Residence Life: The Village @ Rose State

(a) **Purpose.** The purpose of Residence Life is to provide on-campus student housing to Rose State College and bring the complete college experience to the College’s student population. The Village @ Rose State will reinforce the College’s mission in support of academic excellence and campus life involvement through student engagement in the areas of: academic success; student activities; leadership programs; varsity athletics; student life; and intramural sports.

1. **Residential Living.** The Village @ Rose State will be managed by Residence Life Staff at Rose State College and will serve as on-campus apartment style living for 180 students. Student housing requires that all residents must be enrolled in a minimum of 3/4 time (9-11 credit hours) as defined by Federal Financial Aid policy and maintain good academic standing with the College. Preference will be given to students who are enrolled full time (12 or more credit hours) as defined by Federal Financial Aid policy.

2. **Apartments and Amenities.** The Village @ Rose State will be comprised of two floor plans to include two bedrooms/two bathrooms and four bedrooms/two bathrooms. Each unit will have access to amenities such as: furnished apartment; proximity to campus; paid utilities (electricity, to be capped at $120 per apartment; and internet service); kitchen (with stove and oven); campus security; gated parking; gated community; outdoor volleyball; outdoor gazebo; and a clubhouse with a laundry facility, TV lounge, pool table, table tennis, and a community safe room.

(b) **Applicability of Residence Life Policies and Procedures.** For policies and procedures governing Residence Life and The Village @ Rose State, please see the The Village @ Rose State Community Living & Standards Handbook located in the Rose State College Student Handbook as incorporated by reference in the Student Housing Contract. The Student Housing Contract can be located at http://www.rose.edu/student-housing-contract and shall apply to all students residing at the Village @ Rose State along with their visitors and guests. The administrative procedures for The Village @ Rose State are contained in the Rose State College Student Handbook as written in the The Village @ Rose State Community Living & Standards Handbook and enforced by the Student Housing Contract.

**Conduct & Community Standards**

**Alcohol, Drug, & Tobacco Policy**

The consumption, possession, distribution, and/or use of Alcoholic beverages; Drugs/Narcotics/Hallucinogens; Tobacco products; or Paraphernalia are prohibited at The Village @ Rose State.

**Definitions:**

Alcoholic beverages, Drugs/Narcotics/Hallucinogens, Tobacco products, and Paraphernalia are defined as:

1. **Alcoholic Beverages** are defined by Rose State College (RSC) as “Ethyl alcohol, or ethanol, is an intoxicating ingredient found in beer, wine, and liquor. Alcohol is produced by the fermentation of yeast, sugars, and starches (i.e. all 3.2% or low-point-beer).” (CDC, 2015);

2. **Drugs/Narcotics/Hallucinogens** are defined by RSC as any banned substance either by Federal of Oklahoma State law and any misuse or abuse of prescription or nonprescription medication; and

3. **Tobacco products** are defined as all forms of tobacco, including, but not limited to; cigarettes, cigars, pipes, chewing tobacco, snuff, and all other kinds and forms of tobacco prepared in such a manner to be suitable for spit tobacco use, smoking, or both. This term also includes herbal tobacco products simulated tobacco products that imitate or mimic tobacco products. Furthermore, any e-cigarettes, vapor cigarettes, e-cigars, and/or hookahs with or without the use of “tobacco” itself is within the definition of “Tobacco products.”

4. **Paraphernalia** is defined as any item used in the preparation or consumption of illegal drugs including but not limited to: bongs; scales; clips; pipes; and any other item used for the preparation or consumption of illegal drugs.
The Alcohol Policy for The Village @ Rose State:
The consumption, possession, distribution, and/or use of Alcoholic beverages or trophy bottles and cans will result in the following disciplinary process and associated fines (Rose State College reserves the right to report any matter to the appropriate law enforcement agency and retains the right to seek criminal sanctions and seek all available civil remedies in all alleged violations of Rose State College policy as available by law):

(a) First Infraction: Meeting with the Resident Director; a $50.00 fine; 5 hours of Community Service to be completed at the discretion of the Coordinator of Residence Life; completion of the RSC Alcohol Training and Education Program; referral to counseling as required; referral to the Dean of Students for Student Conduct review.

(b) Second Infraction: Meeting with the Coordinator of Residence Life; a $100.00 fine; 10 hours Community Service to be completed at the discretion of the Coordinator of Residence Life; completion of the RSC Alcohol Training and Education Program; referral to counseling as required; and referral to the Dean of Students for Student Conduct review.

(c) Third Infraction: Contractual Review Meeting with the Coordinator of Residence Life; a $150.00 fine, termination of the Student Housing Contract in accordance with Section 4.6.9 and Section 4.17 of the Student Housing Contract, forfeiture of the $200.00 deposit, $500.00 cancellation fee, all remaining Student Housing charges for the current semester, banned from future living at The Village @ Rose State, and immediate referral to the Dean of Students for Student Conduct review.

The Drugs/Narcotics/Hallucinogens Policy for The Village @ Rose State:
The consumption, possession, distribution, and/or use of Drugs/Narcotics/Hallucinogens will result in the following (Rose State College reserves the right to report any matter to the appropriate law enforcement agency and retains the right to seek criminal sanctions and seek all available civil remedies in all alleged violations of Rose State College policy as available by law):

(a) Contractual Review Meeting with the Coordinator of Residence Life, termination of the Student Housing contract by the Coordinator of Residence Life in accordance with Section 4.6.10 and Section 4.17 of the Student Housing Contract;

(b) State and/or Federal criminal action/proceedings/prosecution; and

(c) Immediate referral to the Dean of Students for Student Conduct review.

The Tobacco Policy for The Village @ Rose State:
The consumption, possession, distribution and/or use of Tobacco products will result in the following:

(a) First Infraction: Meeting with the Resident Director and a $25.00 fine; and referral to the Dean of Students for Student Conduct review.

(b) Second Infraction: Meeting with the Coordinator of Residence Life; $50.00 fine; and referral to the Dean of Students for Student Conduct review.

(c) Third Infraction: Contractual Review Meeting with the Coordinator of Residence Life, termination of the Student Housing contract by the Coordinator of Residence Life in accordance with Section 4.6.11 and Section 4.17 of the Student Housing Contract; a $100.00 fine; and referral to the Dean of Students for Student Conduct review.

*Those who have problems with alcohol, drugs, or tobacco are urged to visit the Special Services and Student Outreach Office located in the Student Services Building, Room 100 or contact the office at (405) 733-7373.

Weapons, Firearms, and Explosives
In compliance with all local, state, and federal laws including the Student Housing Contract Section 4.6.8 and Section 4.17 and the Student Code of Conduct: the sale; use; distribution; storage; and/or possession of all firearms, weapons, explosives, firecrackers, and all other weapons are not permitted within or upon the grounds and buildings of the Village @ Rose State. Weapons may include, but are not limited to, the following: guns (all pistols, all rifles, and all other long guns); slingshots; bow and arrows; brass knuckles; bowie knives; daggers; tasers; pellet guns; aerosol guns; paintball guns; ammunition; bows/cross bows; arrows; similar knives or switchblades; or objects including but not limited to toys resembling weapons will also be deemed weapons.

The sale, use, distribution, storage, and/or possession of any weapon, firearm, or explosive will result in immediate referral to the Dean of Students for Student Conduct review and may result in immediate termination of the Student Housing Contract by the Coordinator of Residence Life in accordance with Section 4.17 of the Student Housing Contract. (Rose State College reserves the right to report any matter to the appropriate law enforcement agency and retains the right to seek criminal sanctions and seek all available civil remedies in all alleged violations of Rose State College policy as available by law.)
General Rules of Conduct for the Village @ Rose State

The Village @ Rose State requires all residents to conduct their behavior in accordance with the Student Code of Conduct, the Student Housing Contract, and the Policies & Procedures Manual of Rose State College. The Village @ Rose State to ensure a residential campus community conducive to campus engagement and academic success requires that all residents, visitors, and guests behave in a manner that does not disrupt the community. Should a resident, visitor, or guest violate these rules then the resident, visitor, or guest may be in violation and receive a citation for:

- Noise;
- Trash;
- Open Flames;
- Failure to Cooperate with College Officials;
- Failure to Cooperate with Campus Security or Law Enforcement;
- Possession of Prohibited Items;
- Damage or Destruction of Rose State College Property;
- Theft;
- Vandalism;
- Violation of Student Housing Policies and Procedures; and/or
- Violation of Rose State College Student Code of Conduct.

Violation of these rules of conduct will result in this Student Housing Disciplinary Procedure:

1.) First Infraction: Meeting with the Resident Director; and a $25.00 fine and referral to the Dean of Students for Student Conduct review.

Second Infraction: Meeting with the Coordinator of Residence Life; $50.00 fine; and referral to the Dean of Students for Student Conduct review.; and

Third Infraction: Contractual Review Meeting with the Coordinator of Residence Life, termination of the Student Housing contract by the Coordinator of Residence Life in accordance with Section 4.6.11 and Section 4.17 of the Student Housing Contract; a $100.00 fine; and referral to the Dean of Students for Student Conduct review.

OR

2.) Violation(s) that Substantially Impact the Community

Violation(s) that substantially impact the community if determined by the Coordinator of Residence Life and the Dean of Students shall immediately result in either Student Housing probation or termination of the Student Housing Contract in accordance with Section 4.17 of the Student Housing Contract. Student Housing probation or termination of the Student Housing Contract shall be determined on the severity of the violation.

These policies and procedures regarding Student Housing does not limit the College from seeking enforcement via: the Student Code of Conduct; the enforcement of the Student Housing Contract; the application of additional charges for damage destruction, vandalism, and theft; the College seeking all remedies via civil; and criminal enforcement; nor does it limit the College from referring any behavior to law enforcement for resolution.

Prohibited items at The Village @ Rose State

The Village @ Rose State prohibits items such as:

- Lit Candles
- Incense
- Charcoal and Gas Grills
- Lighter Fluid
- Fireworks
- Hotplates
- Open Flame Devices
- Charcoal
- Gasoline Cans
- Combustible Items

Possession of such items will result in the enforcement of the Student Housing Disciplinary Procedures.
### Noise & Community Quiet Hours

**Quiet Hours Defined:** Quiet hours are the time that residents in the Village @ Rose State may sleep, study, or relax without any excessive noise. All guests and residents will abide by quiet hours while living at the Village @ Rose State. During quiet hours, noise heard outside of a resident’s door is considered too loud. Residents are encouraged to address noise issues among themselves in accordance with College policy to attempt to resolve issues at the lowest possible level. However, if needed, Residence Life Staff and/or Campus Security will also address excessive noise issues.

#### a) Quiet Hours Operational Time Periods

- **Sunday-Thursday:** 9:00 p.m. - 11:00 a.m.
- **Friday-Saturday:** 10:00 p.m. - 11:00 a.m.

**Finals week each semester, 23 Hours Quiet Hours:**

- Friday before finals begins starting at 8:00 a.m. through the Saturday after finals at 12:00 p.m. 23 Hours Quiet Hours.

Normal reasonable noise 12:00 p.m.-1:00 p.m. daily during 23 Hours Quiet Hours for Finals week.

#### b) Activities Prohibited During Quiet Hours

- (a) Loud, boisterous talking/yelling, or activities in rooms, hallways and lounges
- (b) Operation of stereos, radios, televisions, musical instruments, or any other artificial noisemaker at a level that can be heard in other rooms or outside of the apartments
- (c) Any activity that is disruptive to the Village @ Rose State community

#### c) Noise:

All residents are expected and required to maintain a reasonable level of noise both inside and outside of the apartment. If you can hear your neighbors above or next to you, that may be too loud. If you can hear noise inside your apartment from outside, you may also be too loud. Please be courteous and respectful of your neighbors and community. All levels of unreasonable noise during any time of the day is prohibited and should be reported to Residence Life, (405) 733-7490, during normal business hours and should be reported to Campus Security, (405) 733-7313, during after hours, holidays, and weekends.

### Roommate and Community Member Conflict Resolution

Occasional disagreements may occur when people live in close proximity to each other. Residents of the Village @ Rose State are expected to communicate with each other in a respectful and reasonable manner when conflicts arise among themselves. However, if the residents involved cannot reach a resolution, they must contact Residence Life Staff to aid in conflict resolution. Conflict resolution does not replace the Policies and Procedures Manual 36th Revision regarding Grievances. Students wishing to file a formal grievance regarding another student must contact the Dean of Students for guidance regarding the College’s grievance procedures.

**Harassment of any kind to include Sexual Misconduct, Sexual Harassment, Sexual Violence, Sexual Discrimination, Gender Discrimination, Unlawful Harassment, Harassment, Threatening Behavior, and/or any other form of Harassment will not be tolerated at the Village @ Rose State.** If you witness or you are an alleged victim of Harassment, immediately contact Residence Life Staff, the Dean of Students, and/or Campus Security or local law enforcement.

### Hours of Operation

Office hours are Monday – Friday 8:00 a.m. to 5:00 p.m. and the office will be closed on all holidays, weekends, and breaks as designated by Rose State College.

The Coordinator of Residence Life and the Resident Director may be reached at (405) 733-7490 Monday – Friday 8:00 a.m. to 5:00 p.m.

- For all emergencies regarding the potential for loss of life, injury, threat of bodily harm, loss of property, and all other issues requiring the assistance of law enforcement, emergency medical response, or the fire department, immediately call 911 and you will be assisted.
- For all maintenance emergencies after office hours or when the office is closed, please contact Campus Security at (405) 733-7313 and you will be assisted.
- For all urgent but non-emergency issues after office hours or when the office is closed, please contact Campus Security at (405) 733-7313 and you will be assisted.

For all other non-emergency and non-urgent issues please contact Residence Life at (405) 733-7490 and you will be assisted the following business day.
**Clubhouse Hours of Operations and Rules**

The Clubhouse is open to all Residents, visitors, and guests of the Village @ Rose State. All visitors and guests must be accompanied at all times by the Resident.

- **Monday—Thursday** 8:00 a.m.—12:00 a.m.
- **Friday—Saturday** 8:00 a.m.—2:00 a.m.
- **Sunday** 8:00 a.m.—12:00 a.m.

The Clubhouse is for the enjoyment of all Residents and their accompanied visitors and guests. The Clubhouse is to be utilized in a fun, safe, and respectful manner. All TV’s, pool table, table tennis, furniture, and related items are for the enjoyment of Residents. Any damage that occurs will be the responsibility of the Resident(s) and all visitors and guests.

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**Reporting Maintenance Issues**

All Residents of the Village @ Rose State in accordance with the Student Housing Contract are to report all maintenance issues in a timely manner to Residence Life Staff. Failure to report a maintenance issue may result in additional charges to the resident if preventable damage is not minimized by timely reporting.

**Routine Maintenance Issues**

To report routine maintenance issues (non-emergency/non-urgent maintenance issues) contact Residence Life during standard hours of operation Monday – Friday 8:00 a.m. to 5:00 p.m. at (405) 733-7490 and you will be assisted as soon as possible.

**Emergency/Urgent Maintenance Issues**

Immediately contact:

1.) During business hours contact Residence Life at (405) 733-7490.; or
2.) After hours, holidays, and weekends contact Security at (405) 733-7313.

- Loss of power utilities;
- Electrical issues;
- Loss of heat in the winter;
- Loss of air conditioning in the summer;
- Water leaks;
- Flooding;
- Water running on the floor;
- Toilet clogs;
- Inoperable security gates (parking lot gates and pedestrian gates); or
- All other emergency/urgent maintenance issues.

**Reporting Safety Concerns, Security Concerns, and Alleged Criminal Activity**

Our commitment is to make your living experience at the Village @ Rose State as fun and safe and possible; however, it takes every member of the community being proactive to do so. It is the responsibility of all Rose State College students and community members of the Village @ Rose State to report issues regarding safety, security, and alleged criminal activity.

The rule is: “If you see something, say something.”

If you witness alleged concerning behavior you may contact the Campus Security Office at (405) 733-7313. For all other issues regarding campus safety, security, and alleged criminal activity immediately contact:

- Midwest City Police Department 911
- Midwest City Fire Department 911
- Emergency Medical Services 911
- Campus Security Office (405) 733-7313

If you witness alleged concerning behavior and are unsure as whether to contact 911 you are encouraged to contact 911 and/or contact the Campus Security Office at (405) 733-7313.
Reporting Sexual Misconduct: Sexual Assault, Sexual Harassment, Sex Discrimination, and Unlawful Harassment

Our commitment is to make your living experience at the Village @ Rose State as fun and safe and possible; however, it takes every member of the community being proactive to do so. It is the responsibility of all Rose State College students and community members of the Village @ Rose State to report all issues of sexual misconduct. For detailed procedures governing the College’s policy in addressing sexual misconduct see the Sexual Misconduct Policy in the Student Handbook and Rose State College Policies and Procedures Manual. The rule is: “If you see something, say something.”

If you are a witness or are a victim of alleged Sexual Misconduct immediately contact:

Midwest City Police Department 911
Campus Security Office (405) 733-7313
Dean of Students and Deputy Title IX Coordinator for Students (405) 736-0355 (Non-emergency Contact)

If you are a witness or are a victim of alleged Sexual Misconduct and you are unsure as whether to contact 911 you are encouraged to contact 911 and contact the Campus Security Office at (405) 733-7313.

Convictions and Pending Charges

Convicted felons and those convicted of misdemeanors involving violence or drug abuse are not permitted to reside in The Village @ Rose State and will have his/her Student Housing Contract immediately terminated in accordance with Section 4.17 of the Student Housing Contract. Residents charged with any felony or a misdemeanor involving violence or drug abuse are not permitted to reside in The Village @ Rose State and will have his/her Student Housing Contract immediately terminated in accordance with Section 4.17 of the Student Housing Contract. Residents charged with any felony or a misdemeanor involving violence or drug abuse are to immediately notify Residence Life Staff. The Dean of Students will review the pending allegations and determine based on the safety security, health, and overall wellbeing of the Student Housing community if the Resident may continue to reside at The Village @ Rose State. However, nothing in the Student Housing Contract restricts the referral to the Dean of Students, to the appropriate law enforcement agency, or to the College seeking civil remedies.

Fire Safety Plans and Procedures

To report a suspected fire, immediately call 911.

- In the event that a smoke detector or fire alarm sounds; or you see smoke or fire, you are to immediately evacuate your building utilizing the nearest exit and proceed calmly and quickly to the designated “safe zone/meeting area.”

- Once you are in a “safe zone/meeting area” immediately call 911 to report the alleged fire followed by contacting the Campus Security Office at (405) 733-7313.

- All residents are to check-in with Residence Life Staff to ensure all occupants of the Village @ Rose State are accounted for.

- The primary designated “safe zone/meeting area” for residents of the Village @ Rose State is the Wellness Center. Residents of the Village @ Rose State are to enter the Wellness Center via the front entrance and check-in with Residence Life Staff before leaving campus during a fire or any other emergency requiring evacuation from the Village @ Rose State. For after-hours access to the Wellness Center, Campus Security will provide access to the Wellness Center.

Residents of the Village @ Rose are to treat all fire alarms as if they are a real fire and evacuate immediately. There are no false alarms.

The Village @ Rose State Fire Drills will be held once a semester during the Fall and Spring semesters. Residents will be notified by Residence Life Staff a week in advance providing the date and time of the fire drill. The goal of the fire drill is to ensure that all residents of the Village @ Rose State are prepared for such an event should it occur. Residents are to immediately evacuate their building utilizing the nearest exit and proceed calmly and quickly to the designated “safe zone/meeting area.”

During the course of a fire drill, Residence Life Staff with the assistance of Campus Security, will clear all buildings to ensure compliance from all residents. The goal of the fire drill is to ensure compliance; however, should other violations of Student Housing Policies and Procedures be discovered during the fire drill then those violations shall be addressed by the Residence Life Staff, Campus Security, and the Dean of Students as required by College policy and law.
**Oklahoma weather can be severe and difficult to predict. It is important for you to know that Rose State College is in Oklahoma County so that you can interpret forecasts and warnings provided by the media and other weather resources. Furthermore, it is important for residents of the Village @ Rose State to know that residents and their visitors/guests are encouraged to seek shelter from severe weather in the Safe Room in the Clubhouse at The Village @ Rose State.**

**Civil Defense and Siren Test:** Midwest City and Del City maintains a citywide civil defense warning siren network that is used to signal imminent danger of tornadoes. It is tested every Saturday at noon as the weather permits.

**Imminent Danger:** A steady siren for three to five minutes means imminent danger. Be sure you or roommates have a plan in place that identifies the closest suitable shelter space. Go to that space. Once the sirens sound, it may be too late to seek shelter in the Safe Room in the Clubhouse at The Village @ Rose State.

**All Clear Signal:** Sirens DO NOT sound on all clear. This comes from the broadcast media. An all-clear signal will usually be given on the local radio stations (KGOU 106.3-FM, WWLS 640-AM, or KNOR 1400-AM). These stations may also be used for weather advisories and updates.

**Tornado or Severe Thunderstorm Watch:** Issued by the National Weather Services (NWS) when conditions are favorable for the development of a tornado or severe thunderstorm.

**Tornado or Severe Thunderstorm Warning:** Issued by the NWS when a tornado or severe thunderstorm has been sighted visually or detected by radar. The location, direction, and speed of movement of the storm are provided. Residents of the specified area should take immediate safety precautions.

**When a Tornado Warning is Issued:** If a tornado warning is issued for the Midwest City area by the NWS, the public broadcast media (KGOU-FM 106.3; KNOR-AM 1400; WWLS-AM 64-; or any Oklahoma City television station), or the sounding of the sirens for three to five minutes: Proceed immediately to the Safe Room in the Clubhouse at The Village @ Rose State. To minimize danger from flying debris, close doors around the shelter area. Remain in the Safe Room in the Clubhouse at The Village @ Rose State until the storm front clears the area or the public broadcast media provides an all-clear signal. It is recommended you take a battery operated radio or TV with you to the Safe Room in the Clubhouse at The Village @ Rose State.

**Designated Safe Location for Tornado and Severe Weather:** The designated safe location for severe weather is the Safe Room in the Clubhouse at The Village @ Rose State. Residents of the Village @ Rose State will have 24 hour access to the Safe Room by utilizing their proximity card to gain access to the Clubhouse during after hours, weekends, and holidays.

**Severe Thunderstorm:** Wind gust of 50 knots (58 miles) or greater and/or hail at least three quarters of an inch in diameter.

**Tornado:** A violent local storm with very high-speed winds rotating about a vortex with a funnel extending from the base of the clouds to the ground.

**Funnel Cloud:** A tornado-type funnel extending downward from the clouds but not touching the ground.

**Evacuation after a Tornado:** In the event that a tornado results in damage to The Village @ Rose State, and the Safe Room in the Clubhouse is cleared residents are to immediately evacuate the building utilizing the nearest exit and proceed calmly and quickly to the designated “safe zone/meeting area.” The primary designated “safe zone/meeting area” for residents of the Village @ Rose State is the Wellness Center. Residents of the Village @ Rose State are to enter the Wellness Center via the front entrance and check-in with Residence Life Staff before leaving campus during a tornado or any other emergency requiring evacuation from the Village @ Rose State. For after-hours access to the Wellness Center, Campus Security will provide access to the Wellness Center.
Active Shooter Safety Plans and Procedures

Rose State College is committed to the safety, security, and well-being of all students, faculty, and staff; therefore, in the event of an active shooter on Rose State College Campus and/or the Village @ Rose State, you are to:

- If feasible and safe, then you are to immediately evacuate campus and do not return until an all clear has been issued by Midwest City Police Department and the President of Rose State College.
- If evacuation is not feasible and safe, then you are to shelter/barricade in place into a safe and secure interior room. Secure yourself in your apartment, turn off all lights, and lock all doors. If feasible and safe block all doors with furniture. Stay away from doors, windows, and all exterior walls. Be as quiet as possible.
- If neither evacuation nor shelter/barricade in place is feasible and safe, then utilize any means necessary to ensure your safety, security, and survival.

Should you witness alleged concerning behavior, first get to a safe location and immediately contact Midwest City Police Department at 911 followed by contacting Campus Security at (405) 733-7313. The only way to ensure a fun, safe and secure community is for all members of the campus community to take a proactive approach and report alleged concerning behavior. If you see something, say something. Midwest City Police Department may be contacted at 911 and Campus Security may be contacted at (405) 733-7313.

Inclement Winter Weather

Oklahoma winter weather can be extreme. In the event of inclement winter weather Residence Life Staff will communicate via your Rose State College Student Email: procedures; plans; and cautions at the direction of Rose State College administration. If you are aware of an unsafe area on campus or at the Village @ Rose State due to inclement winter weather, then you are encouraged to immediately report that concern to the Campus Security Office at (405) 733-7313 and the Office of Residence Life at (405) 733-7490.

Keys, Proximity Cards/Student ID cards, and Lock-outs/Lost Keys and Lost Proximity Cards/Student ID cards

At move-in, all residents of the Village @ Rose State are issued an apartment room key which shall give the resident access to their apartment unit and specifically assigned apartment room. Furthermore, all residents are issued a proximity card to gain access to the Village @ Rose State pedestrian gates, drive-in gates, and the Clubhouse after business hours.

To ensure the safety and security of the Village @ Rose State it is the responsibility of all residents to keep secure their room key and proximity card.

**Lock-outs**
- Residents will be charged a $50.00 lock-out charge for all lockouts (Lost/Missing Key and or Proximity Card/Student ID card).
- Residents will be given one free lock out where they will not be charged the $50.00 lock-out charge. (This does not apply to a re-core charge should the missing key not be located within 48 hours by the resident after checking out a temporary key.)

**Lost Keys**
- Residents will be issued a temporary key for lost keys that are not suspected to be permanently misplaced. The resident shall have 48 hours to locate the lost key; however, should the temporary key not be returned within 48 hours then the resident shall be charged $250.00 to re-core a 4BR/2BA or $150.00 to re-core at 2BR/2BA apartment in addition to the $50.00 lock-out charge.

**Lost Proximity Card**
- Residents will be issued temporary proximity card for a lost proximity card that is not suspected to be permanently misplaced. The resident shall have 48 hours to locate the lost proximity card; however, should the temporary proximity card not be returned within 48 hours then the resident shall be charged $20.00 to receive a new proximity card.

If you are locked out during normal business hours of operation, then contact the Office of Residence Life at (405) 733-7490 and you will be assisted.

If you are locked out after normal business hours to include: evenings, holiday, and weekends, then contact the Campus Security Office at (405) 733-7313 and you will be assisted.

At move-out, all residents shall return their apartment room key and all previously issued proximity cards. Failure to return apartment room keys will result in a $250.00 charge to re-core a 4BR/2BA or $150.00 to re-core a 2BR/2BA. Failure to return proximity cards will result in a $20.00 replacement charge.

Lost mail keys will result in a $15.00 replacement charge.
**Hanging and Mounting of Items on the Walls, Curtain Rods, and Nail Holes**

It is the goal of Residence Life Staff to allow residents the freedom to decorate their own room and apartment as they see fit.

Residence Life does not encourage the use of nails and recommends for hanging pictures on the wall to utilize removable mounting tape. Residents are cautioned when hanging items on the walls even when utilizing removable mounting tape, any damaged caused to a resident’s room or walls will result in direct charges to the resident residing in that room at move-out. Any damage caused to walls in the common areas will be divided and directly charged to all residents residing in that specific apartment unit at move-out.

Residence Life will allow each resident to use five small nails to hang items in the apartment unit. Each nail hole up to five nail holes will result in a $2.00 charge per nail hole for repair at move-out. Residents are not to attempt repair of nail holes. For assistance in repair contact the Office of Residence Life. Any use of nails beyond five nails per resident will result in a $5.00 charge per nail hole at move-out. Any excessive damage to the apartment and walls will result in additional charges based on actual cost of repair at move-out to each resident residing in that apartment.

Mounting of TVs, projectors, and all other large/heavy items to the walls and ceilings are prohibited at the Village @ Rose State.

Hanging of curtain rods are permitted; however, Residence Life encourages you to utilize tension rods as each hole caused by hanging curtains will result in a charge of $2.00 per hole at move-out.

Residence Life Staff reserves the right to charge residents at move-out the actual cost of repair should the apartment and its walls result in damage requiring repair beyond the patching of the small nail holes or removable mounting tape.

For questions or additional assistance regarding the hanging of items from apartment walls and repairs to apartment walls contact Residence Life Staff at (405) 733-7490.

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**Apartment Modifications, Apartment Painting, and Apartment Furniture**

The Village @ Rose State does not permit the modification of the apartment in any form or fashion, the painting of the apartment, or the removal of College provided furniture and appliances.

For questions regarding this policy please contact Residence Life Staff at (405) 733-7490.

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**Parking Lots at the Village @ Rose State**

The parking lots within the gates of the Village @ Rose State are designated parking for only the residents of the Village @ Rose State. Residents are not permitted to give access to non-residents of the Village @ Rose State for parking. Visitor and guest parking are permitted in the parking lot south of the Village @ Rose State. All residents, visitors, and guests who park vehicles both at the Village @ Rose State and on Rose State College campus property assume all risk and liability for damage or loss of property while parking a vehicle at the Village @ Rose State and on Rose State College campus property. Rose State College and its employees will not be liable for any damage or loss of property associated to a vehicle parked at the Village @ Rose State and on Rose State College campus.

Parking spaces at the Village @ Rose State are not assigned and are on a first come first serve basis; therefore, residents may park in any available parking spot except those designated for fire lanes, emergency vehicles, handicap access, Rose State College service vehicles, Campus Security vehicles, and Residence Life Staff vehicles. Failure to comply with these parking policies will result in either a boot placed on the vehicle or tow of the vehicle and all fees, charges, and court costs associated with the boot or tow will be the responsibility of the vehicle’s owner. Rose State College and its employees will not be liable for any fees, charges, and court costs associated with a boot or tow.

Residents are not permitted to park or store the following at the Village @ Rose State: trailers, boat trailers, storage units, motor homes, recreational vehicles, inoperable vehicles, or any other vehicle not authorized by Residence Life Staff.

Residents, visitors, or guests are not permitted to conduct automotive repairs in the Village @ Rose State parking lots. Inoperable vehicles abandoned at the Village @ Rose State after 48 hours of attempted contact by Residence Life Staff will be towed at the vehicle owner’s expense to include but not limited to all fees, charges, and court costs.

All vehicles parked within the parking lots at the Village @ Rose State must have a current valid Rose State College parking permit and must be registered with Residence Life Staff. For questions please contact Residence Life at (405) 733-7490.
Mail and Packages
Residents shall be issued a mailbox key at move-in. Resident mail boxes receive mail from the United States Postal Service (USPS) only. Any packages left for the resident from USPS depending on the size will be left in one of the package mail boxes and a key will be left for the resident in the resident’s mail box. If the package is too large, then the USPS will leave notification for the resident that the resident is to come to the post office to pick-up the package.

All other mail and packages left by parties other than USPS such as UPS, FedEx, DHL, and any other vendor may be left in the Mail Room for Rose State College in the Student Center. Residents may pick their mail or packages up in the Mail Room Monday–Friday 8:00 a.m. to 5:00 p.m. Residents must present their Rose State College Student ID or other form of official government issued ID with photograph to pick-up mail or packages.

For safety and security purposes, the Office of Residence Life is unable to accept, sign, or hold any mail, packages, flowers, gift baskets, or any item of property on behalf of the resident. The Office of Residence Life will notify the resident via the resident’s official Rose State College Student Email.

Cox Cable
Your apartment comes standard with Cox basic cable with no additional charge. Should you wish to have services beyond basic cable you may contact Cox Cable at (405) 600-8282 and set up a personal account for those services at your own cost. You must be present if Cox needs to deliver equipment such as digital cable boxes. For further questions regarding Cox Cable Services please contact Residence Life at (405) 733-7490.

Wireless Internet Provided by Rose State College
Rose State College is committed to providing quality high speed wireless internet to the residents of The Village @ Rose State. However, service may be interrupted periodically for updates and repairs to improve and update internet service. If you become aware of any interruption of internet service, then please contact Residence Life Staff at (405) 733-7490 and you will be assisted as soon as possible.

Remember, internet service is a privilege and all Rose State College IT polices, local, state, and federal laws apply. Pirating, copyright infringement, violations of all College policies, and all other illegal activity is prohibited while utilizing the wireless internet provided by Rose State College. Should violations of College policy or law occur, then the College reserves the right to suspend and/or revoke all wireless internet service and report such activity to the Dean of Students, Residence Life Staff, and the appropriate law enforcement agency. Any associated fine, criminal liability, or civil liability incurred by the College as a result of a violation caused by the resident will be the sole responsibility of the resident responsible for the violation.

If you have questions regarding these polices please contact Residence Life at (405) 733-7490 and you will be assisted as soon as possible.

Trash Removal
Dispose of all trash in the dumpsters, which are located in NE and SW corners of the parking lot. Do not set trash around the dumpster. Do not use the dumpsters for disposal of furniture. If a dumpster is full, then either place your trash in another dumpster or inform Residence Life at (405) 733-7490 that the dumpster is full.

Financial Responsibility & Obligation
This agreement obligates the Resident to full payment of the financial obligations to be paid as indicated in the Housing Rate Sheet which is incorporated into this contract by reference. Failure to satisfy the financial obligations accrued under this Student Housing Contract may result in denial of permission to enroll and/or issuance of transcripts pursuant to Rose State College (RSC) rules and regulations governing the imposition of these sanctions as well as the placing of liens on any eligible accounts as determined by federal, state and local laws. Failure to meet financial obligations may result in a Resident/Lessee being denied access to his/her living accommodations and/or termination of this Student Housing Contract. Refunds will be governed by the Terms and Conditions of the Student Housing Contract as specified under the Termination of Contract in Sections 4.3.1, 4.3.3, 4.16, and 4.17.
Care of Facilities

This agreement obligates the Resident to full payment of the financial obligations to be paid for damages to the Resident’s individual living space and/or the Apartment communal living space and/or the Apartment Complex communal space as indicated in The Village @ Rose State Community Living Handbook which is incorporated into this contract by reference. All damage charges will first be applied to the $200.00 room reservation security deposit. Any remaining damage charges above the $200.00 deposit will placed as charges on the student account and must be paid for in full prior to the release of transcripts, release of diplomas, or the ability to enroll in subsequent classes/semesters at Rose State College.

Apartment Transfers/Changes

Residents are assigned a room through Residence Life Staff and must obtain written authorization via a Room Change Request Form from Residence Life Staff before the Resident can change/transfer to another Apartment and/or Apartment room. Requests are subject to additional charges as indicated in the Room Change Request Form.

Entry into Room

Rose State College (RSC) and third parties on behalf of the College reserve the right to enter any Resident’s Apartment and/or Apartment room at any time for a health, safety, maintenance, and/or damage inspection of the premises or as deemed necessary for an institutional purpose search.

Liability and Indemnification

Except as prescribed by the Government Tort Claim Act, Rose State College (RSC) assumes no liability for personal injury or damage to or loss of property for any reason, including, without limitation: actions of third persons, theft, burglary, assault, vandalism, other crimes, fire, smoke, flood, water leaks, rain or hail, ice or snow, explosions, other phenomena or interruption of utilities. The Resident agrees to hold harmless and indemnify RSC for any claims or damages payable as a result of the negligence or other acts of the Resident. RSC strongly recommends that the Resident secure insurance to protect against injury, damage or loss incidental to Resident occupancy.

Pet (Animal) Policy

a. General Rule: All pets (animals) other than those permitted in Exception 1 and Exception 2 of Section 4.6.13 of the Student Housing Contract are strictly prohibited in The Village @ Rose State.

b. Exception 1: A 25 gallon fish tank is permitted for pets (animals) that spend up to 80% of their life in/under water to include: some fish, some turtles, some frogs, and some other non-venomous/non-hazardous pets (animals). All Residents seeking Exception 1 to the Pet (Animal) Policy must have prior written approval from the Dean of Students one week prior to bringing the pet (animal) to The Village @ Rose State.

c. Exception 2: Service animals that comply with the rules and regulations set forth by the Americans with Disabilities Act (ADA). For inquiries regarding eligibility please contact the Coordinator of Disability Services at the Office of Special Services and Student Outreach located at Rose State College, 6420 S.E. 15th Street, Midwest City, OK 73110, Student Services Building Room 101 or by calling (405) 733-7407.

Meningococcal Compliance Requirement for Students Residing in Student Housing

Oklahoma Statutes, Title 70 §3243, requires that all students in any public or private postsecondary educational institution in this state who reside in on-campus student housing shall be vaccinated against meningococcal disease or sign a written waiver stating that the student has received and reviewed the information provided on the risks associated with meningococcal disease and has chosen not be vaccinated. You must submit the Meningococcal Compliance form along with the Student Housing Contract and $200.00 room reservation security deposit before keys shall be issued to the Resident at move-in.

Cleaning

The student housing, including interior window surfaces, furniture and bathrooms, must be cleaned thoroughly. Move-out cleaning instructions shall be followed according to the Rose State College (RSC) Check-Out Procedure Form. If the Resident fails to clean in accordance with the instructions, the Resident shall be liable for reasonable charges to complete such cleaning. This includes charges for cleaning carpets, draperies, furniture, walls, etc., which are soiled beyond reasonable wear. The rooms are all tobacco free. Therefore, this includes the odor removal of cigarette smoke and other various odors.
Furniture Policy

All furniture furnished by The Village @ Rose State to the Resident shall not be removed at any time from The Village @ Rose State. Removal, loss, or damage to any furniture furnished by The Village @ Rose State will immediately result in damage charges up to the total replacement value of the damaged or lost furniture.

Other Rights of Rose State College (RSC)

Upon abandonment by the Resident or termination of this contract by RSC, RSC may re-enter and re-assign the Resident’s space. Any property of the Resident remaining upon such re-entry may be disposed of in the same manner as property abandoned. RSC is under no obligation to provide storage for property abandoned. Resident may be charged a $100.00 per-item fee for any property weighing in excess of five pounds that is deemed property abandoned.

Removal of Property

Upon the normal expiration or termination of this contract, the Resident shall remove all personal property from the premises before completing the official and properly executed Exit Check-Out. Any personal property that remains after the official and properly executed Exit Check-Out or termination shall be deemed abandoned and may be removed and disposed of by Rose State College (RSC).

Subletting, Transferring, or Assigning of the Student Housing Contract is Strictly Prohibited by the Resident

The Student Housing Contract is personal to the Resident and may not be assigned or otherwise transferred, nor may the resident’s space be sublet or otherwise placed in the occupancy, control or care of another person or entity. Subletting is prohibited at The Village @ Rose State, there are no exceptions.

Overnight Guest(s) of the Resident

Up to two guests are allowed to stay overnight or for the weekend with prior written approval by the Residence Life Staff. No guest is allowed to stay overnight for more than two nights, consecutive or random, within a 14-day period, with each said 14-day period beginning on Sunday and ending on the following Saturday. The Resident is responsible for all the actions of his/her guest(s) to The Village @ Rose State. All guests are required to abide by all RSC policies, procedures, rules, and regulations. The Resident shall be financially obligated to pay for any damage caused to Rose State College property by the Resident’s guest.

Visitor(s) of the Resident

The Resident is responsible for all the actions of his/her visitor(s) to The Village @ Rose State. All visitors are required to abide by all College policies, procedures, rules, and regulations. The Resident shall be financially obligated to pay for any damage caused to Rose State College property by the Resident’s visitor.

Incorporations of Rose State College (RSC) Policies, Rules, & Regulations

At various places in this Student Housing Contract, references are made to the Dates of Occupancy and Terms and Conditions of Contract sections which are incorporated into this contract by this reference. Other RSC publications, such as: the 2015/2016 Student Handbook; Student Code of Conduct (SCC); Sexual Misconduct, Sex Discrimination and Unlawful Harassment Policy and Grievance Procedure (SMSDUHP); The Village @ Rose State Community Living & Standards Handbook; and the Polices & Procedures Manual, Thirty-Fifth Revision, may also affect the rights and obligations of the Resident and are incorporated into this contract by this reference but are not a written part of this contract. Residents and Guests/Visitors must adhere to all RSC policies, procedures, rules, and regulations as stated in: the 2015/2016 Student Handbook; Student Code of Conduct (SCC); Sexual Misconduct, Sex Discrimination and Unlawful Harassment Policy and Grievance Procedure (SMSDUHP); The Village @ Rose State Community Living & Standards Handbook; and the Polices & Procedures Manual, Thirty-Fifth Revision. All rules and regulations appearing in the most recent The Village @ Rose State Community Living & Standards Handbook section of the 2015/2016 Student Handbook and other handbooks that from time to time may be circulated by the Office of Residence Life are made part of this contract. All Residents are responsible for their knowledge of the 2015/2016 Student Handbook. Student Handbooks are available in the Office of Residence Life, the Office of the Dean of Students, and can be located at www.rose.edu. Failure to comply with all RSC policies, procedures, rules, and regulations as defined in: the 2015/2016 Student Handbook; Student Code of Conduct (SCC); Sexual Misconduct, Sex Discrimination and Unlawful Harassment Policy and Grievance Procedure (SMSDUHP); The Village @ Rose State Community Living & Standards Handbook; and the Polices & Procedures Manual, Thirty-Fifth Revision are grounds for the College to terminate the contract in accordance with Section 4.16 and 4.17 of this Student Housing Contract.
Antennas and Satellites
Attaching antennas and satellites to the building, trees, utility poles, railing, etc., are prohibited.

Telephone Service
For residents requesting telephone service, you may contact Cox Communications to arrange an account for additional coat. Cox Communications may be contacted at (405) 600-8282.

Reducing the Potential for Frozen Pipes
To reduce the potential for pipes freezing during the winter, especially when you are gone for the holidays, follow these steps:

- Leave the thermostat set at a minimum of 65 degrees;
- Leave cabinet doors that house pipes open to allow the heat in the apartment to keep the pipes warm;
- As soon as you notice you do not have water, immediately contact the Office of Residence Life at (405) 733-7490 or the Campus Security Office at (405) 733-7313; and
- If the problem is caught immediately, pipes may be thawed before they burst, preventing flooding.

Ranges and Stoves

- Do not cover the stovetop or sides with aluminum foil.
- This blocks vents and creates a safety hazard. Do not pour water in or on the stove.
- Clean grease splatters and spills as they occur.

Hot Water Tanks
Do not store anything near your hot water tank; this includes newspapers, cardboard boxes, plastic or paper bags, rags, mops, or flammable products. If an emergency arises due to hot water leaking from the relief valve or the heater itself; the following suggestions could prevent the apartment from flooding: Find a container to collect water leaks from the heater. Contact Residence Life Staff at (405) 733-7490 or after standard business hours contact the Campus Security Office at (405) 733-7313. Do not modify or tamper with hot water tanks.

If you have an issue regarding your hot water tank, then immediately contact the Residence Life Staff at (405) 733-7490 or the Campus Security Office at (405) 733-7313.

Flooding
Never leave a running faucet unattended. If the water is turned off for repairs, be careful not to leave a faucet in the opened position. This may result in flooding when the water is turned back on.

Preventing Mold and Mildew
Mold and mildew grow in areas that are dark, warm, and moist. These tips help prevent growth. Keep your bathroom clean, well lit, and dry. Leave the bathroom door and shower curtain open to allow walls to dry after showering. Use cleaning products designed to prevent mold and mildew.

Damage Charges
If necessary, residents will be charged for any costs associated with repairing damage in the apartment or associated landscaping. The apartment should be kept clean during occupancy and left clean upon checkout.

Entranceways and Stairwell Landings
Keep entranceways and stairwell landings clear of all obstacles, such as bicycles and carts, which impair normal passage. Do not store combustible items and/or motorized vehicles in entranceways or stairwell landings as they may create a fire hazard. Also, storing items in entranceways and stairwell landings is prohibited. This includes trash, trash bags, refrigerators, freezers, mattresses, old furniture, washing machines, dryers, bricks, tires, lighter fluid, chairs, tables, etc. These items create fire, safety, and pest hazards and detract from the general appearance of the areas. All residents are responsible for keeping their apartment areas free from fire and safety hazards. If such hazards exist, the resident will be required to correct the situation immediately.
The Village @ Rose State Community Living and Standards Handbook Information

The present version of The Village @ Rose State Community Living and Standards Handbook depicts the current status of student policies for Student Housing as of the date of publication, October 7, 2015 and as granted by the Rose State College Policies & Procedures Manual, Thirty-fifth Revision. Changes to Student Housing policy may occur as needed to comply with changes in law and best practices as approved by the College. To reflect those changes, the College maintains a master The Village @ Rose State Community Living and Standards Handbook on file in the Office of Residence Life, which constitutes the official status of Student Housing policies at all times. Once updates are made to The Village @ Rose State Community Living and Standards Handbook, a revised version will be placed at the College’s homepage and can be found at http://www.rose.edu. For questions or concerns regarding The Village @ Rose State Community Living and Standards Handbook please contact the Coordinator of Residence Life located at Rose State College, 1704 Hudiburg Drive, Midwest City, OK 73110, or by calling (405) 733-7490.

Rose State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, as amended, Executive Order 11246, as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, as amended by the ADA Amendments Act of 2008 (ADAAA); Genetic Information Nondiscrimination Act of 2008 (GINA), and other federal laws and regulations, does not discriminate of the basis of race, color, sex, age, national origin, religion, disability, genetic information, sexual orientation, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to admissions, employment, financial aid, and educational programs, activities, or services. Issues if noncompliance are to be referred to the Affirmative Action Office, Administration Building, Room 104; telephone (405) 733-7979. This publication is issued by Rose State College as authorized by the Board of Regents.