Welcome to campus

Welcome to the UWRF residence halls! The Residence Life staff and I are happy you are here and part of our on-campus community! As you live on campus, I hope you will feel a sense of belonging and find a greater sense of purpose for your college experience and your life beyond graduation. Please make this your home. Treat the residence halls as your home and other residents and staff as your neighbors. Let us know how we can support you. We are looking forward to a great year together. It is our pleasure to be part of your college journey!

With Falcon pride,

Karla Thoennes
University Housing Director
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 commitment to a diverse, inclusive community of belonging, 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, in all aspects of life, including ability, age, color, cultural identity, educational level, ethnicity, family structure, gender identity or expression, nationality, physical appearance, race, religion, sexual orientation, socio-economic status, spirituality, and 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 will actively promote anti-bias practices and will support 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, anti-racism, 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 diversity. Our commitment will be evident in our organizational structure, policies, staff, goals, and vision.
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### Residence Hall Communities

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<tbody>
<tr>
<td><strong>Crabtree Hall</strong>&lt;br&gt;Crabtree is located on the east side of campus. The hall is named after former UW-River Falls President James W. Crabtree.</td>
<td>(Room #) Crabtree Hall&lt;br&gt;850 E. Cascade Ave.&lt;br&gt;River Falls, WI 54022</td>
</tr>
<tr>
<td><strong>George R. Field South Fork Suites</strong>&lt;br&gt;South Fork Suites is located on the east side of campus. The hall is named after the last president and first Chancellor of UW-River Falls George R. Field.</td>
<td>(Room #) George R. Field South Fork Suites&lt;br&gt;805 Wild Rose Ave.&lt;br&gt;River Falls, WI 54022</td>
</tr>
<tr>
<td><strong>Jesse H. Ames Suites</strong>&lt;br&gt;Ames Suites is located on the east side of campus. The hall is named after former UW-River Falls President Jesse H. Ames.</td>
<td>(Room #)&lt;br&gt;Jesse H. Ames Suites&lt;br&gt;851 Wild Rose Ave.&lt;br&gt;River Falls, WI 54022</td>
</tr>
<tr>
<td><strong>Grimm Hall</strong>&lt;br&gt;Grimm is located on the east side of campus. The hall is named after former Board of Regent Judge Jay Grimm.</td>
<td>(Room #) Grimm Hall&lt;br&gt;750 E. Cascade Ave.&lt;br&gt;River Falls, WI 54022</td>
</tr>
<tr>
<td><strong>Hathorn Hall</strong>&lt;br&gt;Hathorn is in the center of campus. The hall is named after former Academic Dean Irma Hathorn.</td>
<td>(Room #) Hathorn Hall&lt;br&gt;620 S. 3rd St.&lt;br&gt;River Falls, WI 54022</td>
</tr>
<tr>
<td><strong>Johnson Hall</strong>&lt;br&gt;Johnson is located on the west side of campus. The hall is named after former Professor Arthur N. Johnson.</td>
<td>(Room #) Johnson Hall&lt;br&gt;62 E. Cascade Ave.&lt;br&gt;River Falls, WI 54022</td>
</tr>
</tbody>
</table>
### May Hall
May is located on the west side of campus. The hall is named after former Professor John M. May.

**Mailing address:**
(Room #) May Hall  
124 E. Cascade Ave.  
River Falls, WI 54022

### McMillan Hall
McMillan is located on the east side of campus. The hall is named after former Professor Mary Burt McMillan.

**Mailing address:**
(Room #) McMillan Hall  
700 E. Cascade Ave.  
River Falls, WI 54022

### Parker Hall
Parker is located on the east side of campus. The hall is named after a former UW-River Falls President Warren G. Parker.

**Mailing address:**
(Room #) Parker Hall  
800 E. Cascade Ave.  
River Falls, WI 54022

### Prucha Hall
Prucha is located on the west side of campus. The hall is named after former Professor and Registrar Edward J. Prucha.

**Mailing address:**
(Room #) Prucha Hall  
551 Spruce St.  
River Falls, WI 54022

### Stratton Hall
Stratton is located on the west side of campus. The hall is named after former Academic Dean Charles G. Stratton.

**Mailing address:**
(Room #) Stratton Hall  
581 Spruce St.  
River Falls, WI 54022
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.

**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. A Community Assistant is available to support students residing in South Fork Suites.

**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.
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 social programming, recognition, policy review, and opportunities for leadership and development. Students interested in joining Residence Hall Association should get connected through Hall Council.

Hall Council
Each residence hall has a Hall Council of student leaders within their community. Hall Council hosts events, 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 https://www.uwrf.edu/ResidenceLife/LeadEmploy/LeadershipOpportunities.cfm.
Emergency Preparedness

Each resident is responsible for knowing what to do in the event of an emergency. For an overview of university emergency procedures, please see the Emergency Response Guide.

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.

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.

All UW-River Falls students are encouraged to sign up to receive text message emergency alerts on their cell phone during an emergency. Please see the following website for details. www.uwrf.edu/Emergency
Facilities and Services

Residence Hall

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.

Kitchens
Kitchens are available in each residence hall. These facilities usually include a stove top, oven and microwave.

Elevators
Elevators are available in Ames, Crabtree, Hathorn, Johnson, May, and South Fork Suites. If an elevator is not working, inform Residence Life staff immediately.

Fire Pits
Fire pits located near the residence halls can be used on a first-come, first-served basis. Refer to the signs posted near the fire pits (coming fall 2022) with instructions and expectations.

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 are expected to 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. Visit the Isolation Meal Box request form.

**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 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.

**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 contact Residence Life 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 $65. A South Fork Suites room is $115 for both the suite and room doors. The suite door only is $75 and the bedroom door only is $65.

Hathorn Mail Center
The Hathorn Mail Center is open Monday-Friday from noon-8 p.m. and Saturday-Sunday 4-8 p.m. as staffing allows. Contact the Hathorn Mail Center with questions regarding mail and packages at 715-425-0704 or hathornmailcenter@uwrf.edu.

Mail and 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 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, gift cards, or checks, 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.

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.

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. Students should contact the Parking Office if moving buildings and need to request a new parking lot.
Facilities and Services cont.

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.

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
- 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 and 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.
Student Rooms

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, unbunking or unlofting beds and placing lofting kits as instructed by university staff, upon checking out of the room. Students living in center Hathorn must leave their beds lofted.

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 may not be removed from the room. A microfridge unit (microwave and fridge) is available for roommates to share (excluding South Fork Suites). Students are not permitted to bring additional refrigerator, freezers or microwaves.

Heat
Residents are able to make adjustments to the level of heat in their rooms. Do not place furniture in front of or otherwise block the heaters as it results in the heat not working properly. If they believe the room is too hot/cold, they should contact their hall staff. Personal heating/air conditioning units are not permitted.

Room Design
Details regarding room layout and dimensions can be found on the Room Design webpage.

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

Microfridge Units
Microfridge units are provided in all residence hall rooms. The unit contains a separate freezer and fridge area with a microwave connected to the fridge. 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 microfridge units, the George R. Field South Fork Suites includes a kitchenette which has a full-size refrigerator and microwave.

Light Bulbs
If a light bulb in a student’s room burns out, they should report it through the campus work order system, TMA. Staff will replace the lightbulb as soon as possible.
Residence Life Community Standards

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 by addressing others who are exhibiting concerning behaviors and reporting concerning behaviors to appropriate individuals. Violations of Residence Life and university policies can be confronted and documented by staff and other residents both inside and outside the residence halls. To submit a report about a potential violation of policy, please visit the UWRF Student Referral Form.

Students can report general incidents at uwrf.edu/ReportIt

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 prohibited.

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, deems, 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 epithees 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 and windows. 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

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. Information regarding the computer policy is available on the University of Wisconsin System webpage.
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 Standards

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 must 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, contact University Police.

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.

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 micro fridge 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.

Students are prohibited from bringing space heaters, halogen lamps/lights, hotplates, and pizza ovens into 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.

Guests
“Guest” is defined as any person in a residence hall student room who is not assigned by Residence Life to live in the room, or, any person who is not assigned to live in the building.

It is the hosting resident’s responsibility to inform guests of the policies and procedures of UW-River Falls. Guests must always have a valid photo ID on them and are expected to abide by all residence hall policies. The host resident is responsible for and will be held accountable for the behavior of their guest(s). Guests must always be escorted by a resident of that residence hall (preferably the host) and not be left unattended in the residence halls.

The number of people in a double room should not exceed eight during the day and four overnight (including residents of the room). In George R. Field South Fork Suites, the number of people should not exceed 10 during the day and eight overnight (including residents of the suite). For extended housing study lounges, the number of people should not exceed 10 (including residents of the space).

Overnight guests may be allowed to stay, with permission of a roommate, a maximum of three nights in a row, no more than eight nights per month. All overnight guests under the age of 18 years old must possess written permission from a parent or guardian to stay on campus. The written permission must specifically name the host, host’s address, and parent or guardian contact information.

University personnel reserve the right to direct guests to leave the residence hall if they are creating a disturbance within the community. Guests who are violating the law will be required to leave immediately.

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. 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 a valid photo 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 a resident assistant, 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
Under no circumstances is any student permitted to tamper with a university lock or have duplicate keys made for university locks. 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.

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 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.
- Clearly label food placed in the community refrigerator. Items past their expiration date or not labeled will be discarded by Residence Life staff.

Lockouts
Residents are expected to carry their room key and access card (UWRF ID) with them at all times.
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.
- Posting items in a public manner that is obscene, lewd, or indecent or that target specific individuals in a harmful, harassing, or intimidating manner is prohibited.
- Decorative items are not permitted on the floor in the hallways or attached to walls adjacent to the room door.

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 (university-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 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
Door-to-door solicitations are never allowed in the residence halls.

Designated members of approved campus organizations, service organizations or political campaigns can utilize public lounge or lobby areas on first floors and basements of residence halls to present their viewpoints by discussion or materials following approval of the area, method, and time by Residence Life. The manner of presentation must not interfere with the flow of traffic, not constitute harassment to residents and must be done in a responsible fashion so the information/discussion is conducted on a voluntary basis to residents.

Unauthorized posting of advertising materials on a resident’s room door and slipping materials under doors is prohibited.

Non-Residence Life organizations are not permitted to use any residence hall space for events or meetings.

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. Guests are prohibited from being in a resident’s room without the resident of the room present.
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 unauthorized individual(s) e.g., person(s) that have been restricted from the residence halls.

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.

**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

Conduct Procedures
The UW-River Falls Residence Life conduct system exists to address any inappropriate and/or illegal behavior. The goals of the Residence Life conduct system are to:

1. Protect the rights of all residents to have a living environment where they can feel safe and welcomed.
2. Maintain and reinforce community standards.
3. Provide an opportunity for a resident to make a formal complaint about another resident's behavior that may be a violation of Residence Life policies.
4. Investigate complaints and learn from all parties involved about what may have occurred.
5. Hold residents accountable for their behavior.
6. Encourage students to reflect on their behavior, how it affects both them and their community, and to change the behavior.

Resident’s Rights and Responsibilities related to the Residence Life Conduct Process
Residents involved in the conduct process have the following rights:

1. To review the complaint.
2. To meet with a Residence Life staff member to discuss any information they would like to share about the complaint.
3. To bring individuals (witnesses) to the meeting that may provide further clarification on the situation. The person cannot also be named in the complaint.
4. To bring an advisor (parent, guardian, confidant) to provide the resident with emotional support and help them navigate the Residence Life conduct process.
5. To appeal the decision the Residence Life staff member made.

Residents involved in the conduct process have the following responsibilities:

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

Residence Life Conduct Process
Residence Life conduct procedures will be applied only to students living in UWRF residence halls. Students residing off campus who are involved in residence hall incidents will be referred to the Office of Student Conduct and Community Standards for review. In serious offenses, off-campus students and
other individuals may be banned from visiting residence halls for a specified period or indefinitely.

After a complaint is received by a Residence Life staff member, they will review the complaint and identify possible policy violations. Residents allegedly in violation of a policy will receive an email via their UWRF email account requesting they meet with the Residence Life staff member to discuss the situation. The email will outline the date and time of the meeting, and the policies that will be discussed. In incidents where multiple individuals are involved, meetings will be held for each resident, unless the Residence Life staff member allows otherwise.

During the meeting, which is referred to as a Conduct Conference, the Residence Life staff member will discuss the policies as outlined in the meeting request email and review the complaint with the resident. The complaint may include student/staff information report(s), police report(s), and/or other documents that contain additional information.

If a resident chooses not to attend the meeting, a decision will be made without the resident’s perspective, based on the information available. The resident will receive the Residence Life staff member’s decision via their UWRF email.

If a resident brings a witness or witnesses, the witness(es) will be met with separately at the appropriate time. When a witness is excused, the individual will leave the meeting, but may not discuss the case with other witnesses who have yet to share their story. Other persons who are allegedly involved in the situation cannot be a witness.

The resident may have an adviser present at the meeting, who may remain through the meeting and serve only in a consulting capacity to the resident. The adviser may not address the Residence Life staff member or speak for the student. The resident may consult with the adviser at any time during the meeting.

The Residence Life staff member will determine if the student is “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.

A preponderance of evidence is reached when a Residence Life staff member determines, based on all the information available, that it is more likely than not that the alleged violation occurred.
Appeals
Residents have the option to appeal a decision. Reasons for an appeal do not include the stress, expense, or inconvenience of relocation or contract termination; cost of education sanctions such as Restorative Justice; separation from friends; lack of familiarity with rules or good character.

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 meeting;
- Information that established conduct processes were not followed;
- Findings of responsible that did not fully take into consideration all the information available; or
- Sanctions that are too severe because they are inconsistent with similar outcomes and cases.

Possible outcomes include upholding the previous decision and/or sanctions, changing the violations and/or sanctions, or referring the case back to the staff member who originally met with the resident for a new conduct conference.

To request an appeal, complete the appeal form. Upon receiving an appeal, a Residence Life staff member will contact the resident to schedule a meeting.

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. The list is not meant to be a progression that residents go through:

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

**Residence Life Warning:** A warning that exhibiting similar behavior(s) may result in more severe sanctions and conditions. To continue to live in the residence halls, it will be important that the resident abide by Residence Life policies as outlined in their Residence Hall contract.

**Residence Life Probation:** An official written notice that a resident may continue to live in the residence halls with the understanding that any further violation of University/Residence Life policies or disregard for community and/or individual rights of others in the residence hall will result in more serious action such as residence hall reassignment or contract termination.
Residence Hall Contract Termination Warning: An official written notice that a resident’s removal from the residence hall and/or referral to the university disciplinary process will occur if found responsible for another violation of policy.

Residence Hall Contract Termination: It was 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 a determined period.

Conditions
With each sanction, conditions and/or restorative actions may be assigned. In addition, notifications may be given to other university officials as necessary. Conditions include, but are not limited to:

Community Service: A resident 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: A resident 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: A resident 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: A resident 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: A resident is restricted from visiting a specific residence hall 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 Directive
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 Directive may mean a student will need to move temporarily to another residence hall environment. No Contact Directives 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, residents 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:

- **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.

- **Being on the roof** of any university building without the proper authorization.

- **Harassment.** 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.

- **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.
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- **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.

- **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.

- **Sexual assault/harassment** regardless of the degree.

- **Theft** from roommate or community.

**Communication**

Residence Life’s official means of communication with current residents is through their UWRF email. Residents are expected to check their UW-River Falls email account frequently and consistently. A resident’s failure to monitor their UWRF 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 UWRF 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.
Two-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, 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 the Disability Resource Center regarding their request. The Disability Resource Center 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, 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 microfridge
   - 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.

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 bottom of the bed end.
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.
- **Microfridge/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.

**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.
<table>
<thead>
<tr>
<th>Item</th>
<th>Traditional Halls</th>
<th>Ames Suites</th>
<th>South Fork Suites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bike Locker</td>
<td>$500</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>Bike Locker Key</td>
<td>$40</td>
<td>$40</td>
<td>$40</td>
</tr>
<tr>
<td>Blinds</td>
<td>$40</td>
<td>$40</td>
<td>$40</td>
</tr>
<tr>
<td>Bookcase</td>
<td>NA</td>
<td>$109</td>
<td>$75-$125</td>
</tr>
<tr>
<td>Bulletin Board</td>
<td>$10</td>
<td>$10</td>
<td>NA</td>
</tr>
<tr>
<td>Ceiling</td>
<td>$5-$10</td>
<td>$5-$10</td>
<td>$10-$20</td>
</tr>
<tr>
<td>Cleaning Fee</td>
<td>$25</td>
<td>$25</td>
<td>$25</td>
</tr>
<tr>
<td>Computer/TV data box</td>
<td>$12.50-$50</td>
<td>$12.50-$50</td>
<td>$5-$100</td>
</tr>
<tr>
<td>Desk</td>
<td>$75-$200</td>
<td>$239</td>
<td>$10-$200</td>
</tr>
<tr>
<td>Desk Carrel (not center Hathorn)</td>
<td>$150</td>
<td>$150</td>
<td>$150</td>
</tr>
<tr>
<td>Desk Chair</td>
<td>$40-$100</td>
<td>$111</td>
<td>NA</td>
</tr>
<tr>
<td>Dirty Room/Floor</td>
<td>$12.50</td>
<td>$12.50</td>
<td>NA</td>
</tr>
<tr>
<td>Door</td>
<td>$60-$250</td>
<td>$125-$300</td>
<td>$120-$500</td>
</tr>
<tr>
<td>Door (damage to number)</td>
<td>$12.50-$25</td>
<td>$12.50-$25</td>
<td>$5</td>
</tr>
<tr>
<td>Dresser</td>
<td>$75-$250</td>
<td>$221</td>
<td>$75-$200</td>
</tr>
<tr>
<td>Guard Rail</td>
<td>$30</td>
<td>$30</td>
<td>$30</td>
</tr>
<tr>
<td>Key for Room</td>
<td>$65</td>
<td>$75</td>
<td>$65</td>
</tr>
<tr>
<td>Key for Suite</td>
<td>NA</td>
<td>NA</td>
<td>$75</td>
</tr>
<tr>
<td>Key for Both Room and Suite</td>
<td>NA</td>
<td>NA</td>
<td>$115</td>
</tr>
<tr>
<td>Light</td>
<td>NA</td>
<td>NA</td>
<td>$15-$60</td>
</tr>
<tr>
<td>Light Fixtures Cover</td>
<td>$15-$30</td>
<td>$15-$30</td>
<td>$15-$30</td>
</tr>
<tr>
<td>Loft Bed</td>
<td>$50-$200</td>
<td>$216</td>
<td>$50-$200</td>
</tr>
<tr>
<td>Loft Ends</td>
<td>$150</td>
<td>$173</td>
<td>$150</td>
</tr>
<tr>
<td>Loft Shelf (Grimm &amp; Stratton)</td>
<td>$40</td>
<td>$43</td>
<td>NA</td>
</tr>
<tr>
<td>Loft Step (not Grimm, Stratton, Center Hathorn)</td>
<td>$10</td>
<td>$10</td>
<td>$10</td>
</tr>
<tr>
<td>Mattress</td>
<td>$122</td>
<td>$122</td>
<td>$122</td>
</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>$15-$50</td>
<td>$15-$50</td>
<td>NA</td>
</tr>
<tr>
<td>Micro Fridge (replace)</td>
<td>$175</td>
<td>$175</td>
<td>NA</td>
</tr>
<tr>
<td>Recycling Container</td>
<td>$5-$10</td>
<td>$5-$10</td>
<td>$5-$10</td>
</tr>
<tr>
<td>Room Furniture (movement)</td>
<td>$10</td>
<td>$10</td>
<td>$10</td>
</tr>
<tr>
<td>Screen (repair)</td>
<td>$12.50</td>
<td>$12.50</td>
<td>$25</td>
</tr>
<tr>
<td>Screen (replace)</td>
<td>$50</td>
<td>$50</td>
<td>$100-$150</td>
</tr>
<tr>
<td>Screen (removal)</td>
<td>$5</td>
<td>$5</td>
<td>$10</td>
</tr>
<tr>
<td>Smoke Alarm</td>
<td>$10-$20</td>
<td>$10-$20</td>
<td>NA</td>
</tr>
<tr>
<td>Sprinkler</td>
<td>$25-$2500</td>
<td>$25-$2500</td>
<td>$25-$2500</td>
</tr>
<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>
<td>$2.50</td>
</tr>
<tr>
<td>Tile Damage (floor)</td>
<td>$5</td>
<td>$5</td>
<td>$2.50</td>
</tr>
<tr>
<td>Towel Bar</td>
<td>$10</td>
<td>$10</td>
<td>NA</td>
</tr>
<tr>
<td>Walls (cleaning and/or painting)</td>
<td>$20-$100</td>
<td>$20-$100</td>
<td>$20-$100</td>
</tr>
<tr>
<td>Wardrobe</td>
<td>NA</td>
<td>NA</td>
<td>$350</td>
</tr>
<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>$15 (min)</td>
<td>$15 (min)</td>
<td>$15 (min)</td>
</tr>
</tbody>
</table>
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 Student Conduct and Community Standards Office 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 Student Conduct and Community Standards Office 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.

2022-23 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>$2,292</td>
<td>$4,584</td>
</tr>
<tr>
<td>Ames Double Room</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Rooms in all halls other than Ames or SFS (SFS)</td>
<td>$2,576</td>
<td>$5,152</td>
</tr>
<tr>
<td>Single Rooms in Ames or SFS</td>
<td>$2,864</td>
<td>$5,728</td>
</tr>
</tbody>
</table>

*Upon approval of Board of Regents in July
Gender Inclusive Housing
Residents living in the Gender Inclusive Community commit to the following: As a student selecting to live in the Gender Inclusive Community, I recognize and understand this community has been designed to provide students with the flexibility to accommodate the needs of Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ+) students, allies, and others for whom cultural or identity considerations are needed. Students can choose to room with the person they are most comfortable living with, regardless of gender or sex. An inclusive community is one committed to social justice and based on respect for and celebration of people of diverse identities and backgrounds.

I understand that by signing this Living Community Agreement, I must adhere to the following community living standards:

• I commit to maintaining an inclusive and welcoming living environment that is free of discrimination based on gender identity and expression.

• I will respect all residents of the floor and their guests. I will strive to understand inclusion, diversity, and difference, including different forms of gender identities, sexual, and romantic orientations and that these does not require disclosure.

• I understand that living on this floor does not indicate a specific gender identity or sexual orientation.

• I am willing to learn about others’ experiences and preferences regarding their level of disclosure of personal information, and I will respect their need for privacy.

• I will be aware of, and responsible for, my own language. I will strive to use inclusive language and be open to learning new terms.

As it relates to room changes and/or filling a vacant space in a room, I understand the following:

• Students will not be assigned to the Gender Inclusive Community unless they have elected to do so.

• If a roommate leaves the room and community, Residence Life reserves the right to consolidate and/or fill the space with another student wishing to live on the Gender Inclusive Community.

• Failure to adhere to the community living standards and/or exhibiting behavior that is contrary to the spirit of this agreement may result in a reassignment to a residence hall room outside of the Gender Inclusive Community. The residence hall contract will remain in effect in cases where students are removed from the Gender Inclusive Community.
Substance-Free Housing
Residents living in our Substance-Free Communities 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 meet these standards may be moved and restricted from the community.

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 and Meal Plan contract for Residence Life and Dining 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 and dining facilities and services.

Completing and signing the Residence Hall and Meal Plan 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.

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 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, residence hall room charges will be added to their student account and the student will be notified of this action via UWRF email.

Meal Plan Requirement
All Residents must select a meal plan. The only exceptions to meal plans are for Residents living in George R. Field South Fork Suites. Residents may select from a variety of meal plan options and may change meal plans between semesters or within the first seven days of meal plan service. All requests for meal plan changes after the first date of meal plan service must be submitted via the Meal Plan signup/change form found on the Dining website. Any late meal plan sign ups or cancellation requests will be charged from the beginning of the meal plan service until the time the change is approved.

Eligibility
The Resident must be an enrolled student at the University taking a minimum of 4 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, 3 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.

Residents will be given 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.

**University Agrees**

The University hereby grants the Resident a limited license to occupy University residence hall facilities and use Dining facilities and services 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**

The Resident agrees to:

a. Make complete payments of all residence hall and meal plan charges according to the University’s 2022-23 billing schedule.

b. Abide by Residence Life and Dining policies and all rules and regulations of the University, which are incorporated by reference and made a part of this contract, including University Policy AP-01-128 COVID-19 Related Health & Safety Rules.
c. Honor the terms and conditions stated in this contract.
d. Read and act upon all electronic communications sent by the Residence Life and Dining.

Contract Term
This contract is for the entire 2022-23 academic year, which consists of fall and spring semesters, or if entered after the beginning of the academic year, for the remainder of the academic year.

A Schedule of Occupancy is available on the Residence Life website. This schedule indicates the official opening and closing of the residence halls.

The meal plan program includes service only during the stipulated dates/meals of service. See Dates of Service for the current and/or future terms on the Dining website. There is no meal plan service during break periods.

This contract cannot be terminated or canceled except under the conditions cited in the cancellation and termination sections of this agreement.

Contract Changes
Changes may not be made in the terms and conditions of the contract without the agreement and written permission of Residence Life and/or Dining.

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 people 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.

Accommodation for Students with Disabilities or Medical Needs
Students with documented disabilities or medical needs who require special accommodation in their residence hall room should start the accommodation request process by contacting the Disability Resource Center regarding their request. The Disability Resource Center 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. Residence Life will make every effort, however, to provide reasonable accommodation. Assignment is based on the accommodation required.

To initiate a request for meal plan accommodation, students may fill out the Meal Plan Accommodation Request form found at https://www.uwrf.edu/Dining/DiningContract.cfm. This form is submitted to dining@uwrf.edu.
Rates and Payments
The residence hall and meal plan 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 2022. 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.

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

1. Room 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, 2022 (for full year agreements) and November 15, 2022 (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 replacement or repairs are needed and are determined to be the responsibility of the Resident. If damages 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 or meal plan payments, fines, assessments, or any outstanding University charges.

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 May 1, 2022, for 2022-23 academic year or November 15, 2022, for spring-only semester will receive a refund of their $100 deposit, assuming there are no outstanding fees or charges on the student’s 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 their 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. There are no refunds or financial adjustments for Residents that choose not to use their meal plans.

**Termination of 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 or dining services unfeasible. There shall not be any liability on the part of the University for the refund of any payments or the 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, residence hall, and/or dining policies. Refer to Residence Life Conduct Policies and Procedures on the Residence Life website and policies stated on the Dining website which are 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 room cost of the 2022-23 contract, forfeit the residence hall contract deposit, and may be restricted from the residence halls. Behavioral incidents that involve Dining may also incur a financial penalty.

**Termination of Residence Hall Contract by Resident**

Termination refers to the dissolution of the 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, 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 a Contract Termination Request (CTR) Form to Residence Life by
December 1. If the Resident is approved for a spring contract termination the deposit refund will be credited to the student’s billing account. If the Resident submits a 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 academic year. Residents 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 2022-23 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 2022-23 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 into effect. Termination requests during high occupancy will only be considered if the student does not fall under the terms of the residency requirement.

**Meal Plans**
Residents are required to select a meal plan. Residents who do not select a meal plan but are required to participate in the meal plan program, will be placed on the mandatory default meal plan which currently is the 14 meals per week plan.

Dining Dollars are included with selected meal plans. Residents can use Dining Dollars to purchase food and beverage items at any dining location. Purchases made with Dining Dollars are exempt from sales tax, cannot be purchased independently, taken as cash, transferred to others, or refunded. Dining Dollars remaining at the end of the fall semester may roll-over to spring semester only if the resident has an active spring semester meal plan. If a Resident is not required to be on a meal plan and cancels any portion of the spring semester meal plan, the fall Dining Dollars will not be refunded. All Dining Dollars must be used by the end of the spring semester. Dining Dollars do not carryover to the next academic year.

Meal Plan transactions require the student's ID for every transaction. The ID Carding Office should be contacted to replace a lost or damaged ID card. Students are required to pay a fee for their replacement ID card within 10
days. If a student does not pay for the replacement ID card, the card may be marked inactive, and the student will not be able to access their meal plan until payment is received in the ID Carding Office. No refund will be applied to the cost of the meal plan for meals not used during the inactive card status period. Students may not give, use, or receive another student’s ID card. If this does occur, the card will be confiscated, and this infraction will be referred to Student Conduct and Community Standards.

Disruptive behavioral incidents including, but not limited to, vandalism and damage within the dining service areas, unauthorized removal of food or equipment from a dining area, gaining unauthorized access or allowing others to gain unauthorized access to a dining area will result in disciplinary or legal action taken against the student(s) involved.

**Room 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 a space. 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 authority including residence halls.

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

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

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 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 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 Residence Life to discuss assignment options. A limited number of rooms with access to gender-inclusive bathrooms/showers are available.

**Housing Options During Break Periods and J-Term**
Residence halls remain open during 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 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.

**Residence Life Policies and Procedures**
Policies and procedures have been established to provide an appropriate living-learning environment. Residence Life 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 have no legal obligation, nor any ability to provide reimbursement for the Resident’s individual property resulting from loss, theft, 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, Residence Life and its officers, employees, and agents, for damages sustained by the Resident or others, because 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, because 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(s)

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(s)?
- How will I make space for my roommate(s) and their needs?
- What do my morning and night routines look like?
- What will I do to make my roommate(s) feel comfortable in our space?
- How comfortable am I sharing things with my roommate(s)?
- How will I give my roommate(s) privacy when they need it?
- How will I communicate things that bother me with my roommate(s)?
- How would I like my roommate(s) to communicate with me the things that bother them about me?
- How will I work to listen to my roommate(s) when they communicate with me?
- How will I help maintain a clean living environment?
Roommate and Suitemate Relationships cont.

Your Roommate
You may have different responses to the above questions than the person(s) 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(s) 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(s). When you select your room or are assigned to a roommate, 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(s) 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 social media.
Roommate and Suitemate Relationships cont.

- 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(s) 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(s) 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.
Duty Phone Numbers

The Resident Assistant on Duty in each residence hall is available between 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>Residence</th>
<th>Number</th>
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</thead>
<tbody>
<tr>
<td>Ames</td>
<td>715-821-2584</td>
</tr>
<tr>
<td>Crabtree</td>
<td>715-821-2586</td>
</tr>
<tr>
<td>Grimm</td>
<td>715-821-2588</td>
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<tr>
<td>Hathorn</td>
<td>715-821-2590</td>
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<tr>
<td>Johnson</td>
<td>715-821-2594</td>
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<tr>
<td>May</td>
<td>715-821-2593</td>
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<tr>
<td>McMillan</td>
<td>715-821-2589</td>
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<tr>
<td>Parker</td>
<td>715-821-2587</td>
</tr>
<tr>
<td>Prucha</td>
<td>715-821-9547</td>
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<tr>
<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>Department</th>
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</thead>
<tbody>
<tr>
<td>Disability Resource Center</td>
<td>715-425-0740</td>
</tr>
<tr>
<td>Career Services</td>
<td>715-425-3572</td>
</tr>
<tr>
<td>Counseling Services</td>
<td>715-425-3884</td>
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<tr>
<td>Dining</td>
<td>715-425-4403</td>
</tr>
<tr>
<td>Division of Student Success</td>
<td>715-425-0720</td>
</tr>
<tr>
<td>Division of Technology Services (DoTS)</td>
<td>715-425-3687</td>
</tr>
<tr>
<td>Financial Aid Office</td>
<td>715-425-3141</td>
</tr>
<tr>
<td>ID Card Services (through DoTS)</td>
<td>715-425-3687</td>
</tr>
<tr>
<td>Library</td>
<td>715-425-3321</td>
</tr>
<tr>
<td>Military and Veteran Resource Center</td>
<td>715-425-3529</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>
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</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 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.