

# Living Guidelines: Upper Class Areas

Carriage House, College Houses, Doksany Hall, Gries Hall, Hugh Hall,  
Premontre Hall, Roggenburg Hall, St. Joseph Hall, Townhouses, and Xanten Hall

All students living in Upper Class Areas are expected to live according to all of the procedures and policies listed in the Living Guidelines, Housing Agreement, and Community Living Expectations as stated in the Citizen (student handbook) and subsequent Residential Education and Housing publications (including but not limited to broadcast emails). 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 Citizen can be found on the [Office of Judicial Affairs](#) web page, located under the for students tab.

**Housing Agreement** – Each student signs this document and must comply with all points of the agreement. The housing agreement can be found on the [Residential Education and Housing](#) website page, located in the right hand column under applications, forms and information.

**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 in The Citizen and Housing Agreement.

## FACILITY RELATED ASSISTANCE

Students are expected to report all facility related issues to the online work order system at [www.snc.edu/service](http://www.snc.edu/service). For washer and dryer work orders, contact CSC Service Works on the SNC website for Laundryview at <http://www.laundryview.com/lvs.php?s=247>. If the facilities situation is an emergency, residents can contact Campus Safety at (920) 403-3299. If the situation is not an emergency, residents can call the Residential Education and Housing Office between 8:00am-4:30pm at (920) 403-3360. Students should contact Campus Safety for issues that need immediate attention (i.e. plumbing problems, electrical issues, etc.) at night or on weekends.

## GENERAL INFORMATION

### Alcohol

- Residents need to follow state laws, as well as college policies
- Alcohol is only permitted in a College House if at least 50% of the residents are of legal drinking age
- Kegs and other common sources of alcohol are never permitted (i.e. barrels, mixes in large containers, bowls, etc.)
- Alcohol paraphernalia is prohibited regardless of age (i.e., bars, beer pong tables, etc.)
- Regardless of age, empty alcohol containers with alcohol labels cannot not be displayed and be seen from the exterior of the building (i.e. on top of kitchen cupboards, on windowsill, etc.). If empty alcohol container(s) have alcohol labels removed and are made into a craft item (i.e. flower vase), then the decorative container(s) can be displayed as a decorative item.

### Animals

- The only animal(s) that are permitted in college housing at any time are fish in a tank no larger than 20 gallons or approved animals through Academic Support Services

### Balcony and Patios (Premontre Hall, Townhouses, and Xanten Hall) & Decks and Porches (College Houses)

- Only “lawn furniture” can be placed on balconies, decks, patios, or porches; no stuffed furniture
- No decorations can be hung on or from the building exterior
- Grilling is not permitted on balconies per city ordinance

### Bikes

- Bikes are permitted in the following places:
  - Bike racks, may only be chained to the bike racks, not the light poles, railings, patios, etc.
  - Premontre/Xanten Parking Garage, only if you have a parking permit and place a bike in the specific assigned parking space
  - Bikes can be stored inside specific assigned? housing assignment, if all roommates approve

## **Cable Television**

- Each apartment, college house, and townhouse is furnished with the basic cable television service provided by St. Norbert College
- For questions or problems about cable service please contact Information Technology Services at (920) 403-4040
  - If you live in a College House, Premontre Hall, or Xanten Hall please contact Time Warner Cable to place a service ticket

## **Candles**

- Candles, incense, scentsy pots, and candle warmers are prohibited

## **Check-In/Check-Out**

- All residents are required to check in and check out of their housing assignment
- Check-out appointments must be made before the last day of class of the semester, or more than 24 hours in advance at the Residential Education and Housing office of desired check-out date and time
- Students are responsible for submitting all work orders at the time of check-in for damages/repairs needed
- Improper Check-Ins/Check-Outs will result in a \$75 fine
  - Improper check-in
    - Moved personal belongings into housing assignment before completing check-in paperwork and receiving keys from a Residential Education and Housing staff member
    - Did not complete and return a Room Condition Report (RCR) within 24 hours of check-in to your housing assignment
  - Improper check-out
    - Did not make a check-out appointment before the last day of finals or more than 24 hours in advance at the Residential Education and Housing office before desired check-out date and time
    - Did not remove personal belongings from housing assignment prior to check-out time with staff member, did not have housing assignment cleaned properly, did not have common areas cleaned properly and/or did not complete cleaning check-list prior to the time of pre-scheduled check-out

## **Cleaning and Stains**

- Residents are responsible for keeping their housing assignment area(s) clean. Carpet stains should be reported immediately to Housekeeping via work/service order(s) at [www.snc.edu/service](http://www.snc.edu/service) or 920-403-3255
- Vacuums can be found at:
  - Carriage House (in each apartment), College Houses (1 per house) , Doksany (living/dining room area), Roggenburg (living/dining room area), and Townhouses (in each apartment)
  - Gries in Trash and Recycling Rooms on each floor of the hall
  - Hugh, Premontre, St. Joseph and Xanten Halls in laundry rooms on each floor of the hall/building

## **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 housing assignments (apartments, college houses, and townhouses) and bedrooms will be individually charged to the residents
  - Damages to common areas inside and outside of buildings will be split among all residents of the building unless one or more persons admit responsibility

## **Decorations**

- Decorations (including Christmas or rope lights) are not permitted on the exterior of buildings (including windows, balconies, deck, patios, and porches)
- Decorations that damage the walls (i.e. nail holes or paint damage) will result in students being charged for the cost of repairs
  - Residents are permitted to use 3M tabs or poster putty only. When moving out, residents should leave 3M adhesive strips on the walls to prevent damage. Charges could be more than \$65 per wall for damage.
- Damage to the walls will be repaired and charged to students per wall (at the cost to repaint the entire wall)

## Doors

- Nameplates, decorations, announcements, etc. may not be hung on the exterior building and interior doors, interior apartment, or bedroom doors
- Residents should not tamper with permanent college signage (i.e. no weapons or college house address numbers)
- Notes may be placed on the metal door handle only

## 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

## Entrances and Walkways

- The entrances, exits, and stairways cannot be blocked, propped, or used by residents for any purpose other than going into or leaving the housing assignments
- Fines for blocking, propping, or other violations could result in fine(s) per person

## Firearms and Combustible Materials

- Firearms and combustible materials (i.e. gasoline, lighter fluid, fireworks, propane tank, etc.) are not permitted in any campus housing
- Any device requiring the use of combustible materials cannot be stored in college housing (i.e. weed trimmer, gas powered tools, lanterns, etc.)
- Real Christmas trees are not allowed due to being fire hazard

## Fire Safety Equipment

- Each apartment in Gries, College Houses, and Townhouses are provided with fire extinguishers, smoke detectors and CO Detectors. Please read the Fire Safety section in [The Citizen](#) for additional information about fire safety.
- All other apartment buildings are provided with smoke detectors in each apartment and fire extinguishers in each hallway
- Please call Campus Safety at (920) 403-3260 for replacement batteries for smoke detectors and if the fire extinguisher has been discharged
- Tampering with fire-fighting equipment, fire alarm systems, smoke detectors (including removing a battery), and fire evacuation posted procedures will result in a minimum fine of \$250.00 per person

## Freezers

- Stand-alone freezers no greater than 8 cubic feet are allowed only in College Houses, Premontre Hall, Xanten Hall and Gries Hall

## Furniture

- All St. Norbert College furniture and appliances that are provided must remain in the specific assigned housing assignment
  - If you relocate college furniture within the housing assignment; you will need to place the furniture in the original room where it was located at time of check-in
- Students accept responsibility for damages caused when moving in personal furniture

## Garbage-Recycling

- Garbage and recycling may be taken to:
  - Carriage House and Townhouses: bins located behind the Carriage House near the Townhouse courtyard
  - Doksany and Roggenburg: bins located behind the buildings near the garage
  - College Houses: bins located behind each college house
    - Bins need to be placed at the curb Sunday nights for Monday pick-up
    - Bins need to be returned behind college house Monday before 4:30pm per City Ordinance
  - Gries: bins are located in the Trash and Recycling room located on each floor near the elevator
  - Hugh: bins located in Trash and Recycling room located on the floor
  - St. Joseph: bins are located in the Trash room located on the lower level of the building
  - Premontre and Xanten: dumpsters located in Grant St. Parking lot

## Grilling

- Grilling must be done at least fifteen (15) feet from the building
- Grills with propane tanks are prohibited in any college housing areas or buildings

### Guests

- Residents are responsible for the behavior of their guest(s).
- Residents must register non-SNC overnight guests. Please complete the [REH Guest Form](#) or contact an REH staff member
  - Sunday-Thursday 10pm-8am (same as quiet hours)
  - Friday and Saturday 12am (midnight) - 8am (same as quiet hours)

### Heating and Air Conditioning

- Space heaters are prohibited
- Residents may **not** install their own air conditioners. This includes window AC units and portables units
- Each housing assignment has an individual heating system that is controlled by a thermostat
- All utilities are included in the housing cost, except college houses
  - Residents of college houses pay for gas and electricity per month
    - The additional utility fees for gas and electricity will be automatically billed to your student account each calendar month for the entire housing agreement term (including over winter break for those students living in the houses both fall and spring semesters)
      - The total utility fee will be divided equally between residents of each college house, based on each resident's days of occupancy. If a student checks in or out for any reason, the number of days will be adjusted on the utility billing.

### Housing During Break Periods

- Upper Class housing areas are open during all academic vacation periods, however students **must** fill out the break housing application in order to stay on campus during semester breaks for safety reasons
  - If you are found to be staying over break without filling out a break housing application you may be charged the additional housing fee to stay over the break

### Internet

- All apartments and townhouse residents have access to the SNC network in their living areas through data jacks in the living room and bedrooms. Wireless service is also provided throughout the buildings.
- Each apartment and college house is equipped with a wireless router, typically located in the living room and/or bedroom(s). These are maintained by Information Technology Services. Residents should not attempt to alter or remove the router in any way.
- Hugh Hall rooms and common areas have wireless service provided throughout the hall. No wired jacks are provided
- For questions or problems about cable service please contact Information Technology Services at (920) 403-4040
  - If you live in a College House, Premontre Hall, or Xanten Hall please contact Time Warner Cable to place a service ticket

### 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.
  - If you lose your key, please contact the REH office to receive a spare key for three (3) business days.
    - If you find your lost key, return the spare key to the REH office before the end of the third (3rd) business day
    - If you do not find the lost key by the end of the third business day, the lock(s) on your housing assignment will automatically be re-cored with the Facilities Department. You and your roommate(s) will be notified when the lock is changed and the new key(s) are available for pick-up.
      - You will receive a charge notification letter from the REH office informing you of the re-coring charge added to your student account
        - Re-core costs: \$28 per lock and \$6 per key (1 key per resident + 1 spare key)
- All residents should keep their doors and windows locked when not present to protect themselves and their personal belongings. The College is not responsible for loss, damage, or theft of personal items.
- Exterior doors of housing assignments and/or buildings may not be propped at any time

## Laundry

- All laundry machines accept custom cash as payment except College Houses, Hugh, Premontre, and Xanten Halls
- College House machines only accept quarters
- Hugh, Premontre, and Xanten machines accept quarters and debit/credit cards
- Students cannot bring nor use their own laundry machines

## Mail

- Campus Center Mailing Address:
  - 100 Grant Street Suite #
  - De Pere WI 54115
- If you live in a college house mailing preferences
  - 1st Preference: Campus Center Mailroom
  - 2nd Preference is college house address
    - College House Street Address
    - De Pere WI 54115
- If not returning to SNC after May 2018 please change address with postal service before May 10, 2018
- St. Norbert College and Residential Education and Housing will not be responsible for any postal mail or packages that will not fit into mailboxes

## Mechanical Systems

- Residents should not interfere with any part of the heating system, electrical systems, or refrigeration units
- No outside radio, television aerial or Air Conditioning Units may be installed
- Waterbeds, hot tubs, or similar items are prohibited in all housing areas
- Students may not alter appliances (including, but not limited to stove, refrigerator, washer, dryer, etc.)

## Noise and Quiet Hours

- 24-hour courtesy hours are in effect for upper class housing areas; apartments, college house, suites and townhouses
- 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
- Quiet Hours are Sunday thru Thursday 10pm-8am and Friday & Saturday 12am (midnight) - 8am
- Intensive Quiet Hours begin the Sunday before finals at 12pm (noon) and continue thru 12pm (noon) on the last day of finals each semester; release hours are 5pm-7pm daily

## Parking

- Parking permits are available through the Parking Office for student parking lots, Premontre Hall parking garage, and Xanten Hall parking garage
  - Student Parking Lot permit information will be sent to students in July for the academic year
  - Premontre/Xanten Hall garage permit information was sent out in April
- Doksany Hall, Hugh Hall, and Roggenburg Hall: parking is not permitted behind buildings
- College Houses
  - Not all resident vehicles will fit on the paved/unpaved driveways
    - Vehicles that do not fit on paved/unpaved driveways need to park in student parking lots
  - Residents of college house(s) will be held responsible for any lawn damage from student and/or guest vehicle tire(s)
  - Vehicles including the bumpers of the vehicle cannot be over city sidewalk(s); this is a city ordinance
- For more information about parking, please refer to or contact:
  - [http://www.snc.edu/Campus\\_Safety/parking/](http://www.snc.edu/Campus_Safety/parking/)
  - Jill Hofer, Parking Services Coordinator

## Parties

- State law prohibits donations, contributions, or charging at the door for any events without a city permit
- All kegs and all other multi serving devices are prohibited
- Students are expected to abide by city ordinances and state laws such as, noise, public nuisance, trespassing, etc.
- Any potential violations may be investigated by Campus Safety and/or the De Pere Police Department

### **Personal Safety**

- Campus Safety or Residential Education and Housing should be notified of any suspicious individuals or behaviors
- The Livesafe App is a smartphone safety application that will help keep the campus community safer. The mobile app is an easy, on-the-move way to connect with Campus Safety at any time. It's designated as one more way to enable good communication between students and Campus Safety Officers.

### **Property Loss**

- Residents are responsible for their own personal property insurance if interested in obtaining coverage

### **Room Changes**

- All housing assignment changes including bedroom switches must be approved through the REH professional staff member for paperwork, keys, billing, and safety reasons
  - If you change your room without approval or are found to be in a room other than the one to which you were assigned, you could be requested to move back to your original housing assignment and/or be fined \$75.00 for all unauthorized room changes

### **Room Condition Report (RCR)**

- Each resident must fill out and sign a RCR when checking in or out. **Failure to do so will waive the right to appeal any room damages at the time of check-out at the end of the housing agreement term** and could result in an \$75 improper check-in fine.

### **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 buildings or college houses

### **Smoking**

- Campus is 100% tobacco free, this includes college owned houses (this policy includes outside property/yards at college owned houses)

### **Snow Removal**

- Students who live in one of the college houses are responsible for snow removal (including over the winter break period) which includes: the sidewalk from the city sidewalk to the main entrance of the house, driveway apron(area between city street to city sidewalk) and driveway
  - The college provides 1 shovel per college house
  - Ice melt can be requested via a facilities work/service order
- The Facilities department will complete snow removal for student parking lots, city sidewalks, and campus sidewalks only
  - Parking services will send out lot closures for snow removal

## **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
- Hanging items such as bird feeders outside your window, on balconies, decks, patios, or porches is prohibited
- Climbing out of a window(s), on/off Premontre Hall, Townhouses, and Xanten Hall balconies, off 2nd floor decks on college houses, or on/off a college house roof is prohibited
- Exterior building and window decorations that are potential safety hazards are not permitted (i.e. flags, Christmas lights, electrical neon signs, etc)

## **Yards**

- The yard around a college house must be clear from litter or other cluttering materials, as this could become an issue with the residents of the De Pere community. While the Facilities Department is responsible for the maintenance of the lawn for college houses, their responsibility does not extend to picking up general trash or litter in yards.
- Only "lawn furniture" is allowed on the balconies, decks, patios porches, and/or lawn of the any college property. Stuffed furniture (couches, chairs, etc.) is not allowed.
- Residents will be charged for any damage to lawns; this includes but not limited to: tire marks and landscaping plant removal
- Homecoming floats need to be disassembled after the homecoming parade. The pieces should be disposed of immediately and are not to remain in the front or back yard
- The college prohibits fires of any type: which includes fire pits and campfires that are on or above ground
- There is no smoking allowed in yard

## **GRIES HALL: REFLECTION AREA**

- The 2<sup>nd</sup> and 3<sup>rd</sup> floor of Gries Hall is home to a quiet open reflection lounge

### **Reflection Area Policies**

- This area is only to be used for reflection and/or quiet conversation and study
- Special gatherings should be limited to those regarding service, faith, intimate readings, etc.
- Gatherings not allowed are those non-conducive to the reflective nature of the room (ie. social group meetings)
- The furniture may not be removed from the room at any time.