



WENATCHEE VALLEY
COLLEGE



**RESIDENCE HALL
HANDBOOK**

Reslife@wvc.edu / 509-682-6706

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Welcome to the Wenatchee Valley College (WVC) Residence Hall, also referred to as the dorms. Residence Hall living provides students with the opportunity to interact with many different people. Most college students find that the experience of learning to live with other people enriches their lives in many ways. This is accomplished by cooperation, compromise, and courtesy. Your Residence Hall experience can prove to be as valuable as your academic experience, and Residence Life staff will be there to support and guide you to the resources you may need during the academic year.

Please review this handbook thoroughly as you will be held accountable for its contents. The Housing Contract, Residence Hall Handbook, the Student Code of Conduct, as well as the Student Rights and Responsibilities are available through the WVC website, and by request through the Residence Life office. These documents become the contract between you and WVC with regards to the terms and conditions of occupancy in the Residence Hall. Changes in these documents may occur due to enactment of Washington State law and/or updates in college or departmental policy. Residents will receive written notice of updates to the handbook and policy, and are responsible for reviewing and adhering to them.

Wenatchee Valley College is committed to the policy that all persons shall have equal access to college programs, facilities, admission and employment. Furthermore, it is the policy of Wenatchee Valley College to maintain an academic and work environment free of discrimination, including harassment. The college prohibits discrimination and harassment against any person because of race, creed, color, religion, national or ethnic origin, parental status or families with children, marital status, sex (gender), sexual orientation, gender identity or expression, age, genetic information, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, or participation in the complaint process.

MENINGOCOCCAL MENINGITIS VACCINE

Meningococcal meningitis is the leading cause of life-threatening meningitis in young adults in the U.S. It strikes about 3,000 people each year with 300 deaths. College students account for about 125 cases and 15 deaths. The infection is spread by air droplets like the flu and has flu-like symptoms initially. Symptoms can progress rapidly and lead to shock or death in hours. The risk for young adults ages 18-23 is 1.5 in 100,000. College students are not at higher risk than non-students, except for freshmen, particularly those living in Residence Halls (4.6 in 100,000). Meningococcal disease usually peaks in late winter and early spring. The disease can easily be misdiagnosed as something less serious, because symptoms are similar to the flu. The most common symptoms include high fever, headaches, neck stiffness, confusion, nausea, vomiting, lethargy and/or rashes. Anyone with similar symptoms should contact a physician immediately.

The vaccine is safe and available through your primary healthcare provider. Side effects are uncommon and usually mild. The vaccine will cause immunity in about 90% of individuals but is ineffective against one serotype of meningococcus which causes about 30% of the cases. The vaccination lasts approximately 5 years.

General immunization has not been recommended since the incidence of meningococcal disease is low. However, the American College Health Association recommends that parents and students, especially freshmen and dormitory residents who want to reduce their risk of disease, consider the benefit of vaccination. Students without a spleen or who are immunodeficient should consider vaccination. If you have any questions, feel free to contact your local health department or the Chelan-Douglas Health District.

1. Terminology

- 1.1 **Associate Dean of Campus Life, Equity, & Inclusion** – Full-time professional staff who oversees the Residence Hall and Residence Life.
- 1.2 **Break** – the time period between each term when classes are not in session.
- 1.3 **Campus Security** – officers are available 24/7 to deter and prevent crime. They also provide support to the Residence Hall: lockouts, parking enforcement, reporting, and emergency response.
- 1.4 **Check-in** – the process of completing the formal check-in procedure in order to move into the Residence Hall.
- 1.5 **Check-out** – the process of completing the formal check-out procedure in order to move out of the Residence Hall. Notification to the Residence Life office is required prior moving out. You must complete an *Intent to Move-Out Form*. Residents must adhere to the check-out process listed on the form.

A daily prorated amount will be charged for the days you stay after the academic quarter.

Please note: if you move out early and break your contract, you will receive \$750 early termination fee and the loss of your damage deposit.

- 1.6 **Community Standards** – Rules and standards which promote a positive learning and living community that all residents, and guests are expected to follow.
- 1.7 **Contract Period** – The time period for which residents are charged room rental between check-in and check-out of the Residence Hall – Contracts are valid 1 year (fall through spring, with the option of summer), and must be renewed annually to extend residency.
- 1.8 **Damage/Security Deposit** – A sum of money held to pay fees (damage, lost keys, lockouts, cleaning, late fees, etc.) at the end of the contract term, or unpaid rent. At check-out, damages in excess of the deposit will be billed to the resident.
- 1.9 **Guests** – An individual authorized to visit the Residence Hall by both a resident and Residence Life staff. Guests must be hosted and escorted by a WVC resident at all times. See Community Standards for overnight guests.
- 1.10 **Finals Week** – Period starting the last day of classes until the last day of final exams.
- 1.11 **Financial Aid** – Examples of financial aid include loans, scholarship, federal Pell grants, federal supplemental grants, work study, etc.
- 1.12 **Housing Committee** – A committee of Campus Life and/or Residence Life staff that determines disciplinary sanctions related to the Residence Hall.
- 1.13 **Residence Life office** – Located in Van Tassell Student Center, this office is where administrative functions for the Residence Hall is conducted. Residence Life is also available to assist residents with lock-outs, room repair requests, resident issues, and programming. The Residence Life office is available only during WVC college business hours, which are Monday through Friday, 8am-5pm, unless otherwise posted.
- 1.14 **Residence Life Manager (RLM)** – Full-time professional staff that works in the Residence Life office, and is responsible for the day-to-day operation of the facility and support residents.
- 1.15 **Residence Life Administrator On-Call** – Full-time professional staff available for the assistance of resident needs/emergencies.
- 1.16 **Resident** – WVC student living in the Residence Hall.
- 1.17 **Resident Advisor (RA) / Community Assistant (CA)** – Para-professional student staff living in the Residence Hall to ensure the development of a positive environment and also serves as a mediator and policy enforcer. Assists with evening, and weekend/holiday on-call hours – designated as a resident's first call for anything.
- 1.18 **Room Transfer** – A room change pre-approved by Residence Life.
- 1.19 **WVC Residence Hall** – The Residence Hall, adjacent parking lot, and surrounding sidewalks.

2. COMMUNITY STANDARDS:

Residents and guests are expected to maintain integrity in all relationships, respect the dignity, and value the worth of all persons. Residents and their guests will at no time physically, mentally, psychologically, or sexually abuse any member of this community, nor participate in any form of bigotry, harassment, intimidation, hazing, or threat; whether verbal, physical, or psychological, direct or implied. The relevant community standards for WVC's Residence Life are discussed in further detail within this handbook. These standards do not preclude enforcement of WVC's Student Code of Conduct and/or the Student Rights and Responsibilities, or any other college policies, state, or federal laws.

Residents will also create agreements within the Residence Hall. Roommate agreements, Pod agreements, and Floor agreements are established and renewed by all residents at the beginning of each quarter.

2.1 ALCOHOL AND DRUGS

- 2.1.1 Violation of these rules, in all likelihood, will result in immediate housing termination and further conduct sanctions from the College. The Residence Life office is not only concerned with the illegalities of drugs, it is equally concerned with the destructive effects of drugs on society, in general, and the individual in particular.
- 2.1.2 The Residence Hall is designed to provide a sense of community. As in any community, the action of each individual will have an impact on all of its members. Whenever drugs are brought into the Residence Hall, everyone in the community then becomes vulnerable to the discomfort that comes with forced exposure to an illegal activity and to drug related violence, theft, vandalism, and involvement of police or other authorities. As a community member, you have an obligation to yourself and others to help assure a safe, drug free environment.
- 2.1.3 Possessing, delivering, sharing, transporting, administering, consuming, selling, or knowingly being in the presence of any alcoholic beverage, legal/illegal drug, or controlled substance is prohibited, regardless if a resident is of legal age.
- 2.1.4 On-site medical use or possession of marijuana is prohibited.
- 2.1.5 Detectable intoxication within the Residence Hall and or college campus is prohibited.
- 2.1.6 Residents may not display alcohol or drug paraphernalia. Paraphernalia will be confiscated and destroyed. This includes but not limited to:
 - 2.1.6.1 Rapid-consumption device or "beer bong"
 - 2.1.6.2 Empty alcohol containers, such as beer cans, wine bottles, or liquor bottles.
 - 2.1.6.3 Pipes designated for the use of drug consumption.
 - 2.1.6.4 Hypodermic needles and related equipment designed for the use of illegal drug consumption.
- 2.1.7 Residents are responsible for their own actions, as well as for the reporting of suspected or witnessed policy violations in the facility. Residents must immediately report all violations to a Residence Life Staff member. Withholding knowledge of suspected alcohol and/or drug misconduct, intoxication, and/or under the influence is prohibited and considered complicit behavior.

2.2 CIVILITY

- 2.2.1 Residents are expected to maintain integrity in all relationships, respect the dignity, and value the worth of all persons. Residents will at no time physically, verbally, mentally, psychologically, or sexually abuse any member of this community (including Residence Life Staff), nor participate in or condone any form of bigotry, harassment, intimidation, hazing, or threat; whether verbal, written, physical, or psychological, direct or implied.

2.3 COMMERCIAL SOLICITATION, ADVERTISING, AND PROMOTION

- 2.3.1 Commercial solicitation, advertising, promotion, and commercial transactions are prohibited in all areas of the Residence Hall. Solicitation is defined as:
 - 2.3.1.1 The sale of services or products, or the seeking of funds, signatures, merchandise or

supplies

2.3.1.2 Attempts to urge, incite, request, or advise a person or persons to adopt an idea, political solicitation, or purchase merchandise or services for personal profit or organizational gain.

2.3.1.3 Receiving business/organization offers, goods, or services for business purposes of any nature.

2.3.2 Individuals or organizations seeking an exemption to this policy must contact the Associate Dean of Campus Life, Equity, & Inclusion for approval in advance.

2.4 COMMUNICATION

2.4.1 WVC assigns each student an official email address. All Residence Life communication will take place through the student's WVC email and Canvas.

2.4.2 Residents must check their WVC email regularly (daily) to ensure they're not missing official communication from the Residence Life office or the College.

2.4.3 Residence Life has a Canvas page and each resident is required to download and join the course when the invitation is sent.

2.4.4 It is important to update your contact information when it changes, example: cell phone number.

2.5 COMPLIANCE

2.5.1 Residents must comply with, and respond as instructed, to the reasonable and lawful requests of any Residence Life or College official acting in the performance of their duties; including presenting proper identification and meeting with, or making contact with, Residence Life or college officials upon request.

2.6 CONDUCT

2.6.1 Disciplinary sanctions, including eviction from the Residence Hall with associated risks of financial loss as stated, may be imposed against any resident found responsible for committing, attempting to commit, or intentionally assisting in the commission of any of the offenses listed in the WVC Residence Hall Handbook. Students violating the WVC Code of Student Conduct and/or Student Rights and Responsibilities, may receive disciplinary sanctions as defined below under disciplinary procedures and sanctions.

2.6.2 Any resident's behavior to self or other residents that disrupts the community, or demonstrates an unwillingness to live in a group setting is prohibited.

2.6.3 Examples of disruptive noise includes but is not limited to: music and television volume that disrupts neighboring rooms or individuals outside of the Pod; yelling, screaming, bouncing of sports balls inside the building or within 50 feet of any opening to the building. If anyone from a neighboring room complains, then you are being too loud.

2.6.4 Residence Hall quiet hours are as follows:

2.6.4.1 Sunday through Thursday: 10:00 pm to 9:00 am

2.6.4.2 Friday and Saturday: 12:00 am to 9:00 am

2.6.4.3 Finals Week: 24 hour quiet hours begin at the start of finals week through the end of finals week.

2.6.5 WVC is subject to the City of Wenatchee ordinance regarding excessive noise.

2.7 DANGEROUS DEVICES

2.7.1 Possession, use, or threatened use of weapons (including but not limited to firearms, martial arts weapons, BB guns, air guns, air-soft guns and paint guns), ammunition, explosives (including but not limited to fireworks), dangerous chemicals, or any other object as weapons on college property except as expressly authorized by law or college policies is prohibited.

2.7.2 Possession of knives with a blade longer than four inches is prohibited.

2.7.3 Misuse of personal defense devices (pepper spray) is prohibited. The owner is responsible and accountable for any misuse of these devices.

2.8 DISCIPLINARY PROCEDURES AND SANCTIONS

- 2.8.1 Residence Life staff, in conjunction with the Housing Committee and Office of the Vice President of Student Services and Enrollment Management; may apply disciplinary sanctions or take other action when student conduct violates community standards within Residence Life.
- 2.8.2 In reviewing violations, the burden of proof shall be on the college, which must establish, by a preponderance of the evidence, that the student is responsible for the violation. "Preponderance of the evidence," means that it is more likely than not that the student charged did violate the rules for which they are being charged.
- 2.8.3 In cases where individuals have demonstrated inappropriate behavior due to drugs or alcohol, mandatory evaluation, education, and treatment may be required as a condition of continuing to live in the WVC Residence Hall.
- 2.8.4 Processes:
- 2.8.4.1 *First Offense*
The resident may be placed on warning by Residence Life staff and required to complete 15 hours of community service for the Residence Hall (cleaning areas, pulling weeds, minor repairs), or pay a fee outlined in the fee scale located in *Appendix A*; complete an educational requirement, as listed above; and/or submit a formal sanction as described below.
- 2.8.4.2 *Second Offense*
The resident may be placed on probation by Residence Life staff and required to complete 25 hours of community service in the Residence Hall as described above, or pay a fee outlined in the fee scale located in *Appendix A*; complete an educational requirement, as listed below; and/or submit a formal sanction as described above. Depending on the nature of the incident, residents may be evicted.
- 2.8.4.3 *Third Offense*
The resident may be required to complete 45 hours in the Residence Hall as described above, pay a fee outlined in the fee scale located in *Appendix A*; complete an educational requirement, as listed above; and/or submit a formal sanction as described below.
Resident may be evicted.
- 2.8.5 Residence Life is grounded in restorative justice. Sanctions may include, but are not limited to:
- 2.8.5.1 *Warning*
Notice, either verbally or in writing that the resident has been in violation of a rule. Such warnings will include the statement that continuation or repetition of the specific conduct involved, or other misconduct may result in one or more disciplinary actions described below.
- 2.8.5.2 *Reprimand*
Formal action expressing sever disapproval of a rule violation. Reprimands will be made in writing to the student by the college official, with copies filed in the Residence Life office. A reprimand will include the statement that continuation or repetition of the specific conduct involved or other misconduct will normally result in one of the more serious disciplinary actions described below.
- 2.8.5.3 *Education*
As part of a sanction, students may be required to complete online or community based educational. Completed projects will include of a written reflection.
- 2.8.5.4 *Restitution*
An individual student may be required to make restitution for damages or loss, or other property and for injury to a person.
- 2.8.5.5 *Formal Sanction*

An assignment the student must complete. Assignments may include but are not limited to a letter of apology, community services (defined below), and/or an individual research paper etc.

2.8.5.6 *Community Service*

Community Service: Service to the community (Residence Hall or college campus), as assigned by the Housing Committee and supervised by Residence Life staff. The student will complete the assigned hours of community service and write a statement outlining how they intent to behave differently.

2.8.5.7 *Eviction*

Eviction from the Residence Hall means that you lose all visiting privileges to the Residence Hall, and will not be allowed anywhere on the property. Evicted students will lose their damage/security deposit. Residents will be given a written notice of eviction from the Residence Hall and the deadline to vacate their room. Depending on the severity of the event, residents being evicted for breaking rules, including drugs/alcohol, may be evicted from the from the Residence Hall and given one (1) hour to leave the premises.

2.8.6 All appeals contesting recommendations for the disciplinary action(s) must be made in writing to the Associate Dean of Campus Life, Equity, & Inclusion within ten calendar days after the student has been notified of the action.

2.8.7 Residence Life disciplinary procedures and sanctions do not preclude the enforcement of any other college policies.

2.9 FACILITIES

2.9.1 Unauthorized entry to, or use of, institutional facilities, including buildings and grounds, is prohibited. Use of WVC Housing, equipment, and services is limited to the residents, their escorted guests, and other persons specifically authorized by WVC Residence Life.

2.9.2 The presence of any person designated as persona non-grata, defined as someone unwelcome or unapproved by Residence Life staff, constitutes a trespass. Those trespassing may be arrested under the ordinances of the City of Wenatchee.

2.9.3 Entering storage, custodial, technology, fire or breaker rooms is not permitted.

2.9.4 Posting of unapproved signs or erecting antennas or any other objects on the interior or exterior of the building is prohibited.

2.9.5 Chalk is not allowed on sidewalks.

2.9.6 Authorized personnel (campus security, facility operations staff, housing staff, and college management) may enter any room for the purpose of routine inspection, repairs, maintenance, cleaning, in response to emergencies, or any other official business. As well as for reasons of health and safety, and when authorized personnel have reasonable grounds for believing established rules, policies, and community standards are being violated - even in the absence of the occupant. Examples of community standards include, but are not limited to noise, odor, alcohol, and drug complaints. Staff may enter into a resident's room if the resident is not present to eliminate disruptive noise (examples: alarm clocks, music devices, smoke detectors) which may violate an individual's right to sleep or study.

2.9.7 Residents are required to keep their bathrooms and showers clean. However, custodial staff will deep clean the bathrooms on a routine basis. Restrooms, showers, and kitchens may not be used while being serviced by custodial and maintenance staff.

2.9.8 Bathroom, Kitchen, and lounge facilities are provided for resident use and convenience. Residents are required to clean after themselves. This includes but not limited to the following:

2.9.8.1 Wash and remove all personal items including dishes and utensils from the kitchen and bathroom areas. Items left in the bathroom, kitchen, and lounge will be disposed of.

2.9.8.2 Clean counters, tables, and appliances after each use.

2.9.8.3 Cover food when placed in the microwave, and clean up any spilled/splattered food.

2.9.8.4 Use caution when cooking and do not leave food unattended.

- 2.9.8.5 Use only your food in the refrigerator.
- 2.9.8.6 Write the date, your initials, and your room number on your food items stored in the refrigerator, freezer, and cupboards.
- 2.9.8.7 Refrigerators will be cleaned weekly. If items are not labeled and/or expired, they will be discarded.
- 2.9.9 Laundry facilities are for residents and their personal laundry use only.
- 2.9.10 Common Area, Lounge Use, Outside Landscape
 - 2.9.10.1 The lounges on each floor of the Residence Hall provide living spaces for students to study, relax, and to gather with other residents of their community. Peer interaction, especially with regard to study groups, is a valuable component of students' educational experiences. Residents wishing to organize activities for their hall can contact their RA.
 - 2.9.10.2 On occasion, common spaces within the Residence Hall are used for college functions (e.g. to promote WVC to prospective students, for academic advising, etc.). College staff organizing these functions will communicate with Residence Hall staff regarding these activities to avoid scheduling conflicts and to minimize inconvenience for residents.
 - 2.9.10.3 Common areas are to be used according to the priority order
 1. Residents' academic use
 2. Residence Life Staff / Sponsored Programs
 3. Hall / Resident Activities
 4. Residents' other social or recreational use
- 2.9.11 Elevators
 - 2.9.11.1 Elevators are available for residents to use; however, priority is given to residents with disabilities requiring access to the different floors.
 - 2.9.11.2 Anyone found responsible for tampering with an elevator or engaging in reckless or dangerous behavior that places themselves or others at risk, will face severe disciplinary action.
- 2.9.12 Rooms and Furniture
 - 2.9.12.1 You will be assigned an extra-long twin bed, desk, chair, wardrobe, and three drawers. A refrigerator, stove, microwaves, and a pizza oven are located in each common area.
 - 2.9.12.2 Residents may choose to have their own mini-fridge and/or microwave in their room. Refrigerators larger than 36 inches in height and/or three cubic feet are prohibited.
 - 2.9.12.3 For your room, you will need the following items: sheets, blankets, pillow, pillow cases, towels, washcloths, hangers, wastebasket and any other personal belongings.
 - 2.9.12.4 Furniture from the lounge/kitchen area is not allowed in resident rooms.

2.10 FIRE SAFETY

- 2.10.1 Tampering with or covering fire alarms in any part of the Residence Hall or on WVC property will result in a conduct violation and immediate action by the Residence Life staff.
- 2.10.2 Many of the doors in our buildings are required to be "fire doors." This means that the doors are designed to block a fire from passing through that doorway for a period of time that is established by fire codes and regulations. Doorways into public corridors and stairwells are generally required to be fire doors. These doors must remain closed in order to fulfill their intended purpose (blocking fire). Pod doors must never be propped open. Doors which separate corridors into smaller areas and which connect to exit stairwells must never be propped open.
- 2.10.3 Fire drills will be held periodically to ensure that residents are aware of the alarm and the emergency building evacuation plan. The building evacuation plan is posted on every floor and should be reviewed by each person. Every alarm must be treated as an emergency and all persons must evacuate the building immediately.
- 2.10.4 Possession, displaying or burning of flammable materials including, but not limited to fireworks, candles, incense, gasoline, and kerosene lamps is hazardous to the health and safety of residents and is prohibited inside the Residence Hall, or on the property.

- 2.10.5 No fuel-powered motor vehicles or associated parts are permitted within the Residence Hall for use, maintenance, repair, or storage.
- 2.10.6 All appliances or electrical devices are required to be compatible with 110 volts 60 cycle voltage and UL approved.
- 2.10.7 Kitchen appliances (stove, oven, and microwave) must be attended to while cooking and turned off when finished. Power to stoves will be turned off at **11:00pm until 6:00am**.
- 2.10.8 Surge protected multi-plug adapters/power strips are allowed. When adapter/power strips are used, circuit breakers and/or reset buttons are required. Extension cords, multi-prong adapters, and the “piggy-backing” (plugging one power strip into another power strip) of power strips are prohibited.
- 2.10.9 Decorative lighting (string lights) cannot be plugged into each other. Only one set of decorative lights shall be plugged into one approved circuited power strip or wall socket.
- 2.10.10 Ceiling lights, lamps of any type, and air conditioning/heating units cannot be covered.
- 2.10.11 A fine up to \$250 and immediate eviction can be imposed for any of the following:
 - 2.10.11.1 Failure to evacuate
 - 2.10.11.2 Activating false alarms
 - 2.10.11.3 Propping open fire door
 - 2.10.11.4 Creating a fire hazard
 - 2.10.11.5 Malicious burning, or
 - 2.10.11.6 Tampering with fire equipment (fire extinguishers, plastic ties securing valves, fire alarm pull stations, smoke detectors, fire hose connections, sprinkler heads, sprinkler pipes, hoses, connections, valves, emergency exit signs, etc.). Covering smoke detectors is strictly prohibited and enforced!
- 2.10.12 Fire and life safety inspections will be conducted periodically for fire or health hazards. Additionally, periodic inspections may also occur depending if Residence Life staff have been notified of a health and/or safety concern. Residents will be given at least 24-hour notice and must grant access for these inspections. A Contract Violation Fine (See Appendix A) may be imposed per violation. These can be imposed for not abiding by instruction of college staff regarding the correction of fire or health hazards/violation(s). Residents must resolve fire and/or health hazard issues in a timely manner, as indicated by Residence Life staff.
- 2.10.13 Items prohibited in the Residence Hall:
 - 2.10.13.1 Anything with an open flame
 - 2.10.13.2 Candles or potpourri burners
 - 2.10.13.3 Evidence of candles, burning of incense, sage, or any object, and smoking of any type within the building (including e-cigarettes)
 - 2.10.13.4 Hanging of items over or covering a smoke detector
 - 2.10.13.5 Multi-plug adaptors
 - 2.10.13.6 Extension Cords
 - 2.10.13.7 Hot plates, microwaves, toasters, and indoor grills
 - 2.10.13.8 Space Heaters
 - 2.10.13.9 Lava and disco lamps
 - 2.10.13.10 Halogen lamps
- 2.9.14 In the event of a fire, it is important to consider these procedures:
 - 2.10.14.1 **DO NOT** use the elevator
 - 2.10.14.2 If you discover or suspect a fire, pull a fire alarm and leave the building by the closest, safe exit.
 - 2.10.14.3 Feel the door with the back of your hand to ensure that it is not hot before opening it. If it’s hot, do not open. If it isn’t hot, open the door carefully.
 - 2.10.14.4 If smoke or heat is present, close the door and stay in the room. Seal the cracks around the door with whatever is available (a wet towel, etc.). Call “911” and report that you are trapped. Be sure to give them your room number, address, and location. Hang a sheet, jacket, etc. out the window to attract attention.

- 2.10.14.5 If the hall is free of smoke or heat, close your door and exit immediately by the closest, safe exit. If the nearest exit is blocked, go to another exit.
- 2.10.14.6 If all exits are blocked, go back to your room. Close the door, and call “911” and report that you are trapped. Be sure to give them your room number, address, and location. Hang a sheet, jacket, etc. out the window to attract attention.
- 2.10.14.7 Move quickly in a crouched position when escaping through a smoke-filled corridor. Place a wet cloth over your face and head.
- 2.10.14.8 Once outside the building, move away from the building, and go to the evacuation location. Avoid standing beneath overhead electrical lines, and watch for vehicle traffic. When you reach the evacuation location, contact a staff member and give him/her as much information as possible.
- 2.10.14.9 Do not reenter the building until you have been given the OK by police, fire official or Residence Hall staff. THE SILENCING OF THE ALARM DOES NOT INDICATE THE BUILDING IS SAFE TO REENTER! Never reenter a burning building to save your personal possessions.
- 2.10.14.10 Evacuation Location - Whenever the building must be evacuated, residents should go to the following location:
 - Southwest Corner of the Residence Hall parking lot. Do not leave until directed to do so by college official, police, or fire department.
- 2.10.14.11 Mobility and Hearing-Impaired Residents
 - 1. Please notify fire/police/WVC staff or security of the location of permanent or temporary mobility or hearing-impaired residents. In case of fire, the Wenatchee Fire Department will prioritize your location for rescue considerations.
 - 2. Residence Life staff can assist persons with a disability in developing an evacuation plan.
 - 3. The Student Access Coordinator can assist persons with a disability in developing an evacuation plan.
- 2.10.14.12 Fire Aisles and Exits
 - 1. The Wenatchee Fire Department requires that all exit aisles, hallways, and stairs be kept clear of any obstruction. Items left in these areas will be subject to impound by staff.
 - 2. Phone Numbers:
 - Emergency: 911
 - Wenatchee Police: 509-663-9911
 - Wenatchee Fire Department: 509-664-3950
 - WVC Campus Security: 509-423-3705 or 509-682-6911
 - Residence Life office: 509-682-6706
 - Administrator On-call: 509-630-5194
 - RA On-call Phone: 509-630-4928

2.11 GUESTS

- 2.11.1 Residents are responsible and accountable for the conduct of their guest while on WVC property, in the Residence Hall or immediately adjacent areas; or at college sponsored activities. It is the responsibility of each resident host to see that their guests abide by rules in the Residence Hall Handbook and the WVC Student Code of Conduct. Violations of these rules or violation of the Student Code of Conduct by the guest may leave cause for immediate removal. The guest may no longer be allowed to visit the Residence Hall and the resident may lose privileges as well. This is true when guests are there by the resident’s and roommate’s (if applicable) explicit invitation and also when the guests are present with the resident’s consent.
- 2.11.2 Guests are welcome in the lounge and residents’ rooms between the hours of 9:00am and 11:00pm Sunday through Thursday, and 9am to 12am Friday and Saturday.

- 2.11.3 Residents wishing to accommodate overnight guests may do so, provided they have permission of their roommate, have submitted the Overnight Guest Approval Form, and have checked-in their guest with Residence Life staff by 10pm.
- 2.11.4 There is a limit of one guest per resident, and guests are not permitted to stay more than two nights out of a consecutive seven nights, or more than five nights per quarter.
- 2.11.4.1 Guests exceeding this limit may no longer be able to visit the Residence Hall.
- 2.11.4.2 Residents are responsible for their guests, and will be charged a room fee for all nights exceeding the policy – *see Appendix A for free scale*.
- 2.11.5 Guests must be accompanied by a resident at all times and must be escorted to and from all areas by their host, which include but not limited to resident rooms, lounge/TV area, kitchen, and bathroom/shower pod spaces.
Exceptions include when the host or resident is in the restroom/shower. Any additional exceptions must be preapproved by the Residence Life staff.
- 2.11.6 The cost of repairing any damage to college property cause by guests of a resident will be charged to the resident.
- 2.11.7 Guest privileges may be limited during, finals week and during WVC’s scheduled breaks, holidays, or other days as decided by Resident Life.
- 2.11.8 Residence Life reserves the right to deny access to any guest whose behavior is deemed inappropriate or disruptive. Inappropriate or disruptive behavior towards staff, residents or any other member of this community is grounds for immediate and permanent guest expulsion.
- 2.11.9 Residents may not host anyone who is known to be a *persona non grata* (someone unwelcome or unapproved by Residence Life).
- 2.11.10 Minors (guests under 18 years of age) are not permitted in the Residence Hall unless accompanied by their parent or legal guardian.
- 2.11.11 Guests must respect quiet hours, or they will be removed immediately.
- 2.11.12 All guests must leave the facility at the end of established visitation hours. Visitation hours cease at the start of established quiet hours.

2.12 INTERRUPTIONS OF SERVICE

- 2.12.1 WVC is not responsible for the continuation of mail, custodial, heating, maintenance, or security service at normal levels in the event of a natural disaster, strike, or lockout of public employees or supplier’s employees, power-water-sewer interruptions form on-campus or off-campus sources, or in the event of other casual events beyond the control or reasonable anticipation of college housing.

2.13 KEYS

- 2.13.1 All Residence Life keys and key cards remain the property of the college and may not be duplicated.
- 2.13.2 Residents are not allowed to loan, sell, borrow, or transfer a college key, Residence Hall Key or key card to any person.
- 2.13.3 Resident key cards will be deactivated immediately upon check-out/eviction.
- 2.13.4 Any violation of this key policy constitutes misuse of college property and is a violation of the Student Code of Conduct.
- 2.13.5 If a resident is locked out of their room, they can request lockout service. A resident may request lockout service up to three times during an academic quarter. A Contract Violation Fine (See Appendix A) will be assessed per each additional lockout.

2.14 LIABILITY

- 2.14.1 WVC is not liable for loss or damage to personal property in resident rooms, public areas, laundry areas.
- 2.14.2 It is the residents’ responsibility to keep their rooms locked at all times. Residents may be covered by their family’s personal property insurance or may wish to carry a private insurance to cover their property against loss.

2.15 LOST & FOUND ITEMS

- 2.15.1 Lost and found items will be sent to the college's central location for lost and found - Campus Life in the Van Tassell Student Center.

2.16 MAIL

- 2.16.1 All mail received through Residence Life will be placed under the door of student's rooms on a daily basis, M-F.
- 2.16.2 Packages/boxes - Residence Life staff will knock to announce themselves and if the resident isn't present, will place the package just outside the door of the resident's room.
- 2.16.3 Residence Life is an extension of the U.S. Postal Service and therefore, follows federal guidelines including prohibition of mail fraud, etc. Violations of U.S. postal regulations will be turned over to the U.S. Postal Service and will be subject to college disciplinary procedures.
- 2.16.4 Mail service and forwarding may be temporarily interrupted during breaks, and/or summer vacation.

2.17 PETS / ANIMALS

- 2.17.1 Pets are not allowed in the Residence Halls at any time. Everyone must respect the fact that while some may enjoy being around animals, others do not and/or are allergic.
- 2.17.2 Residence Life welcomes and will accommodate service animals and emotional support animals. Please contact Disability Services (509-682-6854) for further accommodation information.

2.18 ROOM AND HALL CARE

- 2.18.1 Residents agree to uphold reasonable care of their room and its furnishings, and to maintain sanitary and safe conditions. To prevent custodial charges, residents are responsible for the removal of their own trash to a centralized trash collection area (dumpster located behind the Residence hall). Trash placed in pods, restrooms, shower area, hallways, stairwells, is prohibited and a Contract Violation Fine (See Appendix A) will be applied per violation.
- 2.18.2 Removal of any beds is prohibited.
- 2.18.3 Personal beds and waterbeds are prohibited. All furniture must be kept in the room to which it is assigned. Residents are responsible to restore the room to its original condition prior to check-out. This requires that all components, equipment and furnishings, are in the room and assembled. Residents are financially responsible for any damage, loss, or uncleanliness to their room and furnishings other than normal wear and tear. Any cost to return the room to its original condition will be charged to the resident.
- 2.18.4 Residents agree to pay for any damages to the Residence Hall willfully or negligently caused by the resident or the resident's guests. Residents are responsible for paying for damages to the building and for damages or missing furniture, equipment, and room contents.
- 2.18.5 Residents of the hall may be charged collectively if damages that occur within the common areas cannot be traced to a specific individual or group
- 2.18.6 Residents are not permitted to contract for painting, repairs, or lighting/electrical changes; Residence Life staff will facilitate all repairs/changes. Residents are required to notify the Residence Life office immediately of any needed repair to their room, bathroom, Pod, equipment/furnishings, or common area. Email reslife@wvc.edu to make a request.
- 2.18.7. Decorating/Personalizing Your Room/Space
- 2.18.7.1 Creating a "home" while living in the WVC Residence Hall makes the room more pleasant and comfortable. Extras such as small pieces of furniture, plants, lamps, rugs, bedspreads and/or posters help personalize a room. When planning to decorate, it is important to keep in mind that no permanent changes may be made to the spaces, and any damage done in decorating your room (or by removing decor at the end of the year) will result in a charge.
- 2.18.7.2 Interior room/doors are available for you to decorate; however, the exterior door of your room is used for departmental notices and may only be altered by Resident Life Staff.

- 2.18.7.3 The use of any tape, including masking tape, duct tape, decals, nails, thumb tacks, screws, staples, or by other means that causes damage to place signs, posters, etc. on walls or furniture is not permitted. Residents may use Command strips or removable putty type adhesive.

2.19 SECURITY

- 2.19.1 Security is a shared responsibility between residents, the college, and college staff members. Residents are encouraged to take all reasonable steps to ensure their personal safety and security. Students who jeopardize the safety or security of other residents by propping open or disabling exterior doors, or letting unauthorized individuals into the building (intentionally or carelessly) may face disciplinary actions and/or a Contract Violation Fine (*See Appendix A*). Residence Life staff will work with Campus Security to identify and resolve security problems. Students' safety and security starts with them. Crime prevention strategies are learned behaviors. We urge students to practice safer behaviors as soon as they move into the Residence Halls.
- 2.19.2 Students are Expected to:
- 2.19.2.1 Keep your keycard safe – don't lend your keycard to anyone. Don't leave keycards laying around. If your keycard is lost or stolen, immediately report it to Residence Life staff.
 - 2.19.2.2 Lock windows and doors at night, when asleep, or whenever out of the room.
 - 2.19.2.3 Propping open room/pod/building doors is strictly prohibited and enforced.
 - 2.19.2.4 Refrain from allowing strangers/non-Residence Hall residents into the facility.
 - 2.19.2.5 Travel with others when going out at night.
 - 2.19.2.6 Report suspicious activity or people.
 - 2.19.2.7 Report crimes immediately.
 - 2.19.2.8 Report lost/found keys immediately so room lock changes can be made if necessary.
 - 2.19.2.9 Always ask who the person is before answering the door.
 - 2.19.2.10 Take appropriate steps to secure personal property such as bikes, cars, jewelry, cash, or electronic equipment.
 - 2.19.2.11 Remove opportunities for crime by being informed, alert, and conscientious community members.
- 2.19.3 Residence Life and Campus Security provide:
- 2.19.3.1 Electronic key card access
 - 2.19.3.2 Surveillance (CCTV) cameras (parking lot / stairwells)
 - 2.19.3.3 Secure doors that lock to all rooms and halls
 - 2.19.3.4 24 hour Campus Security
 - 2.19.3.5 Patrols inside and outside the Residence Halls
 - 2.19.3.6 Trimming of shrubs and trees around the building for more visibility
 - 2.19.3.7 Escort to and from vehicle and class during limited evening hours (upon availability with Campus Security)
 - 2.19.3.8 Residence Life staff during daytime, evening, and weekend hours
- 2.19.4 Things to Remember
- 2.19.4.1 Some ways to say "no" to unaccompanied/unescorted persons when they want to be allowed access to the hall
 1. Be firm
 2. Refer the person to Campus Security or Residence Life office
 3. If you see someone suspicious, do not be confrontational, instead call the On-Call phone or Campus Security
 4. If you experience difficulties with a stranger tell your RA, the Residence Life Manager, On-call phone, or Campus Security

2.20 EMERGENCIES

2.20.1 In case of an emergency, immediately call 911 and then the Administrator On-call, the On-Call RA, and/or Campus Security at the following:

- Emergency: 911
- Wenatchee Police: 509-663-9911
- Wenatchee Fire Department: 509-664-3950
- WVC Campus Security: 509-423-3705 or 509-682-6911
- Residence Life office: 509-682-6706
- Administrator On-call: 509-630-5194
- RA On-call Phone: 509-630-4928

2.21 SMOKING

2.21.1 WVC is a non-smoking campus
The Residence Hall is also designated as a non-smoking facility. Smoking is prohibited within 50 feet of the building.
Smoking includes cigarettes and vaping/e-cigarettes

2.22 STORAGE

2.22.1 All room furnishings must stay in each resident's rooms and may not be stored in stairwells or behind appliances/doors.
2.22.2 Residence Life does not provide storage, or locks for resident belongings
2.22.3 A small personal, lockable storage space, to hold toiletries, is available in the pod area adjacent to the showers/sink.

2.23 STUDENT CODE OF CONDUCT

2.23.1 Wenatchee Valley College expects that its students, while living in the WVC Residence Hall, adhere to high standards of honor and good citizenship at all times.
2.23.2 Students/WVC residents will conduct themselves in a responsible manner that reflects well on themselves and the college. See the student code of conduct available online at www.wvc.edu for additional details.

2.24 THEFT

2.24.1 The college cannot accept responsibility for damages, theft, or loss of money, valuables, or other personal effects of the occupant.
2.24.2 Students should consider purchasing insurance to cover these risks of theft or damage.
2.24.3 Theft or conversion of college property or private property is prohibited. Any person who steals the property of another will be subject to immediate dismissal from the Residence Hall and/or subject to other disciplinary action by the college.

3. TERMS AND CONDITIONS:**3.1 ABSENCE FROM THE RESIDENCE HALL**

- 3.1.1 If you become ill, are involved in an accident, or for some other reason are going away from the Residence Hall for more than a day, please inform your RA or Residence Life staff, so that we will know how to contact you.

3.2 ADDRESS

- 3.2.1 Room assignments are finalized a week before check-in. Your room number and keycard will be given to you on the check-in date and not before. Mail should be addressed directly to the WVC Residence Hall address, not to the college. Mail addressed to the college will cause a delay and possibly the return of the mail to the sender.
- 3.2.2 Your mailing address is:
 Name of Student
 C/O WVC Residence Hall
 Room #
 1409 Fifth Street
 Wenatchee, WA 98801
- 3.2.3 When students move out of the WVC Residence Hall, they must immediately notify all interested businesses, the WVC Registration office, and other persons of their change of address. The post office will not forward mail from the Residence Hall. Any mail received after check-out will be returned to sender and not held for pickup.

3.3 BILLING RIGHTS

- 3.3.1 Residents have the option to pay their quarterly housing fees in full.
- 3.3.2 Residents may authorize the college to apply Financial Aid when/if it becomes available.
- 3.3.3 Any amount not covered by a FA award must be paid immediately or residents may apply for the RL Payment Plan through the Cashier department.
- 3.3.4 In case of errors or questions, residents have the right to question or appeal charges made to their account. Appeals must be filed in writing with the Residence Life office within seven working days of the billing for these charges and /or fees. Appeals will be heard by the Housing Committee. If an error has occurred, charges will be reimbursed.

3.4 AUTO / CAR REPAIR

- 3.4.1 All resident cars must be in working order. Broken down vehicles may not be stored in the Residence Hall parking lot.
- 3.4.2 Auto repairs are not permitted in the WVC Residence Hall or the parking lot.

3.5 CHECK-IN

- 3.5.1 Once the check-in process is completed, the Residence Life Housing Contract is in effect. A daily pro-rated amount will be charged for the days that you check-in prior to the beginning of an academic quarter. As part of the check-in process, each resident will complete and return the Room Condition Report (RCR) with Residence Life staff no later than the next business day. They will also receive keys and other important information.
- 3.5.2 As a resident of the room, you are responsible for the inventory and the room in its entirety as long as you occupy the room. Care should be given to ensure a complete and accurate inventory, as you will be held financially responsible during checkout for any damages not listed on the Room Condition Report and for any missing furniture. **All contents of the room, especially furniture, must remain in the room.*
- 3.5.3 All new and returning residents will attend mandatory orientation.

3.6 CHECK-OUT

- 3.6.1 For the applicant who does not check-in, the deposit refund will be based on the cancellation date and the postmark date of a written cancellation request submitted the Residence Life office. For the applicant who checks-in and then out, the prorated adjustment of the quarterly room rate is based upon the date check-out is completed, personal belongings have been removed, room has been cleaned and Residence Hall keys have been returned.
- 3.6.2 Early termination of the Residence Life Housing Contract will incur a \$750 Early Termination Fee
- 3.6.3 Failure to adhere to cancellation and check-out procedures may result in forfeiture of the remaining deposit and being charged full room charges on a pro-rated basis until all procedures are completed. To avoid additional charges when checking out, whether vacating the Residence Hall or simply transferring to another room, residents agree to do the following:
- 3.6.3.1 Notify Residence Life at least one business day prior to checking out of the Residence Hall.
- 3.6.3.2 Follow the check-out guidelines provided by the Residence Life office
- 3.6.3.3 Remove personal belongings, trash/recycling, vacuum the floor, and return all Residence Hall keys to the Residence Life office.
- 3.6.3.4 Refund Timeframe: Allow 60 days for a refund to process.
- 3.6.4 When you vacate your room, it is required that you review the Room Condition Report with Residence Life staff, return your keycard, and Residence Hall parking permit to Residence Life staff prior to your departure.
- 3.6.5 Residents are responsible for any damages, missing items, and/or cleaning charges for your room (see Damages). Visit the Residence Life office for your *Intent to Move-Out Form* or ask your RA.
- 3.6.6 If you are leaving at the end of the quarter, make an appointment with the Residence Life staff two weeks before the end of the quarter.
- 3.6.7 Students who do not plan to continue through the following academic quarter must check out no later than 4 p.m., the day after Finals. Students who remain in the building after finals are subject to a daily for fee each day beyond their Residence Life Housing Contract. This fee is in addition to forfeiting the deposit and the Contract Violation Fee (See Appendix A).
- 3.6.8 Refund Timeframe: Allow up to 60 days for a refund to be processed.
- 3.6.9 *Improper Check-out*
- 3.6.9.1 If you fail to follow the check-out process, you will be subject to a Contract Violation Fee (See Appendix A).
- 3.6.9.2 Improper check-out includes, but is not limited to:
1. Switching rooms and/or keycards without permission of Residence Life staff. In this case, you may also be required to move back to your assigned space and pay room charges for both rooms.
 2. Failing to check out of your room by the prescribed date and time.
 3. Vacating your room without going through the checkout procedure. Room charges will accrue until you officially check out.
 4. Leaving trash and other non-college issued items.

3.7 ELIGIBILITY

- 3.7.1 Documentation of student immunization status is essential to ensure the health and safety of WVC students who reside in the WVC Residence Hall. Documentation of immunization history is required prior to moving in.
- 3.7.2 Submission of an application or the Residence Life Housing Contract does not guarantee that you will be assigned a room in the WVC Residence Hall. Prospective student applications will be reviewed after the entire application: the application fee (\$50), and the \$400 fee (\$200 deposit & \$200 administrative/programming) are received.
- 3.7.3 Residents must enroll in, and complete at least ten college level credits per quarter. Completing less than ten college credits per quarter may be cause for dismissal from the Residence Hall. Any exceptions must be approved by the Associate Dean of Campus Life, Equity, & Inclusion.

- 3.7.4 There are no on-campus housing facilities for married couples, or families.
- 3.7.5 Registered Sex Offenders (Levels I, II, III) are not eligible to live in the Residence Hall.
- 3.7.6 Students who have a history of conduct that is not conducive to group living and a positive learning environment, or who have had a delinquent account or history of financial delinquencies for housing related charges, may be denied admission to the Residence Hall.
- 3.7.7 Qualified students for whom space is not available will be placed on a waiting list and notified of their status. Once notified of availability, students will have 48 hours to respond before we move to the next person on the waitlist.
- 3.7.8 WVC is committed to a policy of nondiscrimination in all its operations and facilities. Assignments to the resident hall are not based because of race, creed, color, religion, national or ethnic origin, parental status or families with children, marital status, sex (gender), sexual orientation, gender identity or expression, age, genetic information, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, or participation in the complaint process.

3.8 EVICTION

- 3.8.1 Eviction from the WVC Residence Hall means that you lose all visiting privileges to the Residence Hall and will not be allowed anywhere on the property, which includes all areas in the Residence Hall (rooms, lounge, kitchen area) and property adjacent to the Residence Hall.
- 3.8.2 If a resident is evicted for nonpayment of room charges, or student conduct, the cancellation of the Residence Life Housing Contract provisions shall apply. This includes room charges on a pro-rated basis for the days in which the room was occupied plus forfeiture of the remaining deposit. Additionally, a registration hold may be placed on your account.
- 3.8.3 If evicted, you must vacate the facility within the time specified by the Residence Life office. Failure to vacate the Residence Hall could result in your arrest for Criminal Trespass in accordance with the City of Wenatchee RCW.
- 3.8.4 If your belongings are not removed within the timeframe on your eviction, your personal items will be boxed and stored for 30 days, and then donated or discarded.

3.9 EXCEPTION TO THE RESIDENCE LIFE HOUSING CONTRACT

- 3.9.1 Exceptions to the Residence Life Housing Contract may be requested by written petition to the Residence Life office within ten working days. Petitions are reviewed on an individual basis. Please be sure to include a detailed state of circumstances and supporting documentation (doctor note, etc.). Exceptions granted for one provision of the Residence Life Housing Contract shall not be considered as waivers of any other provision(s).
- 3.9.2 Upon reviewing the petition, the Housing Committee shall consider all the evidence and make recommendations. Appeals must be filed in writing with the Residence Life office within seven working days of the billing for these charges and /or fees. Appeals are first heard by the Housing Committee and then, if further appeal is desired, by the Associate Dean of Campus Life, Equity, & Inclusion. Decisions of the Associate Dean are final.

3.10 INSURANCE

- 3.10.1 Wenatchee Valley College strongly recommends that all students have some form of health insurance to defray the substantial costs associated with serious accidents and illness. For more information, including information regarding health insurance policies contact the WVC business office at 509-682-6500. WVC also recommends that students consider property insurance to help cover any loss or damages that might be incurred while living in the building.

3.11 BULLETIN BOARDS AND POSTING

- 3.11.1 Any signs, posters or notices to be placed on official Residence Hall bulletin boards must be stamped "Approved for Posting" by Campus Life and posted in such a way as to protect the facilities.

- 3.11.2 Materials posted on surfaces other than a bulletin board must be attached with low adhesive blue “painter’s” tape.
- 3.11.3 Signs are not allowed on any glass doors or windows, on any exterior walls, unless posted by Residence Life staff.
- 3.11.4 Unapproved items will be removed without notice.
- 3.11.5 A free posting area, where approval is not necessary, is maintained on the outdoor kiosks located on the main campus.

3.12 CHANGING ROOMS, PODS, OR FLOORS

- 3.12.1 It is the hope of Residence Life staff that you and your assigned roommate will be compatible. Getting acquainted takes time, so give yourself a chance to adjust to your new roommate and surroundings. If you find that your room assignment is not working out, contact your RA or the RLM. They will have up-to-date information regarding the proper procedures for changing rooms.
- 3.12.2 During the first two weeks of each academic quarter, room changes within the building will not be permitted. After that period, changes must be approved by the RLM.

3.16 MEAL PLAN

- 3.16.1 The WVC cafeteria is operated by From Scratch by Us and is located in Van Tassell Student Center. Residents can purchase a “flex-pass” meal card each quarter. This acts as a debit card that may be used to purchase food items in the campus café. The card can be reloaded as necessary.
- 3.16.2 Residents purchasing “flex-pass” meal cards will receive the following bonus:
 - \$250 purchase = 5% bonus (\$262.50 is loaded on the card)
 - \$500 purchase = 10% bonus (\$550.00 is loaded on the card)
- 3.16.3 From Scratch by Us – General Hours of Operation

Monday-Thursday:	7:30am-2:00pm
Friday:	7:30am-12:pm
Saturday:	Closed
Sunday:	Closed
Breaks:	Closed

3.17 PSYCHOLOGICAL/PERSONAL CRISIS

- 3.17.1 Wenatchee Valley College has trained professionals on staff who can provide counseling and support for students experiencing difficulties in their day-to-day lives. If you are experiencing difficulties, you may contact the Counseling Center which is located on the first floor of Wenatchi Hall, or call the Counseling Office at (509) 682-6850 or you may contact the Residence Life office at (509) 682-6706 during normal working hours. A member of the Residence Life staff can help you to determine which service might best meet your needs.

As a resident, you may know of friends or neighbors who appear to be in need of assistance. Please contact your RA, or the Residence Life office if you want to help another student make contact with one of the services listed above.

If you exhibit behavior that indicates you may be a danger to yourself (including suicidal attempts or gestures, eating disorders, and substance abuse) or a danger to others (violent actions or statements), you may be referred for a psychological, psychiatric, medical, or alcohol/drug use evaluation. This evaluation may be required as a condition of remaining in the WVC Residence Hall. The results of this evaluation will be used to determine the best course of action for the individual and his or her residential community. You may also be required to enter into a behavioral contract in order to continue to reside in the Residence Hall.

3.13 RESIDENCE LIFE HOUSING CONTRACT

- 3.13.1 The Residence Life Housing Contract is a one-year contract from Fall to Spring quarter, and is not valid unless it has been offered through the Residence Life office application process.
- 3.13.2 The Residence Life Housing Contract includes the winter and spring breaks.
- 3.13.3 Students planning to graduate prior to the end of the year will be housed on a space available basis.
- 3.13.4 Residence Life Housing Contracts are nontransferable and residents may not subcontract/sublease their room under any condition.

3.14 RESIDENCE LIFE HOUSING CONTRACT: BREAKS

- 3.14.1 A supplemental contract will be required for summer housing.
- 3.14.2 Students who plan to leave the Residence Hall over break, but returning for the next quarter, should communicate with Residence Life staff to ensure temporary vacancy procedures have been followed.
- 3.14.3 From Scratch by Us (Van Tassell Cafeteria) is closed during breaks.
- 3.14.4 Residents are allowed to leave personal belongings over break periods during the Residence Life Housing Contract agreement.
- 3.14.5 Residents will continue have access to their room or the Residence Hall during breaks should they choose to stay.
- 3.14.6 Standard daily rates are factored into the quarterly calculations for Residence Hall fees.
- 3.14.7 Residents must adhere to the Residence Life Terms and Conditions, and established Community Standards during breaks.

3.15 RESIDENCE LIFE HOUSING CONTRACT MODIFICATION, BREACH, AND REMEDIES

- 3.15.1 Noncompliance with the Residence Hall handbook may result in disciplinary action under the WVC Student Code of Conduct and/or WVC Student Rights and Responsibilities, as well as applicable financial obligations, and/or eviction from the Residence Hall.
- 3.15.2 This contract may be terminated, changed, modified, or amended by the Residence Life office for any of the following reasons:
 - 3.15.1 When behavior and/or financial delinquencies require unreasonable attention from staff members, roommates, or community members.
 - 3.15.2 When activities endanger your health, safety or welfare; or the health, safety, or welfare of other residents.
 - 3.15.3 When disruptive behavior is present.
 - 3.15.4 When student status at the college ceases.
 - 3.15.5 When college rules and/or Community Standards and/or Terms and Conditions of Contract have been breached or violated.
 - 3.15.6 When there is a violation of the housing handbook, the college Student Code of Conduct and/or Student Rights and Responsibilities, or abuse of the facilities. Violators will also be subject to disciplinary action, prosecution, legal and/or replacement fees as deemed appropriate by college officials. Residents may also be subject to disciplinary action due to the misconduct of their guests.

Appendix A: Housing Payments & Residence Hall Fee Scale

Fee Schedules

Fees must be paid by the first of the following month, unless otherwise specified. Fee schedules are not considered binding between Wenatchee Valley College (WVC) and students. The WVC Board of Trustees, college, and its divisions reserve the right to make changes. Changes shall take effect whenever the proper authorities determine. Except as other conditions permit, the college will make every reasonable effort to ensure students currently enrolled receive advance notice of changes.

Fines/Violation Fees (as determined by the college)

General Contract Violations (\$5 - \$50)

These fees will be applied to residents who violate rules/policies outlined in the Housing Handbook.

First offense Examples:

Propping Doors – because of the sever danger to the spread of fire and/or theft, doors are to remain closed at all times.

Blocking windows – because window sills need to be clear of debris for emergency evacuation/point of entry.

Mandatory Meetings – students who miss mandatory meetings which cover important topics (such as safety, security, policy).

Lost Key Card (\$10):

- Any lost key for the Residence Hall requires a \$10 payment to replace the keycard.

Lock out (\$10):

- If a student exceeds 3 lock outs in one quarter they will be charged \$10 for each subsequent lock out.

Garbage (\$25):

- Any large garbage or recycling left in the pod or common area after move in will be charged to the student who left it behind. All students are instructed to take move in related trash to the dumpster or recycling bin located in the parking lot of the Residence Hall.

Improper Check-Out Fee (\$35):

Examples:

Switching Rooms and/or keycards without permission

Failing to check out of room by the prescribed date/time

Vacating room without going through the proper checkout procedure

Leaving behind trash or non-college issued items in the room after moving out.

Overnight Guest Violation (\$40/night):

Conduct Violations

1st Offense Violation (\$35)

2nd Offense Violation (\$50)

3rd Offense Violation (\$75)

Roof Access (\$100):

- If a student is found on the roof they will be charged \$100

Tampering with or Disabling Fire Safety Devices (\$250):

Early Termination Fee (\$750):

- Students wishing to move out of the Residence Hall before their annual contract has expired will forfeit their deposit, all housing fees paid for the current quarter and will be assessed a \$750 contract termination fee.

Damage to the Room/Hall/Building/Common Area (Varied):

In order to maintain the full \$200 housing deposit throughout the academic year, any students found to be causing damage to the room, hall, building or common area can be charged for damages and immediate payment is required.

Examples: Broken window, broken screen, broken door jam, extensive damage to walls and/or ceiling, etc.

Resident Hall Fees

Application Fee: **\$50**

- Non-refundable application fee.

Deposit/Administrative Fee: **\$400**

- \$200 Administrative/Programming Fee
 - Non-refundable fee assessed for student development, programming, Residence Life supplies, Orientations, and staffing functions.
- \$200 Damage Deposit
 - Refundable fee assessed for damages and/or cleaning to the room and general residence area, and will be refundable as set forth in the Housing Contract.

Daily Room Fee: **\$16**

- Used to calculate the quarterly fee. Will also be used to calculate charges for early move in, staying beyond the contract end date, and for summer housing.

Quarterly Room Fee: **\$1440**

Technology Fee: **\$60/Quarter**

- This fee covers cable, internet, and a common area phone in the hall.

Parking Pass Fee: **\$10/Quarter**

- This fee is for vehicles belonging to residents that wish to park in the Residence Hall parking lot or adjacent gravel lot