroom

Removal of belongings	\$35
Removal of trash bags	\$50/bag
Emptying of drawers	\$50
Sweeping/Mopping	\$25

### Miscellaneous

Return of Textbooks	\$25
Trash outside apt.	\$50/bag
Personal Items outside apt.	\$30

### Bathrooms

Emptying of cabinets	\$25
Removal of belongings	\$50
Cleaning of tub/shower	\$25
Cleaning of sink/vanity	\$25
Cleaning of toilet	\$25
Mopping/sweeping	\$25

**The above list not all-inclusive and there may be other charges for cleaning, or removal of items. In addition, the above amounts are merely estimates of the minimum charges. Actual charge may be significantly more.**

**As a reminder, all cleaning should be done prior to the resident completing their check-out process.**

**Addendum B**  
**GUEST OVERNIGHT VISITOR FORM**

This form is to be completed by the guest that is staying with a resident overnight on campus. Please read the following, and then sign and date at the bottom saying you understand, and agree to, the rules of the overnight visitation policy.

- All roommates must approve the visit on the Overnight Visitor Registration Form, which is available in the Housing Office.
- Visitors must show a photo ID at check-in.
- The visitor must be over 18 years old.
- Upon check-in visitors will be given a pass to display in their window that allows them to park in Rivers Ridge Parking lots.
- The visitor’s stay must not exceed 2 nights and no more than 2 visits in a 30-day period.
- The sponsoring resident is completely responsible for the visitor’s behavior and actions during the visit. All Rivers Ridge rules apply to the visitor. The College reserves the right to withdraw visitor privileges.
- The visitor must ALWAYS be in the presence of the sponsoring host.
- **The Housing Office must receive an Overnight Visitor Registration Form 24 hours prior to the arrival of the visitor.**
- Visitors found in violation of the overnight visitor rules will be **immediately removed** from the premises.
- Each resident has a right to privacy that outweighs their roommate’s visitation privilege. If the presence of a visitor is an inconvenience to a roommate, the visitor should leave.

I agree to and understand the above rules regarding the visitor policy of Rivers Ridge Apartments at Three Rivers College. I understand that shall I be found in violation of any of these rules I will be subject to the following disciplinary action:

**1<sup>st</sup> Offense:** Immediate removal from Rivers Ridge Complex and banned for 4 weeks. Student Code of Conduct form completed.

**2<sup>nd</sup> Offense:** Immediate removal from Rivers Ridge Complex and banned for the semester. Student Code of Conduct form completed, and meeting with the office of Student Services.

**3<sup>rd</sup> Offense:** Immediate removal from Rivers Ridge Complex and banned for the academic year.

Please understand that if you are not a student at Three Rivers College, and you are banned from the property, law enforcement officials will be contacted should you not comply to the rules set in place.

\_\_\_\_\_  
Name Print

\_\_\_\_\_  
Name Signed

\_\_\_\_\_  
Date