

UM Housing

# Student Handbook

Lewis and Clark Village 2023-2024



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# Welcome to Lewis and Clark Village

## UM Housing Community

It is our desire to provide a living environment that promotes and is compatible with the academic success of students. This Resident and Community Policy Handbook is designed to orient you to the Lewis & Clark Village Community. The policies and regulations in this handbook are part of your Lewis and Clark Village rental agreement, and you will be responsible for any violations of the policies and regulations stated in this handbook. All policies in this handbook apply to residents and their guests. Please remember and consider your neighbors and help us maintain a quiet, clean, and respectful community environment.

Community policies are designed to provide consistent and fair treatment of all residents. Therefore, our staff has a legal obligation to treat each individual in a consistent and fair manner. Please do not place them in the difficult position of expecting them to make an exception to a written policy.

Whenever it becomes necessary to change our policies or regulations, we will notify residents via their University email. These policies are reviewed and updated annually and the updated policies go into effect in August of each year. Continuing residents will be notified of the updated policies via their University email and will be expected to abide by the current policies regardless of date of occupancy.

Thank you in advance for your cooperation.

## 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 apartment.
- Lock your vehicle.
- Tell your roommate/friends where you're going and when you plan on returning.
- Call GrizWalk at 406-243-2777 to be escorted 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 your Village Assistant 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.
- Take advantage of educational programs in your community.

Never. . .

- Leave your apartment unlocked when you are not home.
- Prop open the outside doors of buildings. They are locked for your safety.

- Let people in the building you don't know. They will have Griz Card access if they are allowed to access the building.
- Lend your Griz Card, keys, or access card to friends.
- Put social norms or etiquette before your own personal safety.

### *Electronic Monitoring*

All outside doors are monitored using electronic devices such as video cameras and door access readers. This monitoring is for the protection and safety of the residents and UM Housing property.

### *Keys - Lockouts - Lost Cards/Keys*

Apartment, storage room, and laundry room doors are equipped with a keyless lock system that is accessible via the Onity access card that is issued to you at the time of check-in. Bedroom and mailbox keys are also issued to you at the time of check-in. You are responsible for all of your keys from the time that you receive them at check-in until you physically turn all three in and they are inventoried at the time of check-out. (See Check-out Procedures.)

If you are locked out of your bedroom/apartment, staff will let you in or you can check out a temporary access card during office hours. Temporary access cards must be returned within 24 hours or they are assumed lost and you will be charged \$25.00 for their replacement. You will also face charges under the Student Conduct Code. If you are locked out of your bedroom/ apartment after office hours you may call the on duty phone at 406-544-8724, to be let in. There is a \$10.00 lock out fee for any lock out regardless of time of day.

Charge to replace lost keys: \$25.00 for access card; \$60.00 for bedroom key; \$15.00 for mailbox key. The fee for key replacement is charged to your CyberBear account.

### *Health Inspections*

The upkeep of your apartment/room is your own responsibility. The University requires residents to maintain their apartment/room in a safe and healthy condition at all times. The University recognizes the right of privacy of all residents living at Lewis & Clark Village but reserves the right to inspect its property at any time for necessary reasons.

Health inspections will be held once each semester. Residents will be notified at least 24 hours in advance of the inspection times. Regardless of whether or not a resident is present, it is necessary for LCV staff members to enter a resident's apartment and room during this inspection. The staff will be looking for such things as destruction of and/or missing property, fire hazards (i.e., overloaded outlets, fireworks, flammable liquids, black powder), health hazards (i.e., noxious odors, filth, accumulation of garbage), pets or signs of animals, signs of unauthorized guests, weapons that have not been registered, etc.

### *UM Police Department*

Lewis & Clark Village is part of the University of Montana campus and therefore under the jurisdiction of the University of Montana Police Department. To report an emergency, please dial 911, then if time permits, dial 406-243-4000. If you encounter a non-emergency situation, please call UM Police at 406-243-6131.

Campus police officers patrol the Lewis & Clark Village area at various times, days and nights, seven days a week. These officers may patrol on bikes, foot, or in cars, and are always there to assist you.

Lewis & Clark Village has one emergency phone located in our complex, at the front office. The phone outside the office door can also be used in case of an emergency. Please inform those residing in your apartment where these phones are located. Please also explain to friends and roommates the importance of these phones, and not to play with them. The phone is for emergency use only.

## Resources

### *Lewis and Clark Village Office*

The LCV Office is open from 8:00 am-8:00 pm, Monday-Friday. There are many items available in the LCV Office for temporary check out:

- Cleaning supplies
- Temporary key cards for apartment access (in case of lock out)
- Board games, basket balls, ping pong paddles/balls
- Vacuums, brooms, dust pans, plunger.

### *Community Center*

The Lewis & Clark Village Community Center is available for LCV residents and any guests who accompany them to study, watch TV, and use the public computer, or play table tennis or other games. It is also where the Village Assistants host programs and events, so watch for postings! Residents access the community center by swiping their GrizCard on the front entry door between 8 am-10 pm. The community center can be rented for a fee – see the LCV Office for information.

### *Communication*

UM Housing will send official communication to your student email (umconnect.edu or umontana.edu) and may email your personal email account on record. If you would like to opt-out of receiving emails to your personal email account, you should update your contact information on Cyberbear. Students cannot opt-out of receiving email to their student email account and are responsible for monitoring their student email account regularly.

### *Equipment Rentals & Checkouts*

Several equipment items are available for check out. The items should be returned in the same working condition as when they were checked out.

Vacuums	Return within 24 hours (\$5 fee per day overdue)
Games	Return within 24 hours (\$5 fee per day overdue)
Swiffer	Return within 24 hours (\$5 fee per day overdue)

A replacement fee will be charged to your student account for items not returned within 24 hours.

### *Laundry*

UMoney is used to operate the laundry machines. The laundry rooms are for resident use and are located on the 1st floor of each building, in the breezeway. Please report any problems or needed repair to the LCV Office promptly. Additionally, please follow these guidelines and the ones posted in the laundry rooms:

- Access is gained by using your apartment key card.
- Help keep the laundry room clean by properly disposing of all trash.
- The laundry rooms are reserved for the exclusive use of Lewis & Clark Village residents ONLY.
- Please do not prop the doors open - this could allow unauthorized use of the laundry facilities, as well as the opportunity for personal items to disappear.

### *Mail*

The United States Postal Service (USPS) delivers mail to the mailboxes near the office. You received a key to your mailbox upon checking in to your apartment. Your mailbox number corresponds with your apartment number, so everyone in your apartment shares one mailbox - however, each roommate receives their own key.

Your address reads as follows:

Your Name  
3000 S. Higgins Ave. Apt# \_\_\_\_  
Missoula, MT 59801

We do not - at any time, for any reason - accept/sign for mail in the LCV Office.

Your mail is delivered to your mailbox. If you order something that will be delivered through Fed Ex, UPS, or another package delivery company, OR via USPS and it is too large to fit in your mailbox or neighboring parcel boxes- it will be delivered directly to your door.

### *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. Please contact the UM Police Department at 406-243-6131 for bike registration and bike safety information.

### *Internet*

Lewis & Clark Village is wireless. You can use your UM NetID for connections. The blue Ethernet ports in your room and the living room are available for your use as well. For internet issues, please UM IT at 406-243-4357. Illegal downloading/sharing, hosting a server, etc., will result in Student Conduct charges. End User Agreement can be [found here](#).

### *UM IT*

UM IT provides free/low-cost tech support and computer help for students of the University of Montana. TECs provide support via phone at 406-243-4357 from 8:00 am-5:00 pm, Monday-Friday. Go to <https://www.umd.edu/it> or call us to make an appointment!



### *Trash*

All trash must be properly and timely disposed of in the garbage collection areas provided (behind the community center, in front of B building and in front of F building). Trash must not be set beside the dumpster or outside of your apartment door on the landing. If trash is discovered in the common areas of buildings and/or outside your door and has to be removed by Lewis & Clark Village personnel, the apartment residents will be held responsible and fees will be charged appropriately for the clean-up/removal.

### *Smudging*

Any person wishing to smudge within UM Housing student living spaces must make their request by submitting this form to the UM Housing Office ([found here](#)). All submissions will be reviewed by the Executive Director of UM Housing, and then the student will receive an official email from the UM Housing office regarding their request. No resident may smudge on UM housing premises until they receive that email from the UM Housing office acknowledging their request (submitting this form does not complete the process).

### *Hypodermic Needles*

Some students 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.

### *Transportation Services*

Take it easy-take the bus! Ride the Mountain Line Bus system for free. Schedules are available online at <http://www.mountainline.com>. You can call 406-721-3333 or 406-243-4599 for a personalized trip plan. Whether you're going to work, shopping, or visiting a friend across town, a Mountain Line Bus can get you there. Bus stops are located every two blocks on each route-several are located on or close to Lewis and Clark Village.

### *PARK-N-RIDE*

ASUM Transportation runs three different Park-n-Ride services-South, Missoula College, and East Broadway. All Park-n-Rides are free to park, free to ride, and open to the public.

The South Park-n-Ride runs every 8-10 minutes. It initiates at the Lewis & Clark Park-n-Ride lot which is just north of Lewis & Clark Village. It runs north on Higgins to South Avenue. It stops at the Dornblaser Park-n-Ride, University Villages stop, and the stop at South and Arthur. The service starts at 7:25 am and ends at 7:05pm. The UM Park-n-Ride service stops at the following places on campus: Miller Hall, Jesse Hall, Music Building, Law School, Adams Center, Campus Drive/UC bus stop, and the South Campus bus stop (along Beckwith).

The Missoula College Park-n-Ride runs every 15 minutes from Missoula College to Lewis & Clark Village and then follows the South Park-n-Ride route. The East Broadway Park-n-Ride runs every 20 minutes on the same route, then goes from the lot to the Adams Center. It follows the rest of the Park-n-Rides around campus, making the same stops. Go to [www.umt.edu/asum/ot](http://www.umt.edu/asum/ot) for schedules and route maps.

## U-DASH

U-Dash is a free shuttle service to main campus for currently registered students with a Griz Card. Go to <https://www.umt.edu/transportation/> for a schedule and route map.

## Energy Conservation

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

- Set room thermostat at 65.
- Close draperies when possible.
- Turn lights and other electrical appliances off when not in use.
- Report any malfunctions of heating units to the LCV Office immediately.

## Repair and Maintenance

If repairs or special maintenance is needed, please notify your Village Assistant or the LCV Office. You can also log on to myHousingPortal at [www.umt.edu/myhousingportal](http://www.umt.edu/myhousingportal) to submit maintenance requests. The LCV Office reserves the right to make assessments for special cleaning of residents' apartment, and for missing apartment 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 apartments anytime during the school year. Management and maintenance staff may enter any apartment for the above purposes whether the apartment's occupants are present or not.

Non-emergency maintenance requests will be completed in a timely manner, addressed between 8:00 am and 4:00 pm, Monday-Friday (except on University holidays).

Emergency maintenance requests after hours must be reported by calling 406-544-8724. Emergency is defined as a danger to personal safety, or danger to the integrity of Lewis & Clark Village property. Examples include, but are not limited to:

- No electricity
- No water
- No heat (if outside temperature is below 50 degrees)
- Flooding
- Broken/leaking pipes
- Clogged plumbing
- Broken outside windows, exterior door locks not functioning
- Any damages, plumbing problems, vandalism, etc., caused or created by a resident or their guest(s) will be the financial responsibility of the resident(s).

For the purposes of safety, sanitation, and general upkeep, the University reserves the right to maintain and make repairs in the apartments. UM Housing Office, Lewis & Clark Village staff and Maintenance staff may enter any apartment for the above purposes whether the residents are present or not. However, a reasonable effort will be made to have one of the residents present.

### *Tips About Your Apartment*

- Electrical Outlets - A light switch operates some of the outlets in your living room - keep in mind that anything plugged into those outlets will turn off if you turn the switch off.
- Keyboard Drawer - The drawer on the desk locks when it is pulled all the way out. Two release tabs are located on either side. Simply push the tabs in to push the keyboard drawer back into the desk.
- Stovetop/Oven - Special Care and Cleaning procedures - DO NOT use any abrasive cleaners on the glass cook top. Any liquid cleaner sprayed on and allowed to set for a few minutes after the cook top cools will then wipe off most messes. Scratches/damages to the stove top will be charged to you. The oven has a self-cleaning setting - this will make the oven very hot and it will lock until it is finished. Once the oven cools off you can wipe it down with a wet cloth or a paper towel.
- Plumbing Issues/Clogged Drains - LCV uses low flush/ high efficiency toilets, which can clog very easily. No menstrual care products, flushable wipes, or similar products should be flushed down the toilet.
- Do not put any food or grease down drains and do not use liquid drain cleaners. Please notify the office if there is a clog and we will have a plumber remove it.
- If you wish to hang pictures, please use small nails to secure items. DO NOT attempt to fill in the holes with paint or putty when you move out - charges for damages and repair could be assessed.
- Do not hang drapery rods that screw into the wall as this could result in damage charges!
- Changing Bed Height - You do this yourself by checking out a soft mallet at the office.
- Land Line Phone Connections - If you want to sign up for telephone service at your expense with a phone provider of your choice, the jacks and the wiring is already in place.

## **Assignments**

### *ADA Accommodations and ADA Accessible Units*

All ADA related accommodations must be requested through the Office for Disability Equity (ODE) who will provide guidance to UM Housing regarding reasonable accommodations. UM Housing processes the housing accommodation requests received from ODE on a first-come, first-serve basis. Therefore, timely submission of housing applications followed by accommodation requests through ODE is critical.

Lewis and Clark Village has multiple apartments that are fully ADA accessible. Students requiring housing modifications receive priority to these apartments. If you are living in an ADA accessible apartment and do not have an ODE accommodation to do so, UM Housing reserves the right to relocate you to a similar apartment in the event the apartment is necessary for a resident requiring modifications.

### *Conditions of Occupancy*

Eligibility for Lewis and Clark Village requires that:

1. You must maintain enrollment in the University of Montana as a student with at least six (6) credits during fall and spring semesters. Enrollment in summer courses is optional.
2. You must demonstrate satisfactory progress towards a degree by completing at least twelve (12) credits each academic year

3. At the conclusion of each semester, you must plan to enroll at the University of Montana in the immediate upcoming future semester (with the exception of optional summer enrollment) to continue to live at Lewis and Clark Village. If you are planning to withdraw or graduate, you must submit your 60-day notice to move out by the Saturday after the semester ends for a vacate date no later than August 1<sup>st</sup>.
4. You have not lived at Lewis and Clark Village for six (6) or more consecutive years.

**UM Housing understands that circumstances arise and will work with the student as much as possible.**

For extenuating circumstances, the tenant can submit a request to Cheryl Greely ([Cheryl.Greely@mso.umt.edu](mailto:Cheryl.Greely@mso.umt.edu)) to take fewer than six (6) credits in the fall or spring semester. The requests will be reviewed by the Executive Director of UM Housing and Community Standards or designee. All requests are subject to approval.

### *Check-In Procedure*

Assignment to an apartment at Lewis & Clark Village places a responsibility upon the resident for the condition of their room/apartment and its furnishings. By signing the rental agreement, the resident acknowledges responsibility for the furnishings listed and agrees to report any lost, stolen, or damaged items immediately via the Inventory Check-In Sheet given to them at check-in.

Please pay very careful attention at check-in to the condition of each item and rate their condition appropriately on the check-in inventory. Any condition NOT reflected on the inventory check-in sheet will be assessed as damages that have occurred during the resident's assignment in the apartment. ALL furnishings provided in the apartment MUST stay inside the apartment.

### *Inventory Check-In Sheet*

Return the Inventory Check-In Sheet to the Lewis & Clark Village Office within five (5) days of receiving the keys to your apartment. Damages reported after this deadline must be in writing and are the responsibility of the resident and charges will be assessed when they move out.

### *Inventory Condition Rating Description*

While completing a room inventory, one of the following condition codes MUST be assigned to each item listed on the room inventory. An "X" is not sufficient information. Always note the quality of furnishings and/or type of the damages.

CODE	When to use:
NEW	Item is new, has no scratches, dents, breaks, tears, or holes.
GOOD	Item is not brand new, has some wear showing but is not scratched, dented, broken, or torn and has no holes.
TORN	Item has tears – such as a cut in the mattress cover or broken window blinds; check BOTH sides of the mattress and the window blinds.
BROKE	Item is broken and requires repair – report to Village Assistant (VA) or Lewis & Clark Village Office for repair.

SMALL	Item has small holes such as pin holes in the wall or door - any hole smaller than 'dime' size.
LARGE	Item has large holes such as holes in wall or door that are bigger than 'dime' size.
MARKS	Marks such as dents, scratches, burns, or obvious wear patterns.
STAIN	Discoloration or stains.
LOOSE	Pieces of an item are falling off such as towel bar, drawer front, blind cord, window latches, loose hooks, etc.
MISSING	Item listed on inventory sheet is not present in room, missing ceiling or floor tiles.

### *Fees / Rent*

Rent is posted monthly to the student account (CyberBear) and is due on the 1st of each month. There will be a \$25.00 late fee assessed if rent has not been received by 4:00 pm on the 5th of each month. Rent may also be paid via credit card at the University Villages Office.

Rent may be paid via credit card either in person or by phone at the University Villages Office at #1 Elkhorn Court, Monday-Friday, from 9:00 am-4:00 pm or by calling 406-243-6038. Cash or check payments must be made at Griz Central on the 2<sup>nd</sup> Floor of Lommasson.

For students who wish to use financial aid or pay rent in advance, the Advance Rent Request form on the Lewis & Clark Village website needs to be completed 24 business hours prior to the payment being made. Advance rent can be requested for up to six (6) months in advance. If the resident chooses to move out, the rent will be prorated according to our 60-day vacate policy.

Payment of rent/other fees is the responsibility of the resident(s). UM is under no obligation to contact residents regarding overdue rent/fees. Outstanding balances could result in, but are not limited to, the following:

- Non-renewal of your rental agreement, agreement termination (eviction), and/or action under the UM Student Conduct Code.
- Deduction of the outstanding amount from any security deposit refund.
- Assessment of interest by Business Services for outstanding balances each month.
- Assessment of a \$25.00 late fee for each month the balance remains outstanding.
- Inability to register for classes or obtain a transcript due to financial holds on your account.
- Your account being turned over to a collection agency.

### *Change of Roommates/Apartment Transfers*

If there is a roommate situation whereby one of the roommates vacates for any reason, a new roommate will be assigned by the Lewis & Clark Village Office. The remaining roommate(s) may request a specific person as the new roommate. The Lewis & Clark Village Office will attempt to honor these requests if possible but there is no guarantee.

If you are having roommate issues, please calmly address the issue with your roommate(s) as soon as it becomes an issue. If you believe the issue is not resolvable with just the two (or three) of you, and you

would like a third party to mediate, please contact the Lewis & Clark Village Office BEFORE the situation escalates. Once mediation is provided, and you believe there is still no resolution, you can request to transfer apartments.

If you wish to transfer to a different apartment or switch to a different bedroom within your apartment, this is only permitted if you have the consent of the Lewis & Clark Village Office. If approved, the proper paperwork must be filled out and a \$100.00 transfer fee will be charged at the time of the move. NO EXCEPTIONS.

If you require repairs or maintenance, please notify the LCV Office or a VA during regular office hours. The requests will be handled based on their emergent need.

You may also submit your own work order via your myHousingPortal at [www.umt.edu/myhousingportal](http://www.umt.edu/myhousingportal). By submitting a maintenance request, whether in-person, via telephone, or electronically, you are giving permission and receiving implied notice of staffs' intent to enter. If you have any questions about this process, LCV Office staff or a VA will be happy to assist to you. Please inform your roommate when you have requested maintenance to be done in your apartment, including both common areas and private spaces.

### *Vacate Requirements*

Everyone (even students who are graduating) is REQUIRED to give a 60-day advance written notice by completing the Intent to Vacate Notice form to move out of Lewis & Clark Village. This form may be found online at [www.umt.edu/rlo/forms](http://www.umt.edu/rlo/forms). A vacate date MUST be indicated on the Intent to Vacate Notice or it is not valid for the date we received it. Email notification is also accepted. Phone notification or verbal notification is not accepted. We reassign apartments based on the vacate information you provide. Extending your move out date after you turn in your vacate notice is NOT POSSIBLE except in cases of extreme emergency (hospitalization or death). If you do not give notice, we assume you will continue to inhabit the apartment and you will be charged rent accordingly. NO EXCEPTIONS.

Reminder posters are put up and e-mails are sent approximately 75 days before the end of fall and spring semesters. The vacate notice in the spring will also be accompanied by information about the summer options. You are eligible for the summer special rate, if you would like to be gone from LCV for longer than 60 consecutive days for the summer, but would still like to keep your same apartment for at least the next fall semester. If at the end of Spring Semester you will not be enrolled for the Fall Semester, you must vacate the apartment by August 1<sup>st</sup>.

You must vacate the apartment on or before the day that is specified on your notice form, and turn in your keys to the Lewis & Clark Village Office. If you do not vacate by that date, you will be charged a daily rent rate for the extra days that you maintain possession of your keys. We will then rekey the unit and place your belongings in storage following the Abandoned Property policy. You will be billed for the rekey, transfer of belongings, and storage. Remember that if your belongings remain in your apartment, you have the keys, and you have not given notice to vacate, you are still responsible for rent for that time.

Vacating your apartment means you are moving out and the apartment will be available to rent to a new tenant. Moving back in will require a new application, new fees, and being placed on the wait for assignment list for a room to be available.

\*As stated before, you MUST give a 60-day notice to vacate. If you do not, you will be charged for 60 days from the time we receive notice, regardless of whether or not you are occupying the apartment.\*

#### Before You Move Out:

- Change your address on CyberBear. The mailing address in CyberBear will be used to forward mail to you from UM. \*GRADUATES\* Please make sure you update your current address with the Registrar's Office as well so your diploma is not sent to Lewis & Clark Village. It takes approximately 6 months for them to process the diplomas and get them to you, and you will no longer be living here.
- Change your address with the Postal Service. To receive any other mail unrelated to University of Montana, you must complete a USPS Change of Address form. Forms are available at the Lewis & Clark Village Office, at the Post Office, or on the USPS website. \*Please note that Lewis & Clark Village, as well as University of Montana, is NOT responsible for your mail, so please make all proper arrangements with places like doctors' offices, phone companies, magazine subscriptions, etc. before you leave- so as not to interrupt your mail service. The LCV Office cannot open mailboxes and cannot give you a key after you check out.
- Review the Check-out Procedure form available in the LCV Office, to make sure you have met all the cleaning requirements. You must coordinate cleaning of the common areas with your roommate(s) even if your roommate is staying.
- Turn your keys into the office in the Check-out envelope that comes with the Check-out Procedure form. If the office is not open you may drop the envelope in the drop box to the right of the exterior office door. Please make sure all 3 of your keys are enclosed and you have completely filled out all designated areas of the envelope.

#### Abandoned Property

Any personal property left on the premises by the resident after they vacate will be removed. Any individual item left in an apartment with an estimated value of less than \$200 will be donated or disposed 48 hours after the resident has vacated unless the resident has contacted Housing to provide notification that they mistakenly left something in the apartment and to make other arrangements. Due to health and pest concerns, mattresses and fabric couches or chairs will be disposed of regardless of value. The resident will be charged an hourly rate for the labor associated with removing these items from the apartment and disposing of them.

Property with an estimated value of \$200 or greater will be temporarily stored and resident will be charged for the hourly labor of removal of the items from the apartment and charged a daily rate for the storage of the items. Housing will attempt to contact the residents via their official UM email address to notify them of the items being stored. Items that are deemed valuable and left in an apartment will be held in storage for 10 days after notification of the property found in the unit. Failure to retrieve these belongings by the deadline will result in items becoming the property of the University of Montana.

If an apartment is left in an unreasonable dirty or unsanitary state that poses a threat to the health, safety, sanitation, or structure of the UM Housing facilities or other residents, UM Housing reserves the

right to immediately dispose of all abandoned property regardless of value. The resident will be charged an hourly rate for the labor associated with removing these items from the apartment and disposing of them as well as charges resulting from any other cleaning, mitigation, or facilities work related to the state of the apartment.

## Emergency Procedures

### *Police Emergency*

For emergencies requiring police, call the campus emergency number at 406-243-4000. The University of Montana Police Department will respond by sending officers to the emergency. THEN call the VA on duty to notify them of the situation.

### *Fire Emergency*

In the case of a fire in or near the apartments, evacuate your apartment, make sure your door is locked and closed, and call 911. THEN call the VA on duty to notify them of the situation and move to a site at least 25 feet away from the building.

### *Medical Emergency*

To report a medical emergency, dial 911 or the campus emergency number at 406-243-4000. THEN call the VA on duty to notify them of the situation. Medical response personnel will include the University of Montana Police Department, Missoula Fire Department, and an ambulance from Missoula Emergency Services. Always err on the side of safety. If you believe there is an emergency, call immediately. If the emergency personnel on the scene determine the student may be treated at the Curry Health Center, arrangements will be made to transport the student to that facility. Remember in medical emergencies, early recognition of a medical problem and prompt care will save lives.

## Lewis and Clark Villages Policies

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

In addition to the Student Conduct Code, UM Housing expects all students and their guests to abide by the following policies within the Lewis and Clark Village apartments. Students may find the Student Conduct Code online at <http://www.umt.edu/vpesa/Dean%20of%20Students/default.php>. Violations to any policies within the Student Conduct Code or Lewis and Clark Policies will be documented, and students are subject to the disciplinary process.

Residents will be notified via their student email should they have a mandatory meeting resulting from a policy violation. Residents are responsible for checking this email in a timely manner for all University communications. UM Housing reserves the right to deny a room/apartment change pending the result of a conduct case.



## *Non Discrimination Statement*

### *Policy Statement*

The University of Montana is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Such an environment is necessary to a healthy learning, working, and living atmosphere because discrimination and harassment undermine human dignity and the positive connection among all people at our University. Acts of discrimination, harassment, sexual misconduct, stalking, and retaliation will be addressed consistent with this policy. Consistent with state and federal law, reasonable accommodation will be provided to persons with disabilities.

It is important that members of the University community understand that the law does not just prohibit discrimination and harassment of employees by employers. The law also prohibits discrimination and harassment between members of the UM community more generally: for example, between an instructor and a student, between two students, between two employees, or between a student and an applicant or campus guest.

The policy applies in all University programs and activities, including, but not limited to, discrimination in athletics, instruction, grading, university housing, and university employment. In addition, the law prohibits retaliation against an individual for opposing any practices forbidden under this policy, for bringing a complaint of discrimination or harassment, for assisting someone with such a complaint, for attempting to stop such discrimination or harassment, or for participating in any manner in an investigation or resolution of a complaint of discrimination or harassment. It is central to the values of this University that any individual who believes they may have been the target of unlawful discrimination or harassment feel free to report their concerns for appropriate investigation and response, without fear of retaliation or retribution.

This policy shall not be construed or applied to restrict academic freedom at UM, nor shall it be construed to restrict constitutionally protected expression, even though such expression may be offensive, unpleasant, or even hateful.

### *Report policy violations to:*

Alicia Arant

Title IX Coordinator, Office of Equal Opportunity & Title IX

Telephone: 406-243-5710

Fax: 406-243-2797

Email: [eoaa@umontana.edu](mailto:eoaa@umontana.edu) or [alicia.arant@umontana.edu](mailto:alicia.arant@umontana.edu)

Office: University Hall, Room 006

Mailing Address: EO/TIX, University Hall 006, Missoula, MT 59812

Website (with online option for submitting complaint): [www.umt.edu/eo](http://www.umt.edu/eo)

### *Title IX Coordinator*

The Title IX Coordinator is responsible for coordinating the University's compliance with federal and state discrimination and sexual harassment laws, including Title IX. The Director of the Office of Equal Opportunity & Title IX (EO/TIX) is the Title IX Coordinator for the UM community. The Title IX

Coordinator oversees compliance with the University's policy prohibiting discrimination, harassment, sexual misconduct, stalking, and retaliation. Specifically, the Title IX Coordinator will:

- Coordinate educational programs regarding discrimination and sexual harassment prevention for students, staff, and faculty;
- Respond to, investigate, and/or seek resolution to allegations of discrimination and sexual harassment following the procedures;
- Provide information about and, if requested, assist with criminal reporting;
- Provide information about resources for obtaining advocacy, healthcare, and counseling services; and
- Coordinate interim measures such as arranging for an escort on campus, modifying campus living arrangements, and helping with academic accommodations.

A full copy of the University's Discrimination, Harassment, Sexual Misconduct, Stalking, and Retaliation Policy and the accompanying Discrimination Grievance Procedures are available in the policy section of the EO/TIX website. More information about reporting options, resources, and other information about sexual harassment, including sexual assault, is located at [www.umt.edu/sexualmisconduct](http://www.umt.edu/sexualmisconduct).

### *Alcohol and Drug Offenses*

#### *1. Alcohol Policy*

- A. Residents and their guests must abide by the Student Conduct Code expectations regarding alcohol use.
- B. For residents under the age of 21:
  - i. Residents and their guests who are under the age of 21 may not possess or consume alcohol. Based on Montana State Law, being intoxicated by alcohol is considered possession of alcohol.
  - ii. Residents who are under the age of 21 may not display and/or possess alcohol containers (empty or full), shot glasses, alcohol decorations (trophy bottles), beer boxes and cases, etc.
  - iii. It is a violation of policy for anyone under the age of 21 to be present in a residential space where they know that alcohol or alcohol containers are present (empty or full), or in a common area where violations of this policy are occurring.
- C. For residents over the age of 21:
  - i. Residents and their guests may not consume alcohol in the presence of those under the age of 21, excluding roommates.
  - ii. It is a violation of housing policy to be visibly intoxicated outside of the resident's apartments. Students who are 21 or over who are disruptive because of the use of alcohol may be considered in violation of this policy.
  - iii. Keggers and parties involving large amounts of alcoholic beverages and/or large numbers of people resulting in disruptive behavior are prohibited.
  - iv. Containers of alcohol are not permitted in public or common areas either inside or outside of residential buildings. Common areas include, but are not limited to, outside entry or adjacent sidewalk areas, stairways, fire exits, community center, and laundry rooms.
    - a. During the summer months it can seem pleasant to add alcohol to your outdoor festivities; however, drinking outside of your apartment violates the University

of Montana Student Conduct Code, as well as Missoula City Open Container laws. A Village Assistant may warn you that you are violating this code and ask you to take the alcohol inside. If you do not respond to the request and a VA witnesses you continuing to drink outside, the University of Montana Police Department will be contacted immediately.

Behavior in violation of this policy is addressed through student conduct and may require attendance at Behavioral Health Options. More severe consequences are dependent on the behavior displayed at the time of documentation. The cost of the Options program is the responsibility of the student (see the Behavioral Health Options website for cost: <https://www.umt.edu/curry-health-center/Counseling/Behavioral-Health-Options.php>). Alcohol violations also carry with them the prospect of a Minor In Possession (MIP) and other criminal charges.

## 2. Illegal Use or Misuse of Drugs

- A. Residents and their guests must abide by the Student Conduct Code expectations regarding drug use.
- B. The use, possession, distribution, and cultivation of drugs in housing is prohibited. This is true even if a resident has a medical card.
  - i. Although the State of Montana permits the use, possession, and/or cultivation of medical and recreational marijuana, federal law prohibits the use, possession, and/or cultivation of marijuana in educational institutions and other recipients of federal funds. The use, possession, and/or cultivation of marijuana is therefore prohibited in University of Montana housing facilities on the University of Montana premises. Even if a student, faculty, or staff member possesses documentation permitting the use, possession, and/or cultivation of marijuana, this activity cannot occur on University of Montana premises.
- C. It is a violation of policy for anyone to knowingly be present in an apartment where drugs are present, or where violations of the Student Conduct Code are taking place.
- D. It is prohibited to be under the influence of drugs in any form, with the exception of the use of prescriptions in the manner that is instructed by a medical professional. Residents and their guests who exhibit behaviors that appear to have been influenced by drug use may be subject to disciplinary process. Such behaviors may include, but are not limited to, slurred speech, odor of drugs, lack of balance, or swaying.
- E. Residents may not possess drug paraphernalia, which includes equipment, products, and materials of any kind marketed or designed for drug use including, but not limited to, bongs, smoking pipes, vaporizers, and roach clips.

UM Housing staff is instructed to call the campus police and allow law enforcement to take over a situation if illegal drugs are suspected to be present. Federal Student Financial Aid may be withdrawn if a student is convicted of a drug crime. The University has strict policies regarding the illegal use and abuse of substances. Do not jeopardize your education by using illegal substances.

## 3. Tobacco Free Policy

- A. 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 student apartments. 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, student apartments, etc. If you have one of these devices, please remove it permanently from UM property. Please know that you will not be able to have it in campus housing and if it is found, you will be asked to remove it from UM property or face disciplinary action.

- B. In accordance with the University of Montana’s tobacco free campus policy, students may also not smoke or use tobacco products, E-cigarettes, or vape/vapor/vaporizer pens outside the residential facilities on campus property. Tobacco use is allowable on sidewalks along Higgins Ave.

### *Illegal and Disruptive Conduct*

#### *4. Disruptive Behavior*

- A. Any act that poses a danger to health, safety, or property within housing facilities is prohibited.
- B. Students shall not obstruct or disrupt the University living environment. Disruptive behavior is behavior that interferes with the University living and learning environment, or that interferes with the other students’ rights to socialize, study, or sleep. Disruptive behavior may include, but is not limited to the following:
  - i. Excessive noise or nuisance;
  - ii. Failure to cooperate with the reasonable directive of a University official (including all members of the UM Housing), acting in the performance of their duties;
  - iii. A student’s failure to obtain express consent from the resident(s) of another apartment prior to entrance.
- C. Any unauthorized use of electronic or other devices to make an audio or video recording of any person without that person’s prior knowledge, or without effective consent when such a recording is likely to cause injury or distress, is prohibited. This includes, but is not limited to, surreptitiously taking pictures of another person in a restroom or other location where a person would expect privacy.
- D. Residents who assist anyone in a policy violation or a crime may be in violation of housing policy themselves.

Apartment staff reserve the right to require that any items that cause an ongoing disruption to the living environment be removed from the residential facilities immediately.

#### *5. Noise Policy/Quiet Hours*

The realities of community living dictate that individuals respect community needs for the moderation of noise regardless of established quiet hours. Noise is any sound which is disturbing to any resident. In an effort to reduce the amount of noise in the living groups, specified quiet hours are established in each living group.

- A. Excessive Noise - Noises that are disruptive at any time are prohibited. Disruptive noises, including but not limited to, loud stereos, amplified instruments, or loud voices, infringe on the rights of other students. Residents with stereos are encouraged to use headphones. Amplifying music or other sounds out of residential facility windows into public spaces is prohibited. While

it is the responsibility of all to control noise, it is also the responsibility of those bothered by noise to contact the offending party and request that the problem be corrected. All residents must assume responsibility for monitoring their own behavior.

- B. Courtesy Hours - Courtesy hours are in effect at all times. Courtesy hours allow all residents to sleep, study, and relax or host visitors without distracting noises from neighbors. If any student makes a reasonable request that another student reduce the volume of their music, talking, and TV, they must comply with the request. Residents must comply with staff requests to reduce noise. For more information see the Disruptive Behavior policy. Retaliation against the person making such a request may result in further conduct action.
- C. Quiet Hours - Quiet Hours are from 9:00 pm to 8:00 am beginning Sunday evening through Friday morning, and from 10:00 pm to 8:00 am beginning Friday evening through Sunday morning. When quiet hours are in effect, the living environment should be quiet enough to allow others to sleep.
  - i. Guidelines for behavior during Quiet Hours include:
  - ii. Radios and stereos should not be heard outside the apartment.
  - iii. Musical instruments should not be played in the residential facilities.
  - iv. The right of a roommate to study and sleep has priority over your right to entertain guests in your apartment.
- D. Beginning the Friday before finals at 8:00 pm, quiet hours are extended to 23 hours per day, with courtesy hours in effect from 7:00-8:00 pm.

Please discuss any disturbances with your neighbors first. If you are unable to resolve your differences, try talking to your Village Assistant about other possible solutions. We also have a no-charge mediation program where parties can sit down with a neutral party and talk about the issues confronting them. Call the Area Coordinator for more information on the mediation program at 406-243-6037 or talk to your Village Assistant.

UM Housing reserves the right to perform maintenance and construction of the residential facilities, which may occur throughout the year and at various times of the day. Maintenance and construction may cause noise within the residential facilities.

### *UM Housing Property*

#### *6. Building Security*

- A. Outside doors (where applicable) are locked 24/7. Propping doors jeopardizes the safety of students, staff, and property. Residents are prohibited from propping exterior and hallway doors.
- B. Residents may not open doors for non-residents of the building or allow non-residents to follow them into the building. Residents are responsible for the behavior of anyone they allow into the building. See Visitors and Guests Policy for more information.
- C. Residents are responsible for proper use of their access cards and keys, including Griz Cards. Students may not loan their access cards or keys to other people.

UM Housing and the residents are jointly responsible for safety in their communities. Residents can take responsibility for their own security by locking their apartments, reporting suspicious behavior, not allowing people to follow them into the building, and not propping open doors. UM Housing offers

periodic personal security programs in order to help provide a safe and secure community for its residents.

#### 7. Cleanliness

- A. Residents must keep their apartments (including bathrooms, common spaces, and kitchens) clean and free of health and safety hazards.
- B. Residents must clean up after themselves in common areas. Common areas can include outside entry or adjacent sidewalk areas, stairways, fire exits, community center, and laundry rooms.
- C. All trash must be disposed of properly in the dumpsters.
- D. Residents may not store their personal items in areas outside of their assigned space, including, vacant resident rooms within the apartment.

The office has vacuums to check out for student use.

#### 8. Fire Safety

- A. In case of a fire, call 911. Fires are a potentially serious problem in all apartment communities due to the high concentration of individuals living in each building.
- B. Residents may not tamper with, disable, cover, or damage fire equipment, including but not limited to, sprinkler heads, smoke detectors, alarms/strobe lights, exit signs, pull stations, sprinkler system, fire doors and fire extinguishers, heat sensors, and fire safety signage. Residents who tamper with fire equipment may face disciplinary action, a monetary fine, or both, and may also be referred to law enforcement authorities.
- C. Residents may not hang items from the sprinkler heads, cages covering the sprinkler heads, pipes associated with sprinklers, or the ceiling.
- D. Candles, incense, butane torches, gasoline canisters, heat lamps, and space heaters have been found to be a severe fire hazard, and their use is prohibited in the residential facilities. Wickless candles are an acceptable alternative and provide fragrance without the flame. Exceptions to this policy for religious or spiritual purposes, including smudging, need to be approved by the Executive Director of UM Housing prior to any such practices (more information can be [found here](#)).
- E. Students may not plug power strips or extension cords into other power strips or extension cords. Do not overload outlets. Do not use extension cords and/or surge protectors that are not UL rated and/or do not have fire shield capabilities.
- F. Residents may not store or dispose of cigarette butts inside their apartment or directly outside of the apartment in any container. They must be properly disposed of outside of the facilities.
- G. Residents and their guests may not leave food unattended while cooking. Residents may only put food and items that are microwave safe into a microwave.
- H. When a fire alarm is activated, all persons inside a residential facility are required to leave the building immediately, even if it is believed to be a drill or false alarm.
- I. Christmas trees are permitted in apartments, but the tree and all decorations must be fireproofed first.
- A. While barbecues are permitted at Lewis and Clark Villages, residents must follow these precautions and safety guidelines:
  - i. Barbecues may not be used within 10 feet of all buildings, landings, or porches.

- ii. If used on grass areas away from sidewalks and buildings, residents must take precautions not to harm the grass.
- iii. Residents cannot leave barbecue while cooking or while charcoal is hot unattended.
- iv. Residents must properly dispose of charcoal including, waiting for the charcoal to cool completely or extinguishing with water. Hot or warm coals may not be disposed of in a trash bin.
- v. Barbeques, lighter fluid and matches cannot be left outside.
- vi. Open burning is prohibited in Missoula city limits, unless approved by the City Fire Department and a valid permit is issued.

## 9. Misuse of Facilities

- A. All residential facilities are reserved for the exclusive use of students who reside in the residential facilities and their guests.
- B. Nonresidents may not use any residential facilities for any reasons. Unauthorized use of residential facilities (lounges, study rooms, laundry rooms, computer rooms, etc.) may result in disciplinary action and/or criminal action.
- C. Residents may not damage any University property or property owned by other residents.
- D. Residents may not permanently alter University property/space.
- E. Residents are required to report any individuals they see damaging property. A witness may be subject to disciplinary action if they fail to report.
- F. Residents may not remove any furniture from their assigned room or apartment.
- G. Residents may not unlatch screens, remove windows, or throw items from the windows for any reason.
- H. Residents may not enter or exit the building through the windows.

## 10. Possession of Prohibited Items

- A. Please exercise good judgement when deciding to bring items to the residential facility. All items need to meet the following criteria to be permitted within the residential facility:
  - i. All items should be in good working order and cannot be under recall by the manufacturer. Some information regarding recalls can be found here: <https://www.cpsc.gov/Recalls>.
  - ii. Any damaged or altered items are prohibited.
  - iii. All appliances should be UL listed and have fire shield capabilities.
  - iv. All appliances must have an automatic shutoff.
  - v. Items should be shut off when not in use and any cords should be examined to ensure they are not worn or frayed or subject to pinch damage
  - vi. The misuse or illegal use of electrical appliances creates serious hazards in residential facility and is prohibited.
  - vii. No open flames indoors, including candles and incense.
  - viii. Any device with light bulbs that generates excessive heat is prohibited (including halogen bulbs and/or incandescent bulbs that exceed 100 watts).
  - ix. Any device that would exceed the electrical load is prohibited.
  - x. Any items that violate the University's End User Agreement ([found here](#)).

- A. Air conditioners are not allowed in the residential facilities unless approved by Disability Services for Students.

If the use of your item poses a health or safety concern, causes a disruption to the community, causes property damage or property loss, regardless of whether the item is approved, you may be subject to disciplinary action and associated costs or sanctions.

### *Other Conduct Issues*

#### 11. Animals

- A. Fish, in 10-gallon tanks or less, are the only pet allowed in the residential facilities. No gravel is allowed down the drains in the sinks, showers, or toilets.
- B. All other animals of any kind, except certified service or approved assistance animals, are strictly prohibited in the residential facilities.
- C. Pets will not be permitted to "visit" or be on the premises for any reason. Exceptions will be made for individuals requiring a service animal(s) or those who have a UM approved assistance animal.
- D. Individuals with approved assistance animals must follow the expectations outlined in the UM Assistance Animal Policy. If you need a copy of your signed UM Assistance Animal Policy agreement, you should contact UM Housing.

Requests to have an animal approved as an assistance animal must go through the Office for Disability Equity. This request must be submitted and approved prior to the animal being at the residential facilities. Unauthorized pets may result in a fine for each day the animal resides in the residential facilities unapproved.

#### 12. Firearms, Explosives, and Weapons

- A. Residents must register any firearms with UM Housing before bringing them into their apartment. Registration can be updated through the resident's [myHousingPortal](#) at any time.
- B. Use or threatened use of firearms or weapons are 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 lethal weapon subject to this policy. Offensive use could also come with criminal charges in the State of Montana.
  - i. "Firearm" means a weapon, by whatever name known, which is designed to expel a projectile by the action of black powder, smokeless powder, or compressed air and which is readily capable for use as a weapon.
  - ii. "Weapon" means any object that may be used to injure. Not all weapons can be listed here. Weapons also include, but are not limited to, any hunting or target bow; any crossbow; any dirk, dagger, slingshot, metal knuckles, bow and arrow, BB/pellet gun, blowgun, paintball gun, sword, stun gun/Tasers, pepper spray/mace/bear spray or any similar instrument by the use of which injury could be inflicted upon the person or property of any other person.
- C. Possession, use, or threatened use of dangerous chemicals and destructive devices are prohibited.



- i. “Destructive Device” means a projectile containing an explosive or incendiary material or any other dangerous chemical substance; or a bomb, grenade, missile, or similar device or any launching device.

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 to 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.

### 13. Gambling

To conform to state laws, no form of gambling is permitted in the residential facilities.

### 14. Guests and Visitors

- A. Guests and visitors are defined as any individuals who are not contracted residents of the specific apartment or building in question.
- B. No persons other than escorted guests, residents, or University staff on University business may enter a living group. Residents must escort their guest(s) the entire time their guest(s) is in the building.
- C. Residents are responsible for the behavior of their guest(s). Guests are expected to comply with all state, federal and University rules and policies. Residents who host a guest(s) who fails to comply with these expectations may be subjected to the disciplinary process under the Student Conduct Code regarding the guest’s behavior and/or charged for damage caused by the guest.
- D. Only people assigned to an apartment may reside in that apartment.
- E. Residents are responsible for ensuring that the guest(s) are using the appropriate bathroom facilities.
- F. Residents may not give their apartment or building access cards/keys to their guests.
- G. Guests are permitted only with the permission of the contracted resident(s) of the apartment and then only in designated areas and within the previously agreed upon frequency. In no event will guests be permitted more often than the frequency listed below. Residents may have guests stay providing they meet all of the following criteria:
  - i. They receive permission from all roommate(s) or suitemate(s), if applicable;
  - ii. for visits occurring during the day, the guest does not stay for longer periods of time than agreed upon by all the contracted residents of the space, considering what would be reasonable for other contracted residents to enjoy the use of their apartment;
  - iii. the guest stays no longer than three consecutive nights;
  - iv. residents may only have a guest stay for a total of seven nights in a semester; and
  - v. guests may not float or rotate between apartments in order to circumnavigate the above policies.

Guests staying in a space after 2:00 am are defined as overnight guests. For guests requesting to stay longer than three consecutive nights and/or seven nights in a semester, please see your Area Coordinator for the guest request process.

Guests that are violating policies or damaging property may be asked to leave. Roommates and suitemates are strongly encouraged to take some time to talk about arrangements for guests and about

how all parties feel about the potential disruption guests can cause before the guests are invited to stay. If roommates feel that their rights are being violated, it is their responsibility to contact a staff member.

#### 15. Solicitation and Businesses

- A. Residents are permitted to have a business within their apartment as long as it follows these conditions:
  - i. It is approved by the UM Housing Office located in Turner Hall, and
  - ii. It does not violate any policies of the rental contract for Lewis & Clark Villages
- B. Only door-to-door canvassing related to non-commercial activity is permitted in the Lewis & Clark Village complex. Commercial solicitations, including but not limited to, door-to-door sales, are prohibited. Commercial solicitation does not include delivery service. All forms of solicitation, including non-commercial solicitation, are prohibited at the Lewis & Clark Village complex which posts a “No Solicitation” sign. Dissemination of information by authorized University of Montana offices and representatives shall not constitute solicitation for purposes of this policy. Please report any unauthorized soliciting or canvassing to the Lewis & Clark Village Office at 406-243-6070.

#### 16. Violent and Sexual Offenders

- A. Any student 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 student residing in University residential facilities is a violent or sexual offender within 24 hours following such designation by a county, state, or federal court.
- B. The University reserves the right to review the student tenant’s offender status and the potential risk to the community due to the tenant’s residence in University facilities. After such review, the University may deny occupancy to a tenant based on the offender’s designation status.
- C. Residents may not host guests that have been designated as a violent or sexual offender by a county, state, or federal court.

#### *Lewis and Clark Specific Policies*

#### 17. Sports and Recreation

- A. Activities in stairwells, apartments, lounges, or other indoor areas, or areas adjacent to buildings that could interfere with the living-learning environment are prohibited. This includes, dribbling basketballs, throwing or catching objects of any kind, skateboarding, riding bikes, and any other activity that could be considered a sport.
- B. The use, possession, or storage of Hoverboards, Swagways, IO Hawks, Skywalkers, and similar devices, is prohibited in University Housing 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.

## 18. Parking and Vehicles

- A. The parking lots in Lewis & Clark Village are restricted to tenants only. Parking permits are limited to one (1) registered, licensed, and operable vehicle per resident. All vehicles in any Lewis & Clark Village parking lots must be registered with UMPD through the parking portal. Permits are managed by the University of Montana parking system. If you have any parking specific questions, please call the University of Montana parking office at 406-243-6131.
- B. Maintenance on cars should be kept to a minimum (e.g., no cars on jacks, changing of oil, or draining cooling systems for extended periods of time). Vehicles inoperable for longer than two (2) weeks must be removed.
- C. Lewis & Clark Village only allows personal vehicles and does not allow any recreational vehicles, including but not limited to, campers and motorhomes, to park in Lewis & Clark Village lots. Lewis & Clark Villages also does not allow boats, trailers, or buses. Abandoned vehicles will be towed at the owner's expense.
- D. Driving on the lawn is strictly prohibited in all areas of Lewis & Clark Village, and tenants will be billed costs for replacing damaged sprinkler heads and grass.
- E. Residents may not use extension cords for head bolt heaters.
- F. All residents and their guests must abide by the traffic and parking regulations, including speeding, obeying street direction, not parking in the yellow-painted curb areas, and parking with vehicle bumper extended over sidewalks. All Lewis & Clark Village areas have a speed limit of 10 mph.
- G. Visitor parking will be limited to Higgins Ave and Park-N-Ride lot. The University reserves the option to adjust how guest parking is managed with adequate notice.
- H. All two-wheeled vehicles must be parked in a designated parking space and are not allowed on sidewalks, landscaped areas, porches/patios, or inside of apartments. Parking 2 two-wheeled vehicles in one space is permitted.

## 19. Storage

- A. In an effort to keep our area clean, the following items are not to be stored outside your apartment:
  - i. Furniture: e.g., Mattresses, bookcases, beds, bed frames, futon frames, dressers, couches, kitchen chairs, sofas, or any indoor furniture.
    - a. You may keep outdoor furniture that is kept neat and tidy outside the apartment as long as it does not cause any problems for life safety codes. Life safety codes involve being able to access the apartment if there was a life-threatening emergency.
  - ii. Appliances: e.g., Freezers, refrigerators, lawn mowers, etc.
  - iii. Automotive Supplies: e.g., Tires, oil, gas cans, etc.
  - iv. Trash/Trash Cans: e.g., Garbage cannot be stored for any amount of time outside your apartment—this is a NO TOLERANCE policy at Lewis & Clark Village. Your garbage needs to be taken immediately to the dumpsters provided. If garbage is left outside your apartment and our staff has to remove it, you will be billed for the removal. Thank you for your cooperation in this matter.
  - v. Cardboard Boxes: These can be disposed of by the recycling bins throughout Lewis & Clark Villages.

- vi. Sports Equipment: e.g., Canoes, boats, skis, motorcycles, etc.
- vii. Excessive Toys: Tenants will be given a notice naming the item(s) to be removed and given a date that the removal needs to be completed by. If our crew has to remove any of the above-named items, there will be a \$25.00 charge assessed to the resident's account. Most items that are collected are taken to the dump.
- viii. Storage Bins: storage bins help organize and prevent items from being directly exposed to the elements. However, excessive amounts of storage bins stored outside cannot supplement as a fulltime storage unit or a means to manage large amounts of items.

## Important Contact Information

### *Lewis and Clark Contact Information*

LCV Office

406-243-6070

Monday-Friday 8:00 am-8:00 pm

Closed University Holidays

LCV Area Coordinator – Tyler Palmer

406-243-2611 | [tyler.palmer@mso.umt.edu](mailto:tyler.palmer@mso.umt.edu)

LCV Office Manager – Cheryl Greely

406-243-6070 | [Cheryl.Greely@mso.umt.edu](mailto:Cheryl.Greely@mso.umt.edu)

On Duty/After Hours	406-554-8724
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UM Housing Office	406-243-2611
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### *Emergency Numbers*

911 Emergency Center	911
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Campus Emergency	406-243-4000
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UM Police Department	406-243-6131
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Curry Health Services Center	406-243-2122
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### *Campus Resources*

Counseling Services	406-243-4711
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Campus Dining	406-243-6325
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Financial Aid Office	406-243-5373
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Griz Card Center	406-243-6943
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GrizWalk	406-243-2777
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UM Housing Office	406-243-2611
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UM IT	406-243-4357
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Student Advocacy Resource Services	406-243-6559
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Writing Center	406-243-2256
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UC Student Involvement	406-243-2005
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