

2019-2020

Housing and Residence Life Policies & Procedures Handbook



W I S E

WELCOMING • INCLUSIVE • SAFE • ENGAGING

MISSION

The WSU Housing & Residence Life Department promotes a welcoming, inclusive, safe, and engaging living and learning environment that contributes to student success.

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Residence Life Procedures

The following is a listing of the Residence Hall Procedures; however, it is not all-encompassing as there are situations that are outside the scope of standard procedure. Note that in this section, the term “residence halls” refers to all residence buildings (Conway, East Lake, Haake, Kirkland, Lourdes, Maria, Morey-Shepard, Richards, Sheehan, Sustainability House, and Tau Center) and the grounds/surrounding property of the halls, except where designated. The term “room” refers to rooms, suites, and apartments, except where noted.

FACILITIES

Building Access: Your student ID gives you access to your residence hall only. Your ID may not be loaned or shared with others. If you have an issue entering your assigned hall using your ID, please contact your Hall Director as soon as possible to get the issue resolved. If your ID becomes lost, stolen, or damaged, please get a replacement at the Campus Card Office (Warrior Hub, Maxwell 2nd Floor). If your ID is lost or stolen, you can check out a temporary access card at your hall front desk for 72-hours. Failure to return the temporary access card within this time frame will result in a replacement charge and the access card will be deactivated.

Common Areas/Lounges: Common areas such as hallways, recreation rooms, TV and study lounges, restrooms, and kitchens are an integral part of each residence hall community. Students must help in keeping these areas clean and in good repair. No one is allowed to sleep in or dominate these areas since they are for the use of the whole community. Disrespectful use of the space may result in the loss of privilege to use these spaces. Lounge and common area furnishings may not be removed from its location. Students are expected to clean up the space after they have used an area. Any item(s) left in a common area will be disposed of within 24-hours. Students wishing to reserve a common area/space in their residence hall must receive permission from the Hall Director for the building.

Damage: While living in the residence halls, you are financially responsible for the condition of your room, including doors and windows. Charges will be assessed for any damage found in the room, including damage resulting from decorating your room, and will be charged to your student account. If responsibility for damage to a room cannot be determined, roommates will be billed equally. Damages to a community area will be assessed to the responsible person(s). In some instances, if the responsible party cannot be determined, all community members will be billed equally. Final charges will be determined by the Hall Director and additional charges may be assessed after you leave. Most room damage costs are outlined at the end of this document.

Decorating: While living in the residence hall, you are able to decorate and personalize your room, provided it does not cause damage to the facility. Duct tape, packing tape, tacks, staples, and glue cannot be used on walls, ceilings, floors, or doors. Small nails (Kirkland-Haake and East Lake only) and command strips are allowed, but if not used properly can cause damage to surfaces. Hanging lights outside your room is prohibited. The exterior surface of the door must not be more than 15% covered (fire code). Obscene or drug/alcohol-related materials posted on the outside of a student’s individual door/window/room are not permitted and may be removed at the discretion of the Hall Director.

Keys & Locks: Each resident is issued a key for their room/mailbox. Your room key is issued to you and you alone. This key may not be loaned or shared with others. If your key is lost, report the loss to your RA/CA or hall front desk immediately. Lock cores are automatically changed when a lost key is reported and all occupants are given new keys, generally within 24-48 hours. The person who lost the room key may be assessed a charge to change the lock and recut each key that needs to be made for the lock.

Kitchens: Cooking facilities are available in each complex for use by students. Microwaves and toasters are provided on certain floors within each complex. Students are expected to clean up the space after they have used the area. Disrespectful use of the space may result in the loss of privilege to use the space. For the safety of all students, you

should use these facilities when preparing food. Small refrigerators (up to 4.5 cubic feet), microwaves (700 watts or less), hot pots, coffee pots, and single-cup brewers can be used in student rooms. Certain other appliances (including air fryers, crock pots, rice cookers, etc.) may be stored in resident rooms but are only permitted for use in designated residence hall kitchens. Appliances with open heating elements (such as toaster ovens) and Instant-Pots are not permitted for storage or use in residence halls. East Lake students can use appliances, but only in the kitchen.

Lofts: For safety and liability, all lofts must be rented through WSU. Lofts can be requested prior to move-in day via your Housing Application. After move-in day, lofts can be requested by notifying your RA/CA. Loft rental fees are charged per semester. Loft return and cancellation dates are posted on the Housing Website. If you cancel or return your loft after this deadline, you will still be charged the semester rental fee. All loft charges are applied to your student account. Safety bar use is required for all lofted beds and lofts must be assembled in accordance with instructions provided upon rental. Alternations to the loft are prohibited, and any damage to the loft will be charged to your student account. When moving out of a room, you are responsible for disassembling and returning the loft before moving out, or you may be charged.

University Property: University property may not be removed from the residence halls or common areas; it must not be moved from room to room or taken outside. If University property is removed, you will be assessed for any loss or damage. All University property in your room must remain in your room for the entire year – there is no storage space available. If University property in your room or in a common space is damaged or broken, please notify residence hall staff immediately.

Windows: Windows are not to be used as an entry or exit. Screens are not to be removed except in cases of extreme emergency. Discarding trash or items from windows is not permitted.

SAFETY

Clearing Rooms: Residence Life and Campus Security staff members have the authority to clear a room and ask all guests to leave the building. Individuals asked to leave the building may be prohibited to return to the hall for up to 72 hours.

Confidentiality: Any information presented to a Housing & Residence Life staff member concerning policy violations or health and safety concerns is required to be reported to the staff member's supervisor. This information is kept private. Unless a FERPA information waiver is signed by a resident, information cannot be released to parents.

Fire Safety: For the safety of all students in the residence hall, fire safety regulations apply to all residents and visitors in the residence hall. Candles and incense are not to be burned in the hall. Candles are only permitted if the wick has been removed. Appliances with exposed heating elements are prohibited. Smoke detectors must not be tampered with in any way. Combustible materials may not be stored in the halls. Access to doors and windows must allow a minimum of 36" to allow for emergency egress. Items may not be hung from, or attached to, sprinkler pipes or heads. Extension cords must be used with surge protectors and must meet fire code regulations. All residents are expected to participate in mandatory fire drills throughout the academic year.

Lockouts: If you are locked out of your room, report to the hall front desk. You will be required to provide proof of your identity. Once your identity has been verified, you will be granted access to your room. Lockouts are tracked by each residence hall. If you have numerous lockouts during the semester, you may be assessed a fee.

Lost and Found: Each front desk has a lost and found service. If you find something, please bring it to the desk so that it can be claimed by the owner. If you have lost something, please stop by the desk to see if it has been turned in. For items of value, note that you may be asked to describe the item to ensure that items of value are not being given to the wrong person. Unclaimed items will be disposed of according to our abandon property procedure.

Property Loss: The University does not accept liability for the damage or theft of personal property, or for the loss of money. You should always keep your room door locked. In the event property is stolen, call (507)-457-5555 to notify Campus Security immediately. Please consider purchasing renters liability insurance to safeguard your property/belongings.

Room Entry: Residence hall staff members have the authority and responsibility to enter students' rooms for several reasons. 1)Staff may enter with 24-hours notice to ensure that health, fire, and safety regulations are maintained. This includes monthly inspections. 2)Staff may enter without notice if repair or maintenance work is requested, or to make improvements, repairs, or routine maintenance, whether you are present or not. 3)Staff may enter without notice for check-in/out, safety checks at University break periods, to investigate an activated alarm, to retrieve University property, and to shut off items disrupting the community, whether students are present in the room or not. 4)In emergency situations, staff may enter without notice to protect the health and welfare of the student or to make emergency repairs. 5)When there is reasonable cause to believe there is or has been a violation of University policies, or federal, state, or local laws/ordinances, staff may enter without notice.

Law enforcement officers may enter rooms in the performance of statutory duties and in accordance with legally defined procedures governing search and seizure. When residence hall staff members enter a student room, any prohibited items will be confiscated and referred to the conduct process. Rooms will not be opened for anyone other than the official occupant.

ADMINISTRATIVE PROCEDURES

Bicycles: Bicycles are only permitted to be locked to outdoor bike racks (or the indoor bike storage area at Lourdes). Bicycles should not be attached to anything else. Residents may bring their bicycles into their room with the approval of room/suite/apartment mates (where applicable). It is recommended that all personal bicycles be registered with the City of Winona. This can be completed online at <https://www.cityofwinona.com/city-services/winona-police-department/bicycle-registration-4/>. All bicycles left behind at the end of the academic year will be considered abandoned and will be removed by facilities services.

Break Periods: Residence halls (excluding East Lake) close for Thanksgiving, Winter, and Spring Breaks. Students wishing to remain in the halls during any of these break periods must request to stay and be approved by the Hall Director. During Winter Break, students are subject to an additional fee for staying in the halls. All Housing Policies and Procedures apply during the break period. There is no dining service during break periods. East Lake residents are not subject to additional fees for staying in their apartments over break periods but are required to notify residence hall staff that they will be staying during the break.

Canvassing & Solicitation: Canvassing includes all political candidates, people seeking support for a petition, and people campaigning to gain support for a referendum. Solicitation includes all persons promoting or selling products/services, encouraging residents to affiliate with any group/organization, obtaining contributions for any cause, polling residents, and distributing samples. Those wanting to canvas in any residence hall must notify the RHA President at least one week in advance of the requested canvas dates. Those wanting to solicit in any residence hall must attend an RHA General Assembly (GA) meeting the Monday prior to when they are requesting to solicit to gain formal approval. If approved, all canvassing/soliciting must be done from 5:00 PM – 8:00 PM. Those participating must check-in at the front desk of the residence hall, wear identification, and may not knock on any doors that are marked "Do Not Canvas". No materials may be placed on or slid underneath doors. Violation of these procedures may result in removal from the building by WSU Security and/or Residence Life Staff.

Eligibility: In order to be eligible to live in any of the residence halls, you must be formally accepted and enrolled in at least 12 credits per semester at WSU or MSC Southeast. If you lose your status as an enrolled student at any time during the agreement period, or if you fail to register for academic coursework by the 10th class day, you will be required to vacate your assigned space within 48-hours of that loss of status, unless an exception is approved by the Director of Housing & Residence Life or their designee.

Emotional Support Animals: An emotional support animal (ESA) is a companion animal that provides therapeutic benefit, such as alleviating or mitigating some symptoms of a disability, to a person with a mental or psychiatric disability. An ESA is not permitted to be present in any campus building other than the owner's residence hall room or direct access to/from the building (i.e., hallway). ESAs are not permitted in dining halls, lounges, or residence hall common spaces. A student requesting to have an ESA in campus housing must establish that the resident has a disability for which the ESA is a necessary accommodation for that resident to have equal access to housing. The accommodation requested must be reasonable. Students who have such a disability must first work with Access Services to document the need for an ESA and receive approval from Access Services and the Director of Housing and Residence Life to have the ESA in the residence hall *before* it is permitted in the residence hall. Bringing a non-approved ESA into the residence hall may result in removal of the animal. It is the sole responsibility of the ESA owner to clean up waste. The ESA owner is responsible for any damage or cleaning costs incurred as a result of the ESA.

Flyers & Posters: Flyers and posters can be distributed and posted in the residence halls, pursuant to this procedure. The flyer/poster must be clearly identifiable as an official WSU Student Organization or Department. They may not promote alcohol, drugs, or any activities against University policy. Flyers/posters must be taken to the Housing & Residence Life office for distribution; they may not be taken to individual hall front desks or hang them up in the buildings. If the flyer/poster is for a non-WSU organization, it must be emailed to RHA@winona.edu for approval. The RHA President will notify if/when the posters are approved and will provide the next steps to get the flyers/posters posted. Any posting that does not follow this procedure is subject to removal by residence hall staff.

Housing Cancellation: All cancellation requests must be done in writing and sent to the Housing & Residence Life Office via email. Cancellations are often case-specific. Depending on the specifics of each situation, the cancellation fees and refund amounts (if applicable) may vary. When you submit your cancellation request to the Housing Office, you will receive information about next steps and the cancellation fees that apply to your specific situation. More information regarding the cancellation policy can be found in the Housing Agreement and on our website at <http://www.winona.edu/housing/policies.asp?i=9>.

Room Assignments: Most students go through a self-selection process where they can choose their own room via their Housing Portal. Certain situations may require that students are manually assigned by the Housing Office, such as applying for Housing after the self-selection date, students starting in the Spring semester, and students living in Interim and/or Summer Housing. Information regarding room assignments, including dates and applicable rates, can be found on the Housing Website.

Room Buyouts: At certain times during the year, the Housing Office may permit residents of certain residence halls to conduct a room buyout. This guarantees that a resident in a half-empty double room would not receive a roommate. There is an additional charge beyond the single-room rate to complete a buyout. Buyouts are never guaranteed and are only offered if there is sufficient space in the hall to do this. For information regarding buyouts, please contact your Hall Director.

Room Changes: Residents may request a room change if they'd like to move to another residence hall or to another room within the same hall. Room changes may not be requested until the 10th academic class day in each semester but remain open for the rest of the semester. A room change request does not guarantee you will be able to change rooms and requests are honored based on availability. Room changes must be approved by your Hall Director before you are allowed to move. If you move without approval from a Hall Director, you will be required to move back to your original assignment, and you may be subject to the student conduct process. Your Hall Director will communicate with you a timeline for picking up a key for your new room and when your room change must be completed by. Failure to meet either of these deadlines may result in cancellation of your room change. Room changes may result in additional charges based on any rate differences between your current and new room assignment; these charges will be applied to your student account. In rare situations, you may be required to complete a room change as part of the student conduct process, which is subject to these same conditions.

Service Animals: Pursuant to the Americans with Disabilities Act, any dog (or other animal as defined under the ADA) individually trained to do work or perform tasks for the benefit of an individual with a disability, are permitted in the residence halls. WSU staff will not require documentation for service animals, but may make inquiries to determine whether the animal qualifies as a service animal. These inquiries include asking 1) if the animal is required because of a disability, and 2) what work or task the animal has been trained to perform. The crime deterrent effects of an animal's presence or the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purpose of this definition. Service animals should be on leash when not providing a needed service and at all times must be under the full control of the owner. Cleaning up after the animal is the sole responsibility of the owner. A service animal may be removed from housing if the animal is determined to be out of control, if it causes damage to the residence hall, if the owner fails to properly clean up after the animal, or if it is determined to be a direct threat to others. For questions regarding service animals, please contact Access Services and/or the Director of Housing & Residence Life.

Special Accommodations: Many of our residence halls are accessible to students with physical disabilities. If you need accommodations, such as wheelchair-accessible facilities or devices/alarms for a hearing impairment, please notify the Housing Office during your application process, as early as possible. A written description of your needs should be submitted to the Housing Office via email at housing@winona.edu. These requests will be evaluated within the context of current housing policies, student needs, and available facilities. We can best assist you if we get early notification and complete information about your needs. In compliance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, students with documented disabilities may request special housing accommodations. Access Services on-campus is another great resource for students who may need additional support.

Visitors: Visitors (WSU students or others) are welcome to visit your room at your invitation with the permission of your roommate(s). Residents are personally and financially responsible for the actions and behaviors of your visitors and you must inform them of the policies and procedures for the residence halls. You will be held responsible for the actions of the visitor and your visitors may be asked to leave if they exhibit inappropriate behavior. You may have no more than three visitors at a time and visitors may not stay longer than three consecutive nights within a seven day period in any WSU housing facility. You must have roommate permission to have an overnight visitor and the rights of your roommate(s) and others in the hall always supersede those of the visitor. All visitors must register at the front desk with their host and a photo ID and must be escorted by their host at all times. Any minors visiting campus must have permission from their parent/guardian and must have a signed waiver form for each visit. This can be printed and completed from <http://www.winona.edu/housing/policies.asp>. Students who have had their housing agreements cancelled may not visit the residence halls.

CHECK-IN & CHECK-OUT

Abandoned Property: If you leave items in your room or common areas after you have vacated the building, those items become property of Winona State and they will be donated or disposed of. The resident will be assessed a fee for this service.

Check-In: Students will be notified of the date that residence halls open at the start of the academic semester or after a University break period. Students may only move-in on the stated date(s) unless an Early Arrival request is approved (refer to Early Arrival). Students will be issued a key, given access to the exterior of the building (via their Student ID card), and given access to their Room Inspection. In addition, residents may be asked to verify their emergency contact and missing person contact information.

Check-Out: Each student is responsible for the condition of their room upon check-out. Hall staff will provide specific cleaning and check-out instructions. All check-outs include an inspection of the resident's room; in addition, resident's must return their key and ensure there is no damage to the room, and that the room is fully cleaned. Residents may be charged for any damage or failure to properly clean in their room, or failure to follow proper check-out procedures.

Early Arrival: Residents who wish to check-in to the residence halls prior to the established date(s) may request to do so by completing an Early Arrival request via the Housing portal. Completion of an Early Arrival request does not guarantee you will be approved to arrive early. Housing staff will make every attempt to accommodate these requests when possible, but requests are approved on a case-by-case basis, based on space and staff availability. A resident will be notified if their request is approved, and if approved, the resident will be charged a daily rate.

Room Inspection: When checking-in, you will be asked to review the condition of your room on the Housing Portal. Be sure to survey the room thoroughly and make comments on any damages in your room before you accept the conditions. The information listed is one basis for determining whether you will be assessed damage charges at check-out. It is your responsibility to make sure the comments are accurate, and damages are noted. You must complete this within 5 days of your move-in date. If you do not complete this within 5 days, you waive the ability to dispute the room condition upon check-out.

RESIDENTIAL SERVICES

Desk Resources: Each residence hall front desk has a variety of kitchen equipment, movies, tools, cleaning equipment, and games for residents to use, free of charge. You may check out these items for no longer than 24 hours with a valid WSU ID. Equipment must be returned without damage and clean. If an item is lost or damaged the resident who checked out the item will be charged the replacement cost.

Fire Pit Checkout: Housing and Residence Life has a fire pit located behind Tau Center on West Campus. Students can reserve the fire pit at the Maria Hall front desk. Residents are responsible for providing the wood and cleaning up after the fire. Only clean dry lumber and trees may be burnt. No painted, varnished or treated lumber or wood may be burnt. No garbage, leaves, paper, etc may be burnt. Your fire must be attended at all times.

Internet: Both wi-fi and ethernet access are available in every residence hall. Students can access the wi-fi in their building by logging in with their StarID credentials, which will allow devices such as phones, tablets, and laptops to connect to the internet. Gaming devices, Smart TVs, Rokus, etc., can be connected in two ways. It is recommended that you connect gaming consoles and other devices directly via ethernet ports provided in each room. If you're unable to connect via ethernet, each resident is able to connect up to three devices wirelessly to the BYODWSU network. This allows devices like gaming consoles, Chomecast, Smart TVs, Roku, Fire Stick, etc., to connect to the internet without slowing down the primary network. These devices cannot be connected to the warrior network. To add devices to BYODWSU, go to <http://learn.winona.edu/BYODWSU>. Students are unable to connect additional wireless access points in the residence halls. Students are advised that personal wireless printers will only work if connected via Bluetooth, and all wireless printers must have wi-fi turned off.

Laundry: Each residence hall has free laundry facilities for the residents of that building to use. At East Lake, laundry facilities are located in each apartment; in the other residence halls, laundry is located in a common laundry room. Students are responsible for monitoring their laundry and removing their laundry from washers and dryers within a reasonable timeframe. Students are not permitted to monopolize the machines (e.g., using all of the machines in the laundry room at the same time) and are responsible for keeping the laundry room clean. Our laundry machines are high-efficiency and students should use high-efficiency products, particularly in the washers. All laundry rooms are connected to LaundryView, a website to help you track the status of washers and dryers. Please notify the front desk of any mechanical issues with the laundry machines.

Mail and Packages: Each room has an assigned mailbox located in their residence hall. Students are encouraged to check their campus mailbox often as this is one way the University is able to relay important information. Please use the following format for your address:

Student Name
Residence Hall & Room #
Residence Hall Street Address
Winona, MN 55987

Mail and packages are only delivered if it matches the student's name in our on-campus housing database. If you change rooms during the year, you are responsible for updating your address so that your mail and packages are delivered to your new building. The Housing Office will forward mail up to 30 days after you officially check out of your residence hall room. After 30 days all mail will be "returned to sender".

Volleyball Court: Many of the residence halls have a volleyball court located adjacent to the hall. These courts are available for use by all on-campus residents, not just the residents of a specific residence hall. Volleyball courts may not be monopolized by a particular group of students. Residents using the courts must clean up after themselves and dispose of all trash. Students or organizations wishing to reserve a volleyball court for private use must contact the Hall Director for the building the volleyball court is located at to request a reservation.

DINING & MEALS

Block Meal Plan: Students who live off-campus, at East Lake, or at the Sustainability House have the option of purchasing a 75 Block Plan. The meals on this plan can be used in Jack Kane Dining Center, Lourdes Dining Center, or Zane's in Kryzsko Commons. The 75 Block Plan is a declining balance; each time you swipe your card for a meal, it is subtracted from your 75 meal total. Once all 75 meals are used, you have the option to purchase an additional 75 Block Plan or a 35 Block Plan. A 35 Block Plan can only be purchased if the 75 Block Plan is used for. Students eligible to purchase a block plan have the ability to purchase a plan with or without Kryzsko Kash. Block plans can be purchased by visiting the Housing & Residence Life Office.

Dietary Restrictions: While the dining centers on campus offer a variety of options at each meal, if you require a more specialized diet, our Chartwells staff is willing and ready to meet with you to find foods you can enjoy. One-on-one conversations with our registered dietician, Sarah Nicklav, are available to develop plans that meet any specialized dining needs that you may have. If you would like to set up a conversation to discuss your specific needs, please contact Dining Services, Kryzsko Commons.

Kryzsko Kash: Kryzsko Kash is a fund of money that is included with each meal plan. Balances are set at the beginning of the year, based on your meal plan, and you can utilize this at retail options on campus, including in Zane's, Somsen Café, and Einstein Brothers/Caribou Coffee in the Campus Library. Each purchase you make is tax-free and is deducted from your total balance. Any Kryzsko Kash not used by the end of spring semester is lost. It is non-refundable. If you use it all, you may purchase more at the Housing Office in \$50 increments.

Meal Plan: Meal plans are based on a certain number of meals per week. Meal plans begin on Friday morning and end on Thursday evening. Any meals not used in the given week will be lost, as the meals will reset on Friday morning. Meal plans are loaded on your Student ID card. Meal plans are only available during the academic year. For information about specific meals plans visit <https://www.winona.edu/housing/dining.asp>.

Meal Plan Cancellation: All students living in the residence halls (with the exception of students at East Lake or the Sustainability House) are required to be on a standard meal plan (7-, 10-, 14-, or 19-meals per week). If a student chooses to cancel their housing agreement prior to the end of the semester, their meal plan will automatically be cancelled. Please review the room and meal plan cancellation policy before cancelling your agreement to ensure you understand any financial ramifications. Students living at East Lake or in the Sustainability House may only cancel their meal plan if it has not been used; even if one meal has been used, the plan is non-refundable.

Meal Plan Changes: To change your meal plan, stop by the Housing & Residence Life Office to complete a meal plan change form. You can increase your meal plan at any time throughout the semester. You can only decrease your meal plan until the 10th class day of the semester.

Meal Plan Selection: All residence hall students (except East Lake and Sustainability House) are required to have a meal plan. Students are required to select a 7-, 10-, 14-, or 19- meal/week plan by July 15. If you do not select a meal plan by this deadline, you will be assigned a 14-meal/week plan to start the school year.

Vending Machines: Vending machines are located in each residence hall. All vending machines accept cash, and many also accept debit/credit card. Vending machines do not accept Purple Pass or Kryzsko Kash. Vending is handled by third-party vendors and not by residence hall staff. Any issues with a vending machine should be reported to the hall front desk so that a work ticket can be submitted. For any issues with a machine not returning money, students should call the toll-free number located on the vending machine. Housing & Residence Life is not responsible for any funds lost in vending machines and cannot provide refunds to students.

Residence Life Policies

The following is a listing of the Residence Hall Policies. The following list is not all-encompassing as there are situations that are outside the scope of the Residence Life Code of Conduct. In such incidences, the student(s), and/or their guest(s), will be held responsible for their behavior and any sanction(s) that may be assigned. Any student who is believed to be in violation of any of the stated Residence Hall Policies will be subject to disciplinary action through the Residence Hall Conduct System and/ or University Conduct System.

Students are responsible for their assigned space and could be held accountable for policy violations that occur within that space; including the actions of other roommate(s) and/or guests. The term “residence halls” refers to all residence buildings (Conway, East Lake, Haake, Kirkland, Lourdes, Maria, Morey-Shepard, Prentiss-Lucas, Richards, Sheehan, Sustainability House, and Tau Center), and the grounds/surrounding property of the halls, except where designated. The term “room” refers to rooms, suites, and apartments except where noted.

Alcohol: In accordance with Minnesota State Law and Minnesota state guidelines, Winona State University adheres to the following alcohol policies in the residence halls.

1. Regardless of age, possession and/or consumption of alcohol is prohibited.
2. All individuals present in a room that contains alcohol may be found in violation of the alcohol policy, regardless of their level of participation
3. Alcohol containers (empty or full) are not permitted. This includes, but is not limited to, cans, bottles, shot glasses, kegs, party balls, crates, cases, wine boxes, and bongos. The display of such items is not permitted.

Animals: Animals are only permitted in the residence hall under specific conditions.

1. No pets are permitted in residence halls, with the exception of fish kept in an aquarium. A maximum of one, 10-gallon tank is allowed per resident. Marbles are recommended for use in fish tanks.
2. Service Animals are required to be kept on leash when not providing a needed service to the handler and should be unobtrusive to other individuals, and the learning, living, and working environment.
3. Emotional Support Animals (ESAs) are only permitted in Housing when approved by the Director of Housing & Residence Life. ESAs are only permitted in the owner’s room. While being transported outside, the animal must be leashed or caged, and take a direct route to the outside from the student’s room. It is the sole responsibility of the owner of an ESA to clean up after the ESA.

Bathroom: Bathroom facilities are available to both residents and guests of each residential building on-campus. Students are expected to abide by the following policies.

1. Community bathrooms are restricted for use by individuals who identify with the gender(s) a restroom is designated as.
2. Private bathrooms located in specific rooms or apartments are to be kept clean by inhabitants of those rooms.

Common Spaces: Common areas such as hallways, recreation rooms, TV and study lounges, restrooms, and kitchens are available for student use, but must be cleaned up after use. No one is allowed to sleep in or dominate these areas since they are for the use of the whole community.

Compliance with University Personnel: Failure to comply with the directions of University personnel (professional and student staff) or law enforcement officers acting in performance of their duties, willful refusal to identify oneself to these persons when requested, or false identification may result in disciplinary action.

Decorating: Life on-campus should be comfortable, and you should feel free to personalize and decorate your personal room space as you see fit. The following restrictions apply to any decorating of residence hall spaces.

1. Hanging lights outside your room and wrapping your door is prohibited. Items posted on room doors may cover no more than 15% of the door.
2. Items may not be hung from, or attached to, sprinkler pipes/heads.
3. Obscene or drug/alcohol-related materials posted on the outside of an individual's door/room is prohibited and may be removed.

Drugs: In accordance with Minnesota State Law and Minnesota state guidelines, Winona State University adheres to the following drug policies in the residence halls. Any paraphernalia and/or drug substance will be confiscated and destroyed.

1. Possession and/or use of illegal drugs is prohibited.
2. The possession and/or use of drug paraphernalia (purchased or home-made) is also prohibited.
3. The use or sale of prescription drugs by anyone other than the person to whom they are proscribed is strictly prohibited. Prescription drugs should remain in their original container with proper labeling.

Fire Safety: Fire safety regulations and policy have been established for your safety and the safety with others. These regulations include the following.

1. Fire alarms, smoke detectors, sprinkler equipment, exit signs, areas of refuge, and firefighting equipment installed in the halls and in your rooms are for your safety. Misuse of or tampering with fire safety equipment is strictly prohibited and may result in housing contract cancellation, suspension from Winona State University, and/or criminal charges.
2. Open flames are prohibited in all rooms, including the burning of candles or incense. Candles are only permitted in rooms if the wick has been cut off.
3. Failure to evacuate a residence hall building when the fire alarm sounds. This includes during mandatory fire drills that are performed throughout the year. Students may not reenter a residence hall after a fire alarm until instructed to do so by University or emergency personnel.
4. Appliances with exposed heating elements are prohibited. This includes, but is not limited to, toasters, hot plates, toaster ovens, and table-top grills.
5. Combustible materials, including live holiday trees, may not be stored in the halls.
6. Access to windows and doorways may not be obstructed or covered. A minimum of 36 inches must be allowed for egress.

Gambling: Gambling is prohibited in all University housing, except as permitted by law. This includes the exchange of money or things of monetary value.

Hallways: Hall corridors are designed as passageways and are not intended for recreational activities. Frisbee, golf, throwing balls, and other games played in hallways may be harmful to students or the condition of the building. The use of radios, stereos, rollerblades, bikes, long boards, scooters, etc., are not allowed in the hallways. Students are not permitted to block the hallways with items such as bicycles, trash, or boxes.

Harassment: A residence hall community is a community, home to a large number of students of varying backgrounds. Any student who engages in such conduct may be reported to the Director for Title IX. The following policies apply.

1. Students will respect the dignity and value the worth of all persons. Students will at no time physically, psychologically, or sexually abuse any member of this community; or participate in harassment, discrimination, intimidation or threat; whether verbal, written, online, physical or psychological, direct or implied.
2. Discriminatory harassment on the basis of a protected class as defined by Minnesota State policy 1B.1 is prohibited.
3. Physical violence or aggression in any form will not be tolerated at WSU or within the residence hall community.
4. Students may not interfere with, mistreat, or otherwise undermine a staff member's responsibility or authority. The harassment of University staff, particularly RAs/CAs and Security, will not be tolerated; this policy applies regardless of if the harassment is done face-to-face, over the phone, online, or in any other manner.

Health & Safety: Students are expected to refrain from, or condone, behavior that could cause harm to themselves or others. This includes, but is not limited to, attempting to hurt or harm others or oneself, including being incoherent and/or unconscious due to alcohol/drug use.

Note: When looking out for friends/students, please know your limitations in ability to provide proper care. Please do not accept responsibility for a friend/student that is under the influence of any substance.

Noise: Students are expected to exercise good judgement and consideration in maintain a living environment that complements the University's educational mission. All students have the right to study and sleep in their room, at any time, without unnecessary interruption.

1. Courtesy hours are in effect 24-hours a day. This includes keeping volume and activities at a reasonable level.
2. Quiet hours begin at 11:00 PM. Quiet hours end at 7:00 AM the following morning. Quiet hours are extended the weekend before the final exam period begins each semester.
3. Stereos, radios, musical instruments, computers, and televisions should be played at a volume/bass level that cannot be heard outside the student's room. Speakers may not be placed in or facing out of windows. The use of amplified music equipment without headphones is prohibited in the residence halls. These restrictions may include the mandatory use of headphones or limitations on hours of use.

Prohibited Items: Possession or use of any item that is prohibited under University or Housing policy is not allowed.

Respect for the Community: Students are expected to respect and care for their personal property, as well as the property belonging to other community members and the University. Students will promote a clean and safe living environment in their individual room, building bathrooms, and all other common areas (including grounds).

Smoking/Tobacco: The following policies are in place regarding smoking and tobacco use in the residence halls.

1. All tobacco use, including smokeless tobacco is prohibited in all campus buildings and University grounds.
2. Vaping, or use of a vaporizer is prohibited in any buildings or residence halls.
3. Smoking on non-University grounds must take place at least 25 feet from doorways, windows, covered walkways, and ventilation systems to prevent smoke from entering enclosed buildings and facilities.
4. Hookahs and e-cigarettes are prohibited on University property.

Solicitation: Students are not allowed to use their residence hall room for commercial purposes. All solicitation and postings in the halls are prohibited without prior approval by RHA. Materials should be submitted to RHA for approval.

Theft: Taking, hiding, or keeping someone else's property without the owner's consent, or possession of stolen property is strictly prohibited. Violation of this policy may also result in restitution and/or criminal charges.

Trash/Recycling: Students are responsible for the proper disposal of the trash in the dumpsters or trash chutes located in each complex. Room trash must not be placed in common areas. Please utilize the recycling containers provided in your room/hall to support our commitment to sustainability. Room recycling should be taken out to the proper receptacle located near the dumpsters.

Unauthorized Access: Students are prohibited to enter restricted access areas unless specifically authorized to do so University personnel. These areas may include, but are not limited to hall front desks, balconies, roofs, ledges, attics, janitorial or maintenance rooms, machine/storage rooms, crawl spaces, tunnels, dining service facilities, or locked conference rooms, or the Lourdes sun deck. This also includes unauthorized entry into any residence hall or exiting via an alarmed door.

University Property: Lounge and common area furnishing may not be removed from its location. If University property is removed, the student will be assessed for any loss or damage. All University furniture issued to your room must remain in your room for the entire year.

Vandalism: Students will at no time damage or condone damage committed by others. Students are directly and financially responsible for any damages or losses which are caused by their actions, carelessness, or negligence.

Visitors: Visitors are welcome to visit your room at your invitation with the permission of your roommate(s). A visitor is any person who does not live in your assigned room. The rights of a roommate and other students in the hall always supersede those of the visitors. The following policies apply regarding visitors. You (the person assigned to the room) are personally and financially responsible for the actions and behaviors of your visitors and must inform your visitors of policies and procedures of the residence halls, as all visitors are required to abide by Housing policies.

1. Visitors who exhibit inappropriate behavior may be required to leave and you will be held responsible for the actions of your visitor.
2. All visitors must be escorted by their host at all times.
3. The number of visitors is limited to three per student at any time.
4. Permission is required from your roommate(s) to have an overnight visitor. Visitors may stay no longer than three nights within a seven-day period in any University housing facility.
5. All visitors (overnight or not) must be registered at the front desk of the hall by their host. Visitors are required to have a photo ID to check-in. Visitors under the age of 18 are required to have a signed permission form for each visit, completed by their parent or guardian.
6. Students restricted from a residence hall may not visit that residence hall.
7. Cohabitation is prohibited in the residence halls. Cohabitation is defined as an occurrence which would prompt a reasonable person to believe a visitor has a continual presence in the room.

Weapons and Explosives: Except for law enforcement officers performing their duties, the possession, use, or display of weapons is strictly prohibited in conformance with Minnesota State Board Policy 5.21. Examples include, but are not limited to, air guns, slingshots, rifles, shotguns, handguns, ammunition, bows, paintball guns, knives, fire crackers, bottle rockets, and any other material which may create a health hazard or inflict bodily injury.

Wireless Access Points: WSU does not allow any wireless access points to be connected to the network except those installed by WSU IT. This includes, but is not limited to, cable modem wireless routers.

Residence Hall Conduct System

Overview of the Conduct Process: The Residence Hall Conduct Process is based on an educational philosophy. If a staff member observes an individual violating Residence Hall Policies, or the University Code of Conduct, the staff member will inform that individual that the behavior is inappropriate and request that they discontinue the behavior, regardless if the behavior is happening in-person or online. Staff members are instructed to thoroughly document all alleged violations of University or Residence Hall Policies, whether disciplinary action is needed or not.

When alleged misconduct is reported by staff or another student and the Department of Housing & Residence Life determines probable cause to initiate disciplinary proceedings, the student is given written notification (via the student's University email account) of the alleged charge(s) and the requirement to attend a conduct hearing with a specific hearing officer. The notification typically comes from the hearing officer, who is usually the Residence Hall Director for the building where the violation occurred. Rarely, but depending on the situation and seriousness of the alleged behavior, the disciplinary process may be initiated without warning. During the hearing, the student is allowed to review the report(s) pertaining to the alleged violation, although the report(s) may be redacted to remove identifiable and/or protected student information. The student is also given an opportunity to provide information on their behalf. Based upon the preponderance of evidence, the hearing officer will determine if the student is in violation and will make a determination as to what (if any) sanctions are assigned to that student. Decisions regarding the outcome of a hearing, including any sanctions, are communicated to the student(s) involved via their University email account.

Students who have knowledge of and/or witness a policy violation may be asked to appear at a conduct hearing, give their statement to a hearing officer, or write a report. As a member of the University community, students have an obligation to uphold Residence Hall Policies and Procedures. Students who are aware of Residence Hall Policy or Procedure violations may complete an incident report at any time and should contact their Resident Assistant/Community Assistant or Hall Director to complete a report.

Student Rights and Responsibilities: WSU adheres to [Minnesota State System Board Policy 3.1](#) in regards to student rights and responsibilities. In the Residence Hall Conduct Process, students hold the following rights and responsibilities:

Students have the right to:

1. Receive notice of behavioral expectations (typically the Housing Agreement & HRL Handbook).
2. Receive advance notice of the disciplinary proceeding and the nature of the alleged misconduct.
3. Have an opportunity for a hearing before the hearing officer.
4. Testify on their own behalf in a conduct hearing.
5. Read all redacted written reports concerning the alleged incident and to question all evidence against them, if they choose.
6. Receive notification of the hearing results.
7. Appeal the decision of the hearing officer.



Students are responsible for:

1. Writing an incident report if they have witnessed a policy violation.
2. Reading and understanding the information provided in the HRL Policies & Procedures, University Housing Agreement, and University Code of Conduct.
3. Reading the information provided in the written notification and respond as indicated.
4. Appearing at the hearing at the scheduled time.
5. Reading all redacted written reports and questioning any evidence presented, if they choose.
6. Telling the truth with the intent of clarifying the incident for the hearing officer, so a responsible decision can be made.

7. Reading and following all sanctions set forth in the outcome letter, as applicable.
8. Following the proper procedure for submitting an appeal as outline in the outcome letter.

Decisions: The Hearing Officer has the sole responsibility for all decisions relative to a hearing, including the determination of responsibilities and the imposition of a disciplinary sanction(s). If a student fails to appear at their conduct hearing, the hearing officer may consider the evidence available and arrive at a decision, even in the absence of the student(s) alleged to have violated the policy.

Sanctions: Sanctions are case-specific, and so a description of the most common sanctions are listed below. However, due to the unique circumstances of each case, there may be additional sanctions that are not listed below, depending on the specific case. Repeated violations or violations occurring after a student has already received a sanction usually result in further, more severe actions and/or sanctions. If a student is involved in an additional/separate situation prior to the hearing or outcome of a hearing, each violation will be addressed individually, and if found responsible, the student could receive more severe sanctions, which could include cancellation of housing agreement. The circumstances and nature of an incident are taken into account in determining the most appropriate sanction.

Level 3 Policy Violations	 Impact or severity of the violation			<i>Cancel Housing Agreement, Hold on University Account, Residence Hall Restriction, Educational Sanction*</i>
Level 2 Policy Violations			<i>Community Service Hours, Residence Hall Probation, Residence Hall Relocation, Restitution, Educational Sanction*</i>	<i>Cancel Housing Agreement, Hold on University Account, Residence Hall Restriction, Educational Sanction*</i>
Level 1 Policy Violations		<i>Administrative Warning, Community Service Hours, Residence Hall Probation, & Educational Sanction*</i>	<i>Community Service Hours, Residence Hall Relocation & Educational Sanction*</i>	<i>Cancel Housing Agreement, Hold on University Account, Residence Hall Restriction, & Educational Sanction*</i>
 Sanction Outcome Based on Impact or Repeated Violations				

Explanation of Housing Policy Sanctions:

- **Administrative Warning:** A warning given to inform the student that a specific behavior does not meet expectations for residence hall living. This sanction takes the form of a written warning issued to a student that further misconduct may lead to residence hall probation or cancellation of the Housing Agreement.
- **Cancellation of Housing Agreement:** This sanction involves removal from the University residence hall community. A student whose housing agreement is cancelled for disciplinary reasons must permanently vacate their residence within 72-hours of their disciplinary hearing outcome. Students who have their housing cancelled as a result of conduct must accept all financial penalties. Removals are permanent and usually coincide with restriction from all residence halls. Cancellation of agreement will affect student's status for residence hall living for future years.
- **Community Service Hours:** Community service hours are generally performed in the hall where the violation took place under the supervision of hall staff or hall facilities staff. Community service provides an avenue for students to give back to the residence hall community that may have been negatively affected as a result of their violation of policy.
- **Educational Sanction:** An educational sanction is a developmental sanction that requires a student to participate in a program, write a paper, or participate in an educational activity consistent with the violation. Note that some educational sanctions (such as CHOICES, Judicial Educator, e-Chug, e-Toke, etc.) may have fees charged to the student's account, which they are responsible for paying.
- **Hold on Records:** Holds are placed on the records of students who do not complete their sanction(s) as dictated in their sanction letter. These students are not allowed to register for classes or make any administrative changes to their student account while the hold is placed.
- **Residence Hall Probation:** Residence hall probation is a formal status imposed for the remainder of the academic year (or, based on the time of year, the next academic year). During this period, any subsequent violation of University or Residence Life policy (including failure to comply or complete any and/or all parts of a prior sanction) will result in more severe disciplinary action and may lead to restriction of specific residence halls or cancellation of housing agreement.
- **Residence Hall Relocation:** As part of the disciplinary process, moving a student from one residence hall to another may be required. This relocation is a mandatory and permanent change of room assignment within the University's residence hall community. The student is usually given 72-hours to complete the relocation, but this may be shortened/lengthened based on the specific situation.
- **Residence Hall Restriction:** Restriction is a formal action which results in loss of visitation rights within specific or multiple residence halls. Restricted individuals are prohibited from entering designated residence halls and/or other specific areas. Violation(s) of these restrictions will result in a citation for trespassing from a Law Enforcement agent, as well as possible disciplinary probation, suspension, or expulsion from the University. If the restricted student is seen in/on restricted residence hall property, the police will be called. This could also include restriction of a student's visitor.
- **Restitution:** Restitution is a monetary reimbursement for actual damage to, destruction of, or misappropriation of University property. It is not a fine. Restitution may involve paying for damages or performing community or educational service.

Students who fail to complete their sanction by the deadline will receive a hold on their University account. This will prohibit a student from making any administrative changes, such as adding/dropping classes, receiving transcripts, or registering for classes. The hold is only removed once the student completes the sanction(s). The initial hearing officer is the only individual who can remove the hold from the student's account. In addition to the University hold, you may be assigned additional sanctions for non-compliance. Sanction(s) and holds are carried into succeeding academic years.

Additional Follow-Up: Some incidents may require further investigation before a decision can be reached. These cases are usually outside the scope of Residence Life Policies and will be referred to the Dean of Students Office, Campus Security, Affirmative Action, and/or local Law Enforcement to be processed under the WSU Student Conduct Code. Students found responsible for WSU Student Conduct Code violations face disciplinary sanctions such as probation or suspension. The Director of Student Conduct and Citizenship generally hears alleged violations that fall outside the scope of Residence Life Policies.

All students are bound by the University Student Conduct Code. Information pertaining to the WSU Student Conduct Code is available in the Dean of Students Office and online at <http://www.winona.edu/sld/studentconductcode.asp>.

Appeal Process: Students may appeal the decision and/or sanction imposed by the hearing officer. Students interested in submitting an appeal must fill out the Residence Life Conduct Appeal Form, found in the sanction letter, within five (5) days of receiving their conduct hearing decisions, which are communicated electronically through their WSU email. Appeals are independent and cannot be submitted for more than one person. Failure to submit an appeal, or request for an extension, within that time period constitutes a waiver of any right to request an appeal. The appeal must be based on one of the following:

1. New evidence not reasonably available at the time of the hearing.
2. Violation of hearing procedures or process that substantially affected the outcome of the hearing.
3. Inconsistency of the sanction relative to the severity of the behavior.

Once an Appeal Form is submitted, it will be reviewed by the Appeal Officer (or designee) within five (5) business days. If the appeal submitted is improperly drafted or is insufficiently detailed, the Appeal Officer will notify the student (via email) they must submit an amended appeal within 24-hours of being notified. An appeal is not a re-hearing; it represents a procedural safeguard for the student. In an appeal process, the burden of proof is shifted from the University to the student found in violation of policy. Upon review, the Appeal Officer will determine if an appeal meeting will be scheduled. The student must demonstrate in their written appeal that one or more of the grounds for appeal have merit.

Grounds for an appeal cannot be based on the opinion that the student does not agree with (or like) the decision made by the original hearing officer, lack of familiarity with policies, cost of sanctions (CHOICES, e-Chug, e-Toke, Judicial Educator, Restitution, etc.), separation from friends, good character, or a personal commitment to behaving better in the future. Possible appeal outcomes include:

1. Uphold the original decision and sanction(s).
2. Change or decrease the sanction(s).
3. Change or increase the sanction(s).

Decisions made by the Appeal Officer are final.

Residence Hall Damage Charges

The following charges are a base amount and guidelines only. Actual damage charges may vary based on specific building or type/section of residence hall room/unit. Charges are subject to change without notice. Costs for the East Lake Apartments and Kirkland-Haake will generally be higher.

WINDOW/SCREEN

Blind-Broken/cracked blind _____	\$100
Blind rod replacement _____	\$50
Glass only _____	\$100
Glass and frame _____	\$200
Screen _____	\$40
Screen and Frame _____	\$100

BATHROOM/PLUMBING

Sink _____	\$200
Mirror _____	\$45
Toilet Paper Holder _____	\$25
Door Rack _____	\$20
Towel Rack _____	\$30
Tile _____	\$10/tile

KEYS/DOOR HARDWARE

Room Door Replaced _____	\$500
Door Closure _____	\$150
Reattach door retractor _____	\$25
Complete Lock _____	\$215
Closet/Wardrobe Door _____	\$150
Room # plate on door _____	\$25
Lock/Core Change _____	\$50
Key-Bent/Broken _____	\$10

TV/NETWORK

Cable Adapter _____	\$5
Cable Cover Plate _____	\$10
Internet jack outlet _____	\$100
Internet jack plate _____	\$20
Outlet cover plate _____	\$10

PAINTING/REFINISHING

Ceiling _____	\$75
Door Frame _____	\$30
Room _____	\$250
Touch-Up _____	\$10
Wall _____	\$100
Each Complete Wall _____	\$50

KITCHEN

Burner Tray _____	\$2/tray
Broiler Pan _____	\$25
Refrigerator glass shelf _____	\$50

FURNITURE

Bed frame _____	\$100
Bed End set (2 pieces) _____	\$100
Bookshelf _____	\$150
Bulletin Board Damage/Replace _____	\$50/\$100
Desk Repair/Replace _____	\$50/\$300
Desk/Lounge Chair _____	\$125
Desk Chair (KR/HK) _____	\$200

Drawer Repair/Replace _____	\$25/\$400
Dresser Repair/Replace _____	\$50/\$300
Loft/Bunk Hardware _____	\$10
Loft Damage _____	\$175
Mattress _____	\$130
Safety Rail _____	\$50
Wardrobe _____	\$300

MISCELLANEOUS

Carpet Stain (sm/lg) _____	\$30/\$100
Carpet replaced _____	\$500
Ceiling Tile _____	\$25/tile
Cleaning & Labor _____	\$25/hour
Exit Sign _____	\$210
Fire Extinguisher _____	\$75
Fire Extinguisher – recharge _____	\$25
Improper Check-Out _____	\$25
Light Cover _____	\$50
Light Fixture _____	\$100
Nail Hole _____	\$5/hole
Peep Hole _____	\$25
Recycling Bin _____	\$20
Smoke Detector _____	\$35
Tape on Floor _____	\$25
Thermostats _____	\$80
Wastebasket _____	\$20

**Housing Agreement Cancellation - \$800
(refer to your Housing Agreement for specific charges)