Helpful hints for your safety...

Always. . .

- Be aware of your surroundings. If something seems like a problem, Step Up and say something. It’s up to you!
- Lock your door at night or whenever you leave the room.
- Lock your vehicle.
- Tell your roommate/friends where you’re going and when you plan on returning.
- Call GrizWalk at 406-243-2777 to get an escort across campus, or walk in groups.
- Look assertive and confident, and be aware of your surroundings.
- Trust your gut feelings. If you feel uncomfortable, get out of the situation.
- Know where the emergency phones are on campus (lit with a blue or green light).
- Contact a UM Housing Staff Member or a UM Police Officer at 406-243-6131 if you have a problem or see something/someone that you think is unsafe.
- If there is an emergency, call 911 immediately.

Never. . .

- Leave your room unlocked.
- Prop open the hallway or outside doors of buildings. They are locked for your safety.
- Let people in the building you don’t know. They will have access if they are allowed to access the building.
- Lend your access card to friends.
- Put social norms or etiquette before your own personal safety.
The UM Housing Staff are great resources and happy to assist you! The central UM Housing Office is in Turner Hall and is open Monday-Friday from 8:00 am-5:00 pm. We encourage you to contact a UM Housing Staff Member or the Area Coordinator with any questions or concerns you have while staying on campus.

No community is entirely risk free. Crimes take place in our society as well as on our university campuses. The University and the UM Housing Office want to encourage you to take joint responsibility for your safety here on campus. The best protection against criminal activities is for all residents, faculty, and staff to be aware of and report any suspicious acts. All members of our community can reduce the risk of campus crime by being responsible for their personal safety and taking practical precautions.

Renters insurance can help protect your property. The UM Housing Office insures the residence halls themselves, but it is up to you as the guests to insure your personal property. Renters or homeowners insurance is a great way to do this! By investing in a policy, you will protect your belongings in case of damages that may occur in instances of flood, fire, theft, etc. The UM Housing Office is not responsible for the condition of your personal belongings.

### Property Security

It is strongly recommended that you register any items with a serial number with the University of Montana Police Department. You can do so at [http://www.umt.edu/police/physical-security/default.php](http://www.umt.edu/police/physical-security/default.php). Commonly registered items include bicycles, cell phones, and computers. You can also purchase a U-lock at UMPD for $20.00 (they are more secure than chain locks). Please note that all guns, ammunition, archery equipment, etc. must be stored with UMPD. Please call UMPD at 406-243-6132 with questions.

### Resources

#### Vending Machines

Snacks and soft drinks are available within the residence halls.

#### Laundry

Every residence hall provides use of washers and dryers for occupants only. Washers and dryers are located in the basement of each residence hall, and there is no additional cost for using these machines. However, occupants are expected to provide their own laundry soap and supplies.
Mail

If you would like to receive mail while staying in the residence halls, please contact the UM Housing Office.

Mailing Address

Your mailing address consists of your first and last name, followed by your room number and hall name. Please do not include “University of Montana,” as it may delay delivery.

Example:

Monte Bear [Full Name]
123 Duniway Hall [Room # and Hall Name]
Missoula, MT 59801 [City, State, Zip Code]

Internet Connection

There are three ways to connect to the internet while in the residence halls. The University provides a wired in-room internet service that is highly recommended. This can be accessed via an Ethernet cable on devices like a laptop. Campus visitors can access the “grizzlyguest” wireless (WiFi) network. This is an unencrypted network, and thus not intended to send or receive sensitive information. You can access this network by clicking the “Network” icon on your device, choosing “grizzlyguest,” and entering your email address. Members of the campus community with a valid NetID can access the “eduroam” WiFi network. To connect to “eduroam,” click the “Network” icon on your device, then enter your NetID@umontana.edu (e.g., AB123456@umontana.edu) as the Username, and your corresponding password. Your password for this network is the same password you use to connect to CyberBear, Moodle, and your University email account.

Parking

There are several parking options available for short-term occupants. The most common is the Daily Parking Pass, which is valid in all regular decal lots. Residents can purchase either a one day pass or a five day pass. These passes can be purchased through the University of Montana Police Department, the University Bookstore in the University Center, or at the Treasury Office in the Lommasson Center. Another option is Hourly Pay Parking. Hourly pay stubs can be purchased from dispensers placed in various lots around campus, and these pay stubs are only valid in the hourly pay lots. Quick Stop Parking Spaces are available throughout campus. These spots are free and can be used for up to twenty minutes once a day. For any questions regarding parking, residents are encouraged to call the University of Montana Police Department at 406-243-6131. Please note that parking is enforced throughout the calendar year. Service and Delivery, Reserved, and Handicap Accessible parking spaces are reserved for vehicles with the appropriate permit.
**Bicycles**

Bike theft is very common, so please be sure to always lock your bike up when you are not using it. We ask that residents park and lock their bikes up in the racks provided. Please do not chain or lock them to the stairwells or walkways, as this is against the State of Montana fire safety codes.

If you choose to store your bike in your room, please be aware of potential damage when moving the bike around.

**Computers**

Computer terminals in each hall are linked to the main University network for occupant use and are available free of charge. Gaming and non-occupant use is not permitted. Check with your front desk for details. Please note that you must have a NetID in order to print from the computers in the residence halls. Your NetID will allow you to log in to the computers with printing capabilities. You will need to have UMoney on your Griz Card in order to successfully print.

**Trash and Recycling**

Occupants are responsible for taking out their own personal trash. Personal trash should not be placed in the common areas (lounges, bathrooms, etc.). Instead, personal trash must be taken outside to the appropriate dumpsters or placed down the trash chute. Personal trash must never be placed in the hallways outside a resident’s room, nor may trash be swept into the hallway.

Recycling is located outside all residence halls for the following items: aluminum cans, newspaper, plastic, mixed paper, and cardboard. It is the responsibility of every resident to take their recycling outside. Recyclable products should not be placed down trash chutes.

**Custodial Service and Additional Charges**

Each occupant is responsible for maintaining the cleanliness of their individual room. Custodial service is provided for common areas and communal bathrooms. Residents will be charged for damage to the room, excessively dirty rooms, and lost temporary access cards (not souvenir cards).
Energy Conservation

Energy costs are the most expensive items in the residence halls’ operation. The residence halls do not receive any state or University funds, and must pay for this cost out of room rental. Please help keep housing rates reasonable by conserving energy:

- Close draperies when possible.
- Turn lights and other electrical appliances off when not in use.
- Report any malfunctions of heating/ventilating units to the Area Desk immediately.

Residence Hall Policies

Occupants have the responsibility to conduct themselves in a manner that does not impair the welfare or educational opportunities of others in the University community. Residents must act as responsible members of the community, respect the rights, privileges, and dignity of others, and refrain from actions that interfere with normal University functions.

In addition to the Student Conduct Code, UM Housing expects all residents and guests to abide by the policies within the residence halls. Residents may find the Student Conduct Code online at http://www.umt.edu/student-affairs/dean-of-students/default.php, and a current list of all Residence Hall Policies online at http://www.umt.edu/housing/rh/policies/default.php. Violations of any policies within the Student Conduct Code or Residence Hall Policies will be documented, and residents are subject to the disciplinary process.

Occupants will be notified via the email they have on file should they have a mandatory meeting resulting from a policy violation. Occupants are responsible for checking this email in a timely manner for all University communications.
Alcohol and Drugs

Alcohol Policy

The University of Montana follows all state and federal statutes. In accordance with state law, people under the age of 21 cannot consume or possess alcohol. When both occupants of the room are under the age of 21, neither they nor their guests/visitors may possess or consume alcohol. This includes shot glasses, alcohol decorations (trophy bottles), empty alcohol containers, etc.

For rooms in which one roommate is 21 or older while the other roommate is not of legal drinking age, the occupant who is of legal drinking age may not consume alcohol in his/her room. Rooms where both or all roommates are of legal drinking age may consume alcohol inside their room and must keep their behavior from being disruptive. No guests under the age of 21 may be present in the room while the of-age roommate/guests are consuming alcoholic beverages.

Alcohol is not allowed in any public areas of the building or in rooms with underage occupants or guests. Most alcohol situations are brought to attention because of disruptive behavior. This behavior is addressed through student conduct and may require attendance to Behavioral Health Options (Options). The cost of the Options program is the responsibility of the student.

Alcohol violations carry with them the prospect of a Minor In Possession (MIP) and other criminal charges, and more severe consequences are dependent on the behavior displayed at the time of documentation.

Drugs

Drugs are illegal at all times in all places. The UM Housing Staff is instructed to call the campus police and allow law enforcement to take over a situation if drugs are suspected to be present. Federal Student Financial Aid is immediately withdrawn if a student is criminally convicted of a drug crime. The University has strict policies regarding the illegal use and abuse of substances.

Medical Marijuana

Although the State of Montana permits the use, possession, and/or cultivation of medical marijuana, federal law prohibits the use, possession, and/or cultivation of medical marijuana in educational institutions and other recipients of federal funds. The use, possession, and/or cultivation of medical marijuana is therefore prohibited in University of Montana housing facilities on the University of Montana premises. Even if a student, guest, faculty, or staff member possesses documentation permitting the use, possession, and/or cultivation of medical marijuana, this activity cannot occur on University of Montana premises.
Facility Usage

General Usage

All residence halls facilities are reserved for the exclusive use of residents and guests who reside in the residence halls. Nonresidents may not use any hall facilities for any reasons. Unauthorized use of residence hall facilities (bathrooms, lounges, study rooms, laundry rooms, computer rooms, etc.) may result in disciplinary action and/or criminal action. It should also be noted that occupants are not allowed to remove any University-issued furniture from their assigned room.

Elevators

Some residence halls have elevators. Occupants should not tamper with or vandalize these elevators. Occupants responsible for damage to elevators will be billed, and they may be subject to disciplinary action and/or criminal action.

Electronic Monitoring

All outside doors and certain public access areas within the residence halls are monitored using electronic devices such as video cameras and door access readers. This monitoring is for the protection and safety of the occupants, guests, and UM Housing property.

Cards and Locks

The University of Montana assists occupants in protecting their personal property as well as the property of the residence halls by providing each guest with a room card. The outside doors to the hall are unlocked with an occupant’s access card, and access cards will only be issued when the occupant checks into the residence hall. It will be necessary for the occupant to surrender the access card at the time they move out of the residence halls.

Check with a UM Housing Staff Member or your front desk to find out what times each building locks their outside doors. Guests and conference participants who are granted outdoor access are advised to have their access cards on them at all times.

UM Housing and the occupants are jointly responsible for safety in their communities. Occupants can take responsibility for their own security of the hall by locking their rooms, reporting suspicious behavior, and not propping open doors.
If an occupant loses their access card, a temporary card may be obtained at the front desk. In this case, the temporary card must be returned when the occupant checks out of the residence hall. If the occupant does not return a temporary card, a $25.00 replacement fee will be charged to the occupant’s account. This charge is applicable for all lost cards that are the property of the UM Housing Office (i.e., with the exception of souvenir cards that residents are specifically told they can keep). In case of a lockout, please see your front desk for assistance, or call the 24-hour On Call Duty Phone for your hall.

Occupants should not loan their cards to others, as they are responsible for all activity that takes place within their assigned room and throughout the residence hall.

Room Cleanliness

The upkeep of your room is your responsibility. The University of Montana requires occupants to maintain their room in a safe and healthy condition at all times. The front desk has vacuums to check out for occupant use. There are trash chutes on each floor for emptying wastebaskets. Recycling is strongly encouraged, and there are central recycling stations outside each residence hall. Some cleaning equipment is also available on each floor or at the front desk. Occupants can place work orders for things such as lightbulb replacement at the front desk. It should also be noted that occupants are not allowed to remove any University-issued furniture from their assigned room.

Room Inspection

The University recognizes the right of privacy of all occupants living in the residence halls, but also reserves the right to inspect its property at any time for necessary reasons. For health, safety, or emergency purposes, it is sometimes necessary for a University staff member to enter an occupant’s room when they are not present. Every effort will be made to have one or both occupants of the room present when an inspection is made.

Sales in Residence Halls

With exception of local newspaper delivery, general sales and solicitation are prohibited in residence halls. In order to guarantee the privacy of all occupants, no agents or solicitors are allowed to enter the residence halls. Occupants bothered by unauthorized persons should report them to the hall staff immediately.

Windows and Window Screens

Do not unlatch screens, remove windows, or throw items from the windows for any reason. Room occupants will be charged for the total cost of reinstalling, repairing, or replacing damaged or destroyed screens/windows. Additionally, do not enter or exit the building through the windows, which is also subject to disciplinary action.
Fire Safety

General Safety

Observe the following guidelines to prevent a possible fire:

• Do not use candles.
• Do not use light bulbs greater than 100W, either incandescent or halogen.
• Do not overload outlets. Do not use extension cords and/or surge protectors that are not UL rated.
• Do not place objects or flammable articles on radiators or push beds up against them.
• Do not hang any items from the ceiling.
• Do not hang any items from the fire sprinklers. You will be responsible for the cost of all damages in their entirety.

Candles and Incense

Candles and incense have been found to be a severe fire hazard, and their use is prohibited in the residence halls. Wickless candles are an acceptable alternative and provide fragrance without the flame.

Cooking

Cooking appliances are not allowed in the halls except for coffee pots, microwaves, and popcorn poppers. In hall kitchens, baking is allowed, but cooking meals that contain meat or cooking with oils is prohibited. Appliances such as toasters, toaster ovens, hot plates, appliances with open elements, and George Foreman-type grills are not allowed.

Decorations

All natural trees and branches to be used as ornamentation in residence halls or rooms must first be fireproofed, and all decorations must be nonflammable. Occupants may not hang items from the ceiling or sprinkler heads, or create holes in the walls.

Flammable Liquids

Gasoline, kerosene, alcohol, cleaning fluids, etc., constitute a serious danger and are prohibited in the residence halls.

Halogen Lamps

The Consumer Product Safety Commission issued a warning about the dangers of halogen lamps and the excessive operating temperatures of 970 to 1200 degrees F that they produce. Curtains, clothing, paper items, and so forth burn quickly when they come into contact with 300W or 500W bulbs. Therefore, light bulbs greater than 150W, either incandescent or halogen, are not allowed.
Hoverboards, Swagways, IO Hawks, and Skywalkers

The use, possession, or storage of Hoverboards, Swagways, IO Hawks, Skywalkers, and similar devices is prohibited on campus until safety standards for them can be developed and implemented, and the prohibition is lifted. Recent information has revealed that the batteries in the devices are dangerous and prone to explosion, creating a safety and fire risk. Until a time that the safety standards for these devices are improved, UM Housing has prohibited them from being in any of our residence halls or apartments.

General Behavior

Gambling

To conform to state laws, no form of gambling is permitted in the residence halls.

Guests

Short-term occupants are prohibited from having overnight guests.

Pets

Fish, in 10-gallon tanks or less, are the only pet allowed in the residence halls, University Villages, and Lewis and Clark Village. All other animals of any kind except for certified service animals are strictly prohibited in the residence halls and apartments. This includes pets belonging to guests. Pets will not be permitted to "visit" or be on the premises for any reason. Exceptions will be made for individuals requiring a service or companion animal. This request must go through the Disability Services for Students Office located in room 154 of the Lommasson Center. This request must be submitted and approved prior to the animal being at the residence hall or apartment.

Telephones and E-mail

Anyone making abusive, obscene, or harassing telephone/E-mail messages will be subject to prosecution and/or disciplinary action.

Theft or Intentional Damage

Theft of or intentional damage to residence hall furnishings or property of persons in the residence halls is prohibited and will result in severe disciplinary action and/or prosecution. Occupants may not remove furniture from lounges or lobbies.
Tobacco Free Policy

UM Housing supports the University of Montana’s tobacco free campus policy, and does not permit the use of tobacco products in any of our residence halls or apartment buildings. All buildings are designated “No Smoking” in all areas including occupant rooms. Smoking of any kind (e.g., hookahs, e-cigarettes, and vape/vapor/vaporizer pens) and the use of tobacco products (e.g., chew, snuff, etc.) are not allowed in areas including study rooms, restrooms, hallways, stairways, lobbies, elevators, lounges, occupant rooms, etc.

In accordance with the University of Montana’s tobacco free campus policy, occupants may also not smoke or use tobacco products outside the residence halls on campus property. Tobacco use is allowable at the following locations: sidewalks along Beckwith, Arthur, 5th and 6th Streets west of Maurice, Maurice north of 6th, Kim Williams Trail, and all properties outside of those borders and beyond boundaries of any property of the University of Montana.

Quiet Hours

Quiet Hours take place during the evenings, nights, and early mornings. During these times, occupants must be extra aware of their noise level in order to be as respectful as possible to other occupants, guests, and staff members who may be staying in the residence hall. All occupants are expected to be reasonably quiet at all hours in the residence halls.

Guidelines for Behavior During Quiet Hours Include:

- Radios and stereos should not be heard outside the room.
- Musical instruments can only be played in music rooms or outside the residence hall.
- The right of a roommate to study and sleep has priority over your right to entertain guests in your room.
- Because of disturbances to hall occupants and the potential injury to bystanders, outdoor games are limited to the lawns south of Pantzer Hall, east of the second sidewalk in front of Craig Hall, and on the River Bowl. Drumming activities should be taken to the River Bowl area.
**Safety**

**Hypodermic Needles**

Some occupants have medical conditions requiring the use of needles. Improper disposal of hypodermic needles is dangerous, because these needles may carry blood borne pathogens. Proper disposal of hypodermic needles is mandatory. A disposal container can be obtained at no charge by simply asking for one at the Curry Health Center (406-243-2122). Please keep our campus and staff safe by properly disposing of needles.

**Weapons, Firearms, Chemicals, Fireworks, and Explosives**

Because of the physical danger, annoyance to others, and the possibility of fires, any possession or discharge of fireworks, noxious chemicals, or explosives in the residence halls or on campus is prohibited.

The University of Montana offers weapons storage through the University of Montana Police Department. Weapons can be stored or checked out Monday-Friday from 8:00 am-5:00 pm. Special appointments are available upon request. Please contact UMPD Dispatch at 406-243-6131 for additional information, or to speak with an officer.

**Non-Lethal Weapons – Possession/Use**

Possessing or using non-lethal weapons (projectiles) that may result in direct or indirect injury are prohibited in an occupant’s room. This may include but is not limited to: slingshots of all types, water balloons, water guns, paintball guns, air soft guns, etc.

Pepper spray/mace/bear spray is permitted as a tool for safety and should only be deployed in the case of an emergency. If used in an offensive manner and not in self defense, it is considered a non-lethal weapon subject to this policy. Offensive use of pepper spray could also come with criminal charges in the State of Montana.

**Violent and Sexual Offenders**

Any person or person’s dependent who has been designated as a violent or sexual offender by a county, state, or federal court, and who is requesting housing in University facilities must notify the UM Housing Office of this information prior to execution of the contract. The UM Housing Office must also be notified when a resident or resident’s dependent residing in University residence halls, Lewis and Clark Village, or University Villages is a violent or sexual offender within 24 hours following such designation by a county, state, or federal court.

The University reserves the right to review the tenant’s or the tenant’s dependent’s offender status and the potential risk to the community due to the tenant’s or the tenant’s dependent’s residence in the University residence halls. After such review, the University may deny occupancy to a tenant or a tenant’s dependent based on either offender’s designation status.
Repair and Maintenance

If repairs or special maintenance is needed, please notify a UM Housing Staff Member. The UM Housing Office reserves the right to make assessments for special cleaning of residents’ rooms, and for missing room furnishings including windows, screens, mattresses, etc. These charges may be significant. For purposes of safety, sanitation, and general upkeep, the University reserves the right to maintain and make repairs in the residence hall rooms anytime during the school year. Management and maintenance staff may enter any room for the above purposes whether the room’s occupants are present or not.

Loss and Theft

Occupants should report any personal property that is missing in their rooms to a UM Housing Staff Member and the UM Police Department immediately. The information to be given should include: a complete description of the items and their value; whether the room was locked; whether a card was lost recently; and any person suspected of the theft.

If a loss occurs outside the residence halls, the resident should report it to the UM Police Department. The University as a state institution is not responsible for damage to or theft of personal property on campus, unless the loss is due to negligent or wrongful acts or omissions of University agents or employees. Insurance for personal property while on campus may be available through parents’ homeowners’ insurance, tenant’s coverage, or purchased through a private company.

Emergency Procedures

Fire Alarms and Fire Equipment

All possible measures are taken to maintain a safe community for the occupants. This includes having established fire evacuation rules and regular fire drills. Tampering with fire alarms and fire equipment is prohibited. Prosecution by the criminal authorities and/or disciplinary action under the UM Student Conduct Code resulting in dismissal from the University are potential penalties for intentionally setting off false fire alarms, the unauthorized use of fire equipment, and for starting fires.

In case of a fire, call 911. Fires are potentially a serious problem in all shared living space communities due to the high concentration of individuals living in each building. Please use caution and common sense to avoid a disaster.

Prevention can save your life and the life of others. Explore your community and familiarize yourself with all exits. Keep exits and access areas clear of all debris and storage. Residence hall staff will conduct fire drills twice annually in order for all residents to evaluate proper evacuation routes in case of a fire emergency.

Please note that halogen lamps, candles with wicks, and incense are not allowed in order to reduce the risk of fires within the residence halls.
**Fire Emergency**

When the general alarm for your building sounds, you must evacuate the building immediately via the closest emergency exit. Be sure you close and lock your room as you leave. The emergency exit routes are clearly marked. Occupants must proceed in an orderly fashion by walking quickly to the emergency egress routes and out of the building. ELEVATORS CANNOT BE USED AS EMERGENCY EXIT ROUTES.

Occupants with disabilities who cannot egress the building should go to the nearest safe area of rescue and activate the area of rescue signal. Emergency personnel will come to this area and assist the student from the building.

Once outside the building you must move to a site at least 25 feet from the building. This will allow room for emergency vehicles and personnel to work and protect your safety. During inclement weather, students will be moved inside to other buildings during the emergency situation. Do not re-enter the building until instructed to do so by a UM Housing Staff member or the on-scene emergency personnel.

**Medical Emergency**

If you believe there is a medical emergency, call 911 or UMPD at 406-243-4000 immediately. Medical response personnel will include UM Police, the Missoula Fire Department, and an ambulance from Missoula Emergency Services. If the emergency personnel on the scene determine the occupant, guest, or staff member may be treated at the Curry Health Center, arrangements will be made to transport them to that facility.

**Police Emergency**

For police emergencies, dial the campus emergency number at 406-243-4000. UM Police Department Officers will respond to all campus police emergencies.

**Guest Housing Availability**

Availability for Guest Housing within the residence halls is contingent upon the occupancy of full time residents residing in the residence halls during the academic year, scheduled maintenance projects for the residence halls and/or UM campus, and the number of conferences and special programs that are scheduled during the summer session. Guest Housing is typically not available during the months of May, August, and December due to the opening and closing of the academic semesters.
What is a Minor?

The University is committed to the safety of all individuals in its community. There are guidelines for conferences and special programs who bring minors to campus. A “minor” is any individual under the age of 18. The program’s coordinator, as well as live in staff and chaperones are required to review a power point and training guide which can be found under “Protecting Minors” on the Environmental Health & Risk Management website: http://www.umt.edu/research/EHRM/riskmanagement/minors.php.

Committed to the Safety of Minors

Programs and organizations bringing minors to campus will be required to provide adult live in staff who must be present during all scheduled event activities, as well as within the residence halls during the contracted housing dates. The appropriate staff-to-participant ratios should be in place at all times. All program leaders and live in staff are required to have criminal background checks on file.
Important Numbers

**Emergency Numbers**

- 911 Emergency Center: 911
- Campus Emergency: 406-243-4000
- UM Police Department: 406-243-6131
- Curry Health Service Center: 406-243-2122

**Residence Hall Area Desks**

- Aber Area Desk: 406-243-2012
- Craig/Duniway/Elrod Area Desk: 406-243-5143
- Jesse/Knowles/Turner Area Desk: 406-243-2554
- Miller/Pantzer Area Desk: 406-243-2322

**Campus Resources**

- Counseling Services: 406-243-4711
- UM Dining: 406-243-6325
- Griz Card Center: 406-243-6943
- GrizWalk: 406-243-2777
- UM Housing Office: 406-243-2611
- Student Affairs IT: 406-243-2625
- Student Advocacy Resource Services: 406-243-6559