

# UM Housing Student Handbook

Residence Halls 2018-2019



# Welcome to UM Housing

## 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 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 Resident 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 hall.

### Never. . .

- Leave your room unlocked when you are not home.
- 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 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.

# UM Housing Community

## Home away from home...

**The UM Housing Staff are great resources and happy to assist you!** The main UM Housing Office is in Turner Hall and is open Monday-Friday from 8:00 am-5:00 pm. Your Area Desk is open Monday-Friday from 8:30 am-Midnight, and Saturday-Sunday from 10:00 am-Midnight. We encourage you to contact your Resident Assistant on your floor/wing or the Community Development Coordinator in your area with any questions or concerns you have while living on campus. Additionally, Area Coordinators, our professional live-in staff members, are also available in your building communities during business hours.

**It is important to become involved in your UM Housing community.** UM Housing offers a number of ways to get involved with your community from Programming Boards, to RA-planned events and programs, and more! Talk with your RA about how to get involved with your community.

The residence halls are owned and operated by the University on a self-supporting basis. This means your room fees pay for the cost of operations (e.g., utilities, maintenance, and staffing), capital improvement work, and repayment of money borrowed for the original construction and the interest on these loans. These buildings are your University home. Your cooperation, personal concern, and care are needed to avoid any unnecessary and wasteful expenses such as damage repair and replacement.

**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.

## Resources

### Vending Machines

Snacks and soft drinks are available on the first floor, basement level, or 11th floor of your hall.

### Bulletin Boards/DEN Network

To stay up to date on campus and hall news and events, check the hall lobby bulletin boards and/or DEN Network which is in the hall lobby and on Channel 3 of your TV.

### Laundry

Every residence hall provides complimentary use of the washers and dryers for residents only. If you are new to doing laundry, refer to the chart in the laundry room for helpful tips, or ask your hall staff for assistance. Please do not leave laundry unattended and do not prop laundry room doors. UM Housing is not responsible for lost, stolen, or damaged laundry. 3

## Area Desks

UM Housing has four Area Desks. The Area Desk's function is to provide residents with information and additional services. Aber Area Desk is for Aber residents. Craig Area Desk is for Craig, Duniway, and Elrod residents. Jesse Area Desk is for Jesse, Knowles, and Turner residents. Miller Area Desk is for Miller and Pantzer residents. Your Area Coordinator's office is also located at your hall's Area Desk.

There are many items available at your hall's Area Desk including:

- Temporary cards for room access
- Temporary keys for mailbox access
- Building/floor access cards
- Games/sports equipment
- DVDs
- Vacuums
- Special mail delivery/packages
- Smiles and resourceful information

## Mail

Your mailbox number corresponds with your room number and may be opened with your mailbox key. Note that mail will only be delivered to the occupants of the room number assigned. You'll receive mail Monday-Saturday, provided it is addressed correctly. As a general rule, residence hall mailboxes may not be used for any mailings other than those acceptable to the U.S. Post Office. Exceptions to this rule may be granted subject to the approval of the Director of UM Housing. Check your mail often for time-sensitive mail.

## Packages

Packages and items too large to fit in your mailbox will be held at your hall's Area Desk. An email will be sent to your student email account notifying you that you received a package. You will need to present your Griz Card or valid photo ID at the Area Desk to sign for your package.

## 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," "32 Campus Drive," or zip code "59812," as this may delay delivery.

### Example:

Monte Bear [Full Name]

123 Duniway Hall [Room # and Hall Name]

Missoula, MT 59801 [City, State, Zip Code]

## Storage

The only storage available within the halls are the rental units located in Aber, Jesse, Knowles, Pantzer, and Miller Halls. Please contact the UM Housing Office for information on availability and cost. The rental units are for residents of any building and are available for the entire year. Residents should read their Residence Halls Storage Rental Agreement carefully before utilizing their storage unit. There are also privately operated storage units available throughout the local Missoula community.

## 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.

Storage for bikes is provided in the Pantzer suites. In all other buildings, the resident can either leave them outside locked to bike racks or inside their individual rooms. If you choose to store your bike in your room, please be aware of potential damage when moving the bike around. Please contact the UM Police Department at 406-243-6131 for bike registration and bike safety information.

## Computers

Computer terminals in each hall are linked to the main University network for residents' use and are available free of charge. Gaming and nonresident use is not permitted. Printing is also available from certain computers. Check with your Area Desk for details.

## SAIT and TECs

Student Affairs IT provides free/low-cost tech support and computer help for students of the University of Montana. TECs can often help with any technology. We joke that we can help with anything that has an on/off switch. SAIT provides support via phone at 406-243-2625 from 8:00 am-6:30 pm, Monday-Thursday, and 8:00 am-5:00 pm Friday. Walk-up hours at the SAIT Service Desk in the University Center are from 11:00 am-6:30 pm, Monday-Thursday, and 11:00 am-5:00 pm Friday. You can also schedule an appointment for help in your residence hall or Lewis and Clark Village apartment between 4:30 pm-6:00 pm, Monday-Thursday. Go to [www.umt.edu/sait](http://www.umt.edu/sait) or call us to make an appointment!

## Trash and Recycling

Residents 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. Charges may be assessed to your student account if this occurs.

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.

# 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:

- 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/ventilating units to the Area Desk immediately.

# Residence Hall 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 residence halls. Students may find the Student Conduct Code online at <http://www.umt.edu/vpesa/Dean%20of%20Students/default.php> and a current list of all Residence Hall Policies online at <http://www.umt.edu/housing/rh/policies/default.php>. Violations to any policies within the Student Conduct Code or Residence Hall 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.**

## 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:*

Jessica Weltman

Title IX Coordinator/Director, Office of Equal Opportunity & Affirmative Action

Telephone: 406-243-5710

Fax: 406-243-2797

Email: [eoaa@umontana.edu](mailto:eoaa@umontana.edu) or [jessica.weltman@umontana.edu](mailto:jessica.weltman@umontana.edu)

Office: Brantly Hall, Room 115

Mailing Address: EO/AA, Brantly Hall 115, 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 & Affirmative Action (EO/AA) 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/AA 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 Drugs**

### **Alcohol Policy**

The University of Montana follows all state and federal statutes. In accordance with state law, students under the age of 21 cannot consume or possess alcohol. When both residents 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 resident who is of legal drinking age may not consume alcohol in their 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 occupied by underage residents. Most alcohol situations are brought to attention because of disruptive behavior. This behavior is addressed through student conduct and may require attendance to Behavior 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.

### **Illegal Drugs**

The 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 criminally 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.

### **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, 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 students who reside in the residence halls and their guests. 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 residents are not allowed to remove any University-issued furniture from their assigned room.

### Elevators

Some residence halls have elevators. Residents should not tamper with or vandalize these elevators. Residents responsible for damage to elevators will be billed, and the resident may be subject to disciplinary action and/or criminal action. In addition, persons suspected of misuse of the Emergency button will go through the student conduct process.

### 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 residents and UM Housing property.

### Access Cards, Keys, and Locks

The University of Montana assists students in protecting their personal property as well as the property of the residence halls by providing each student with a room access card. Students access the outside residence hall doors and hallway doors (where applicable) using their Griz Card, and when a student checks into the residence hall they will be issued a room access card. Each student must return this card and their mailbox key at the time they move out of the residence halls.

Outside residence hall doors and hallway doors (where applicable) are locked 24/7. Students are advised to have their access cards, mailbox key, and Griz Card on them at all times.

UM Housing and the students are jointly responsible for safety in their communities. Residents can take responsibility for their own security of the hall by locking their rooms, reporting suspicious behavior, 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.

If a resident loses their key and/or access card, a temporary key/card may be obtained at the Area Desk. The temporary key/card checkout fee is \$10.00, which will be charged to the student's account. Temporary cards/keys must be returned within 7 days of checkout. After 7 days, the student will be charged for replacement of the temporary card (\$25.00)/mailbox key (\$100.00).

Residents should not loan their keys or access 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 residents to maintain their room in a safe and healthy condition at all times. The Area Desk has vacuums to check out for student 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. Students can receive replacement light bulbs by contacting the Area Desk. It should also be noted that residents are not allowed to remove any University-issued furniture from their assigned room. Damages or loss of furniture from moving or removal of furniture from your room may incur additional fees for repair or replacement.

In addition, it is expected that residents keep study lounges, kitchens, and other common areas clean. Restrictions to access and charges could ensue if it is determined you were responsible for messes left in such areas.

### **Room Inspection**

The University recognizes the right of privacy of all residents 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 a resident'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. Periodic inspection of rooms will be made by the Resident Assistant on each floor to check for cleanliness and safety, and to ensure that health standards are being maintained. Written notification will be made at least 24 hours before these health/safety inspections.

### **Sales in Residence Halls**

In regards to resident and community privacy, safety, and security (with exception of local newspaper delivery), general sales and non-commercial and commercial solicitation are prohibited in residence halls (e.g., political campaigning, event promotion, etc.). In order to guarantee the privacy of all residents, no agents or solicitors are allowed to enter the residence halls. Residents bothered by unauthorized persons should report them to the hall staff immediately.

For information on residence hall tabling opportunities and the flier approval process, please contact the UM Housing Office.

## **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 and have fire shield capabilities.

- Do not store weapons, illegal substances, or flammable items including torches, fireworks, explosives, noxious chemicals, petroleum products, etc.
- Do not hang any items from the ceiling.
- Do not hang any items from the fire sprinklers as this could trigger the sprinkler to activate. You will be responsible for the cost of all damages in their entirety.

### **Candles, Incense, & Space Heaters**

Candles, incense, and space heaters 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.

Exceptions to this policy for religious or spiritual purposes, including smudging, need to be approved by the Director of UM Housing prior to any such practices.

### **Cooking**

Cooking appliances are not allowed in the halls except for coffee pots, microwaves (1200 watt max), 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, crockpots, rice cookers, 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. Residents 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 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.

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.

# General Behavior

## **Gambling**

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

## **Guests**

You may have overnight guests stay in your room, not to exceed three days, and with your roommate's permission. The resident host is completely responsible for the activities and behavior of the guest and will be subject to disciplinary action should the guest violate University regulations. Due to fire code regulations, placing mattresses, mats, or sleeping bags on the floor is prohibited. For guests requesting to stay longer than three days, please see your Area Coordinator for the guest request process. Residents should not loan their access cards to others.

## **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 certified service or companion 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 at the Lommasson Center 154. This request must be submitted and approved prior to the animal being at the residence hall or apartment.

## **Outdoor Games**

Outdoor games are limited to outside of the Residence Halls. This includes soccer, golfing, throwing Frisbees, skateboarding, running, etc.

All damages will be charged to the resident.

## **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 student 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, student rooms, etc.

In accordance with the University of Montana's tobacco free campus policy, students 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. E-cigarettes and vape/vapor/vaporizer pens can be used on campus, just not within the student's room or apartment.

### **Quiet Hours**

Quiet Hours are from 8:00 pm to 8:00 am beginning Sunday evening through Friday morning, and from 11:00 pm to 9:00 am beginning Friday evening through Sunday morning. During this period, all activities that might be disturbing to others must be suspended. During finals week quiet hours are in effect 23 hours a day. All residents 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 residents 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 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.

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

Because of the physical danger, annoyance to residents, 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 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.

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

Possessing or using non-lethal weapons (projectiles) that may result in direct or indirect injury are prohibited in a student's room. This may include but is not limited to: tasers, 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.

### **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. Additionally, do not enter or exit the building through the windows, which is also subject to disciplinary action.

### **Violent and Sexual Offenders**

Any student or student 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 student or student'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 student tenant's or the student 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 are needed, please notify your Resident Assistant or the Area Desk. You can also log on to myHousingPortal at [www.umt.edu/myhousingportal](http://www.umt.edu/myhousingportal) to submit maintenance requests. 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.

### **Bed Height Options**

All residence halls have adjustable/moveable furniture. Beds can be arranged in a number of ways, including standard height, captain height, lofted, or bunked. For additional information, or to sign up for these services, please log on to myHousingPortal at [www.umt.edu/myhousingportal](http://www.umt.edu/myhousingportal).

# Personal Property

Residents should report any personal property that is missing from their rooms to their RA 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 key was lost recently; and any person suspected of the theft.

Do not leave personal property in residence hall common areas. Items left in common areas will be collected and discarded by UM Housing staff.

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.

## Common Area Damage/ Vandalism Policy

UM Housing is a non-profit enterprise. Rental rates are set at a level to cover expenses and do not include excessive damage costs. Our preference is to hold individuals responsible for damage caused intentionally or unintentionally. Students are encouraged to report in a timely manner any acts of vandalism or damage in their community to a member of the UM Housing staff.

Repair and maintenance costs will be assessed to the individual whenever possible. When individual(s) responsible cannot be identified specifically, costs will be shared by the smallest identifiable group of residents within a building, floor, wing, room, or suite. Examples of vandalism that may result in shared costs distributed within a community include, but are not limited to: bulletin board or signage ripped off walls; ceiling tile damage; damage to paint/vinyl in stairwells, hallways, bathrooms, or floor lounges, etc.

UM Housing may refuse, revoke, suspend, or reassign housing for a student or group of students based on inappropriate behavior or damages. If students are found responsible for malicious or careless damage to University property they will be sanctioned through the conduct process. If no responsible individuals can be identified, common area damages will be assessed as outlined above.

Students may initiate damage appeal proceedings at the UM Housing Office in Turner Hall. Appeals of decisions may be made to the Residential Appeals Committee.

# Emergency Procedures

## **Fire Alarms and Fire Equipment**

All possible measures are taken to maintain a safe community for the residents. 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. Residents 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.**

Students 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 student may be treated at the Curry Health Center, arrangements will be made to transport the student to that facility.

## **Police Emergency**

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



# Room Changes

Room changes are allowed during the semester as space allows. No room changes are allowed during the first two weeks of classes in order to complete the semester audit. Once the semester audit is complete, and all students assigned to temporary interim rooms have been moved to permanent rooms, the semester room change waitlist will be used to move students around to available room spaces. The semester room change waitlist opens the first day of classes. If you feel you want to make a room change, please contact the UM Housing Office in Turner Hall. If you are having issues with your roommate, please talk to your Resident Assistant or Area Coordinator. All room changes including room swaps must be approved by the UM Housing Office and the room change agreement form must be completed before the move occurs. Each resident is allowed one free room change. After the first move, residents will be charged a room change fee of \$50.00 for each additional move per academic year.

## Release During the Semester

Once you have picked up your keys, you are considered to be moved into the residence halls. In order to move out mid-semester, you must be released by the Director of UM Housing. To request to be released, you must fill out a form and write a statement explaining why you would like to be released. The form is available online at [www.umt.edu/housing/forms](http://www.umt.edu/housing/forms).

Rooms are assigned for both Fall and Spring semesters. Moving out at the end of Fall Semester must be approved by the UM Housing Office. Requests to move out at the end of Fall Semester must be submitted by December 7, 2018. Notices and changes to plans submitted after December 7, 2018, are assessed a \$40.00 late vacate notice fee.

If you are not properly released for Spring Semester, you will not receive a refund on your room charges. If you are released for Spring Semester, you will be charged a \$200.00 cancellation fee, plus a prorated amount for the days you had keys for the room and until an official checkout is completed.

### **Semester Break**

The residence halls close for Winter Break on Saturday, December 15, 2018, at Noon. Students living on campus again for the Spring Semester may leave their items in their room, but must be out of the hall by noon on Saturday, December 15th, unless they have made arrangements to stay. Students that wish to stay in their residence hall room for any part of the Winter Break must make arrangements to do so in the UM Housing Office by 5:00 pm on Friday, December 7, 2018.

Please note that there are additional charges to stay for Winter Break, as this is not included in the semester housing rate. The residence halls will re-open for Spring Semester on Tuesday, January 8, 2019, at 9:00 am. Students who wish to arrive early may do so without arrangements beginning on Saturday, January 5th, at 9:00 am, and will be charged a daily early arrival rate until the halls officially open on Tuesday, January 8th.

## **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
Aber Area Coordinator	406-243-2129
Craig/Duniway/Elrod Area Desk	406-243-5143
Craig/Duniway/Elrod Area Coordinator	406-243-2141
Jesse/Knowles/Turner Area Desk	406-243-2554
Jesse/Knowles/Turner Area Coordinator	406-243-2130
Miller/Pantzer Area Desk	406-243-2322
Miller/Pantzer Area Coordinator	406-243-2140

### **Campus Resources**

Counseling Services	406-243-4711
UM Dining	406-243-6325
Financial Aid Office	406-243-5373
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
Writing Center	406-243-2266
UC Student Involvement	406-243-2005



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