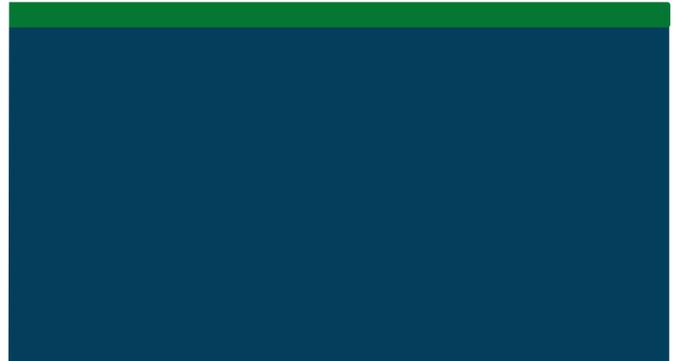


Student Housing

HANDBOOK



Lake Tahoe Community College

2019-2020



Table of Contents

1. Experience the Difference	4
• Living and Learning at LTCC	4
• Student Housing Location	4
2. Housing Team	5
• Student Housing Coordinator	5
• Resident Assistants (RAs)	5
• Administrative Support	5
• Student Accounts	5
• Maintenance Staff	5
• Residence Hall Contact Numbers	5
3. Campus Room	6
• Common Room	6
• Computer Services	6
• Heating	6
• Laundry	6
• Mail Service	6
• Trash & Recycling	6
• Parking	7
• Pest Control	7
• Safety & Security	7
IV. Prohibition Against Sexual Harassment	8
V. Crime Prevention	9
• Crime Prevention Tips	9
• Personal Safety...What You Can Do!	9
• Campus Safety	9
• Other Campus Safety Information/Closed Campus Hours	10
VI. Housing Information	10
• Kitchen	10
• Bedroom, Furnishings per Student	10
• Housing Fee Package Inclusions	10
• Students Provisions	10
VII. Pertinent References	11
• Terms and Conditions	11
• Cancellation	11
• Revocation of License Agreement	12
• Abandonment or Termination by Licensee	13
• Destruction or Unavailability	13

Table of Contents
(Continued)

- Vacating the House Facility 13
- Payment Procedure 13
- Treatment of Indebtedness 13
- Insurance 14
- Non-Waiver 14

- VIII. Student Housing Policies 15**

- Cooking 16
- Damages and Vandalism 16
- Fire Safety Rules 17
- Fire Evacuation Procedures 19
- Fire Safety Sanctions, Building Fire Alarm Activation 19
- Failure to Evacuate 19
- Intentional Fire Alarm Activation or Tampering w/Fire Safety Apparatus 20
- Fire Safety Tips 20
- Guest/Visitation – Day and Evening 20
- Non-Resident Visitation 20
- Housing Office/Facility Hours 21
- Health and Safety Inspections 22
- Key Cards and IDs 23
- Lockouts 23
- Maintenance Problems 23
- Mandatory Hall/Floor Meetings 23
- Prohibited Items 24
- Publicity and Posting 25
- Quiet Hours 25
- Student Housing Check-In/Check-Out Procedures 26
- Room Changes 26
- Room Decorating 26
- Products for Hanging Posters 27
- Tips to Avoid Excessive Damage Charges 27
- Room Entry 27
- Room Furnishings 28
- Security/Cleaning Deposit 28
- Smoking 28
- Storage 28
- Unit Agreements 29
- Windows/Window Blinds 29

Living and Learning at Lake Tahoe Community College

Welcome to your home away from home. We are pleased to be a part of your college experience. Lake Tahoe Community College's (LTCC) off-campus Student Housing facility is managed and operated by Lake Tahoe Community College. First and foremost, LTCC Student Housing strives to provide a living environment that is comfortable and conducive to building a positive learning community that will contribute to increasing student success from the moment that students arrive on our campus. Currently, there is one (1) off-campus student housing facility operated by LTCC, which is located on 3681 Aspen Avenue in South Lake Tahoe, CA. The Apartment Style Dorm off campus has a capacity of 30 residents.

Student Housing Location

The main office for Student Housing is located on the main campus at One College Drive, South Lake Tahoe, California. The hours of operation are generally Monday to Friday 8:00am – 5:00pm (hours are posted on the office door). Please note that all payments, including housing fees, security/cleaning deposits, and housing parking permits, are to be made at the Student Accounts office on the LTCC campus. Student Accounts is located in the One Stop office in the main building.

Lake Tahoe Community College is a center of learning for all of its students; therefore, we believe in free inquiry and free expression. Students are encouraged to develop the capacity for critical judgment and to learn about themselves and others. The freedom to learn depends upon appropriate, safe, non-prejudiced opportunities and conditions in the classroom, on campus, and in the larger community. Students should respect this environment and act with civility, courteousness, and responsibility.

With this in mind, the College and Student Housing policies and regulations are presented as the minimum code of orderly conduct while attending Lake Tahoe Community College. They should serve as a guide to obtaining freedom and to respecting the freedom of others. As a resident of student housing, you are responsible for knowing and following all of the policies and regulations which appear in this Handbook, the College Catalog, or any other official College memorandum or publication. The Housing Coordinator has final responsibility for decisions on fines and evictions related to violation of policies stated in this Handbook. Residents can appeal any decision of the Coordinator to the Chief Student Services Officer through the formal Student Complaints and Grievance Procedure (AP 5530). The Complaint/Grievance form can be found on the website at www.LTCC.edu; look under Student Services, Student Policies.

The following information serves as a guide to living and learning at Lake Tahoe Community College. In it you will find information ranging from who makes up Student Housing staff to what resources are at your disposal both on and off the campus. We hope that you will find this Handbook to be useful; however, it may not answer all of your questions or concerns. We strongly encourage you to contact your Resident Assistant or any other member of the staff for further information.

Housing Team

You are never alone... there is always someone available to assist you! You will be receiving an updated list of key Housing staff members when you move into the LTCC Housing Facility.

Student Housing Coordinator

The Coordinator is responsible for all aspects of the residential life program at LTCC Student Housing. The Coordinator provides direction for the training and programming activities. Additional responsibilities include housing management, technology management, and budget and program development.

Resident Assistants (RAs)

Resident Assistants (RAs) are staff members who live in student housing; RA's are assigned to each building. RAs are selected on the basis of leadership and other personal qualities that enable them to assist residential students with concerns and everyday issues. They will help with lock outs, security, and trash violations.

Administrative Support

These individuals coordinate the daily activities in the office including answering questions, data processing and are most likely the first people to greet you in the Housing office.

Student Accounts

The Student Accounts office is located on the main LTCC campus in the One Stop office inside the main building. All payments for security/cleaning deposits, housing fees, and parking permits are to be made through Student Accounts.

Maintenance Staff

Maintenance of the facilities will be provided by the owner of the facility and is responsible for all dorm repairs including heating, plumbing, and air conditioning. They are also responsible for snow plowing and grounds up-keep. They are **not** responsible for cleaning individual units, bedrooms or picking up litter. If something needs attention in your dorm room, contact your RA or the Housing Coordinator.

Residence Hall Contact Numbers

Student Housing Coordinator: TBA	530-541-4660
Student Accounts: Steve Berry	530-541-4660 ext. 292
Chief Student Services Officer: Jonathan King	530- 541-4660 ext. 751

Common Room

Each Apartment Style Housing unit has common spaces that are open to the residents and accompanied guests of that unit. Removal of common room furniture is prohibited and may result in student conduct action. Sleeping in these spaces is prohibited. Programs and events planned in the common room must be approved by the Coordinator. These events will be given priority over other daily activities.

Computer Services

All student housing facilities offer limited wireless internet service. If you experience problems with internet service, please submit a Service Request form stating the problems you are experiencing.

Heating

For best heating results, **do not** block the air vents, and keep all windows closed. Lake Tahoe winters are cold; cooperation in helping to conserve energy is appreciated. If there are questions about heating units, please contact a member of the Housing staff for assistance.

Laundry

Coin operated washer and dryer are located at the off-campus housing facility. The laundry room is open 24 hours. Report any problems with the washer and dryer by submitting a Service Request form. Student Housing is not responsible for lost, stolen or damaged items left unattended in the laundry room.

Mail Service

Each resident has the opportunity to rent a mail box at the local Post Office in South Lake Tahoe. For more information, details of how to rent a mailbox can be found at the following link: <http://www.postallocations.com/ca/south-lake-tahoe/south-lake-tahoe>

Trash & Recycling

Please dispose of all trash in the large, green trash dumpster located in the parking lot. Trash left outside of units attracts wildlife; therefore, **leaving trash outside a unit will result in a fine.**



LTCC Residential Housing Dorm Room

Parking

All Lake Tahoe Community College Traffic and Parking Regulations are in effect and applicable for off-campus residents. Student Housing parking permits must be purchased in person at the Student Accounts office on campus. There is an additional fee for a housing parking permit per quarter. Each resident will be permitted to register one vehicle. If a parking permit is lost, please go to the Student Housing office.

Garage units are designated for storage only; no vehicle parking will be permitted inside unit garages.

Student Housing parking is restricted to designated parking lots; driving and parking along the buildings is strictly prohibited. The only exception is a resident who has an official disabled person parking placard issued from DMV. Failure to abide by residence parking policy may result in the vehicle being ticketed and/or towed at the owner's/operator's expense.

Non-college community members visiting campus must have a visitor parking pass and park in designated areas. Visitor parking passes must be obtained by a resident student at the Student Housing office. For the security and safety of all college community members, driving and parking along the buildings is strictly prohibited. Violators may be ticketed/towed at the owner's/operator's expense if cars are parked illegally.

**NO PARKING ON THE ROAD OF THE OFF-CAMPUS HOUSING FACILITY
DURING SNOW REMOVAL CONDITIONS ...NO EXCEPTIONS!!!**

Pest Control

Please notify a Student Housing staff member if there is any problem with insects or rodents in a room or unit. A Service Request form must be submitted for a member of the staff to enter the room or unit during regular business hours to address the problem. Residents do not have to be present, but an accurate description of the problem must be given. All non-perishable food should be stored in airtight containers and well wrapped. No food is to be placed on windowsills. Food must be properly stored or discarded during vacations.

Safety & Security

Student Housing provides secure access smoke/heat alarm systems, Safety is everyone's responsibility. Report any unusual, dangerous, illegal, harassing, or otherwise unsafe behaviors to a Student Housing staff member or Public Safety. All residents are required to fill out a form that states previous criminal records. This form is on file at the Student Housing Office.

Prohibition Against Sexual Harassment

Lake Tahoe Community College seeks to maintain an educational environment free from any form of discrimination or harassment including but not limited to discrimination, harassment, and/or violence on the basis of sex in accordance with Title IX of the Education Amendments of 1972.

Title IX of the Education Amendments of 1972 provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. The law considers harassment or violence based on sex to be a form of discrimination. Lake Tahoe Community College prohibits discrimination against or harassment of students on the basis of sex in connection with all academic, educational, extra-curricular, and other programs of the college, whether they take place in the facilities of the college, at a class or training program sponsored by the college at another location, or elsewhere. As such, the Lake Tahoe Community College's sexual harassment policies (BP/AP 3430, BP/AP 3540) apply to Student Housing. These policies apply whether the alleged harasser is a Lake Tahoe Community College employee, a fellow student, a visitor to the college, or a vendor of the college.

Lake Tahoe Community College prohibits discrimination or harassment of all forms, including but not limited to sexual discrimination, sexual violence, or sexual harassment (including intimidating/bullying behavior based on gender). The college shall exercise reasonable care to prevent and promptly correct discrimination, violent, or harassing behavior and shall develop preventative or corrective measures to address these behaviors. Lake Tahoe Community College also prohibits retaliation against anyone for reporting discriminating, violent, or harassing behavior or for participating in discrimination or harassment investigations or lawsuits.

Students who believe they have observed or been the object of sexual discrimination or harassment or sexual violence has the right to file a complaint with the Title IX Compliance Officer identified below. All complaints of alleged sexual harassment or discrimination against students will be promptly investigated under the oversight of the college's Title IX Compliance Officer. Students may also file a complaint with the United States Department of Education Office for Civil Rights. For more information regarding Title IX Sexual Harassment requirements and complaint process, please refer to (AP 3435).

Title IX Compliance Officer

Jonathan King
Vice President of Student Services
One College Drive
South Lake Tahoe, CA 96150
king@ltcc.edu

Crime Prevention Tips

Criminals who see an opportunity will take risks. Assault and robberies can happen to anyone, anywhere, at any time. If we work together, we can stop crime before it occurs. Crime reduction on campus requires the continued active support of the college community. The following are a few suggestions, which may help to prevent crime by planning ahead for personal protection.

Personal Safety...What You Can Do!

The best defense against crime is to take adequate precautions, and always practice good personal safety. Precaution and prevention are the most effective tools that can be used to reduce the chances of falling victim to a crime. Know the current environment and be alert at all times, whether at home, out walking (especially at night), driving or at work.

At Home, or Your Student Housing Apartment/Room,

- Keep doors and windows locked when at home to keep out unwanted visitors.
- Lock all doors and windows whenever exiting. Even the best locks will not work if you do not use them.
- Do not automatically open the door when someone knocks.
- Do not share your door code with anyone.

When Walking

- Plan routes in advance; stay away from alleys, fields, and dark areas; avoid shortcuts.
- Walk on lighted walkways on campus.
- Don't walk alone. Walk with a friend, especially at night.
- Use Tahoe Transportation buses. Wait for the bus with a friend.
- If being followed, change directions and head for a public place.
- Have keys ready to enter a car, room, or apartment immediately.
- Do not accept rides from strangers. Do not hitchhike.

Campus Safety

In Case of Emergency: Call 911

On Campus Resources:

Report safety concerns, odd or unusual behavior, and/or criminal activities to:

Campus Safety Officer: 530-541-4660 ext.260

Campus Switchboard: 530-541-4660

Housing Coordinator: 530-541-4660 ext. 750

Off Campus Resources:

Barton Health – Carson Valley Hospital: 530-600-1900

Intervention and Resource Center: 24 hr. Crisis Line: 911

El Dorado County Mental Health: 530-573-3251

National Suicide Prevention Hotline: 1-800-273-8255

**Crime
Prevention**
(Continued)

**Housing
Information**

Other Campus Safety Information/Closed Campus Hours

Students are prohibited from entering any campus building, excluding student housing, between midnight and 6:00 a.m. Students are also restricted from coming to campus anytime the college is closed.

The Off-Campus Apartment Style Housing is located approximately 2.5 miles from campus and consists of 30 beds throughout a five-unit building located at 3681 Aspen Avenue. Each unit includes three (s) bedrooms, each shared by two (2) students. All units include a kitchen, one and half bathrooms, a common living room, and three (3) bedroom(s). Each unit is equipped with limited internet connectivity. Units are furnished as follows:

Kitchen

- Refrigerator/Freezer
- Electric stove with oven
- Some units have garbage disposals

Bedroom, Furnishings per Student

- Raised twin bed frame w/mattress
- Wardrobe closet

Housing Fee package includes....

Utilities, internet and bed (tenant provides own phone service).

Student provide their own....

Bedroom Supplies: linens, towels, hangers

Kitchen Supplies: pots and pans, dishes, eating utensils, garbage can

Cleaning Supplies: vacuum cleaner, mop, broom, sponges

Living Room Supplies: couch, dining table and chairs, T.V.



Pertinent References

The following includes portions of the Student Housing License Agreement that you might need to reference:

TERMS AND CONDITIONS

- (a) The LTCC Student Housing Handbook is made a part of this License Agreement and residents are subject to all regulations contained in LTCC Student Housing Handbook, a copy of which has been provided for review and is available at the Lake Tahoe Community College Student Housing Office, on the LTCC website, and is provided at move-in.
- (b) Licensee agrees to comply with the housing facility regulations, which are listed in the Student Housing Handbook, and any subsequent amendments.
- (c) This License Agreement shall not be transferred except as permitted in Section VIII.
- (d) It is understood and agreed by Licensee and Lake Tahoe Community College Student Housing that no lease or any other interest in real property is created by this Agreement.
- (e) Licensee agrees not to sublease a room to which he or she is assigned and to pay current and future housing rates of their assigned living environment.
- (f) Lake Tahoe Community College Student Housing reserves the right to change room rates and occupancy after due notice and to add other requirements and stipulations as may become necessary for the betterment of the housing program and the general welfare of the students.
- (g) To be eligible for occupancy, Licensee must be currently enrolled and maintain status as a student at Lake Tahoe Community College with at least 12 quarter units.

CANCELLATION BY LICENSEE PRIOR TO ACADEMIC YEAR FEE PERIOD

- (a) Licensee may cancel their license after it has been approved by LTCCSH by giving written notice to Lake Tahoe Community College Student Housing Office at least 30 days prior to the beginning of the 2019-20 academic year fee period.
- (b) A request to cancel a license less than 30 days prior to the beginning of the 2019-20 academic year fee period shall include Licensee's statement of reasons. Lake Tahoe Community College Student Housing Management **shall** grant the request based on the following standards, with appropriate verification: (1) end of student status, or (2) marriage. Lake Tahoe Community College Student Housing Management **may** grant, **at its sole discretion**, the request based on the following standards, with appropriate verification: (1) extreme hardship beyond the control of licensee and (2) a suitable replacement licensee is available to fill the vacated space. LTCCSH shall make a reasonable effort to locate a suitable replacement licensee

CANCELLATION AFTER THE BEGINNING OF THE ACADEMIC YEAR FEE PERIOD

- (a) Licensee who requests to vacate the housing facility shall give at least a 30-day written notice of intention to vacate and the reason thereof. A petition to terminate shall be obtained from Lake Tahoe Community College Student Housing Office, completed, and returned to the Student Housing Manager.

**Pertinent
References
(Continued)**

- (b) Lake Tahoe Community College Student Housing Management **shall** grant a request to vacate submitted pursuant to subsection (a). The determination will be based on the following standards, with appropriate verification: (1) graduation or (2) marriage.
- (c) Lake Tahoe Community College Student Housing Management **may, at its sole discretion and on occasion**, grant the request based on the following standards, with appropriate verification of: (1) extreme hardship beyond the control of licensee and (2) a suitable replacement licensee is available to fill the vacated space. LTCCSH shall make a reasonable effort to locate a suitable replacement licensee.
- (d) If request for cancellation is approved, Licensee's financial obligation will be prorated by a daily rate for the dates of occupancy. The security/cleaning deposit may be applied by the DISTRICT toward reimbursement for any cost incurred including (1) unpaid housing fee, (2) cleaning expenses (3) repairs for room damage (will be based on current replacement and/or repair costs), (4) replacement of other items including lost or damaged keys, equipment or furnishings. The \$500.00 Security Deposit will otherwise be refunded.

REVOCAION OF LICENSE AGREEMENT

- (a) Lake Tahoe Community College Student Housing Management may revoke this License Agreement and evict the Licensee upon the following conditions:
 - 1) Serious or repeated failure to comply with housing policies and procedures as stated in the License Agreement or Student Housing Handbook. If a resident is asked to vacate the housing facility as a result of disciplinary action as defined in the Student Housing Handbook, LTCCSH expressly reserves the right to charge for the full academic year according to the License Agreement. All such failures are considered "non-curable" breaches of the Agreement with the exception of payment or fees.
 - 2) Failure of Licensee to maintain status as a student at Lake Tahoe Community College and housing space is needed for other students.
 - 3) Licensee's serious or repeated breach of any term or condition of this License Agreement or the Student Housing Handbook ("non-curable") including failure to pay required payments and fees ("curable").
 - 4) Licensee engaging in conduct that endangers the safety or well-being of other residents, as reasonably known by management, or the conviction of a felony.
 - 5) Administrative necessity (for example: facility repairs, safety or emergency) as determined by the Student Housing Management.
- (b) LTCCSH Management shall provide notice to Licensee not less than 72 hours prior to revocation of license resulting from an occurrence described in subsections above, except in cases of emergency, such as (4) or (5). In the event a license is revoked, the security/cleaning deposit will be applied as described above.

ABANDONMENT OR TERMINATION BY LICENSEE

Except as permitted in Section V or VI, termination of this License Agreement or abandonment of the premises by Licensee shall not release Licensee from paying any obligation due Lake Tahoe Community College Student Housing. Under certain circumstances, revocation, termination or abandonment, Licensee may be released from this agreement if a suitable replacement occupant is found, upon approval of Student Housing Management. LTCCSH shall make a reasonable effort to locate a suitable replacement licensee. Licensee's personal belongings left on property will be disposed of in accordance with legal requirements.

DESTRUCTION OR UNAVAILABILITY

In the event that bed space is destroyed or becomes unavailable as the result of conditions not reasonably foreseen at the time this License Agreement is made, Licensee shall be entitled to a prorated refund of any fees applicable to periods after Licensee was required to vacate. Such conditions include, but are not limited to, damage caused by floods, slides, fire, earthquake, other natural disasters, and vandalism; civil disorder; compliance with state or federal law; unanticipated interruption of basic services; drop in the rate of vacancies or cancellations not reasonably foreseen by LTCCSH if such drop results in an over-booking of available housing facilities.

VACATING THE HOUSING FACILITY

Licensee shall promptly vacate the housing facility on the expiration of the fee period or upon revocation of this License Agreement, whichever occurs first, after due notice and in accordance with license agreement and legal requirements.

PAYMENT PROCEDURE

- (a) Payments are due in accordance with the payment plan chosen by the resident.
- (b) If payment is not received within five days of the due date, a \$20 late fee will be assessed monthly until the balance due has been paid in full.
- (c) Resident is liable for entire 2019-20 academic year lease obligations as stated in license agreement.

TREATMENT OF INDEBTEDNESS

Failure of Licensee to satisfy the financial obligations of this License Agreement may result in action by the LTCCSH, including but not limited to:

- (a) Assessment of a late fee, in accordance with the fee schedule.
- (b) Revocation of the License Agreement.
- (c) Eviction.
- (d) Withholding of Lake Tahoe Community College services or records pursuant to the License Agreement and Student Housing Contract. This includes:
 - 1) Withholding official Lake Tahoe Community College transcripts / records.
 - 2) Denial of registration.

Pertinent References (Continued)

- (e) Offset of loans, grants, scholarships, and/or earnings payable through Lake Tahoe Community College.
- (f) Referral to an outside collection agency, and/or a credit reporting agency; and/or legal action.
- (g) Submission of your debt information to the Franchise Tax Board for possible deduction of payment from your tax refunds or other money the state may owe you.
- (h) Licensee agrees to pay all costs incurred by the Lake Tahoe Community College Student Housing to effect collection in the event of Licensee's default.
- (i) Licensee authorizes Lake Tahoe Community College Student Housing, its agents, and any collections agency or legal counsel under their direction to contact any individual, school, employer, doctor, or state/federal agency in order to substantiate information, including current address, relevant to collection of this debt.

INSURANCE

- (a) During the period covered by this License Agreement, Licensee is recommended to obtain health, accident and renter's insurance.
- (b) Lake Tahoe Community College Student Housing does not have insurance to cover the personal or property damage of Licensee. Therefore, LTCCSH highly recommends that Licensee obtain insurance, such as renter's, accident and health policies. The LTCCSH assumes no responsibility for licensee's personal property.

NON-WAIVER

The waiver by LTCCSH of any breach of a term or condition of this License Agreement shall not constitute a waiver of any other or subsequent breach.



LTCC Residential Assistant Bedroom

Student Housing Policies

All LTCC students must follow the Lake Tahoe Community College Standards of Student Conduct, which can be found at the following link:

[https://www.LTCC.edu/student-services/files/documents/StandardsofStudentConduct%20\(1\).pdf](https://www.LTCC.edu/student-services/files/documents/StandardsofStudentConduct%20(1).pdf)

Additionally, the following policies apply to all Housing residents, their guests, and visitors and shall be subject to disciplinary procedures:

1. Illegal possession or use of any firearm, explosive, dangerous chemical, or other weapon.
2. Threatening, harassing, physically abusing, or endangering in any manner the physical or mental health and/or safety of any person including sexual harassment.
3. Theft, willful destruction, damage, or misuse of any property belonging to or in the possession of the College or belonging to or in possession of any person.
4. The unlawful manufacture, distribution, dispensation, possession or use of alcohol or a controlled substance is prohibited in all facilities under the control and use of the District or at college-sponsored activities. If a student is suspected of being under the influence of any drug (legal or illegal) which threatens the health and/or safety of any person, he/she may be required to submit to a drug test (at their expense) prior to returning to class, clinical assignment, or any college activity.
5. Disruption of the orderly process of activities of the College, including unauthorized entry into, obstruction of, or occupation of any college property.
6. Dishonesty, including, but not limited to: cheating, plagiarism, knowingly furnishing false information to the College, forgery, alteration or misuse of College documents and records.
7. Unauthorized and inappropriate use of College computers and network systems (computing resources).
8. Violation of any criminal state or federal law not included in the above.
9. Repeated violations of quiet hours or other pervasive disruptions to the housing facility.
10. Failure to ensure visitor compliance with the rules and policies of the housing facility.

Parents may be called at any time there is a threat to health and safety to their child or if their child causes harm to anyone in the housing facility. Sanctions may include a minimum \$100 fine paid immediately following the incident, community service, a documented disciplinary record, and report to law enforcement including the California Highway Patrol (CHP).

Repeated violations may result in the suspension of housing privileges for the remainder of the academic year and may include permanent expulsion. The Chief

Student Housing Policies (Continued)

Student Services Officer may also suspend the student from the college for up to one year. If housing and/or enrollment privileges are suspended the student will not be allowed on housing property or college property during the time of suspension and may be arrested for trespassing if seen on campus.

All Lake Tahoe Community College facilities including housing are drug and alcohol free. Fines for alcohol and drug use violations are as follows:

- 1st offense: \$100
- 2nd offense: \$250
- 3rd offense: \$350 (meet with Dean of Students)
- 4th offense: \$500 (possible suspension of housing privileges and/or possible disciplinary actions)

Fines must be paid immediately; fines not paid within one week will be applied to the resident's LTCC student account and may be subject to additional late fees.

Cooking

Cooking is allowed only in kitchen areas. Residents are encouraged to cook with the kitchen appliances provided in the housing facility. It is expected that residents wishing to cook will apply all fire safety precautions and observe good cooking practices. It is recommended that residents regularly clean the stove drip pans to prevent residue build up that could result in excessive smoke or fire. Residents will be held financially responsible for any building fire alarm activation or related damages resulting from negligence while cooking. Only UL approved, sealed-unit coffee makers and toasters are allowed to be used in the kitchen area. The use of any other cooking appliances are prohibited in all units including, but not limited to, hot plates, electric fry pans, oil fryers or auxiliary heaters.

Damages and Vandalism

Residents are responsible for any loss or damage to personal property, College property, or property of Student Housing. Anyone causing damages, whether intentionally or by accident must report the incident to the Housing Manager. Damages occurring during the academic year will be invoiced to the resident. Vandalism to common area property will be assessed and divided equally among all residents involved in the damage. All damage deemed vandalism by Student Housing staff will incur a base charge per incident based on building occupancy. Residents are responsible for any damage to their dorm/apartment unit. The repair/replacement costs will be charged to the residents by dividing the total cost equally by the number of residents involved. Outstanding fees in excess of \$200 will result in a hold being placed on their academic record. Outstanding fees will result in a hold preventing the resident from obtaining a college transcript. Unresolved balances may be referred to a collection agency and residents will be responsible for all associated collection fees. We recommend that all residents obtain renter's insurance to protect their belongings in the event of theft or damage. Student Housing will not compensate residents for loss or theft of personal property in any student housing facility.

**Student
Housing
Policies
(Continued)**

Below is a list of **approximate** repair costs for commonly damaged items:

- Clean appliance (oven, stove, refrigerator) - \$40.00 Each
- Clean bathroom - \$40.00
- Clean common area in room - \$100.00
- Desk - \$100.00
- Light fixtures - \$40.00
- Mirrors - \$60-\$200
- Paint room - \$50.00/wall
- Recycling box - \$15.00
- Remove trash - \$25.00/each bag
- Remove personal items - \$25.00 & up
- Repair hole in wall (depending on size) - \$50.00 - \$200.00
- Replace bedroom door - \$180.00 - \$220.00
- Replace light cover - \$40.00
- Replace mattress - \$130.00
- Replace window blinds - \$50.00/per window
- Replace window screen - \$50.00
- Smoked detector/ Carbon Monoxide detector - \$250.00
- Thermostats - \$50.00
- Thermostat Covers - \$50.00
- Toilet paper dispenser - \$35.00
- Towel Bar - \$35.00
- Window glass - \$200 - \$300
- Remote - \$75
- Cable Box - \$200

Fire Safety Rules

Student Housing facilities are equipped with many safety features. In addition, annual fire safety inspections are conducted by local and state officials. Any attempt, failed or successful, to dismantle or bypass any of these safety features is prohibited. This includes, but is not limited to, security cameras, building access doors, exterior and interior safety lights, and fire alarm system. Residents are expected to observe fire code regulations. Violators of these regulations may be subject to student conduct action, and payment of any damages and fines. **The fine for setting off a smoke or**

Student Housing Policies (Continued)

fire detector or fire extinguisher within a building as a result of negligence, misuse or abuse can range from \$100-\$1000 plus the cost of damages. Personal items that are in violation of the fire code will be confiscated and tagged. All confiscated items which are not picked up and taken home within thirty (30) days will be disposed of by Student Housing staff. Residents will be subject to a fine.

- For the protection of residents, all housing units are equipped with smoke and fire detection, and fire extinguishers. Tampering with any of these systems is a violation of the Student Housing Code of Conduct and well as a violation of California state law.
- Building walkways must be kept clear at all times. Furniture and personal belongings such as bikes, trash bags, trunks, boxes, and drying racks may not be placed in the walk way.
- Ceiling hangings of any description are not permissible as they interfere with the proper function of the fire/smoke detection and prevention devices. Room decorations shall be non-combustible or flame retardant. Fireworks and firecrackers are not permitted. Residents are not permitted to possess fireworks and firecrackers while on campus.
- Bedroom furniture must allow at least a 36-inch clear walkway from the opposite side of the bedroom or common area to the door.
- Only store-bought curtains hung on tension rods may be used as approved window coverings.
- Wall decorations are limited to 20 percent of each wall of the room. Wall decorations cannot cover windows, such as blankets or tapestry, and must be at least 18 inches below the ceiling height.
- Lighting or heating devices that produce an open flame are prohibited. This includes but is not limited to candles, kerosene lamps, and lamps with the globe facing upward, such as torchy lamps. No hot plates, George Forman and similar grills, electric fry pans, waffle, sandwich, or quesadilla makers, oil fryers or auxiliary heaters are to be used; UL approved coffee pots should be used only on the kitchen counter.
- Bicycles left in common stairwells and walkways, or where they obstruct exits will be removed. They should be stored only in designated bike storage areas.
- Flammable holiday decorations such as live Christmas trees (cut or balled), wreaths made from pine boughs, and untreated bunting are not permitted in any building.
- Only Student Housing installed wiring is allowed in dorm/apartment units with the following exceptions: UL listed power strips with circuit breaker and power surge protection. Power strips may not be used in a series to gain greater lengths and ceiling fixtures may not be installed. Electrical cords must not be used unsafely (under carpets, in pathways, taped down, etc.). Spliced, taped or frayed cords must not be used. Multi-outlet devices such as adapters, cubes, plug-in air fresheners etc., are prohibited. Dimmer switches and ceiling fixtures may not be installed. Extension cords are prohibited

- Electrical cords and data televisions cannot be installed from room to room where their existence may cause tripping hazard, nor can they be run through the ceiling tiles.
- Combustible liquids such as gasoline, turpentine, charcoal lighter, diesel fuel, liquid propane tanks or cylinders, and self-starting charcoal are prohibited from being stored in any building.
- Motorized vehicles, including motorcycles, mopeds, and motorbikes, are not allowed in or near the student housing facilities.
- Do not leave food unattended in the microwave or on the stove.

Fire Evacuation Procedures

1. When the alarm sounds, all occupants must vacate the building quickly and safely and meet in the parking lot.
2. The Fire Department, Public Safety, as well as Student Housing staff members will ensure that the building has been properly evacuated.
3. Any resident found in the building during an alarm may be subject to student conduct sanctions and fines.
4. The Fire Department will determine when it is appropriate to return to the building. Under no circumstances should you return to the building unless you are told to do so by the Fire Department, Public Safety, or a Student Housing staff member acting for the Fire Department.

Fire Safety Sanctions, Building Fire Alarm Activation

- First time violation: \$200 fine and Housing probation issued to the unit or responsible resident(s).
- Second time violation: \$500 fine, referral to the Housing Manager and possible suspension or removal from Student Housing.
- Third time violation: \$1000 fine, referral to the Chief Student Services Officer and suspension or removal from Student Housing.

Failure to Evacuate

- First time violation: \$50 fine, Housing probation and an educational project.
- Second time violation: \$100 fine and possible suspension or removal from Student Housing.
- Third time violation: \$200 fine, referral to the Chief Student Services Officer and suspension or removal from Student Housing.

Intentional Fire Alarm Activation or Tampering with Fire Safety Signs/Apparatus

- First time violation: Minimum \$250 fine and possible suspension or removal from Student Housing.
- Second time violation: Minimum \$500 fine, referral to the Chief Student Services Officer and suspension or removal from Student Housing.

Fire Safety Tips

- Before leaving the room, touch the door to see if it is warm. If the door is warm, DO NOT open it. If possible, put a damp towel along the bottom of the doorway. If the door is not warm, crack the door to see if there is smoke.
- If you cannot get out of the room and your room is filled with smoke, put your head out a window to breathe. Wave a towel or other object to let the firefighters know that you are trapped.
- Put a damp towel over your mouth and nose to keep from breathing smoke.
- Crawl or stoop low on the floor to avoid smoke inhalation.
- If you are trapped and there is a phone nearby, call Public Safety.
- Close doors and windows behind you to help prevent the spread of fire. Do not lock the doors.
- Call Public Safety to report the fire from a safe location.

Guest/Visitation - Day and Evening

A resident's right to privacy and comfort takes precedence over the roommate's privilege to have guests. It is important for roommates to discuss visitation of guests to arrive at an agreement acceptable to all roommates in the unit. If there are any problems with visitation, please contact the Housing Coordinator or an RA. The visitation policy will be strictly enforced. Residents may be subject to student conduct sanctions and/or a fine if the guest visitation period is exceeded or any policies are violated.

Non-Resident Visitation:

A non-resident is defined as any person who is not a designated resident of the specific student housing facility. Non-resident guests who are not a family member must be at least 18 years of age. Non-residents must possess a valid photo ID (driver's license, work/college ID). Non-residents must be in the presence of the host resident at all times. The storage of guest/visitor property within the units is prohibited. Non-residents may not use a resident's code. Non-residents are prohibited from visiting in Student Housing for an extended period of time; the maximum length

Student Housing Policies (Continued)

of time allowed is one night. Any non-resident can be asked to vacate Student Housing at the discretion of the Housing Coordinator or Resident Assistant at any time. Failure to vacate the premises upon request may result in the issuance of a persona non grata or trespass warning which prohibits future visits to Student Housing facilities. Failure to abide by this issuance may result in the arrest of the individual and judicial action upon the host. Non-residents must comply with all college policies and Student Housing rules/regulations. **Residents who have allowed a non-resident to live in their unit for any period of time will be fined \$200.**

Residents that host non-residents are responsible for the non-residents' behavior. If a non-resident is not following the student handbook the resident that is hosting them will be penalized. Non-residents who are LTCC students can be held accountable for their actions per College policies and procedures. If a non-resident creates a disruption and affects a roommate, other residents, or the community, they may be asked to leave and the resident may be held accountable for their actions. In cases where a non-resident damages property or violates Housing/College policy, the resident host may be subject to student conduct sanctions and/or restitution.

- All non-residents must contact their host to be signed in.
- All non-residents, including parents and family members, will be required to sign in at the Housing Facility with the Resident Assistant on duty. Any exceptions will be made by the RA on duty.
- Residents will be limited to signing in two (2) non-residents.
- Hosts will be required to bring their LTCC IDs to the RA when signing in non-residents.
- All non-residents will be required to present a valid photo ID to the RA. The ID must be a college ID, driver's license or other appropriate form of identification.
- Residents signing in a non-resident as an overnight guest must do so at the dorm office during office hours or with the RA on duty.

The Housing Office /Facility is staffed:

- Monday to Friday – Hours may vary and will be posted on the office door.
- Saturday and Sunday- Office is closed contact your RA Times are subject to change based on staff coverage.

During Vacations and School Breaks

When leaving for the vacation periods, residents are responsible for the following:

- Closing and locking all windows and doors.

Student Housing Policies (Continued)

- Drawing the blinds on all windows in the unit.
- Cleaning the rooms/unit; empty wastebaskets, remove all perishable food items from refrigerators and rooms, and take all trash to the designated location. A \$25 fee will be charged for each bag of trash that Student Housing staff has to remove from the unit.
- Unplugging all electronic appliances, excluding housing issued refrigerator, microwave and oven.
- Taking all personal items that will be needed during the break period.
- Lowering the heat in the unit to 65 degrees and set to auto.
- Removing all valuable personal belongings.

A Student Housing staff member will check each room and unit to ensure that the above guidelines have been followed.

Health and Safety Inspections

The College expects a certain level of cleanliness and safety standards to be maintained in all student housing facilities. It is the responsibility of all residents within a unit to maintain a clean and healthy living environment. The student housing buildings will only be used for residential purposes; no solicitation or commercial use of the property is allowed. Student

Housing Management reserves the right to allow authorized personnel to enter into the living area or resident's room at any time.

Students who reside in any student housing facility must comply with all College policies and this Handbook. Any violations by students which pose a risk to health or safety may result in immediate termination of this agreement.

To ensure that these standards are met, the Housing staff will conduct:

- Weekly "walk-thru" to make sure the unit common areas are kept in a safe and sanitary condition.
- Monthly health and safety inspections of the entire unit; including individual bedrooms.
- California State fire safety inspections of the entire unit; including individual bedrooms.

If a problem is noted in the room/unit, residents will be given a written request to rectify the situation by a specific date. At that time, the room/unit will be re-inspected. Failure to correct a documented problem may result in judicial action. Excessive damage or a problem that produces an unsafe/unhealthy living condition may result in judicial action including, but not limited to, housing probation, professional cleaning charges or the loss of student housing privileges.

A resident choosing to terminate the housing agreement is required to meet with the Housing Coordinator and be responsible for the financial penalty. If a housing agreement is

terminated for any reason, the resident must return all keys to a Student Housing staff member and vacate his/her room immediately following inspection.

Key Cards and IDs

Each resident will be issued a code which will open the outer door to their room. It is the resident's responsibility to carry their code and LTCC Student ID at all times and to present IDs when requested by a college official, member of student housing management or employee of the Lake Tahoe Community College Student Housing. Residents must report lost/stolen codes to the Housing Coordinator. Residents may not allow anyone to borrow their housing issued code or student ID card. Duplication and unauthorized use or possession of College or Student Housing code is prohibited. Violation of these policies may result in student conduct action.

Lockouts

Residents who are locked out should contact the Resident Assistant. If an RA cannot be contacted, the resident should contact the Coordinator. If the Coordinator cannot be contacted, the resident should contact Campus Security. Student IDs must be presented at the time of the lockout. Housing staff members will only let residents into their assigned room. Staff members will not give residents access to other residents' rooms. Staff will not unlock doors for guests. Upon the assistance for each lockout by

a staff member, the resident will be required to verify that they are in possession of their code. **Lockout assistance will be completed at the earliest time feasible to the Housing staff or Campus Security.** Leaving room doors unlocked is dangerous and also places all roommates' belongings at risk.

Maintenance Problems

If any Student Housing property in a room needs repair, a Service Request form must be submitted. The Service Request form can be submitted online at: www.LTCC.edu/housing/Student-Housing-Forms.cfm. Residents failing to report maintenance problems could be held responsible for any resulting damages. All repairs must be done by authorized owner-contracted personnel only. Any unauthorized repairs may result in judicial action. If the request has not been completed within five (5) working days, please notify the Housing Coordinator. For all after-hours maintenance-related emergencies, contact the RA. All maintenance requests will be addressed as soon as possible; higher priority is given to more severe repairs.

Mandatory Hall/Floor Meetings

During the quarter, some housing meetings will be designated as "mandatory" by the Student Housing staff. Residents must attend mandatory meetings with their RA. Failure to attend these meetings could result in missing out on valuable information and it will be the responsibility of the resident to get the information. Residents will be held accountable for any information disseminated. Many meetings are not mandatory; however, it is highly recommended that residents attend all meetings for housing so that they are aware of all information that is being provided for their benefit.

Prohibited Items

The following are prohibited in or around Student Housing facilities and violators are subject to immediate action and/or removal by Housing personnel. LTCC Student Housing reserves the right to authorize personnel to confiscate any prohibited item or item deemed to be a danger to the individual, other residents or college property at any time. Confiscated items must be picked up by the resident within thirty (30) days of confiscation for the purpose of taking the item off-campus. Residents are responsible for any charges related to confiscated items including, but not limited to, storage or transport. All confiscated items which are not picked up and taken home may be disposed of by the Housing staff. **If prohibited items are found and/or confiscated, residents will be assessed a fine as follows:**

- Animals or pets of any kind including fish, snakes and turtles. **(Fine: 1st offense \$100; 2nd offense \$250; 3rd offense \$350)**

Note: Service animals for persons with disabilities are permitted. Students with service animals must follow the Service Animal Procedures and Guidelines as outlined in AP 5140B. Emotional support animals must be approved through the Disability Support Program for Students (DSPS) office.

- Alcohol advertisements, signs and/or potentially offensive material in public viewing areas including windows, hallways and doors. **(Fine \$50)**
- Dartboards of any kind including magnetic, felt or plastic tipped darts. **(Fine \$50)**
- Electrically amplified instruments, including DJ equipment and drum sets. **(Fine \$50)**
- Extension cords or multi-plug outlets, plug-in air fresheners (power strips and surge protectors are permitted). **(Fine \$50)**
- Exterior television, radio antennas, or satellite dishes or any object that protrudes from a window or attaches to the exterior of a housing unit. (Fine \$50)
- Firearms, weapons, or other dangerous instruments which may cause injury or damage to person or property. This includes, but is not limited to: firearms, B-B guns, paintball guns, fireworks, knives, and archery equipment. (Fine \$50)
- Halogen lamps, black lights, lava lamps or other high-intensity lamps including torchier lamps, spider lamps or any upward facing bowl lamps. (Fine \$50)
- Refrigerators exceeding 4.0 cubic feet. (Fine \$50)
- Indoor use of any athletic or recreation equipment, any hall sports/gaming, water fights, or horseplay. (Fine \$50)
- Kegs and beer balls, alcohol cans/bottles (full or empty), beer pong tables, funnels, or any other item affiliated with the consumption or possession of alcohol (including those beers designated "non-alcoholic"). (1st offense - \$100; 2nd offense - \$250)

Student Housing Policies (Continued)

- Live-cut Christmas trees and flammable decorations. (Fine \$50)
- Neon signs. (Fine \$50)
- Strings of lights (including holiday and rope lights). (Fine \$50)
- Federal, state, college, local or other signs. (Fine \$50)
- Candles (with or without wicks; decorative or otherwise), fireworks, explosives, charcoal /gas grills, oil lamps, incense or any combustible device (i.e., gasoline, benzene, flammable liquids, chemicals). (Fine \$50)
- Waterbeds, air mattresses, hot tubs, Jacuzzis and non-college lofts and cinder blocks. (Fine \$50)
- Weightlifting apparatus (barbells, free weights, exercise machines, pull up bars etc.).
- (Fine \$50)
- Electric blankets or air mattresses. (Fine \$50)
- Hot plates, toaster ovens, electric fry pans, oil fryers or auxiliary heaters. (Fine \$50)

Publicity and Posting

Student Housing must approve all promotional material posted or distributed in Housing facilities.

Quiet Hours

Residents are members of a community and are expected to act responsibly and not to interfere with the rights, comfort, or safety of their roommates or other residents. Excessive noise and disorderly behavior will not be tolerated. Courtesy hours are in effect 24-hours a day. Residents have the right to ask (with the expectations of compliance) that fellow residents hold noise to a level that he/she will not be able to hear. If a resident does not comply with the request by a fellow resident or staff member, student conduct action may be taken

In addition to courtesy hours, specific quiet hours are as follows:

- 10:00pm to 9:00am on Sunday-Thursday nights
- 12:00 AM (midnight) to 9:00 AM on Friday and Saturday nights

During quiet hours, residents are requested to refrain from: congregating in the walkways or lobby areas; loud talking or laughing, pounding, running; and playing loud music, radios, television, or musical instruments. Quiet hours pertain to the interior and surrounding areas of the housing units. During posted final exams periods, quiet hours will be 24-hours a day.

Student Housing Check-In/Check-Out Procedures

Upon occupancy of a room/unit, residents will be required to review a room condition report that has been completed by a Student Housing staff member. This report should be reviewed thoroughly and accurately with great detail, and previous damage items should be included. Residents will have 24 hours from the time of check-in to claim any additional damages to the room condition report. After the 24-hour grace period has expired, the resident will be responsible for the condition of the room/unit.

Upon check-out of the room/unit, a preliminary check-out will be conducted by a Student Housing staff member. The preliminary check-out does not serve as the final damage assessment to the room/unit. After Student Housing is closed, a thorough inspection will be conducted where the current condition of the room/unit will be compared to the original room inspection report filled out when the resident moved into the room/unit. Cleaning expenses, repairs, and costs to replace lost, missing, or damaged items, will be deducted from the security/cleaning deposit. Damages that incur a cost greater than the security/cleaning deposit amount will be billed to the resident's student account.

To avoid unnecessary charges during check out, be sure to follow all of the guidelines provided by the Student Housing staff. Residents who improperly check out of Student Housing will forfeit the opportunity to appeal any damages or fees. Upon leaving, the

room/unit must be clean and free from all trash and personal items. Any items that are found after final check out will be discarded and a fee will be charged against resident's security deposit. This includes vehicles that are left in parking lots without prior permission. A resident choosing to terminate the housing agreement is required to meet with the Coordinator or the designee to be advised regarding their financial responsibility.

Room Changes

Room changes are not allowed unless prior approval has been given by the Student Housing Coordinator. Residents requesting room changes may contact the Coordinator for more information.

Room Decorating

Residents may not damage any surfaces of furniture when decorating their room. The room and furnishings may not be painted or permanently altered in any way. When hanging items on the wall it is important to remember to use substances that will not damage the wall. Nails, hooks, sticky adhesives, etc. are not allowed. If the room or furnishings are damaged in any way, the resident will be billed and may be subject to student conduct action. Additionally, residents may not cover their walls or hang from their ceilings items such as tapestries, sheets, canopies and fishnets. Window curtains must be manufacturer-made and hung only with a tension rod. Items are not permitted to be hung or placed over light fixtures or smoke detectors. Wall decorations are limited to 20 percent of each wall of the room. Wall decorations cannot cover windows, such as blankets or tapestry, and must be at least 18 inches below the ceiling height.

Products for Hanging Posters

We recommend the following products for hanging pictures/posters on the wall to avoid excess damage. These items are widely available in the hardware aisles at Home Depot and Wal-Mart:

- Tacks/Push Pins
- OOK® Picture Hangers and thumbtacks (for hanging items on sheetrock walls)
- 3M Command Adhesive™ (for hanging items on metal doors or wood furniture)
- Snap Hook™ (suction hanger, useable on metal and glass surfaces)

Tips to Avoid Excessive Damage Charges

- Do not use scotch or masking tape
- Do not use sticky, gum like adhesive substances on any surfaces
- Do not use sticker decals, bumper stickers, etc. on any surfaces

Room Entry

Lake Tahoe Community College Student Housing reserves the right to authorize personnel to enter into any area of a unit in the absence of the resident (with prior notice of entry to the student when possible) The authorized personnel include, but are not limited to: professional members of the LTCC Student Services staff, Resident Assistants, the Student Housing Coordinator, Campus Security, and repair/maintenance personnel.

Student Housing staff will inspect rooms during quarter breaks and other times designated by the Coordinator. If it is believed that an immediate danger exists in a bedroom or unit, staff will contact Campus Security for assistance. Examples of these situations include, but are not limited to: fire, possession of chemicals, explosives, weapons, or other items that would cause serious injury. The same procedure is prescribed if the danger involves assault or other acts constituting possible jeopardy to persons or property. Staff or residents may be asked to assist in an emergency situation requiring room entry which threatens immediate harm to the safety of the individuals. Staff may also enter into a resident's room to eliminate disruptive noise from electronic equipment which may violate an individual's right to sleep or study. This includes, but is not limited to: unattended stereos, televisions and alarm clocks. State and federal laws govern entry of police officers and Campus Security officers into a resident's room for purposes of investigation. This includes, but is not necessarily limited to: officers in possession of a valid search/arrest warrant, hot pursuit, a safety emergency, or when a police officer/security officer has probable cause to believe a felony is being or has been committed by the individual therein.

Room Furnishings

Mattresses are to be used only on the provided bed frames. All beds must remain free standing on the floor supported by legs attached to the bed frame. The Student Housing staff will take inventory during check-in and all items recorded on the inventory form must remain in the room at all times. Residents may be limited in the amount of personal furniture in each room or unit. Damaged or missing furniture will be billed to the resident of the room. To avoid excessive mattress damage, it is strongly recommended that residents bring an extra-long twin mattress pad for their bed. Residents in double rooms may bunk their beds by obtaining the proper equipment from the Student Housing Manager.

Only beds and mattresses provided by LTCC Student Housing are permitted. Furniture supplied is known to meet flame spread and smoke retardant requirements. Air mattresses or personally supplied furniture may compromise this requirement.

Security/Cleaning Deposit

The Security/Cleaning deposit may be applied by the DISTRICT toward reimbursement for any cost incurred including (1) unpaid housing fees, (2) cleaning expenses, (3) repairs for room damage, (will be based on current replacement and/or repair costs) (4) replacement of other items including but not limited to equipment, or furnishings. The Security Deposit will otherwise be refunded.

After an official check-out at the end of the academic year, rooms/units will be inspected and assessed for missing or lost items, items left in poor condition, damages, and cleaning. A \$25 fee for carpet cleaning and any other assessed fees will be subtracted from the security/cleaning deposit. If a balance remains, the balance will be refunded to the resident. If the assessed fees are greater than the deposit, the resident will be invoiced for the difference. **If the resident does not officially check out with a Student Housing staff member**, the deposit will first be applied to items 1-4 listed above. If a balance remains, the balance will be refunded to the resident.

Smoking

There is to be absolutely NO smoking in any Student Housing facility. This includes cigarettes, cigars, aromatic cigarettes, herbal cigars, hookahs, and burning incense. If you are caught smoking in your room, you will be fined.

Storage

Storage of resident belongings outside of the resident rooms is not provided. Contact a member of the Student Housing staff for information about off-campus storage solutions. LTCC Student Housing assumes no responsibility for loss of personal property on the campus. Residents will not be compensated for loss of personal property in any Student Housing facility during a regular quarter, during a summer session, or over a vacation period. Student Housing staff may dispose of any belongings left by residents who have withdrawn, have been suspended, removed from Student Housing or who vacate their room/unit for any other reason. Storage of guest/visitor property in a room/unit is prohibited.

Unit Agreements

Student Housing staff will assist residents with establishing community living standards within their units by conducting unit agreement meetings at the beginning of each quarter and as necessary.

Windows/Window Blinds

Entering or exiting dorm/apartment units through a window, dropping/throwing objects from windows, leaning out of windows, or placing property on a window sill or building ledge is prohibited. Screens may not be removed from the windows. A fine will be assessed for all missing or damaged screens. All rooms/units are furnished with curtains. The curtains furnished to each room must remain installed at all times. All other curtains that require drilling, nails or screws are not permitted; bed sheets, tapestries, or other large coverings are not permitted.



