Dear UWRF Residents:

Welcome to the residence halls and a new academic year at the University of Wisconsin-River Falls. This year we will celebrate the 100th Anniversary of Irma Hathorn’s contributions to UWRF. As the Dean of Women from 1920-1949, Irma Hathorn spent her entire tenure working to have a residence hall built on our campus. In December 1950, the cornerstone for Hathorn Hall was finally laid and this first residence hall at UWRF was named in her honor. Hathorn knew the residence halls would provide opportunities where students could grow personally and succeed academically in ways they likely could not have experienced living elsewhere. Our purpose has not changed significantly since then, even during this time of COVID-19. While we will modify how we live on campus, our goals remain the same--by living in the residence halls you will have the support and opportunities to get the most out of your college experience. You will grow as a person while gaining an education that will create a solid foundation for your future.

There are three things that our department has been focused on as we have prepared for the coming academic year and I ask that you focus on them as well:
Be kind. Be reasonable. Be safe.

BE KIND
We are a diverse community of people who are faced with significant challenges in navigating how to live while COVID-19 still threatens our health and the health of our community, our family, and our friends. Now, more than ever, it is critical that we be kind to one another. This includes putting aside our biases and getting to know everyone for who they really are and helping them become the person they want to be. This includes being kind to yourself and trusting that we are all going to make mistakes. Our ability to learn from our mistakes is greatly influenced by our kindness towards ourselves and others.

BE REASONABLE
Not one of us has lived through a pandemic. Thus, we are all learning how to cope and respond to the many challenges presented before us. This includes our staff, faculty, fellow students, and roommates. Having reasonable expectations of ourselves and others is important. Not everything is going to be perfect. We may have to change course on some of the decisions that we have made. Let us have patience with each other and be forgiving while we also help each other have a positive, memorable academic year.

BE SAFE
Safety has always been a core goal for Residence Life. Nothing is more important than the health and well-being of our residents and our staff. Fighting COVID-19 takes a team effort and so, we cannot be indifferent about it and recognize that our decisions can and will impact others. As members of each residence hall community, it is important that we each do our part to protect the community by meticulously following guidelines and expectations while on and off campus. We cannot guarantee no one will get COVID-19, but, if everyone does their very best, we reduce the risk.

I thank you, in advance, for your commitment to building strong residence hall communities and making this a productive and positive year for all members of our Falcon Family! Best wishes for a wonderful year!

Sincerely,

Karla Thoennes
Director of Residence Life
Mission of the Residence Life Department
The mission of the Residence Life Department is to create residential communities where students live civilly, learn effectively, and discover success.

Commitment to Diversity and Inclusivity
The Residence Life Department embraces the university’s core value of commitment to diversity and inclusivity, and we believe this is essential to accomplishing our mission. We recognize the unique experience of living, learning, and working in a residence hall community. The residence halls are places where people of all backgrounds, experiences, skills, and perspectives must interact and cooperate. We affirm the essence of all individuals and the qualities that make each person whom they are.

We are committed to creating communities of respect, care, and support where all members are celebrated and welcomed regardless of ability, age, color, cultural identity, educational level, ethnicity, family structure, gender identity or expression, nationality, physical appearance, race, religious or spiritual affiliation, sexual orientation, socio-economic status, or veteran status. We will build and nurture inclusive spaces that promote belonging, learning, and enjoyment, where each person is validated and appreciated for their uniqueness and contributions. We especially stand in solidarity with those who identify with historically marginalized communities.

“We are committed to creating communities of respect, care, and support where all members are celebrated and welcomed.”

Within our communities and places of work, civil dialogue will be supported and intended to deepen our understanding of one another. However, we will not accept acts of harassment, hatred, bias, and prejudice; and will investigate and respond to reported or observed incidents. Global citizenship, social activism, advocacy for others, and active contributions to community and society will be fostered. Our communities will be places where each person can learn about themselves and develop their own unique identity.

This statement of commitment will guide our actions and provide the foundation of how we, the Residence Life Department, will serve students, staff, and the UWRF community. We recognize our society is ever changing, and we pledge to continuously educate ourselves on important issues related to human difference. Our commitment to diversity and inclusion will be evident in our organizational structure, policies, staff, goals, and vision.
## Residence Life Staff

### Central Office Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karla Thoennes</td>
<td><a href="mailto:karla.thoennes@uwrf.edu">karla.thoennes@uwrf.edu</a></td>
</tr>
<tr>
<td>Director of Residence Life</td>
<td></td>
</tr>
<tr>
<td>Kenney White</td>
<td><a href="mailto:kenneth.white@uwrf.edu">kenneth.white@uwrf.edu</a></td>
</tr>
<tr>
<td>Assistant Director for Residence Education</td>
<td></td>
</tr>
<tr>
<td>Liz Brunner</td>
<td><a href="mailto:liz.brunner@uwrf.edu">liz.brunner@uwrf.edu</a></td>
</tr>
<tr>
<td>Assistant Director for Leadership Development and Outreach</td>
<td></td>
</tr>
<tr>
<td>Michelle Sponholz</td>
<td><a href="mailto:michelle.sponholz@uwrf.edu">michelle.sponholz@uwrf.edu</a></td>
</tr>
<tr>
<td>Assistant Director for Facilities and Business Operations</td>
<td></td>
</tr>
<tr>
<td>Jackie Bennett</td>
<td><a href="mailto:jacklyn.b.bennett@uwrf.edu">jacklyn.b.bennett@uwrf.edu</a></td>
</tr>
<tr>
<td>Custodial Supervisor</td>
<td></td>
</tr>
<tr>
<td>Matt Fitzgerald</td>
<td><a href="mailto:matthew.j.fitzgerald@uwrf.edu">matthew.j.fitzgerald@uwrf.edu</a></td>
</tr>
<tr>
<td>Information and Technology Coordinator</td>
<td></td>
</tr>
<tr>
<td>Cori Fosmo</td>
<td><a href="mailto:corinna.fosmo@uwrf.edu">corinna.fosmo@uwrf.edu</a></td>
</tr>
<tr>
<td>Contract and Assignment Coordinator</td>
<td></td>
</tr>
<tr>
<td>Stephanie Shipp</td>
<td><a href="mailto:stephanie.shipp@uwrf.edu">stephanie.shipp@uwrf.edu</a></td>
</tr>
<tr>
<td>Administrative Support Coordinator</td>
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</tr>
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### Hall Director Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
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<tbody>
<tr>
<td>Sam Witak</td>
<td><a href="mailto:samantha.witak@uwrf.edu">samantha.witak@uwrf.edu</a></td>
</tr>
<tr>
<td>Ames and South Fork Suites</td>
<td></td>
</tr>
<tr>
<td>Jordan Cantele</td>
<td><a href="mailto:jordan.cantele@uwrf.edu">jordan.cantele@uwrf.edu</a></td>
</tr>
<tr>
<td>Crabtree Hall and Parker Hall</td>
<td></td>
</tr>
<tr>
<td>Nick Lauer</td>
<td><a href="mailto:nicholas.lauer@uwrf.edu">nicholas.lauer@uwrf.edu</a></td>
</tr>
<tr>
<td>Grimm Hall and McMillan Hall</td>
<td></td>
</tr>
<tr>
<td>Kelsey Avey</td>
<td><a href="mailto:kelsey.avey@uwrf.edu">kelsey.avey@uwrf.edu</a></td>
</tr>
<tr>
<td>Hathorn Hall</td>
<td></td>
</tr>
<tr>
<td>Evan Fisher-Damsgard</td>
<td><a href="mailto:evan.fisherdamsgard@uwrf.edu">evan.fisherdamsgard@uwrf.edu</a></td>
</tr>
<tr>
<td>Johnson Hall and Prucha Hall</td>
<td></td>
</tr>
<tr>
<td>Nic Steilen</td>
<td><a href="mailto:nicolas.steilen@uwrf.edu">nicolas.steilen@uwrf.edu</a></td>
</tr>
<tr>
<td>May Hall and Stratton Hall</td>
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### Graduate Student Staff

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Phong Yue Yang</td>
<td><a href="mailto:phong.yang@uwrf.edu">phong.yang@uwrf.edu</a></td>
</tr>
<tr>
<td>Assistant Hall Director</td>
<td></td>
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<tr>
<td><strong>Crabtree Hall</strong></td>
</tr>
<tr>
<td>Crabtree is located on the east side of campus. The hall is named after former UW-River Falls President James W. Crabtree.</td>
</tr>
<tr>
<td><strong>Mailing address:</strong></td>
</tr>
<tr>
<td>(Room #) Crabtree Hall</td>
</tr>
<tr>
<td>850 E. Cascade Ave.</td>
</tr>
<tr>
<td>River Falls, WI 54022</td>
</tr>
<tr>
<td><strong>George R. Field South Fork Suites</strong></td>
</tr>
<tr>
<td>South Fork Suites is located on the east side of campus and houses upperclass students. The hall is named after the last president and first Chancellor of UW-River Falls George R. Field.</td>
</tr>
<tr>
<td><strong>Mailing address:</strong></td>
</tr>
<tr>
<td>(Room #) George R. Field</td>
</tr>
<tr>
<td>South Fork Suites</td>
</tr>
<tr>
<td>805 Wild Rose Ave.</td>
</tr>
<tr>
<td>River Falls, WI 54022</td>
</tr>
<tr>
<td><strong>Jesse H. Ames Suites</strong></td>
</tr>
<tr>
<td>Ames Suites is located on the east side of campus and houses upperclass students. The hall is named after former UW-River Falls President Jesse H. Ames.</td>
</tr>
<tr>
<td><strong>Mailing address:</strong></td>
</tr>
<tr>
<td>(Room #) Jesse H. Ames</td>
</tr>
<tr>
<td>Suites 851 Wild Rose Ave.</td>
</tr>
<tr>
<td>River Falls, WI 54022</td>
</tr>
<tr>
<td><strong>Grimm Hall</strong></td>
</tr>
<tr>
<td>Grimm is located on the east side of campus and houses first-year students. The hall is named after former Board of Regent Judge Jay Grimm.</td>
</tr>
<tr>
<td><strong>Mailing address:</strong></td>
</tr>
<tr>
<td>(Room #) Grimm Hall</td>
</tr>
<tr>
<td>750 E. Cascade Ave.</td>
</tr>
<tr>
<td>River Falls, WI 54022</td>
</tr>
<tr>
<td><strong>Hathorn Hall</strong></td>
</tr>
<tr>
<td>Hathorn is in the center of campus. The hall is named after former Academic Dean Irma Hathorn.</td>
</tr>
<tr>
<td><strong>Mailing address:</strong></td>
</tr>
<tr>
<td>(Room #) Hathorn Hall</td>
</tr>
<tr>
<td>620 S. 3rd St.</td>
</tr>
<tr>
<td>River Falls, WI 54022</td>
</tr>
<tr>
<td><strong>Johnson Hall</strong></td>
</tr>
<tr>
<td>Johnson is located on the west side of campus. Johnson Hall houses the Gender Inclusive and Living-Learning Community. The hall is named after former Professor Arthur N. Johnson.</td>
</tr>
<tr>
<td><strong>Mailing address:</strong></td>
</tr>
<tr>
<td>(Room #) Johnson Hall</td>
</tr>
<tr>
<td>62 E. Cascade Ave.</td>
</tr>
<tr>
<td>River Falls, WI 54022</td>
</tr>
<tr>
<td>Residence Hall Communities cont.</td>
</tr>
<tr>
<td>----------------------------------</td>
</tr>
<tr>
<td><strong>May Hall</strong></td>
</tr>
<tr>
<td>May is located on the west side of campus. The hall is named after former Professor John M. May.</td>
</tr>
<tr>
<td><strong>Mailing address:</strong></td>
</tr>
<tr>
<td>(Room #) May Hall</td>
</tr>
<tr>
<td>124 E. Cascade Ave.</td>
</tr>
<tr>
<td>River Falls, WI 54022</td>
</tr>
<tr>
<td><strong>McMillan Hall</strong></td>
</tr>
<tr>
<td>McMillan is located on the east side of campus. The hall is named after former Professor Mary Burt McMillan.</td>
</tr>
<tr>
<td><strong>Mailing address:</strong></td>
</tr>
<tr>
<td>(Room #) McMillan Hall</td>
</tr>
<tr>
<td>700 E. Cascade Ave.</td>
</tr>
<tr>
<td>River Falls, WI 54022</td>
</tr>
<tr>
<td><strong>Parker Hall</strong></td>
</tr>
<tr>
<td>Parker is located on the east side of campus. The hall is named after a former UW-River Falls President Warren G. Parker.</td>
</tr>
<tr>
<td><strong>Mailing address:</strong></td>
</tr>
<tr>
<td>(Room #) Parker Hall</td>
</tr>
<tr>
<td>800 E. Cascade Ave.</td>
</tr>
<tr>
<td>River Falls, WI 54022</td>
</tr>
<tr>
<td><strong>Prucha Hall</strong></td>
</tr>
<tr>
<td>Prucha is located on the west side of campus. The hall is named after former Professor and Registrar Edward J. Prucha.</td>
</tr>
<tr>
<td><strong>Mailing address:</strong></td>
</tr>
<tr>
<td>(Room #) Prucha Hall</td>
</tr>
<tr>
<td>551 Spruce St.</td>
</tr>
<tr>
<td>River Falls, WI 54022</td>
</tr>
<tr>
<td><strong>Stratton Hall</strong></td>
</tr>
<tr>
<td>Stratton is located on the west side of campus. The first two floors of Stratton house the Healthy Living Community and the students living on these floors agree to live a substance free lifestyle. The hall is named after former Academic Dean Charles G. Stratton.</td>
</tr>
<tr>
<td><strong>Mailing address:</strong></td>
</tr>
<tr>
<td>(Room #) Stratton Hall</td>
</tr>
<tr>
<td>581 Spruce St.</td>
</tr>
<tr>
<td>River Falls, WI 54022</td>
</tr>
</tbody>
</table>
Residence Life Staff

Hall Directors (HD)
HDs are full-time live-in staff members who oversee the operations, programs, staffing and community development of the residence halls through the supervision of resident assistants. HDs have offices located in the building and are a great resource for students who may need someone to talk to about their experiences with academics, their community, their resident assistant or other life events.

Assistant Hall Directors (AHD)
AHDs are live-in graduate student staff who assist in the operation and community development of residence halls.

Resident Assistants (RA)
Each floor or wing has an RA, a live-in student staff member who is responsible for building community, offering programming and assisting students. RAs are very familiar with a wide variety of campus resources and can assist students.

Mail Center Assistants (MCA)
Mail Center Assistants are live-in student staff members who work at the Hathorn Mail Center. They assist with receiving, processing, and distributing packages and mail for residents.

Custodians
Custodians are full-time staff members who provide a clean and safe environment for our students. Student custodians assist in cleaning and maintaining the residence halls.
Student Leadership

Residence Hall Association (RHA)
The University of Wisconsin-River Falls Residence Hall Association is dedicated to representing an inclusive on-campus community. This is achieved through educational and social programming, policy review, and opportunities for leadership and development. RHA hosts a variety of events throughout the year, offers leadership opportunities, regional and national leadership conferences, and develops skills for future careers.

National Residence Hall Honorary (NRHH)
The National Residence Hall Honorary (NRHH) is a leadership-based honorary comprised of exemplary residential students who value recognition and service. Students living in the residence halls with a cumulative GPA of 2.75+ are encouraged to apply for membership.

NRHH is best known for their Of the Month (OTM) awards. Students can submit OTM nominations at www.uwrf.edu/residencelife/leademploy/nrhh.cfm. All online submissions must be completed before the last day of each month. Recognition is given in the following OTM categories.

- Adviser
- Community Service Program
- Custodian/Maintenance
- Diversity Program
- Educational Program
- Executive Board Member
- First Year Student
- Institution Faculty/Staff
- Organization
- Residence Life Faculty/Staff
- Resident Assistant
- Residential Community
- Social Program
- Spotlight
- Student

Hall Council
Each residence hall has a Hall Council of student leaders within their community. Hall Council hosts programs, voices resident concerns or ideas, and allocates funding for events and hall initiatives. All residents are encouraged to join Hall Council events or meetings. Learn how to join your Hall Council at go.uwrf.edu/leadmyhall.
Emergency Preparedness

Each resident is responsible for knowing what to do in the event of an emergency. For further university emergency procedures, please see the Emergency Response Guide at [www.uwrf.edu/emergency/uwrfeergencyresponseguide.cfm](http://www.uwrf.edu/emergency/uwrfeergencyresponseguide.cfm).

**Armed Assailant**
Anyone who suspects an active armed assailant, must quickly determine the most reasonable way to protect your own life.

**Run**
- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible.

**Hide**
- Hide in an area that is out of the assailant’s view; close and cover windows; turn off lights.
- Block the entry to your hiding place and lock/barricade the doors.
- Silence all electronic and audio/visual devices; stay silent.

**Fight**
- As a last resort, fight, but only if your life is in imminent danger.
- Attempt to incapacitate the assailant.
- Act with physical aggression and throw items at the assailant.

**Blizzard**
A Blizzard Warning is an advisory issued by the National Weather Service where sustained winds or frequent gusts of 35 mph or greater with heavy snow is forecasted for a period of three hours or more. A Severe Blizzard Warning is where there are winds above 45 mph expected with temperatures below 10°F. In some cases, this will also activate the Emergency Alert System.

Check the UWRF website for more information related to delays and closings for this type of severe weather.
Bomb Threat
Anyone who receives a bomb threat via phone, email or note, should call 911 immediately. Do not erase any messages or texts that are related to the threat. If the threat was made by phone, immediately write down everything about the threat including time, date, exact wording of the threat, background noises and details of the caller’s voice. Follow further instructions from University Police.

Emergency Alert System (EAS)
The Emergency Alert System is a federal program (www.fcc.gov/emergency-alert-system) that allows public safety to easily alert the public through radio, television and other modes of alerting. The university subscribes and participates in this system.

The university has integrated video from this system into the campus television distribution system and the university digital signs. Audio is also distributed to those sources through the centralized fire alarm public address system. Student, staff and faculty emails are automatically subscribed to the emergency alert notification system.

Fire Alarms/Evacuation
UW System policy requires that everyone evacuates the residence hall at the sound of a fire alarm. Failure to do so can result in a citation and/or Residence Life conduct charges. Students and employees should know where the nearest exits are to their location and always vacate the building at the nearest exit immediately.

Individuals should only return to the building once the all clear has been given by University Police, the City of River Falls Fire Department or Residence Life staff. No one should use elevators during a fire alarm. Students and employees with disabilities should have a personal evacuation plan in place in the event of an emergency.

Fire Extinguishers
The location of fire extinguishers and facility areas of rescue/refuge are detailed on the “Tornado and Fire Procedures” signs posted on every floor of university buildings.

Flood
Water damage can occur from many sources: broken pipes, clogged drains, damaged skylights or windows, construction errors, or weather-related events.

If students become aware of a water leak, they should:
1. Contact University Police at 715-425-3133.
2. Be ready to evacuate as directed by University Police.
3. Follow the recommended primary or secondary evacuation routes.
Pandemic Preparedness/Influenza/COVID-19
The best way to prevent the spread of influenza or other communicable
disease is to practice good hygiene habits. If a student is sick, they should
not go to class or other activities. Students are expected to inform their
instructors via email that they are unable to attend class due to illness.
Students can contact Student Health Services with any questions or
concerns regarding personal health and wellness.

Power Outage
If a power outage occurs, students should remain cognizant of their surroundings
and limit their activity to avoid injury. As Residence Life staff members receive
information on the duration of the power outage, they will do their best to inform
residents. It is recommended that all students have a small flashlight to keep in
their room in the event there is an extended power outage.

If the power outage is limited to one or two rooms, students should contact their
RA for assistance.

Smoke Detectors
In the event of a fire, the smoke detection systems will activate the alarm
automatically. The alarm for a building-wide evacuation will be alarm tones
followed by a voice message indicating that the fire alarm has been activated.
All students and employees are required to evacuate the building when the
alarm sounds. Building occupants should remain outside the building, at the
assembly area, until the all clear has been given by University Police, the City
of River Falls Fire Department or Residence Life staff.

Tornado
Tornadoes can occur any time during the year with the right weather conditions.
However, Wisconsin’s peak tornado season is May through August.

A tornado watch means that weather conditions are favorable for the formation
of a tornado. A tornado warning is issued when a funnel cloud has been sighted
in the surrounding area by a qualified spotter or has been detected on radar.
Emergency warning sirens are activated in the city of River Falls when there is a
tornado warning.

If a tornado warning is issued, students should immediately head to one of
the designated tornado shelters in their residence hall. Tornado shelters are all
marked in yellow on the building signs located off the stairwell, and in the lobby
of the building. Tornado shelters vary from building to building. If a student is
unable to get to a tornado shelter, they should take shelter under a sturdy piece
of furniture and protect their head. Stay away from windows. Do not come out
until the all clear has been given.
Facilities and Services

Bed Lofts
Each residence hall room is equipped with the components for a student to properly loft their bed. Students are required to set their bed back to its original position or as instructed upon checking out of the room.

Bicycle Storage, Maintenance and Registration
Bikes are welcomed on campus, however, they are not allowed to be stored inside the residence halls. Bike racks are located on each side of campus, adjacent to the residence halls.

A limited number of enclosed bike lockers are available for rent on a first-come, first-served basis near the residence halls. Fill out the Bike Locker Rental Agreement Form to reserve a bike locker, available on the Residence Life website. The cost is $60 per academic year and $25 for the summer.

University Police offers a free bicycle license program which records each bike’s information (make, model, serial number, color, and owner information). Bicycle registration will assist in the recovery of lost or missing bicycles and help reduce the potential theft of bicycles. Contact the University Police with questions (715-425-3133).

Collaboration Stations
Collaboration stations are specially-designed work areas strategically placed in designated halls throughout campus where students may meet to collaborate on projects using multimedia. Each collaboration station provides a table with power outlets and adapters which connect to a large flat screen television, allowing users to display the content of their multimedia device on a larger screen for others in the room to view. Collaboration stations are available in Ames Suites, Crabtree, Grimm, Hathorn, Johnson, Prucha, and Stratton halls.

Cooking Facilities
Kitchen and cooking facilities are available in each residence hall. These facilities usually include a stove top, oven and microwave.

Elevators
Elevators are available in Ames and South Fork Suites, as well as Crabtree, Hathorn, Johnson and May halls. If an elevator is not working, inform Residence Life staff immediately.
Fire Pits
Residence Life has three fire pits available for student use. One is located between Jesse H. Ames Suites and Crabtree Hall, one is located by the Ann Lydecker Living Learning Center, and one is located on the west side of Johnson Hall. Contact the University Center Reservations office for more information and to reserve a fire pit.

Furnishings
Each residence hall room is furnished with a loftable bed, dresser, study desk, closet rod, and a desk chair for each student living in the space. Room furnishings should not be removed from the room. A microwave/mini-fridge is available for roommates to share (excluding South Fork Suites). Students are not permitted to bring additional refrigerators/freezers or microwaves.

Heat
Residents are able to make adjustments to the level of heat in their rooms. If they believe the room is too hot/cold, they should contact their hall staff. Personal heating/air conditioning units are not permitted.

ID Cards and Residence Hall Access
Each student is provided with a UW-River Falls student ID card which is used to access the residence halls. All residence halls are locked 24 hours a day 7 days a week. Students should carry their IDs while on campus and never lend them to other individuals. If a student’s ID is lost, stolen, or damaged, they should contact the Division of Technology Services (715-425-3687) or visit them in 160 Davee Library as soon as possible to deactivate the card and get a new one.

Internet
All residence halls are Wi-Fi enabled. Information about how to connect to the campus internet is available from the Service Catalog on the Department of Technology Services (DoTS) website.
Isolation Meal Box
Isolation Meal Boxes are available to on-campus residents enrolled in a meal plan. For more information about the Isolation Meal Box plan and request form, visit dining services webpage at www.uwrf.edu/diningservices/isolationmealboxrequest.cfm.

Laundry
Laundry facilities are located in each hall in either the basement or individual communities, depending on the building. Laundry machines are free to residents. Each resident must provide their own detergent and dryer sheets. It is recommended that residents use detergent pods, as they work best in our high efficiency machines. With the Laundry View app, residents can also determine when a machine is available and/or when their laundry is done. If a machine is not working, call the phone number on the machine for repair. More information can be found at the Laundry View webpage.

Light Bulbs
If a light bulb in a student’s room burns out, they should report it through the campus work order system, TMA (https://www.uwrf.edu/residencelife/hallworkorder.cfm) and they will replace the light bulb as soon as they can.

Lost and Found
If a resident believes that they have lost any items, they can check with their hall director, the University Center Information Desk or University Police to see if the item has been turned in to the campus lost and found.

Lockout
If a resident is temporarily locked out of their room (e.g. key is inside locked room), the resident should look for an RA who would be able to let them into their room (any RA in the building can assist the resident). If no RAs are available at the time, the resident should contact their hall director. Custodians and maintenance staff cannot allow a student back into their room.

Lost Keys
When a student loses their room key, they must go to the Residence Life office (B3 Hathorn Hall) to request a lock change and a new key. When the lock is re-keyed, the locksmith will provide a new room key to residents who are present. Residents who are not present when the lock is changed can receive their new key from their hall staff.

There is a fee associated to replace a lost or stolen key. A traditional residence hall room is $40. A South Fork Suites room is $75 for both the suite and room doors. The suite door only is $55 and the bedroom door only is $40.
Mail/Packages
Residents have secure mailboxes in their residence hall they can access with their room key. Envelope-sized mail is delivered to residence hall mailboxes Monday through Friday.

Packages for residence hall students are delivered to the Hathorn Mail Center in Hathorn Hall. Students will receive an email to their UWRF email when they have a package to pick up from the Hathorn Mail Center during open business hours. Residents must retrieve their own mail and will need their UWRF ID to retrieve packages.

The student’s name must be written clearly on any mail/packages along with their correct hall and room number. Residents should inform family and friends to not send cash and to certify anything of value with the Post Office. Mail that cannot be identified by staff or delivered due to an incomplete address will be returned to the sender. See pages 7-8 for residence hall addresses.

Contact the Hathorn Mail Center with questions regarding mail and packages at 715-425-0704 or hathornmailcenter@uwrf.edu.

Mail Forwarding
For six months after a student moves out of their residence hall room, only first-class and priority mail will be forwarded to the mailing address that the student has provided in eSIS. If this address is not correct or is not where they wish to have their mail sent, it is the student’s responsibility to change their mailing address in eSIS.

Prior to leaving the residence hall for the summer break, residents should update their mailing addresses in eSIS, with companies, family members and friends to ensure they get their mail.

Mattresses
Mattresses are provided as part of the furnishings and measure 80” X 36” and are 8” thick. Twin extra-long sheets are recommended.

Micro Fridge Units
Micro Fridge units are provided in most residence hall rooms. The micro fridge units have a refrigerator component and a microwave. Separating the unit is considered vandalism and a resident may be charged restitution for the repair of the unit. It is advised that students defrost their refrigerator/freezer at least once during the academic year. See checkout procedures for instructions.

Instead of micro fridge units, the George R. Field South Fork Suites includes a kitchenette which has a full-size refrigerator and microwave.
Parking
On-campus parking information, including information about parking lots near the residence halls, is available from the Parking Office or by visiting www.uwrf.edu/parking.

Repair and Maintenance
Student assistance in reporting maintenance or custodial conditions in our residence halls is essential. If residents have concerns regarding maintenance or custodial conditions, they should report them through the campus work order system, TMA (www.uwrf.edu/residencelife/hallworkorder.cfm).

Room Design
Room layout and dimensions can be found on the Residence Life website at www.uwrf.edu/residencelife/livinginhalls/roomdesign.cfm.

Technology in the Residence Halls
The Division of Technology Services (DoTS), located in 160 Davee Library, provides technology support to all students, faculty and staff, and residents at UW-River Falls.

Residents can get help by visiting www.uwrf.edu/dots for the following topics:
- Connect your device
- Cable television and channels
- Download Office 365
- Find your MAC address
- Printing
- Reset your password
- Student ID assistance

Technology assistance should be directed to DoTS at dots@uwrf.edu, 715-425-3687, or visit the DoTS website at www.uwrf.edu/dots.

Trash/Recycling
Residents are responsible for removing trash and recycling on a regular basis to maintain cleanliness. Trash and recycling should be placed in the appropriate receptacles located outside each residence hall.

Vending Machines
Vending machines are located within each residence hall. They accept cash and credit cards. Residents who experience any issue with the vending machines should contact the phone number located on the machine to address their concerns. Residents can also work through vending machine issues or refunds at the University Center’s Information Desk.
The mission of Residence Life is to create residential communities where students can live civilly, learn effectively and discover success. To help foster this environment and ensure the rights of all students are upheld, both Residence Life and the university have expectations about student behavior in terms of how they manage their own lives and how they interact with other members of the community. Each member of the UW-River Falls community is responsible for knowing and abiding by these policies. Residents are also expected to play an active role in enforcing community standards for behavior by addressing others who are violating residence hall policies and reporting any actions that are not in keeping with acceptable standards of student behavior. Violations of Residence Life and university policies can be confronted and documented by staff and other residents both inside and outside the residence halls.

Students can report general incidents at www.uwrf.edu/residencelife/livinginhalls/conductprocedures.cfm

Residence Life has the responsibility for developing and enforcing policies in the residence halls and works with the Residence Hall Association to establish these policies. These policies, together with those mandated by the university and state/federal laws, constitute the expectations of the residence hall community. Failure to abide by these policies will result in disciplinary action.

### Alcohol and Other Drugs Policies

**Alcohol**

**Possession or consumption of alcoholic beverages by persons under age 21.** Wisconsin’s legal drinking age is 21. Persons under 21 years of age are not permitted to consume alcohol or possess alcohol, empty alcohol containers or paraphernalia (such as a beer bong). Guests of an individual, who is under the legal drinking age, are not permitted to possess alcohol, regardless of the guest’s age.

**Distribution/manufacture/sale of alcoholic beverages.** Distribution of alcoholic beverages to an underage person is prohibited. No person is permitted to manufacture or sell alcoholic beverages in the residence halls.
Possession or consumption of alcoholic beverages by persons over age 21.
Persons who are the legal drinking age are permitted to possess and consume alcohol under the following conditions:

- Alcohol must be consumed in a student room, in which the resident of the room is over the age of 21, with the room door closed.
- Alcohol must be transported to and from student rooms in sealed containers.
- Possession and/or consumption of alcoholic beverages in hall lounges, basements, stairwells or other common areas is prohibited.
- Participating in drinking games such as, but not limited to, beer pong, flip cup, drinking card games, is prohibited.
- Consuming or providing large amounts of alcohol (e.g. kegs, party balls, half-kegs) is prohibited.
- Paraphernalia used to deliver large quantities of alcohol or rapid intake of alcohol (e.g. funnels, beer bongs) are not permitted in the residence halls.
- Any behaviors associated with the allowable consumption of alcohol, but results in endangering the safety of self or others, incapacitation, and/or the need for medical attention as a result of overconsumption of alcohol is considered a violation of policy.

Drugs and Other Controlled Substances
The following actions and/or behaviors are prohibited:

- Being under the influence of a controlled substance while in the residence halls.
- The possession, use, distribution, manufacturing or dispensing of illicit drugs.
- The possession or use of drug paraphernalia (e.g., bongs, bowls, one-hitters, dugouts, and grinders).
- The misuse of prescription medication (e.g., improper possession, sales or distribution).
- The misuse of over-the-counter medication.
Assault and Harassment Policies

Assaultive Behavior
No person may intentionally strike, shove, hit, punch, kick or otherwise subject another person to physical contact or cause bodily harm without the consent of the person.

If an assault occurs between roommates and the police are called, the State of Wisconsin domestic violence laws require the police to arrest the resident who committed the physical assault.

Bias/Hate Incidents
Behavior to anyone in our community that might be deemed hostile or harassing or which intimidates, degrades, demeans, or threatens, contradicts the community standards of the residence hall; this includes words or acts which cause or result in harm, either physical or emotional. Students are expected to live in such a way that their actions do not have the purpose or effect of interfering with an individual’s academic or work performance and/or create an intimidating or offensive academic, living, or work environment.

Examples of bias/hate can include, but are not limited to: vandalism to public posters by defacing them with bias-related symbols or slogans, targeted vandalism on a student’s door directed at their protected status by writing homophobic, ethnic, or racial epithets on dry-erase boards, directing slurs at a group or individual (whether in person or electronically), telling derogatory jokes, making insulting comments about an individual’s traditional manner of dress or geographic origin, harassment that interferes with a person’s educational experience by displaying sexually suggestive objects.

Residence hall communities have both the right and the responsibility to regulate the “public” side of room doors. Residence halls are considered a non-public forum related to the first amendment. The department mission is to build safe, inclusive environments. If the actions in question are incompatible with this mission, Residence Life reserves the right to limit those actions.

Harassment
No person may intentionally make verbal threats, intimidate, or engage in conduct which tends to cause or incite a breach of the peace, or is severe or pervasive enough to substantially interfere with a reasonable student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being. The presentation of any idea, regardless of the idea’s nature or perceived value, may not be considered harassment unless it is accompanied with a verbal threat, intimidation or conduct as previously defined.

Behaviors and actions as outlined above, exhibited via electronic media including email, text messaging or social networking websites may be in violation of the harassment policy.
**Sexual Assault**
Sexual assault is defined as sexual contact perpetrated against another person without their consent. Consent is defined as words or overt actions by a person who is competent to give consent indicating a freely given agreement to have sexual intercourse or sexual contact. Sexual assault is a crime and is taken very seriously at UW-River Falls.

**Sexual Harassment**
Sexual harassment is prohibited. It is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic achievement.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile or offensive environment.

**Threats**
Verbal or written abuse that involves an expressed or implied threat to interfere with an individual’s personal safety, safety of property, academic efforts, employment, or participation in the university-sponsored extracurricular activities is prohibited.

**Unauthorized Audio/Video Recording and Photographs**
Making unauthorized audio or video recordings or photographic images of a person in a location in which that person has a reasonable expectation of privacy, including, but not limited to, shower/locker rooms, residence hall rooms, and restrooms, is prohibited.

For more information about sexual assault, bias/hate, harassment or the university’s guidelines such as how to report, visit [www.uwrf.edu/studentconductandcommunitystandards](http://www.uwrf.edu/studentconductandcommunitystandards)
Computer Policy
All residents must abide by the Division of Technology Services (DoTS) Acceptable Use Policies regarding acceptable use of university computers and campus networks. Residents can get more information about the computer policy at [www.wisconsin.edu/regents/policies/acceptable-use-of-information-technology-resources/](http://www.wisconsin.edu/regents/policies/acceptable-use-of-information-technology-resources/).

Copyright Infringement
The unauthorized distribution of copyrighted materials is prohibited. This includes peer-to-peer file sharing, violating copyright laws on published works, music, graphics or software; and obtaining or making available to others commercial software via the internet in violation of the licensing agreements on such software and on university networks.

Community Standard Policies

**Air Conditioners**
Personally-owned air conditioners are not allowed in the residence halls. Window air conditioning units may be requested only for verified medical conditions. Approved window units are university property and must be installed by Residence Life staff.

**Animals**
Students are not permitted to bring any animal, except harmless fish, into the residence halls. To protect health and safety, fish tanks may be 10 gallons or less. Students are responsible for any damage to the facility.

**Bicycles**
Riding or storing bicycles in a residence hall building is prohibited. Students are encouraged to register their bicycle with University Police. For more information, visit [www.uwrf.edu/police/bicycle.cfm](http://www.uwrf.edu/police/bicycle.cfm).
Community Cleanliness

Disposal of Garbage: Leaving garbage in bathrooms or containers other than the dumpsters located outside the residence halls is prohibited. Hallways should be kept free of furniture, garbage, or other personal items.

Shared Spaces: Residents are expected to clean spaces such as study lounges, kitchens, and laundry rooms after each use. Trash should be removed from the space and any items touched should be sanitized.

Room/Pod/Suite Cleaning: Residents are expected to clean their living environments on a regular basis. Residents living in Ames or South Fork Suites, where living spaces is shared, are expected to coordinate cleaning responsibilities for common areas within pod or suite.

Bodily Fluids: Depositing bodily fluids (e.g., saliva, vomit, urine, and feces) in public areas or other inappropriate locations is prohibited.

Community Bathrooms
Community bathrooms designated “men” can only be used by males or individuals who have a male gender identity or expression. Community bathrooms designated “women” can only be used by females or individuals who have a female gender identity or expression. Only one person can be in a bathroom stall or shower at a time, except in the case of caregivers providing assistance. Residence hall bathrooms will have signs posted on bathroom doors stating the cleaning time of the bathroom. Residents are not permitted to be in the bathroom during the posted cleaning times.

Compliance with University Staff
Residents are expected to comply with the reasonable request(s), written or verbal, of a university official (e.g. Residence Life staff, faculty/staff, University Police) acting in accordance with their job duties. Students who are concerned about the validity of a request, should ask to speak with the hall director immediately. Failing to cooperate with an investigation by providing false or misleading information (lying) to a staff member or fleeing an incident is prohibited. Creating a hostile environment by engaging in verbal or written abuse, physical contact, intimidation or menacing behavior directed at a staff member is prohibited.

All residents are expected to comply with disciplinary sanctions issued through conduct conferences and hearings. Intentionally, knowingly, or recklessly obstructing or delaying university proceedings is prohibited.
Complicity
Being present during any policy violation in such a way as to condone, support or encourage a violation of university/Residence Life policy is prohibited. Students who anticipate or observe a violation of policy are expected to remove themselves from the situation and are encouraged to report the violation to the appropriate UW-River Falls personnel. If the violation is occurring in one’s own room, they must either stop the violation or bring the violation to the attention of Residence Life staff to not be complicit.

Cooking
Fire safety and sanitation requirements prohibit cooking in the residence hall rooms, excluding microwave use. Each hall has kitchen facilities available for resident use.

Courtesy and Quiet Hours

**Courtesy Hours:** Courtesy hours are in effect from 8 a.m.–9:59 p.m., Sunday through Thursday, and 8 a.m.-12:59 a.m., Friday and Saturday. During courtesy hours it is expected that behavior and noise levels are respectful to the community and conducive to studying and learning.

**Quiet Hours:** Quiet hours are in effect between 10 p.m.-7:59 a.m., Sunday through Thursday, and 1 a.m.-7:59 a.m., Friday and Saturday. During quiet hours, it is expected that noise should not be loud enough to disrupt residents of the community, including students on floors above and below. Between the hours of 5 and 6 p.m. daily courtesy hours will be in effect.

**Exam Week Quiet Hours:** The Sunday before finals week each semester, Exam Week Quiet Hours are in effect starting at 12:59 a.m. and run until 7 p.m. the last day of finals. During this time, it is expected that noise should not disrupt residents of the community, including students on floors above and below. Between the hours of 5 and 6 p.m. daily courtesy hours will be in effect.

**Musical Instruments, Stereos, Amplification or Bass Systems:** Guidelines for playing musical instruments in residents’ rooms follow the same guidelines as for noise, however, some musical instruments, by their nature, are virtually impossible to play at a level that does not disturb others and should not be used in the residence halls. These instruments include, but are not limited to, amplified musical instruments (e.g. electric guitars, keyboards, and subwoofers), drums and brass instruments. Playing music from student room windows to the outside is not permitted.
Electrical Appliances
The university furnishes every room (except South Fork Suites) with a microfridge unit that includes a microwave and refrigerator/freezer. South Fork Suites kitchenettes contain a full-size refrigerator and a microwave. Students are not allowed to bring their own microwave, refrigerator or freezer.

Toaster, toaster ovens, George Foreman-type grills, electronic pressure cookers (Insta-Pot, Multi-Pot, Etc.) are permitted to be stored in a student’s room under the condition they are only used in a designed kitchen space such as hall kitchen, Ames Suite kitchen, or South Fork Suites kitchenette.

For fire safety reasons space heaters, halogen lamps/lights, hotplates, and pizza ovens are not permitted in the residence halls.

Residence Life reserves the right to remove any electrical appliances that are unauthorized or used inappropriately.

Furniture Misuse/Possession
University-owned furniture must be left in rooms and common areas to which it has been allocated. Students are prohibited from removing furniture items from their room. Lobby, lounge, study room or basement furniture, or other university-owned property is not allowed in student rooms. Students may be held responsible for damage incurred and daily charges for possession of university property.

Gambling
The exchange of money in gambling ventures is prohibited within the residence halls. This includes, but is not limited to, penny poker, games of chance, betting on athletic events and online gambling.

Guests
Only residents assigned to a specific residence hall are permitted to be in that specific residence hall. Additionally, residents may not have other residents in their individual rooms. Exceptions are made for university staff and pre-approved personal care assistants. Residents who require a personal care assistant should contact the Ability Services to begin the process.

Hall residents may meet and visit with each other in common areas so long as social distancing and room occupancy limits are upheld.
Hall Sports
The playing of sports in the residence halls is prohibited. No games or equipment designed for outdoor use (e.g. bicycle riding, footballs, frisbees, rollerblading, skateboards, scooters or wheeled shoes) are permitted to be used in any residence hall facility. Weight lifting equipment (such as dumbbells) may not be kept or used in student rooms. Radio or remote controlled aerial devices, including drones, are not allowed to be used in the residence hall. Hover boards are not permitted to be used or stored in the residence hall.

Identification
Failure to produce either a university identification card or a government issued ID upon request by any university staff member, in the performance of their duties, is prohibited. Residents are prohibited from lending their university identification card to another individual. Impersonating a university staff member, including student staff, is not permitted.

Inappropriate Behavior
The following behaviors are considered inappropriate conduct for a residence hall community and are prohibited:

• Conduct that disrupts or interferes with the performance of duties by university personnel.

• Behavior that is obscene, lewd, or indecent including, but not limited to voyeurism, public urination/defecation, or public exposure of private body parts.

• Conduct that is violent, abusive, profane, boisterous, unreasonably loud or otherwise disorderly.

• Horseplay, pranks, the making of unnecessary messes, or any other action which damages property or unreasonably disturbs others.

• Conduct that is considered a violation of university policy such as not abiding by the face covering policy.

Keys/Locks/Electronic Access
Residents have 24-hour access to their residence hall with their student ID. Residents are prohibited from admitting unauthorized people into the residence halls.

Under no circumstances is any student permitted to have duplicate keys made for any university lock. Keys assigned to residents should not be loaned to others. Residents should not be in possession of university keys that do not belong to them. Tampering with locks is not permitted.
Kitchens
Kitchens/kitchenettes are available in every hall for resident use. Residents who use the kitchen are expected to:

• Remain in the kitchen while food is being cooked.
• Wash dishes in kitchen sinks, then dry and store dishes in their room. Washing dishes in bathroom sinks, mop closets, or drinking fountains is prohibited.
• Remove remaining food from sinks. Do not put food/food waste/grease down the drain. Sinks are not equipped for these items.
• Sanitize all surfaces used.
• Remove all personal items and trash from kitchen after use.

Lockouts
Residents are expected to carry their room key and access card (UWRF ID) with them at all times. Ongoing need for staff assistance because of not having your room key and UWRF ID will result in disciplinary action.

If a resident is temporarily locked out of their room (e.g. key is inside locked room) the resident should look for an RA who would be able to let them into their room (any RA in the building can assist the resident). If no RAs are available at the time, the resident should contact their hall director. Residence hall staff will assist you as time permits but may not be immediately available. Custodians and maintenance staff cannot allow a student back into their room.

Mail
Tampering with official mailboxes and the intentional possession or disposal of mail other than a student’s own is prohibited. Mail/packages can only be picked up by the person to whom it is addressed.

Postings
Non-university affiliated businesses and organizations will not be approved to have posters, brochures or other advertisements displayed in the residence halls.

University-sponsored organizations/departments requesting to have promotional materials posted in the residence halls must get approval from Residence Life.

All approved posters, flyers or announcements must include the name of the organization and contact information, and will be posted by Residence Life staff on a space-available basis.

Materials promoting the use of alcohol or other drugs, using profanity or implying sexual, racial, or other harassment will not be posted.
**Room Decoration/Remodeling**

Students are permitted to decorate their living space (room, room door, and room window) within the following guidelines:

- Items should not be attached with scotch or duct tape. No items may be attached from the ceiling, archway/door frame, pipes, university equipment, or window blinds.
- Room doors cannot be more than 33% covered with decorations.
- Barn wood, paneling, enclosed multi-level structures, natural holiday trees or wreaths, and any construction which creates a fire, safety or health hazard is not permitted.
- Running electrical cords under room doors or mattresses is prohibited.
- Construction, decoration or arrangement of furniture in a manner which hinders exit from the room door or window is not permitted.
- Foam back carpeting or foam padding underneath carpeting is prohibited.
- Waterbeds are prohibited.
- Residents posting items in a public manner that target specific individuals in a harmful, harassing, or intimidating manner will be asked to remove these items.

**Screens/Windows**

Removal of screens or windows is prohibited. Students are prohibited from hanging or throwing objects or discarding liquids from open windows.
Smoking/Tobacco Use
Smoking, vaping or the use of other tobacco products (see list below) is prohibited on and within all campus residence halls; campus grounds (college owned, controlled, and/or leased); university-owned or leased properties; and rented vehicles. This includes but is not limited to all university streets and sidewalks, parking lots, landscaped areas, outdoor athletic facilities and recreational areas and at lectures, conferences, meetings and social and cultural events held on campus property or campus grounds.
For the purpose of this policy, “tobacco” includes:
- Any lighted cigarette (e.g. cloves, bidis, kreteks);
- Cigars;
- Pipes and hookah products;
- Any other smoking products (e.g. e-cigarettes, vaporizers); and
- Any smokeless, spit or spitless, dissolvable, or inhaled tobacco products (e.g. dip, chew, snuff or snus) in any form (e.g. orbs, sticks, pellet).

Soliciting
Commercial activities or door-to-door solicitations are never allowed in the residence halls. Unauthorized posting of advertising materials on student room door (e.g. door hangers and slipping materials under doors) is prohibited.
Non-Residence Life organizations are not permitted to use the residence hall in any capacity.

Substance-Free Housing
Residents living in our Healthy Living community have agreed to observe a standard that prohibits the use and possession of alcohol and illegal drugs as defined by Wisconsin law and university policy. In addition, residents have agreed and have made a commitment that the use of any of these substances outside the community that influences the environment in the community (e.g. consuming alcohol off-campus and disturbing others while intoxicated is prohibited). Residents who fail to live up to these standards may be moved and restricted from the community.

Theft
Possession of another person’s or the university’s property, without prior consent, is prohibited. This includes property from student rooms and all common spaces in the residence halls. Possession of illegally obtained road or campus signs is prohibited.
Unauthorized Access
No person, unless authorized, may be present in the residence halls. Individuals who are present in residence hall facilities after they have been restricted from or asked to leave any residence hall facility may be arrested by University Police.

Residents are prohibited from giving access to the residence halls to individual(s) who have been restricted from residence hall facilities. Utilizing residence hall space for any activity other than intended use is prohibited.

No person may climb onto or walk upon the roof of a university building, except when emergency access to a fire escape is necessary.

No person may enter a student’s room without the consent of the student or authorization by the university.

Vandalism
Damage to any residence hall furniture, fixtures, or facilities or damage to property of students living in the residence halls is prohibited. Tampering with vending machines is prohibited.

Weapons and Firearms
The possession of dangerous weapons of any kind (including, but not limited to firearms of any type, illegal chemical sprays, swords, sling shots, paintball guns, BB guns, Airsoft guns, toy guns that appear to be real firearms, bow and arrows, illegal knives, and knives used to threaten and/or cause harm or whose primary purpose is that of a weapon), and ammunition are not permitted.

No person may display or portray as real any object that resembles a weapon. Using any object to threaten or cause harm is prohibited. Weapon storage is not provided on campus.

Face Covering Policy
Face coverings are required in all indoor spaces. Face coverings must be worn while in hallways and common areas such as basements, kitchens, restrooms and in the lobby.

Face coverings are not required in the residence halls when the student is in their own room, and when it is not conducive to performing a task (i.e. brushing teeth, showering, eating, drinking, etc.). However, individuals are expected to utilize good judgment and take additional safeguards such as using physical distancing and promptly replacing face coverings.
Fire Safety Policies

Candles/Incense

The possession and/or use of candles, including decorative candles and candle warmers, is prohibited. “Scentsies” or similar products that use a non-halogen light bulb are permitted.

The burning of incense and/or sage for religious/spiritual purposes is only permitted given that:

- Resident(s) obtain approval from Residence Life before burning incense/sage.
- Residence hall fire safety equipment must not be tampered with.
- A fire extinguisher must be easily accessible.
- Resident(s) must take responsibility for the event, be present at all times, and assume liability for any damages caused, accidental or otherwise.
- Flames and other open heat elements must be kept away from combustible materials.
- A designated Residence Life staff member must be contacted at the conclusion of use to determine that any potential hazard of fire has been eliminated.

Requests are not approved or denied on the basis of religion, but requests may be denied based on space availability, resident reputation of prior use, staff availability, or substantial safety concerns.

Fire Alarms/Equipment

It is prohibited to tamper with or misuse any fire alarm system, including fire pull stations and smoke detectors.

It is prohibited to tamper with or misuse any firefighting equipment, including but not limited to fire extinguishers.

Residents and guests must leave the building by the designated exit during a fire alarm. Emergency Alert System tests are announced and happen frequently. During the Emergency Alert System testing, residents may remain in the residence halls.
**Fires**
Lighting fires within a residence hall facility is not permitted. Items requiring an open or smoldering flame to operate are not allowed in resident rooms or anywhere else in the residence halls. Residents and guests are expected to leave the building by the designated exit whenever the fire alarm sounds.

**Flammable Materials/Explosives**
The storage, possession, or use of fireworks, propane, gasoline, lighter fluid, charcoal and explosives is strictly prohibited in the residence halls.

**Grilling**
Grilling is permitted in designated outdoor areas in accordance with the following policies:

- Residents must only use the outdoor grills provided. Additional grills cannot be brought into the grilling/fire pit areas.
- Charcoal and a fire source is the responsibility of the student.
- Residents must properly dispose of ashes in ash cans located near grills.
- Residents are responsible for cleaning the grilling area and disposing of all trash appropriately.
- Due to close proximity to the residence halls, residents should be considerate of others and keep noise to a minimum, especially during quiet hours.
Residence Life Conduct Procedures

The UW-River Falls Residence Life Conduct System exists to provide students alleged of violating Residence Life policies the opportunity to meet with a member of the Residence Life staff to discuss the incident. This process is designed to address inappropriate or illegal behavior with the goal of improving future behavior for the overall benefit of our communities and the individual.

Goals of the Residence Life Conduct System are:

- To protect the rights of all students.
- To provide a mechanism by which someone may bring a formal complaint of violations of Residence Life policies against a member of the residence hall community.
- To provide an opportunity for students to explain their account of the incident.
- To hold students accountable for their behavior.
- To encourage students to reflect on their behavior, how it affects both them and the community in which they live, and to change the behavior accordingly.
- To maintain and reinforce community standards.
- To be timely in the adjudication of incidents.

Residence Life Conduct Process

Residence Life conduct procedures will be applied only to UW-River Falls students living in university residence halls. Students residing off campus who are involved in residence hall incidents may be directed to the university disciplinary process. In serious offenses, off-campus students and other individuals may be banned from visiting residence halls for specified periods of time or indefinitely. The process includes the following:

- An information report is written and submitted by a student or staff member to Residence Life.
- A Residence Life administrator reviews the incident and outlines any alleged policy violations.
- Each student allegedly in violation of a policy will receive notice (Charges Letter) via their UWRF email account with a pre-scheduled Conduct Conference date and time and the policy/policies they have allegedly violated.
• A Conduct Conference is an opportunity for the student to meet with a Residence Life staff member to discuss the incident, determine any responsibility, and come to a resolution on sanctions, if applicable.

  » If a student does not attend a Conduct Conference, a decision will be made without the student’s perspective, based on the information available. The student will receive the decision via their UWRF email.

  » If a resolution could not be reached a decision will be made by the Residence Life staff member. The student will receive the decision via their UWRF email.

• If a resolution could not be reached, the student will have the opportunity to appeal the decision under certain parameters.

Residence Life Conduct Conference Guidelines

Students involved in a Conduct Conference process have the following rights:

• The right to be informed of all charges.
• The right to review the information report.
• The right to present evidence and witnesses on their behalf.
• The right to a fair and impartial hearing.
• The right to bring an adviser to the Conduct Conference.
• The right to appeal the decision.

Student(s) involved in a Conduct Conference process have the following responsibilities:

• Be honest and respectful throughout the conduct process.
• Comply with all agreements reached or decisions rendered.

During the Conduct Conference the Residence Life staff member will discuss charges specifically outlined in the Charges Letter. In incidents where multiple individuals are involved, Conduct Conferences will be held for each student, unless the Residence Life staff member allows otherwise.

The Residence Life staff member may summarize the incident as recorded on the information report. The information report(s), police report(s) and other documents may be presented for additional information.

Witnesses will be met with separately at the appropriate time. When a witness is excused, the individual will leave the conference, but may not discuss the case with witnesses who have yet to share their story. Other persons who are allegedly involved in the policy violation cannot be a witness.
The student may have an adviser present at the Conduct Conference, who may remain through the conference and serve only in a consulting capacity to the student. The adviser may not address the Residence Life staff member or speak for the student. The student may consult with the adviser at any time during the hearing.

The Residence Life staff member’s finding will be “responsible” or “not responsible” of violating a Residence Life policy. In all proceedings, the student will be presumed “not responsible” until it is determined that a violation of a residence hall policy occurred based on preponderance of evidence. Preponderance is defined as “more likely than not.”

The Residence Life staff member will issue a written response to the student outlining their decision and, if applicable, the assigned sanction(s) for the violation.

**Preponderance of Evidence**

The measure used to determine if a student violated a policy is by a preponderance of evidence. A preponderance of evidence is reached when a Residence Life staff member determines that it is more likely than not that the alleged violation occurred.

**Appeals**

Students have the option to appeal a decision if a resolution could not be met in a Conduct Conference. An appeal is not a rehearing of the case but a reexamination of the material in the case file and any additional information the student can provide. Appeal decisions will take into consideration:

• New information pertinent to the case that was not available at the time of the original hearing;

• Information that established conduct processes were not followed;

• Findings of responsibility that did not fully take into consideration all the information available; or

• Sanctions that are too severe.

To initiate an appeal, students must email the Assistant Director of Residence Life - Residence Education at kenneth.white@uwrf.edu within five business days from receipt of the decision letter. Appeal requests must include:

• The student’s name, address, telephone number;

• The subject line of “Conduct Appeal”; and

• A detailed explanation of the rational to support an appeal meeting.
Possible outcomes include upholding the previous decision and/or sanctions, changing the violations and/or sanctions, or referring the case back to the original hearing officer for a new conduct conference/hearing.

Upon receiving an appeal, the Assistant Director of Residence Life - Residence Education will contact the student to schedule a meeting.

Grounds for appeal do not include the stress, expense, or inconvenience of relocation or contract termination; cost of educational sanctions such as Restorative Justice; separation from friends; lack of familiarity with rules or good character.

Sanctions
A sanction is a consequence placed upon any student who is found in violation of Residence Life policy. Sanctions help define the student’s relationship with Residence Life in the context of current and potential future behavior.

The sanctions listed below are assigned based on the severity of the incident and/or past conduct history:

*Policy Reminder:* A meeting was held to discuss the behavior and the student was reminded of the policy.

*Written Reprimand:* Warning that more severe disciplinary action may result should the student be found responsible for any future violations.

*Residence Hall Probation:* An official written notice that a student is responsible as charged and that more stringent disciplinary action, including removal from the residence halls and/or referral to the university disciplinary process, may result if future violations occur during the probationary period.

*Residence Hall Contract Termination Warning:* An official written notice that a student is responsible as charged and that their removal from the residence hall and/or referral to the university disciplinary process will occur if found responsible for future violations.

*Residence Hall Contract Termination:* It may be determined that the severity of the incident or the repeated violations of the individual is in direct conflict with the purpose of the residence halls and the removal of the student is in the best interest of the student and/or the community. When a residence hall contract is terminated for conduct reasons, the student will:

1. Forfeit their housing deposit;
2. Be financially responsible for 100% of the remaining cost of their contract; and
3. Be restricted from entering any residence hall for no less than one year.
Conditions
With each sanction, conditions and/or restorative actions may be assigned. In addition, notifications may be given to other university officials as necessary. Terms and conditions include, but are not limited to:

**Community Service:** Student is required to complete a specific number of hours of community service. The community service location is typically assigned by the Residence Life staff member.

**Restitution:** Student is required to pay financial compensation in cases such as theft or destruction of property. The assessed cost to be paid may be in addition to other sanctions. Billing for physical damages, clean-up and/or repairs will be assessed by Residence Life and charged to the student’s university account.

**Educational Assignment:** Student is assigned an educational project. The type of project will be determined by the Residence Life staff member. In cases involving alcohol or other drugs, a student may be referred to an alcohol and other drugs counselor for an assessment.

**Reassignment to Another Residence Hall:** Student is required to live in a different hall because they may benefit from living in another residence hall environment or that the community may benefit from their removal.

**Restricted Access:** Student is restricted from visiting a specific residential community because it has been determined that an individual's presence within a community is such a disruption that the community may benefit from their removal.

Residence Hall Contract Suspension
It may be determined that the severity of an incident is in direct conflict with the purpose of the residence halls and the temporary removal of the student is in the best interest for the safety of other community members. The duration of the residence hall suspension will be until the conclusion of the university conduct process.

No Contact Order
It may be determined, due to the severity of an incident, the students involved must have no contact with one another. No contact includes, but is not limited to, contact in person, in writing, by computer, by telephone or through another person (with the exception of law enforcement or the courts). At times a No Contact Order may mean a student will need to move temporarily to another residence hall environment. No contact orders will be given to the students in writing by a university staff member.
Student Conduct and Community Standards Referrals
Depending on the severity of the alleged violation or persistent violation of residence hall policies, students may be referred to Student Conduct and Community Standards (SCCS) for adjudication through the university conduct system. Some referrals may also result in the student’s residence hall contract being terminated. These behaviors include, but are not limited to:

- Possessing, using or intending to deliver narcotics including marijuana. The use or possession of controlled substances as defined in Chapter 961 Wis. Stats. are prohibited on all university property. Wisconsin Administrative Code, UWS 18.10.
- Setting fires. Violations of this policy includes setting fire to items on a room door or bulletin board or any other flammable material in the halls and fires caused by a lit candle or cigarette.
- Assault/battery against another individual. Violations of this policy include, but are not limited to, threatening another person with physical harm verbally, physically or touching another person, with or without a weapon, in a manner that is aggressive and threatening.
- Possessing and/or using firearms (guns – include pellet guns, BB guns, airsoft guns), bows and arrows, swords or any other dangerous weapons. Individuals may not display or portray as real any object that resembles a weapon.
- Harassment is prohibited. Harassment is defined as a verbal threat, intimidation, or conduct which tends to cause or incite a breach of the peace; or is severe or pervasive enough to substantially interfere with a reasonable student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being and which actually do so interfere. The presentation of any idea, regardless of the idea’s nature or perceived value, may not be considered harassment unless it is accompanied with verbal threats, intimidation, or conduct as previously defined.
- Sexual assault/harassment regardless of the degree.
- Theft from roommate or community.
- Being on the roof of any university building without the proper authorization.
- Consistently not or refusing to wear a face covering.
Communication
Residence Life’s official means of communication with current residents is through their UW-River Falls email. Residents are expected to check their UW-River Falls email account frequently and consistently. A student’s failure to monitor their UW-River Falls email account will not exempt them from adhering to the information and deadlines communicated.

Parental Notification
Residence Life will contact parents or legal guardians in the event of health and safety concerns or when their student is under 21 years of age and has violated the alcohol or drug policy.

Conduct Process File Management
Students involved in residence hall incidents, whether found responsible or not, will have a record of the incident and summary of all actions on file while the student is enrolled at UW-River Falls and for seven years past their last date of attendance. Some records may be held longer depending on the nature of the incident. A student’s file will be available only to the student, the Office of Student Conduct and Community Standards (SCCS), and Residence Life.
2-Year Residency Policy
Residence Life administers the UW-System Board of Regent’s policy (Regent Policy Document 24-2) requiring first-year and second-year students to live in university residence halls. This requirement does not apply to students who are 21 years of age or older or students who have graduated from high school two years prior to the start of the contract. Students who are veterans, married, or have extenuating financial circumstances can request exemption from this policy.

Students seeking an exemption are expected to complete the Residency Exemption Request Form (www.uwrf.edu/residencelife/contractrates/2-year-residency-requirement.cfm), check the appropriate reason for this request and provide all necessary documentation specified on the form. The form and accompanying documentation can be submitted using one of the methods listed on the form.

Once a student’s Residency Exemption Request Form and accompanying documentation are received, they will be reviewed by Residence Life and the student will be notified via their UWRF email account regarding the outcome of their request.

Violations of the Residency Policy
Requests for exemption and accompanying documentation must be submitted to Residence Life prior to the first day of classes for the semester in which exemption is being requested. Enrolled students who do not comply with this policy or who have not received exemption status will be charged the cost of a traditional double room. The student will receive an email from Residence Life indicating that the residence hall charges will be added to their student account.

Abandoned Items
Property which is left by a resident at the end of their contract period or when the student leaves an assigned space will be boxed up by a minimum of two residence life staff members. The contents will be inventoried and stored in another location. A letter and a copy of the inventoried items will be sent to the student at the student’s home address on file with the university, informing them that they have 15 days to claim their property. Items not retrieved within the time limit will be donated to a local charity or disposed of at that time. The university has no liability for the loss or damage to a resident’s personal property if the property has been abandoned.
Accommodation for Students with Disabilities or Medical Needs

Residence Life is committed to providing equal educational opportunity by supporting the full participation of all students in our campus community. We promote the ideals of diversity and inclusion by accommodating the various needs of students who stay on campus.

Students who need special accommodations should start the process by contacting Ability Services (ability.services@uwrf.edu) regarding their request. Ability Services will assist the student through the process.

Residence Life provides reasonable accommodations for students living in the residence halls with documented disabilities. Applications are reviewed by the Residence Life Accommodations Committee. When a request is processed, the student will be notified by Residence Life.

Check-In

When a student moves into the residence halls, they are required to fill out a Room Condition Report (RCR) so Residence Life staff knows the condition of the room when the student first walks in. It is important the RCR is filled out completely and in detail. Any questions about this process should be directed to the RA or HD.

A student is expected to:

1. Print legibly so the RCR is readable.

2. Fill out the top information including: Name, ID (W#), Hall and Room #, and Cell Phone Number. Also list any medical information they would like Residence Life staff to be aware of (this will be kept confidential).

3. Select the side of the room for which they will be responsible. The “right” or “left” is based on standing in the doorway, facing the window.

4. Fill out the RCR, in detail, for all items in the room based on the side of the room they will occupy. If you find a problem or damage, describe the location, size, color and shape of the damaged item/area. Fill in the key code on your room key (not EO8257)
5. Verify that all of the following items are in the room. If any are missing, a student should contact the RA or HD right away.

- One bed/mattress per resident
- One desk, chair, and bookshelf per resident
- One closet/wardrobe per resident
- One dresser per resident
- One cable box per resident
- One micro fridge
- One trash can
- One recycling bin

6. Once the RCR is completed, the student should sign their name and date on the bottom of the check-in side of the RCR. RCRs are to be completed and turned into the mailbox in the lobby of the residence hall on the same day they check in.

Students who do not fill out the RCR and turn in to the mailbox in the hall lobby, will be held responsible for the condition of the room based on the check-out information from the previous year.

**Check-Out**

All residents leaving the residence hall are required to check out of their room with hall staff before leaving campus. The student needs to schedule an appointment with hall staff at least 24 hours, or one business day, in advance. Room key must be turned in at the time of check-out. Failure to properly check out or return your room key will result in financial charges to the student’s account, which may include an improper checkout fee and room re-key fee.

Residents who have withdrawn from the university have 48 hours to check out of their residence hall.

A Residence Life staff member will check to ensure that the student has cleaned their room and will document any damages. Staff members will not check the room until the student has finished cleaning the room and removed all of their belongings.
Residence Life Administrative Policies and Procedures cont.

The following description should be used by students as a guide to follow prior to checking out of their room:

1. Remove all personal belongings.
2. Return all university property to its original order and location.
   - Unloft the bed (except in Hathorn Center). Set the bed frame on the 4th rung from the top of the bed-end. Loft ends should be placed on top of the mattress.

3. Room Cleaning Guidelines:
   - **Walls/Ceiling/Mirrors:** Remove all posters, tape, stickers and adhesives and clean marks and adhesive residue off all surfaces.
   - **Floor:** Sweep, vacuum and/or mop the floor. Do not sweep anything into the hallway.
   - **Door:** Remove all stickers/tape from both sides of door and clean off all writing/marks and adhesive residue.
   - **Windows/Screens:** Close and lock windows, and remove all tape, stickers, and adhesives.
   - **Furniture:** Wash all furniture surfaces – chairs, desks, dressers, window sills, etc. There should be no stains, black smudges, tape, or sticky spots left.
• **Micro Fridge/Refrigerator:** Remove all items. The last resident in the space to leave must defrost, dry out and wipe clean the inside of the fridge and freezer. This includes the water tray underneath the freezer. This process takes over 24 hours. Do not use any object to remove frost or ice as this will puncture the unit. After defrosting and cleaning the fridge, leave it plugged in and set on level 3.

• **Wastebasket/Recycling bins:** Empty and wash.

When a student checks out of their room, the check-in and checkout sections are then compared to help assess damages that may have occurred in the room during the student’s occupancy, beyond normal “wear and tear.”

Residents who fail to follow the checkout procedures outlined will be charged an administrative fee of $50 for improperly checking out.

**Damages**

*Public Area Damage:* Damage to any residence hall furniture, fixtures, or facilities or damage to property of students living in the residence hall is prohibited. If a student is responsible for damage in public areas of the residence hall, the cost of repair/replacement is charged to the student’s eSIS account.

*Resident Room Damage:* If anything is damaged, broken or missing at the time of checkout, the resident(s) may be charged to have it fixed/replaced. Staff will use the Room Condition Report completed by the resident at the beginning of the year to compare the condition of the room. Any and all damages that were not specified on the Room Condition Report when the resident moved in, other than normal wear and tear, will be recorded and charged to the student’s eSIS account. If it is not known or cannot be resolved which roommate(s) is responsible for the damage, then the charges will be divided equally between the roommates.

*Damage Billing:* For checkouts occurring within the semester, damages will be charged to student’s eSIS account immediately after checkout. For end of semester checkouts, those charges will be submitted within a few weeks.

Repair/Replacement Cost of Items in Room (see next page) are approximate prices and are subject to change.
<table>
<thead>
<tr>
<th>Item</th>
<th>Traditional Halls</th>
<th>Ames Suites</th>
<th>South Fork Suites</th>
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<tr>
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<td>$500</td>
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<tr>
<td>Bike Locker Key</td>
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<td>Blinds</td>
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</tr>
<tr>
<td>Mirror</td>
<td>$20</td>
<td>$20</td>
<td>NA</td>
</tr>
<tr>
<td>Peephole</td>
<td>$2.50</td>
<td>$2.50</td>
<td>NA</td>
</tr>
<tr>
<td>Micro Fridge (dirty or not defrosted)</td>
<td>$5-$10</td>
<td>$5-$10</td>
<td>NA</td>
</tr>
<tr>
<td>Micro Fridge (replace)</td>
<td>$47.50-$135</td>
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<td>NA</td>
</tr>
<tr>
<td>Recycling Container</td>
<td>$5-$10</td>
<td>$5-$10</td>
<td>$5-$10</td>
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<tr>
<td>Room Furniture (movement)</td>
<td>$10</td>
<td>$10</td>
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<tr>
<td>Screen (repair)</td>
<td>$12.50</td>
<td>$12.50</td>
<td>$25</td>
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<tr>
<td>Screen (replace)</td>
<td>$50</td>
<td>$50</td>
<td>$100-$150</td>
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<tr>
<td>Screen (removal)</td>
<td>$5</td>
<td>$5</td>
<td>$10</td>
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<tr>
<td>Smoke Alarm</td>
<td>$10-$20</td>
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<tr>
<td>Sprinkler</td>
<td>$25-$2500</td>
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<tr>
<td>Thermostat</td>
<td>$200</td>
<td>$200</td>
<td>$200</td>
</tr>
<tr>
<td>Tile Damage (ceiling)</td>
<td>$5</td>
<td>$5</td>
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<tr>
<td>Tile Damage (floor)</td>
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<td>$5</td>
<td>$2.50</td>
</tr>
<tr>
<td>Towel Bar</td>
<td>$10</td>
<td>$10</td>
<td>NA</td>
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<tr>
<td>Walls (cleaning and/or painting)</td>
<td>$20-$100</td>
<td>$20-$100</td>
<td>$20-$100</td>
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<tr>
<td>Wardrobe</td>
<td>NA</td>
<td>NA</td>
<td>$350</td>
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<tr>
<td>Wastebasket</td>
<td>$5-$10</td>
<td>$5-$10</td>
<td>$10</td>
</tr>
<tr>
<td>Window (replace)</td>
<td>$50-$125</td>
<td>$50-$125</td>
<td>$30-$250</td>
</tr>
<tr>
<td>Trash removal</td>
<td>$10 (min)</td>
<td>$10 (min)</td>
<td>$10 (min)</td>
</tr>
</tbody>
</table>
Occupancy Status Forms (OSFs)
If one student moves out of a room during the academic year, the remaining resident may be assigned a new roommate or may be given the option to pay extra to keep their room as a single (space permitting). An OSF will be given to the resident and the resident will have two days to return the OSF from the date the form is issued. If a resident does not return their form by that time, they may be consolidated with another resident in their hall.

Residents who have not elected to keep the room a single must keep the other half of the room clear of belongings so it is ready for another student to move into. If the other half of the room is not clear, the resident may be charged for a single room rate.

Residents should contact Residence Life if they have any concerns regarding a roommate.

Reporting an Incident
If a student has a general complaint, has been a victim or witness to an incident that does not meet Residence Life community standards, they are encouraged to report the incident at www.uwrf.edu/reportit.

If the student prefers not to report the incident themselves, they are encouraged to find an RA or HD who will help them with their conflict or concern.

Bias/Hate Incidents
If a student has been a victim or witness of a hate or bias incident, they are encouraged to report it through the office of Student Conduct and Community Standards reporting system at www.uwrf.edu/reportit.

Sexual Assault
If a student has been a victim or witness of a sexual assault, they are encouraged to report it through the office of Student Conduct and Community Standards reporting system at www.uwrf.edu/reportit.

To report a crime or if a student is in need of assistance, members of the campus community, including residents of campus halls, should call the University Police Department at 715-425-3133 or the River Falls Police Department at 715-425-0909.

In the event of an emergency, dial 911.
Residence Hall Rates
Rates include housing during Thanksgiving Recess and Spring Break. Students needing to stay on campus for J-Term or summer need to sign an additional contract and pay additional charges.

2020-21 Academic Year Residence Hall Rates*

<table>
<thead>
<tr>
<th>Type of Room</th>
<th>One Semester</th>
<th>Full Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traditional Double Room</td>
<td>$2,150</td>
<td>$4,300</td>
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<tr>
<td>Ames Double Room</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Room in halls other than SFS &amp; Ames</td>
<td>$2,417</td>
<td>$4,834</td>
</tr>
<tr>
<td>Single Rooms in SFS or Ames</td>
<td>$2,687</td>
<td>$5,374</td>
</tr>
</tbody>
</table>

*Upon approval of Board of Regents in July

Temporary Disability Residence Hall Accommodations
A student faced with a temporary disability that may require a special housing accommodation should contact Residence Life. Residence Life will work to find the student a temporary location, depending on availability.

The temporary residence hall assignment is meant to be short-term (less than one semester in length). Residence Life will continue to “hold” the initial housing assignment for the student until they are able to return to that space.
Introduction
The purpose of this document is to establish the terms and conditions of the residence hall contract for the Department of Residence Life at the University of Wisconsin-River Falls, herein referred to as the “University.” This document constitutes an offer by the University to contract with the Student, herein referred to as the Resident, for residence hall facilities.

Completing and signing the Residence Hall Contract online and returning it with a $135 contract payment ($100 deposit and a $35 non-refundable processing fee) establishes a binding contract between the Resident and the University.

Eligibility
The Resident must be an enrolled student at the University taking a minimum of 6 credits or be determined eligible by the Director of Residence Life. Eligibility also may be extended to non-UWRF students through Board of Regents approval. Residence Life reserves the right to terminate this contract if the Resident is registered for, or the credit load is reduced to, 5 credits or fewer unless continued residency is permitted by the Director of Residence Life.

To reside in the residence halls, Wisconsin law [sec. 36.25(46)] requires the Resident to affirm whether they have received vaccination against meningococcal disease and hepatitis B, and to provide the dates of vaccination, if any.

While living in the residence halls, all Residents are responsible for their own self-care including appropriate personal hygiene, physical and mental health, management of medical conditions or illnesses, and other personal needs. Residents are expected to utilize the various resources available to them to provide this care for themselves. Residents with the inability or perceived inability to meet these self-care expectations and/or who cause harm to themselves or others may be asked to adhere to an action plan and/or leave the residence halls.

Eligibility to live in the residence halls may be affected by the Resident’s past or current criminal convictions or student conduct violations, particularly if the Resident may pose a safety risk to the residence hall community. UW System Administrative Policy 136 requires UW System students to provide disclosures about the following prior to living in University housing:

- Any prior felony pleas or convictions in which the student was treated as an adult during the proceeding; and
- Non-academic postsecondary disciplinary violations that resulted in expulsion, dismissal, or suspension.
Students will be provided any opportunity to provide further details, including a description of the incident(s) and the date(s), location(s), and any explanatory information they wish to provide. Disclosures will be reviewed by a committee to determine eligibility and do not automatically prevent students from living in University housing.

**Residency Requirement**
First-year and second-year students are required to live in University residence halls, per the Board of Regents Policy 24-2. This requirement does not apply to students who are 21 years of age or older and/or students who are 2 years post-high school graduation.

Any student seeking an exemption to the residency requirement should refer to the Department of Residence Life website for specific policy information, the exemption request form, and an explanation of the documentation required.

If a student is found violating the residency policy, the residence hall room charges will be added to their student account and the student will be notified of this action via UWRF email.

**Meal Plans**
All Residents must be on a meal plan. The only exceptions to meal plans are for upper-class students in George R. Field South Fork Suites, or those who have been approved for a dining exemption by Dining Services.

**University Agrees**
The University hereby grants to the Resident a limited license to occupy University residence hall facilities under the terms and conditions stated herein. The University and Resident agree that no lease or landlord-tenant relationship is created by this agreement.

**Resident Agrees**
You, as the Resident, agree to:

a. Make complete payments of all residence hall charges according to the University’s 2020-21 billing schedule;

b. Abide by Residence Life policies and all rules and regulations of the University, which are incorporated by reference and made a part of this contract;

c. Honor the terms and conditions stated in this contract; and

d. Read and act upon all electronic communications sent by the Department of Residence Life.
Assignments
This contract is valid only if residence hall space is available in either permanent or extended temporary rooms. Applicants are encouraged to submit their contract and $135 contract payment promptly to enhance their chances for securing accommodations. Failure to honor assignment preferences will not void this contract.

Roommates are assigned without regard to race, color, sexual orientation, gender identity expression, disability, national origin, veteran status, age, political affiliation, or religion. Furthermore, discriminatory practices of any kind are prohibited by the University in all areas of jurisdiction including residence halls.

Room reservations will be held for one week after the first day of University classes unless the Department of Residence Life receives prior written notification of contract cancellation from the Resident.

Residence Life reserves the right to alter room assignments by administratively reassigning students within and between residence halls, assign roommates, and consolidate vacancies by requiring residents to move from single occupancy of double rooms to double occupancy in the same hall.

The University may terminate this contract by written notice if the Resident fails to comply with any of the terms and conditions of the contract.

If the University has a different administrative need for a wing or floor in the residence hall, there will be no guarantee of retaining the same room beyond the current academic year.

Extended Housing: If the number of students submitting residence hall contracts exceeds the number of permanent rooms on campus, Residents will be assigned to extended housing spaces. As permanent rooms become available, residents in extended housing will be reassigned and must relocate to the permanent room. The move to a permanent assignment may require the Resident to move to a different residence hall. Generally, receipt date of the completed residence hall contract and contract payment determines the order of reassignment out of extended housing. Room rates are not adjusted for extended housing spaces.

Extended housing spaces are locked, secured, spaces in study lounges and/or RA rooms within the residence halls. As needed, extended housing spaces may also include local arrangements with hotels located in the City of River Falls.
Options Based on Gender Identity/Expression: Room assignments and roommates are assigned based on sex assigned at birth. Students with individual needs based on gender identity/expression should contact the Department of Residence Life to discuss assignment options. A limited number of rooms with access to gender-inclusive bathrooms/showers are available.

Accommodation for Students with Disabilities or Medical Needs
Students with documented disabilities or medical needs who require special accommodations in their residence hall room should start the accommodation request process by contacting Ability Services (ability.services@uwrf.edu) regarding their request. Ability Services staff will respond to the request and begin the accommodation process with the student.

Requests for accommodations cannot be assured for students applying less than 60 days prior to the beginning of the semester for which on-campus accommodations are needed. The Department of Residence Life will make every effort, however, to provide reasonable accommodations. Assignment is based on the accommodations required.

Contract Length
This contract is for the entire 2020-21 academic year. This contract begins on Saturday, August 29, 2020 for new and transfer students and Sunday, August 30 for continuing students until building close time on December 22, 2020, and from January 23, 2021 until building close time on May 14, 2021 or 24-hours after the Resident’s last final exam, whichever comes first. This contract cannot be terminated or canceled except under the conditions cited in the cancellation and termination sections of this agreement. These dates are subject to change by the Department of Residence Life and will not change the financial obligations of this contract.

Break/J-Term Periods
Residence halls remain open during the Thanksgiving Break and Spring Break. The residence halls close for Semester Break/J-Term. Residents desiring to remain on campus during Semester Break/J-Term may do so for an additional fee and provided they follow all sign-up procedures and meet the qualifications as described on the Department of Residence Life website. Residents will be billed for the Semester Break/J-Term via their University billing accounts. Only those Residents with an approved J-Term contract will have access to their individual residence hall during Semester Break/J-Term. Overnight guests are not allowed during Semester Break/J-Term.
For safety and sustainability reasons the University reserves the right to consolidate Residents during Semester Break/J-Term into one or two residence halls.

Residents taking J-Term classes, but not returning Spring Semester, will be moved to extended housing.

**Contract Changes**

Changes may not be made in the terms and conditions of the contract without the agreement and written permission of the Department of Residence Life.

Changes in the rules and regulations may be made by the University during the term of the contract. Such changes will be published through UWRF email notifications one week before the changes become effective, unless the health and safety of persons using the facilities may be adversely affected by the delay; then implementation will be immediate.

This contract cannot be reassigned by the Resident to another party.

**Contract Cancellations**

A contract cancellation occurs between the date of signing the contract and the start of the contract term. Residents who cancel this contract on or before June 1, 2020, for 2020-21 academic year or November 15, 2020, for spring-only semester will receive a refund of their $100 deposit, assuming there are no outstanding fees or charges on the student bill. If a Resident cancels the contract after these specified deadline dates and prior to the first day of classes, or applies after these dates and then cancels, the $100 deposit will not be refunded.

If a resident fails to occupy his/her assigned room within one week after the start of classes, the contract will be canceled by the University and the deposit will not be refunded. Additionally, an administrative charge, not to exceed one week’s room fee may be added to the student’s account.

**Termination of Residence Hall Contract by Resident**

Termination refers to the dissolution of the residence hall contract prior to its natural expiration. Starting the first day of classes of the academic year, a Resident who has checked into a residence hall during this contract period may apply to the Director of Residence Life or their designee for a contract termination for the following circumstances:

1. Loss of student status as defined as graduation, transferring to another school, suspension, withdrawal or failure to attend.

2. Assignment to a University sponsored internship, research, or other University program that requires living away from River Falls.
3. Completion of graduation requirements during the term of the contract.
4. Marriage and or parenthood. Presentation of certification(s) is required.
5. Call to active military duty. Documentation is required.

If the Resident receives approval for one of the above circumstances this contract will be terminated. Any remaining charges will be prorated to the Resident’s student account based on the date of checkout.

Residents requesting a contract termination for the spring semester must submit Contract Termination Request (CTR) Form to Residence Life by December 1. If Resident is approved for spring contract termination the deposit refund will be credited to the students billing account. If Resident submits contract termination request after December 1 the $100 deposit will not be refunded.

All other Residents are obligated to live in the residence halls for the entire year. They are not eligible to be released from the contractual agreement at mid-year or any time during the year. If a Resident vacates before the final week of the academic year without approval of the Director of Residence Life or their designee it will result in a breach of contract. In this case the Resident will be responsible for 100% of the remaining cost of the 2020-21 academic year contract based on check out date, and the Resident will forfeit the $100 deposit.

**Termination Requests during Periods of Extended Housing:** If Residence Life is experiencing high occupancy causing students to be assigned to temporary extended housing spaces, Residence Life will accept requests to terminate the residence hall contract for the 2020-21 academic year. These requests will only be considered while extended housing spaces are occupied. Once all students have been reassigned out from extended housing, the normal contract cancellation and termination terms and conditions will go in effect. Termination requests during high occupancy will only be considered if the student does not fall under the terms of the residency requirement.

**Termination of Residence Hall Contract by University**
The University may terminate or temporarily suspend performance of any part of this contract without notice in the event of an emergency which would make continued operation of the residence halls unfeasible. There shall not be any liability on the part of the University for the refund of any payments or the residence hall contract deposit in the event the contract is terminated for this reason.
The University may cancel or terminate this contract if the Resident fails to meet the full terms and conditions stated herein or for violation of University and/or residence hall policies as stated in Residence Life Conduct Policies and Procedures, which is made part of this contract by reference. When a residence hall contract is terminated for disciplinary reasons the Resident will be responsible for 100% of the remaining cost of the 2019-20 contract, forfeit the residence hall contract deposit, and may be restricted from the residence halls.

**Deposits**

The purposes of the $100 deposit portion of the contract payment are as follows:

1. **Reservation Guarantee:** Room assignments cannot be processed until the deposit has been paid. The deposit is refundable with an approved contract cancellation on or before May 1, 2020 (for full year agreements) and November 15, 2020 (for students admitted for the spring semester).

2. **Damage Fund:** The deposit serves as a damage fund which can be utilized in the case that damages or repairs are needed and are assumed to be the responsibility of the Resident. If damage costs total more than $100 the remaining charges will be applied to the Resident’s student account.

3. **Debts:** This deposit may be utilized to cover debts and financial obligations which have arisen out of the contract for which the Resident is liable such as: residence hall payment, fines, assessments, or any outstanding University charges.

**Rates/Payments**

The residence hall rates are determined annually and approved by the Board of Regents of the University of Wisconsin System. The Resident Agrees to pay the rates as established and announced in the summer of 2020. Payment will be made in accordance with the University policy on payment of tuition and fees as administered by the Student Billing Office. Failure to satisfy the financial obligation accrued under this agreement may result in the denial of issuance/transfer of grade transcripts and/or enrollment and/or eviction, pursuant to University rules and regulations governing the imposition of these sanctions.
The University does not guarantee an uninterrupted supply of utilities or other important services, especially in the case of unanticipated disasters or catastrophes. If such should occur, the University reserves the right to adjust rates or allow them to remain in full effect.

**Policies and Procedures**

Policies and procedures have been established to provide an appropriate learning environment. Policies and procedures are outlined in the Residence Life Conduct Policies and Procedures in the Residence Life Student Guide. All Residents are responsible for reviewing, understanding, and adhering to the policies and procedures.

**Room Entry**

The University maintains the right to enter Resident rooms for University purposes. Authorized personnel may enter Resident rooms for reasons of health, safety, general welfare, or to make necessary repairs to room and room equipment. Whenever possible, advance notification will be given. No room or personal items therein will be subject to search or seizure except as specifically authorized by law, a valid search warrant or court order, or the Resident’s permission.

**Liability**

Board of Regents of the University of Wisconsin System, its officers, employees and agents has no legal obligation, nor any ability to provide reimbursement for the Resident’s personal property resulting from loss, theft, water damage, vandalism, or any other perils, unless damage results from the negligence of a specific University employee.

Accordingly, the Resident agrees to hold harmless and indemnify the Board of Regents of the University of Wisconsin System, the University of Wisconsin-River Falls, the Department of Residence Life and its officers, employees and agents, for damages sustained by the Resident or others, as a result of the Resident’s acts or omissions, relating to any changes or modifications made by the Resident to their room or furnishings, such as the configuration of loft beds, bookshelves, partitions, or other structures. This means that the Resident is financially responsible for injury to another party, or damage to their property, as a result of any equipment or items the Resident has constructed, created, purchased or used improperly, and that the Resident will pay any resulting claims on behalf of the University.
Roommate and Suitemate Relationships

You and Your Roommate
Living on campus provides you with the unique experience of learning more about yourself, how to live with others, and an opportunity to develop your interpersonal skills. Sharing a residence hall room is a new experience and transition for many students. When sharing a room, it does not matter if the person is your close friend or someone new to you. All roommate relationships take cooperation in working to establish clear, reasonable expectations, discuss issues as they arise, and be open to compromise.

Cooperation is an understanding that you and your roommates will work together towards a mutually satisfactory result and not a win-lose based outcome. Frequent, open, honest communication is key, and if this is established early on, you will make the most of the good times and be better prepared to work through the more challenging moments.

You
A positive roommate relationship starts with you. Spend time thinking about yourself. Here are a few questions you should give thought to:

- What will I be like to live with?
- What things help me feel safe in my own space?
- How will I control my actions to help maintain a safe living environment?
- What type of relationship am I hoping to have with my roommate?
- How will I make space for my roommate and their needs?
- What do my morning and night routines look like?
- What will I do to make my roommate feel comfortable in our space?
- How comfortable am I sharing things with a roommate?
- How will I give my roommate privacy when they need it?
- How will I communicate things that bother me with my roommate?
- How would I like my roommate to communicate with me the things that bother them about me?
- How will I work to listen to my roommate when they communicate with me?
- How will I help maintain a clean living environment?
Your Roommate
You may have different responses to the above questions than the person you are sharing a room with, and that is okay. People who are different and want different things can still have a successful roommate relationship.

We strongly encourage filling out a Roommate Agreement Form with your roommate at the beginning of the school year to help establish and maintain a gratifying and collaborative living environment. This document is available online as well as through your resident assistant. South Fork Suites residents will have a Suitemate Agreement Form to complete for their unique environment.

Create a Healthy Roommate Relationship
It may take a few conversations for you and your new roommate to get to know each other. College is all about meeting new people. You may be surprised to discover what you have in common, as well as what you can learn from your new roommate.

Prior to Coming to Campus:
Reach out to your roommate. When you receive your roommate assignment, you can expect to receive their name and student email address.

• Send them an email to say hello and consider asking for their phone number if they have one. If possible, schedule a phone or video call. Sharing your voice over the phone is much more personal than a text or message over social media. Give your roommate time to respond. They could be busy with work, are away for the summer, or are feeling a bit nervous about the first conversation.

• Social media accounts are not always accurate reflections of who we are. Remember that you cannot believe everything you read online. The college experience challenges all students to open their minds to new people around them.

• Think about what your roommate will want to know about you. What would you like to know about them? Have a few “low-risk” questions ready for your first conversation to break the ice. Here are a few examples:
  ◦ Why did you choose to come to UW-River Falls?
  ◦ What are you hoping to study?
  ◦ Tell me something I wouldn’t find out about you through Facebook, Instagram, or Snapchat.
  ◦ What are you hoping to get involved with on campus?
  ◦ Have you ever shared a room before?
While on Campus

*Remember to be kind.* In the beginning of the year students want to make a good first impression, often at the cost of their comfort. Check in with your roommate periodically if you would like to borrow something, even if you may have already come to an agreement. Touching base with your roommate regularly can provide opportunities to offer new perspectives and revisit expectations.

*Keep a clean home.* Your room or suite is now a new home to both you and your roommate. Communicate with your roommate about cleanliness and create an equal system of how to keep the space clean. Maintaining a clean living environment is important to your health and mindset while navigating the collegiate experience.

*Adequate sleep is vital* to your physical health, emotional well-being, and academic success. Talk with your roommate regarding when they plan to sleep as well as when you plan to sleep. Creating clear and reasonable expectations surrounding noise and lights while sleeping is important in showing your roommate that you respect them. Comfortable headphones can be helpful while trying to study in the room during quiet time.

If a Disagreement Occurs

*Treat your roommate with respect.* It is reasonable to expect that you and your roommate will sometimes disagree or be faced with a conflict. When issues arise, be open to starting tough conversations and listening to your roommate, even if you disagree. Discuss the issue in a calm and understanding manner while working towards a compromise you all can agree on.

*Communicate with your roommate in person,* not over texts or social media while residing together. In-person conversations will help decrease misunderstandings often found with online communication. After completing the Roommate Agreement, it is probable that it will need to be revisited throughout the year as you get into a routine.

*Seek assistance.* Your Resident Assistant and Hall Director are here to help. Sometimes it is helpful to have another individual not connected to the situation to mediate. Residence Life staff are not there to choose sides or focus on what was done. Their role is to help roommates move forward in a positive direction.
Conflict Resolutions
Due to limited space in the residence halls as well as safety measures in response to COVID-19, the Roommate Change Request form will not be available.

To best prepare for these conversations, we highly encourage you to reflect on the following questions prior to the Roommate Agreement meeting, to help you have a more effective conversation.

COVID-19 and cleanliness
- How will I communicate my concerns about COVID-19 and the actions we should take to limit our exposure?
- What does clean mean to me and how clean do I expect the room to be?
- When will I clean the room and when will my roommate clean the room?
- Will we clean the room together, take turns or look after our own sides?

Room security
- When will the doors be locked, unlocked or left open?

Sleep
- When will I plan to go to sleep and wake up on the weeknights and weekends?
- When does my roommate plan to go to sleep and wake up on the weeknights and weekends?
- What type of environment do I best sleep in?
- What type of environment does my roommate sleep best in?

Study
- What type of environment do I best study in?
- What type of environment does my roommate best study in?
- What type of environment do I best attend online class in?
- What type of environment does my roommate best attend online class in?

Communication
- What items will I share with my roommate?
- What items would I like my roommate to share with me?
- How will we communicate preferences related to smoking, drinking and drugs?
- How will I communicate my frustrations and emotions with my roommate?
- How would I like my roommate to communicate their frustrations and emotions with me?
RA on Duty Phone Numbers

The Resident Assistant on Duty in each residence hall is available after 6:30 p.m. to midnight on weekdays and 6:30 p.m. to 2 a.m. on Fridays and Saturdays. A Residence Life staff member can be reached, when the Residence Life Office is closed, by calling the building duty phone number.

<table>
<thead>
<tr>
<th>Hall</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ames</td>
<td>715-821-2584</td>
</tr>
<tr>
<td>Crabtree</td>
<td>715-821-2586</td>
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<td>Grimm</td>
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<td>Johnson</td>
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<td>McMillan</td>
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<td>Prucha</td>
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<td>South Fork Suites</td>
<td>715-821-2584</td>
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<tr>
<td>Stratton</td>
<td>715-821-2591</td>
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Other Important Phone Numbers

<table>
<thead>
<tr>
<th>Service</th>
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<tr>
<td>Falcons Forward</td>
<td>715-425-0740</td>
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<td>Ability Services Office</td>
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<td>Academic Excellence and Student Success</td>
<td>715-425-3572</td>
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<tr>
<td>Career Services</td>
<td>715-425-3884</td>
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<td>Counseling Services</td>
<td>715-425-4403</td>
</tr>
<tr>
<td>Dining Services</td>
<td>715-425-3687</td>
</tr>
<tr>
<td>Division of Technology Services (DoTS)</td>
<td>715-425-3141</td>
</tr>
<tr>
<td>Financial Aid Office</td>
<td>715-425-3687</td>
</tr>
<tr>
<td>ID Card Services (through DoTS)</td>
<td>715-425-3321</td>
</tr>
<tr>
<td>Library</td>
<td>715-425-3529</td>
</tr>
<tr>
<td>Military and Veteran Resource Center</td>
<td>715-425-3531</td>
</tr>
<tr>
<td>Office of International Education</td>
<td>715-425-4891</td>
</tr>
<tr>
<td>Parking Office</td>
<td>715-425-3333</td>
</tr>
<tr>
<td>Police (campus, non-emergency)</td>
<td>715-425-3133</td>
</tr>
<tr>
<td>Registrar’s Office</td>
<td>715-425-3342</td>
</tr>
<tr>
<td>Residence Life</td>
<td>715-425-4555</td>
</tr>
<tr>
<td>Student Billing</td>
<td>715-425-3145</td>
</tr>
<tr>
<td>Student Conduct and Community Standards</td>
<td>715-425-4844</td>
</tr>
<tr>
<td>Student Health Services</td>
<td>715-425-3293</td>
</tr>
<tr>
<td>Student Success Center</td>
<td>715-425-3531</td>
</tr>
<tr>
<td>University Center</td>
<td>715-425-3911</td>
</tr>
</tbody>
</table>

For additional phone numbers, see the online Campus Directory: [https://www.uwrf.edu/directory](https://www.uwrf.edu/directory)
Safety and Security

Safety in the residence halls is everyone’s responsibility.

There are a number of things the university does to promote safe environments. They include:

- Locking of residence hall doors 24/7 with the exception of designated times for move-in and move-out.
- Residence Life staff are on-call outside of regular office hours to respond to emergencies.
- University Police are available 24/7 for emergencies and crisis response.

Students are also expected to assume responsibility for their safety. Students are asked to do the following:

- Lock their room door even when they are in their room.
- Be aware and cognizant of their surroundings.
- Not allow other students or individuals to “tailgate” into the residence hall behind them.
- Report any suspicious persons or behavior to the appropriate staff member of call University Police at 715-425-3133.

During the hours in which the Residence Life office is closed, students can reach a staff member by calling the RA Duty Phone. This phone number is posted on all outside doors of the residence halls.

In the event of an emergency, students should call 911.

Telelevision

Cable TV is available on campus for all residence hall students. All students have the ability to stream TV through the Stream2 app. Visit DoTs knowledge base to learn how to use the Stream2 app (https://technology.uwrf.edu/tdclient/1979/portal/kb/articledet?id=35207). Students living in all buildings, except for May Hall, have coaxial cable TV as well. To view the TV channel guide visit tvlistings.zap2it.com; search zip code 54022.