All students living in the Townhouses and Carriage House are expected to live according to all of the procedures and policies listed in the Living Guidelines, Housing Agreement Terms and Community Living Expectations as stated in the Citizen (student handbook) and subsequent Residential Education and Housing publications (including but not limited to newsletters). This document is an outline of where to locate all of these policies, procedures, and services.

The Citizen – This is an online publication that details all of the College and Residential Education and Housing policies. The web address is http://www.snc.edu/housing/docs/citizen_2010.pdf.

Housing Agreement Terms – Each student signs this document and must comply with all 14 points of the agreement. The agreement can be found online at www.snc.edu/housing.

Living Guidelines – This document is a short outline of information, policies and procedures for upper-class students. THIS DOCUMENT IS NOT ALL-INCLUSIVE. It is meant to provide a brief overview of the most important policies. You are responsible for all policies in this document and those listed above.

**CONTACT INFORMATION AND ASSISTANCE**

Residential Education & Housing  
(920) 403-3360  
housing@snc.edu

Upper Class Housing Coordinator  
(920) 403-3442

Campus Safety  
(920) 403-3299

**FACILITY RELATED ASSISTANCE**

Students are expected to report all facility related issues to the Upper Class Housing Coordinator or the online work order system at www.snc.edu/service. If the situation is an emergency, residents can contact Campus Safety at (920) 403-3299. If the situation is not an emergency and the Coordinator cannot be reached, residents can call the Residential Education and Housing Office at (920) 403-3360. For issues that need immediate attention on weekends (plumbing problems, electrical issues, etc.) students should contact Campus Safety.

**GENERAL INFORMATION**

**Alcohol**
- Residents need to follow state law and party contract policies.
- Open alcohol containers are not allowed outside the Carriage House apartments or Townhouses.
- Alcohol is only permitted in a Townhouse or Carriage House apartment if at least 75% of the residents are of legal drinking age.
- Kegs and other common sources of alcohol are not permitted (i.e. barrels, mixes in large containers, bowls, etc.)
- “Glorification” of alcohol is prohibited (i.e. empty bottles & cans, bars, beer pong tables, black lights, etc.)

**Animals**
- Animals are not permitted in the Townhouses or Carriage House at any time, with the exception of fish in a tank no bigger than 20 gallons.

**Bikes**
- Bikes are permitted outside and can only be chained to the bike racks, not the light poles.
Cable Television
- Each Townhouse and Carriage House apartment is furnished with the basic cable television service provided by St. Norbert College.
- For questions or problems about cable service, contact Time Warner Cable at (920) 738-3160.

Candles
- Candles, incense, and scent pots are prohibited. Violations will result in a $25 fine.

Check-In/Check Out
- All residents are required to check in and check out of their living space by a member of REH staff and an appointment must be made in advance. Improper Check-Ins/Check-Outs will result in a $75 fine.

Cleaning and Stains
- Residents are responsible for keeping their living area clean. Carpet stains should be reported immediately.
- A vacuum cleaner, broom, dustpan, wastebaskets, and toilet paper are provided in each Townhouse and Carriage House Apartment.

Constructing Rooms
- Rooms cannot be built or structurally altered in any way.

Controlled Substances
- State law prohibits the possession, sale or consumption of controlled substances or being under the influence of controlled substances (i.e. illegal drugs, drug paraphernalia, other people’s prescriptions, etc.)

Damages
- Residents will be charged for the cost to repair or replace any damaged or missing items.
  - Damages to personal rooms will be individually charged to the residents.
  - Damages to common areas will be split among all residents of the building.

Decorations
- Decorations (including lighting) are not permitted on the exterior of buildings.
- Decorations that damage the walls i.e. nail holes or paint damage will result in students being charged for the cost of repairs.

Electrical Devices
- Items with open heating elements such as pizza ovens are not allowed as they pose a fire hazard.
- Halogen lamps are not permitted, as they create too much heat and can be a fire hazard.
- Extension cords should not be plugged into power strips, as they can be a fire hazard.
- CO Detectors have been installed for student safety. CO can be deadly if not detected immediately; therefore detectors should not be unplugged for any reason. Tampering with CO detectors will result in a fine of $50 per resident.

Entrances and Walkways
- The sidewalks, entrances, and stairways cannot be blocked or used by residents for any purpose other than going into or leaving the apartments.

Firearms and Combustible Materials
- Firearms and combustible materials (i.e. gasoline, lighter fluid, fireworks, etc.) are not permitted in any campus owned housing.
- Any device requiring the use of combustible materials cannot be stored in college housing.

Fire Safety Equipment
- Each Townhouse and Carriage House apartment is provided with a fire extinguisher and smoke detectors. Please read the Fire Safety section in The Citizen for additional information about fire safety.
- Please call Campus Safety at (920) 403-3299 for replacement batteries for smoke detectors and if the fire extinguisher has been sprayed.
• Tampering with fire-fighting equipment, fire alarm systems, smoke detectors and fire evacuation posted procedures will result in a fine of $50 per resident.

**Furniture**
• All St. Norbert College furniture and appliances that are provided must remain in the Townhouses and Carriage House apartments.
• Residents can choose either to utilize the beds that are provided in each bedroom or rent a loft from the Residence Hall Association (RHA). Residents may not build their own loft or bunk.

**Garbage-Recycling**
• Garbage and Recycling needs to be taken to the proper area, behind the Carriage House.

**Grilling**
• Grilling must be done at least ten (10) feet from the building.
• Grilling is prohibited on porches or balconies.

**Guests**
• Guests cannot stay for more than three (3) days.
• Residents are responsible for the behaviors of their guests.

**Heating and Air Conditioning**
• Space heaters are prohibited
• Residents may **not** install their own air conditioners. This includes window AC units and portable units.
• Each Townhouse and Carriage House Apartment has an individual system that is controlled by a thermostat.
• Utilities are included in the housing fee.

**Housing During Break Periods**
• Upper-class housing areas are open during all academic vacation periods, however students **must** fill out the housing application on Knightline in order to stay on campus during semester breaks.

**Internet**
• Wireless Internet is available in all Townhouses and Carriage House apartments.
• Please contact Technology Support Services at (920) 403-4040 for problems with the internet or submit a work order at [www.snc.edu/service](http://www.snc.edu/service).

**Keys and Locks**
• Residents will be issued keys by the college and may not install their own locks.
• Keys cannot be duplicated. Lost keys will result in the re-coring of the locks. Residents who lose their keys will be responsible for the charges.
• All residents should keep their doors and windows locked when not present to protect themselves and their personal belongings.
• The exterior doors to the Carriage House cannot be propped open at any time.

**Mechanical Systems**
• Residents should not interfere with any part of the heating or electrical systems.
• No outside radio, television aerial, or air conditioning units may be installed.
• Waterbeds, hot tubs, or similar items are prohibited in the in the Townhouses and Carriage House apartments.
• Students may not alter appliances (including, but not limited to stove, refrigerator, washer, dryer, etc.)

**Noise**
• 24-hour Courtesy hours are in effect for upper-class areas.
• Residents are asked not to make or allow any improper and/or disturbing noises at any time or play any musical instruments, televisions, or stereos in ways or at times which may be objectionable to other residents or neighbors.
Parking
- Townhouse and Carriage House residents can purchase an upper-class parking permit from Campus Safety that will allow them to park in any overnight upper-class campus lots.
- Townhouse and Carriage House residents may not park in the Marsh St. cul-de-sac or the Carriage House Driveway.
- For more information about parking, please go to http://www.snc.edu/campussafety/parking/

Parties
- Residential Education and Housing must approve all parties that are held on campus.
- A party is defined as a gathering with more than two guests per resident (i.e. a 4-person apartment would need a party permit for 9 or more guests, a Townhouse would need a permit for 13 or more guests).
- Parties are required to follow Party Contract Guidelines. Party Contracts can be obtained in Residential Education and Housing.
- State law prohibits donations, contributions, or charging at the door.
- All kegs are prohibited.

Personal Safety
- Campus Safety or Residential Education and Housing should be notified of any suspicious individuals or behaviors.

Property Loss
- Residents are responsible for their own personal property insurance.

Room Changes
- All room changes and bedroom switches must be done through the Upper Class Housing Coordinator for billing and safety reasons.
- A $50.00 charge will be assessed for all unauthorized room changes.

Room Condition Report (RCR)
- Each resident must fill out and sign an RCR when checking in or out. Failure to do so will waive the right to appeal any room damages.

Signage
- Signs, advertisements, or notices, including but not limited to flags and banners (i.e. student organization signs), cannot be placed inside or outside in such a manner that they can be viewed from outside of the apartments.

Smoking
- Smoking is prohibited in all buildings on campus.
- Smoking is only permitted in designated locations.

Visitation
- The Visitation policy applies to all upper-class housing areas.
- Hours during which men and women may visit each other are 9am-2am.

Weapons
- Possession, use, or sale of any kind of weapon or firearm is prohibited. These items include, but are not limited to firearms of any kind, including firearm look-alikes, paint guns, weapons that discharge a projectile of any kind, ammunition, stun or laser guns, swords, throwing stars, knives, clubs, darts, and blowguns.

Windows
- Windows and window screens may not be removed, in accordance with housing codes.
- Hanging items such as bird feeders outside your window is prohibited.
- Climbing out of a window into the roof or window ledge is prohibited.
- Window decorations that are potential safety hazards are not permitted (i.e. flags, Christmas lights, electrical neon signs, etc).