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Section 1. COMMUNITY LIVING

1.1 Residence Life: The Village @ Rose State: 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 up to 180 students. Student housing requires that all residents must be enrolled in a minimum of part-time (6-9 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 for 2 bedroom / 2 bathroom and $200 for 4 bedroom / 2 bathroom; 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 Village @ Rose State Community Living & Standards Handbook referenced in the Rose State College Student Handbook as incorporated by reference in the Student Housing Contract. The Student Housing Contract and The Village @ Rose State Community Living & Standards Handbook can be located at http://www.rose.edu/housing 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 Village @ Rose State Community Living & Standards Handbook and enforced by the Student Housing Contract.

1.2 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 to aid in conflict resolution. Conflict resolution does not replace the Policies and Procedures Manual thirty-sixth 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, but not limited to: Sexual Misconduct; Sexual Harassment; Sexual Assault; 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, the Dean of Students, and/or Campus Security or local law enforcement.

Section 2. SERVICES

2.1 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.

Residence Life Staff 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.
2.2 Clubhouse Hours of Operations & Rules: The Clubhouse is open to all Residents, guests, and visitors of The Village @ Rose State. All guests and visitors must be accompanied by a Resident at all times.

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 guests and visitors. 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 guests and visitors.

2.3 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 Communications 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.

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

2.5 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 at (405) 733-7490 and you will be assisted as soon as possible. Rose State IT Services may be contacted at (405) 733-7356.

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 Residence Life Staff, the Dean of Students, 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.

2.6 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 at 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, 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. Residence Life, if made aware of such items, will notify the Resident via the Resident’s official Rose State College student email.

Section 3 EMERGENCY PROCEDURES

3.1 Fire Safety Plans & 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 Campus Security 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.
3.1 cont.

- 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 there is 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 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 be discovered during the fire drill, then those violations shall be addressed by Residence Life, Campus Security, and the Dean of Students as required by College policy and law.

3.2 Tornado Safety Plans & Procedures: 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 guests and visitors are encouraged to seek shelter from severe weather in the Safe Room located 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.
Entry into Room: Rose State College (RSC) and third parties on behalf of the College reserve the right to enter any Resident’s/Lessee’s Apartment and/or Apartment room at any reasonable time for the purpose of inspection, routine maintenance, emergency maintenance, exigent circumstances, routine inspection, in order to meet emergency situations, to make routine maintenance or fire hazard inspections, to maintain minimum health and safety standards and for enforcing policies, procedures, rules, and regulations of Rose State College. Furthermore, RSC and third parties on behalf of the College reserve the right to enter Apartments and/or Apartment room(s) at any reasonable time in the interest of safety, security, and health or as deemed necessary for an institutional purpose search to enforce College Policy or local, state, and federal laws.

Inclement Winter Weather: Oklahoma winter weather can be extreme. In the event of inclement winter weather Residence Life will communicate via your Rose State College student email: procedures; plans; and cautions at the direction of Rose State College administration. If you 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 Campus Security at (405) 733-7313 and Residence Life at (405) 733-7490.

Active Shooter Safety Plans & 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 scenario on Rose State College campus and/or The Village @ Rose State you should remain calm and respond in the manner that best ensures your safety, security, and survival. An active shooter scenario is a fluid and unpredictable situation; therefore, the Department of Homeland Security (DHS), the Federal Bureau of Investigation (FBI), and the Midwest City Police Department (MWCPD) recommend that you should respond in one or all of these approaches that best ensures your safety, security, and survival:

1. RUN: 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.

2. HIDE: If evacuation is not feasible and safe, then you are to shelter/barricade in place into a safe and secure interior room. Turn off all lights, lock all doors, and silence all cell phones. Remain sheltered/barricaded in a safe and secure interior room until safe to evacuate and/or until an all clear has been issued by Midwest City Police Department and the President of Rose State College.

3. FIGHT: 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.

Emergency Evacuation due to Catastrophic Event Plans and Procedures: Rose State College is concerned for the safety, security, and well-being of all students, faculty, and staff; therefore, in the event of an emergency evacuation due to catastrophic event on Rose State College Campus and/or The Village @ Rose State, you 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.
4.2 Keys, Proximity Cards/Student ID cards, & Lock-outs/Lost Keys & 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 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 Campus Security 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.

4.3 Parking Lots at The Village @ Rose State: The parking lots within the gates of The Village @ Rose State are designated parking for 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.
4.4 Entranceways & 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.

4.5 Reporting Safety Concerns, Security Concerns, & Alleged Criminal Activity: Our commitment is to make your living experience at The Village @ Rose State as fun and safe as 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 Campus Security 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 (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 Campus Security at (405) 733-7313.

4.6 Reporting Sexual Misconduct: Sexual Assault, Sexual Harassment, Sex Discrimination, & Unlawful Harassment: Our commitment is to make your living experience at The Village @ Rose State as fun and safe as 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, Sex Discrimination, and Unlawful Harassment Policy located in the Student Handbook and Rose State College Policies and Procedures Manual. The Student Handbook can be located at: www.rose.edu/studenthandbook.

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

If you are a witness or are a victim of alleged Sexual Misconduct, Sexual Assault, Sex Discrimination, or Unlawful Harassment, please immediately contact:

- Midwest City Police Department 911
- Campus Security (405) 733-7313
- Senior Director, Human Resources/AAO and Campus Title IX Coordinator (405) 733-7979 (Non-emergency Contact)
- 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 Campus Security at (405) 733-7313.

4.7 Convictions & 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 referral to the Dean of Students, to the appropriate law enforcement agency, or for the College seeking civil remedies.
Section 5 HOUSING POLICIES

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

a. 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/Lessees 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.

b. Exception 2: Service Animals and Assistance (i.e. Emotional Support) Animals that comply with the rules and regulations set forth by the Americans with Disabilities Act (ADAAA) and Rose State College policy. For inquiries regarding eligibility please contact the Coordinator of Disability Services located at Rose State College, 6420 S.E. 15th Street, Midwest City, OK 73110, CDLC Room 109 or by calling (405) 733-7407.

5.2 Overnight Guest(s) of the Resident: An overnight guest is defined as person(s) who remains or resides in the Resident’s apartment from the night before until the following morning. All minors must be accompanied by a parent/guardian at all times when visiting The Village @ Rose State. Up to two overnight guests are allowed to stay overnight or for the weekend with prior written approval by Residence Life. All overnight guest(s) must carry a government issued picture identification card at all times and must present such identification when requested by Rose State College staff, Campus Security, and/or Law Enforcement. Prior to seeking approval from Residence Life, the Overnight Guest Approval form must be completed and submitted to Residence Life with the signed approval by all of your roommate(s).

In the interest of safety, security, and compliance with best practices and law, examples of prohibited overnight guests are:

- person(s) who have been charged and/or convicted of a felony;
- person(s) who have been charged and/or convicted of a misdemeanor involving drugs or violence;
- person(s) who are former Residents of The Village @ Rose State who had their Student Housing Contract terminated under Section 4.17 of the Student Housing Contract;
- person(s) who have been removed and/or barred from The Village @ Rose State;
- person(s) who have been deemed a trespasser to The Village @ Rose State;
- person(s) who have been removed and/or barred from Rose State College campus;
- minors as defined by anyone under the age of 18 years old;
- person(s) of opposite gender from the Resident requesting approval; and
- all individuals presenting either a risk or threat to the safety, security, health, and and/or wellbeing to the Student Housing community at The Village @ Rose State.

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. Violations of this policy by an overnight guest will result in immediate removal/eviction of the overnight guest from The Village @ Rose State premises and may result in trespass status for the overnight guest. The Resident shall be financially obligated to pay for any damage caused to Rose State College property by the Resident’s overnight guest. Overnight guests must be accompanied by the Resident at all times while on the premises of The Village @ Rose State.

5.3 Visitor(s) of the Resident: Visitors are defined as any person(s) who is not contractually obligated to the Resident’s apartment that the Resident has given access to the apartment and The Village @ Rose State premises to include building, grounds, parking lots, stairwell, and gate access. All minors must be accompanied by a parent/guardian at all times when visiting The Village @ Rose State.

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. All visitors must carry a government issued picture identification card at all times and must present such identification card when requested by Rose State College staff, Campus Security, and/or Law Enforcement.
In the interest of safety, security, and compliance with best practices and law, examples of prohibited visitors are:

- person(s) who have been charged and/or convicted of a felony;
- person(s) who have been charged and/or convicted of a misdemeanor involving drugs or violence;
- person(s) who are former Residents/Lessees of The Village @ Rose State who had their Student Housing Contract terminated under Section 4.17 of the Student Housing Contract;
- person(s) who have been removed and/or barred from The Village @ Rose State;
- person(s) who have been deemed a trespasser to The Village @ Rose State;
- person(s) who have been removed and/or barred from Rose State College campus; and
- all individuals presenting either a risk or threat to the safety, security, health, and/or wellbeing to the Student Housing community at The Village @ Rose State.

Violations of this policy by the Resident’s visitor will result in immediate removal/eviction of the visitor from The Village @ Rose State premises and may result in trespass status for the visitor. Visitors must be accompanied by the Resident at all times while on the premises of The Village @ Rose State.

5.4 **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:

(a) 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);

(b) 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

(c) 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.”

(d) Paraphernalia is defined as any item used in the preparation or consumption of illegal drugs, tobacco, and/or alcoholic products including but not limited to: bongs; scales; clips; pipes; empty bottles or cans; and any other item used for the preparation or consumption of illegal drugs, tobacco, and/or alcoholic products.

(e) 5.4.1 **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 Violation:** 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 Violation:** 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 Violation:** 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.
5.4.2 The Drugs/Narcotics/Hallucinogens Policy for The Village @ Rose State: The consumption, possession, distribution, and/or use of Drugs/Narcotics/Hallucinogens will result in all 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.

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

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

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

(c) Third Violation: 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 101 or contact the office at (405) 733-7373.

5.5 Weapons, Firearms, & 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 may 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.)

5.6 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 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.
5.6 cont.

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; and

(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 anytime of the day is prohibited and should be reported to Residence Life, (4045) 733-7490, during normal business hours and should be reported to Campus Security, (405) 733-7313, during after hours, holidays, and weekends.

5.7 Prohibited items at The Village @ Rose State: The Village @ Rose State prohibits items such as:

- Lit Candles
- Incense
- Charcoal & Gas Grills
- Lighter Fluid
- Fireworks
- Electronic Skateboard/Hoverboards
- Hotplates
- Open Flame Devices
- Charcoal
- Gasoline Cans
- Combustible Items
- Paper Lamps/Lanterns
- Weapons
- Alcohol
- Drugs
- Tobacco
- Space Heaters
- Mini Fridges used for the storage of *Possession of such items will result in the enforcement of the Student Housing Disciplinary Procedures.

5.8 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 Polices & 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
- Open Flames
- Failure to cooperate with College Officials
- Possession of prohibited items
- Vandalism
- Violation of RSC Student Code of Conduct
- Trash
- Theft
- Failure to cooperate with Campus Security or Law Enforcement
- Damage or destruction of RSC property
- Violation of Student Housing policies and procedures

Violation of these General Rules of Conduct will result in the Student Housing Disciplinary Procedure listed below:

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

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

Third Violation: 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.
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.

3. **Resident Responsibility Policy:** It is the responsibility of every member of the Rose State College campus community and The Village @ Rose State community to report violations of the Student Code of Conduct (SCC) and Student Housing (SH) policies. If you see something, you must say something to ensure a fun, safe and secure campus community. Therefore, any and all individuals found in Student Housing where violations of the SCC and/or SH polices (i.e. alcohol, tobacco, drugs, weapons, firearms, explosives, general rules of conduct for The Village @ Rose State, and or violations that substantially impact the community) occurs and the individuals are found to either be present, fled the scene, or fail to report the incident to College officials will be issued a citation for each separate distinct violation found in Student Housing. Each citation issued will be fully investigated by Residence Life Staff and the Dean of Students to determine if the citation stands. Each violation will also be enforced via the Student Code of Conduct and Student Housing disciplinary process as stated for the specific violation of Student Housing Policy.

These polices and procedures regarding Student Housing do 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 the appropriate law enforcement agency for resolution.

5.9 **Electronic Skateboards/Hoverboards:** Electronic Skateboards/hoverboards’ batteries can burst into flame, especially while being charged, resulting in a metal fire that can burn with intense heat. The Village @ Rose State is not willing to risk the safety of our staff, students, and Residents of our community. The following restrictions shall be followed:

- Electronic Skateboards/hoverboards will not be allowed in The Village @ Rose State to include: grounds, premises, buildings, apartments, and stairwells.
- Electronic skateboards/hoverboards cannot be recharged in any College-owned or College-leased facility or building to specifically include any and all buildings at The Village @ Rose State.
- Individuals who choose to ride electronic skateboards/hoverboards on campus must follow all traffic and pedestrian laws.

5.10 **Pregnancy:** Pregnant students living in Student Housing may contact the Coordinator of Residence Life to ensure that appropriate arrangements have been made in the event of medical problems, the onset of labor, and living arrangements after childbirth.

5.11 **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.

5.12 **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.

5.13 **Apartment Transfers/Changes:** Residents are assigned a room through Residence Life and must obtain written authorization via a Room Change Request Form from Residence Life 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.

5.14 **Antennas & Satellites:** Attaching antennas and satellites to the building, trees, utility poles, railing, etc., are prohibited.

5.15 **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.

5.16 **Financial Responsibility & Obligation:** This agreement obligates the Resident to full payment of the financial obligations to be paid as indicated in Section 4.3.2 of the Student Housing Contract which is incorporated into this Handbook by reference. Failure to satisfy the financial obligations accrued under the 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 being denied access to his/her living accommodations and/or termination of the 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, 4.3.2, 4.3.3, 4.16, and 4.17.
For questions or additional assistance regarding the hanging of items from apartment walls and repairs to apartment walls contact Residence Life at (405) 733-7490.

Residence Life 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 at (405) 733-7490.

5.19 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.

5.20 ROOM PERSONALIZATION

5.20.1 Apartment Modifications, Apartment Painting, & 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 at (405) 733-7490.

5.20.2 Hanging and Mounting of Items on the Walls, Curtain Rods, & Nail Holes: It is the goal of Residence Life 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 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.

5.18 Incorporations of Rose State College (RSC) Policies, Rules, & Regulations: At various places in this Handbook, references are made to the Dates of Occupancy and Terms and Conditions of Student Housing Contract sections which are incorporated into this Handbook 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 Student Housing Contract; and the Polices & Procedures Manual, Thirty-Sixth Revision, may also affect the rights and obligations of the Resident and are incorporated into this Handbook by this reference but are not a written part of this Handbook. 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 Student Housing Contract; and the Polices & Procedures Manual, Thirty-Sixth 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 Residence Life, 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-Sixth Revision are grounds for the College to terminate the contract in accordance with Section 4.17 of the Student Housing Contract.

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

5.17 Liability, Indemnification, & Renter’s Insurance: 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 renter's insurance to protect against injury, damage or loss incidental to Resident occupancy.
5.20.3 **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.

**Section 6 MAINTENANCE**

6.1 **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 Campus 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.

6.2 **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 & Standards 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 be 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.

6.3 **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.

6.4 **Removal of Property:** Upon the normal expiration or termination of the Student Housing 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).

6.5 **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.

6.6 **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.
6.7 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 Residence Life at (405) 733-7490 or Campus Security at (405) 733-7313; and
- If the problem is caught immediately, pipes may be thawed before they burst, preventing flooding.

6.8 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.

6.9 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 at (405) 733-7490 or after standard business hours contact Campus Security 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 at (405) 733-7490 or Campus Security at (405) 733-7313.

6.10 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.