

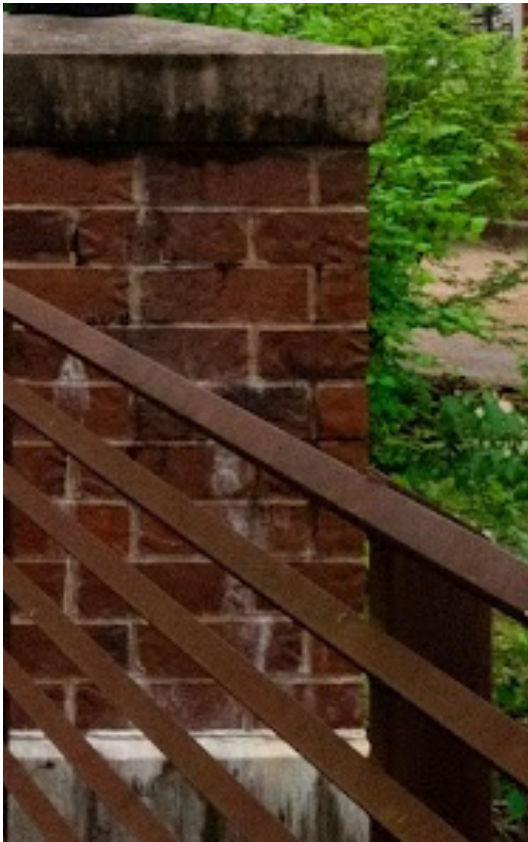
2021-2022

LIVE LIKE A LION

RESIDENTIAL LIFE LIVING GUIDE

LINDENWOOD
UNIVERSITY

RESIDENTIAL LIFE



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WELCOME

Dear Resident,

The Residential Life team is excited to share that we are continuing to add to the experience we can provide for our on-campus students.

Moving forward, our residential students will be going through our curriculum which has now been named ResXL (Residential Life Experience Lindenwood). Our halls will be filled with programming that is focused on developing the holistic student. These programs will be ranging from academic based programming focused on developing skills to help our students be successful in the classroom to also putting on a focus on creating social environments for our students to have outlets to simply kick back and enjoy their time on campus. We want to “Love Our Lions” and recognize that we have a great opportunity to do so in our residence halls and nearby houses in Linden Terrace.

Our communication is going to meet students where they are at and include them in the sharing process. Feel free to check out our content on IG @LULionsResLife. We'll continue to focus on a strong foundation with our team in understanding what it means to Live Like a Lion.

Sincerely,

YOUR RESIDENTIAL LIFE STAFF

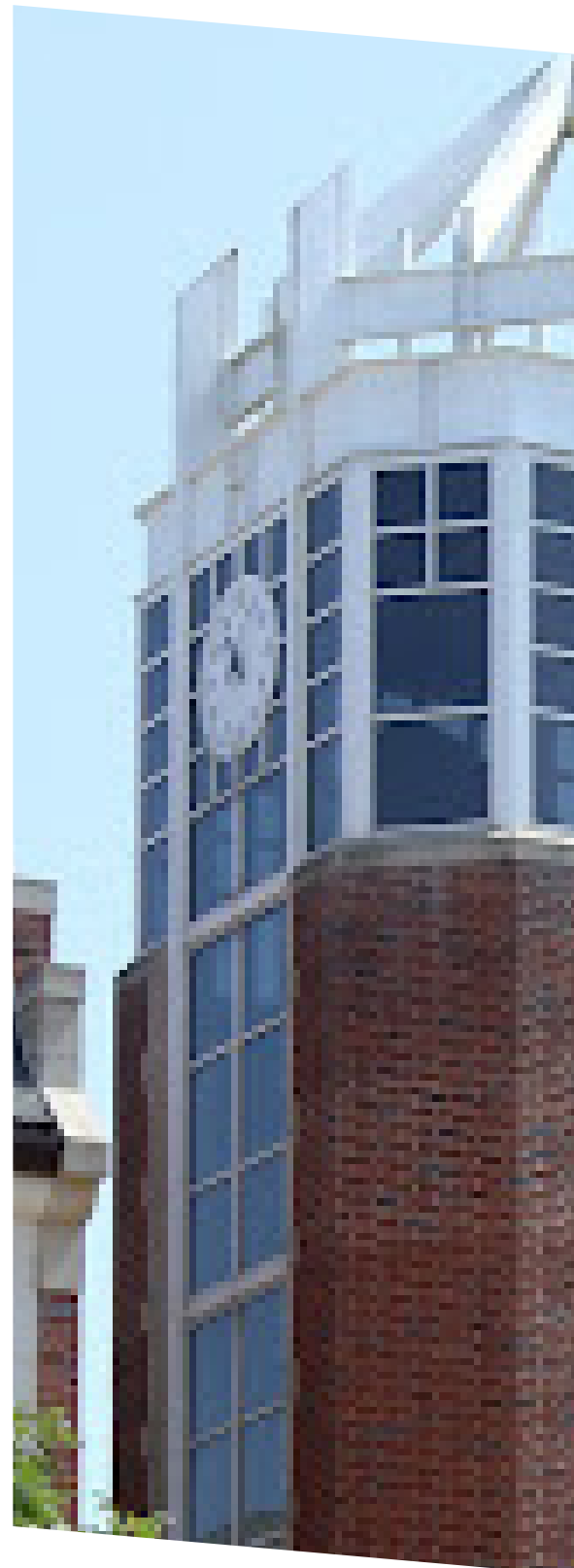
MISSION STATEMENT

We strive to provide quality residential communities that encourage residents' personal and professional growth and development.

RESPONSIBILITY TO THE COMMUNITY

Lindenwood University views a resident's experience in group living as an opportunity to learn, live, and work with others of varying ages, cultural backgrounds, and interests.

Students are encouraged and expected to take responsibility for themselves in their places of residence and to be responsible to the community in which they live. Active participation in residential activities aids residents in developing a sense of community spirit. Resident students may direct questions, concerns, or ideas about residential living to an RAA, CDA, ARCC, or RCC. You can also reach out to our main office to speak with an Assistant Director or Director of Residential Life.



KEY

RAA- Residential Administration Assistant

CDA- Community Development Ambassador

ARCC- Assistant Residential Community Coordinator

RCC- Residential Community Coordinator

MEET THE RESIDENTIAL LIFE TEAM

In order to facilitate a high quality residential life program, our department has enlisted a dedicated staff who are available to assist all members of our community.

Below is a list of our professional staff members.



HOLLY ZEIGER

Assistant Director of Residential Life



RYAN MCDONNELL

Director of Residential Life



JENNIFER SUSNIC

Assistant Director of Residential Life



MATT TRUMBOWER

Coordinator, Training and Operations



JULIE INGOLDSBY

Coordinator, Residential Life

ADMINISTRATION STAFF

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AMINAH WOODS

Blanton/Ruach Memorial Hall



CLAYCE FLETCHER

Linden Terrace



EMILIANA TAFOLLA

Cuffey/Cavert Rogers Hall



EVIE SUE WARD

Ayres/Irwin/Sibley Hall



GABRIELA RODRIGUEZ

Flowers/ Mathews Hall



JAY WINTON

Linden Lodge



MARIAH WHITE

Pfremmer/Reynolds Hall



PHILIP OSREDKAR

Cobbs/Niccols/Parker Hall



TRISTAN BENZONI

Linden Terrace

RESIDENTIAL COMMUNITY COORDINATORS

AFTER-HOURS ASSISTANCE

Any time the Residential Life Office or Front desks are closed there is a Professional Staff member available for emergencies. The number to contact for assistance after business hours will be readily available throughout all the Residential buildings as well as in the Public Safety office. The after hours staff member is available:

Monday-Wednesday 10pm-8am
Thursday-Saturday 1am-12pm
Sunday 9pm-8am

When you call the duty phone, please articulate where/why you need assistance (e.g., lock-out or noise disturbance). If there is a Medical Emergency (or any other emergency,) call Public Safety at 636-949-4911.

Of course, you can always contact 911 as well. If using a campus phone, dial 9-911.

PHONE NUMBER



Ayres Hall	(636) 627-5202
Blanton Hall	(636) 627-5203
Clavert Hall	(636) 627-5205
Cobbs Hall	(636) 627-5207
Flowers Hall	(636) 627-5209
Guffey Hall	(636) 627-5210
Irwin Hall	(636) 627-5212
Linden Lodge	(636) 627-5213
Linden Terrace	(636) 627-5228
Mathews Hall	(636) 627-5215
Niccols Hall	(636) 627-5216
Parker Hall	(636) 627-5219
Pfremmer Hall	(636) 627-5222
Rauch Hall	(636) 627-5223
Reynolds Hall	(636) 627-5225
Sibley Hall	(636) 627-5226



SERVICES

LINDENWOOD OFFERS A WIDE VARIETY OF AMENITIES TO OUR STUDENTS AND ARE FOR ALL OUR RESIDENTIAL STUDENTS, UNLESS OTHERWISE NOTED.

GREEK LIFE · LOUNGES · LAUNDRY ROOM · DINING · MAIL · MAINTENANCE · TECHNOLOGY · TELEVISION · STORAGE · SPORTING EVENTS · RECREATION · THEATER PRODUCTIONS · VENDING MACHINES.

GREEK LIFE

Social fraternal organizations have been a part of Lindenwood University since 1992. The goal of all fraternities and sororities on campus has long been to help students develop as leaders and empower them by providing opportunities to create campus traditions, initiate community service, and make lifelong friendships. The social fraternal community at Lindenwood consists of three national sororities (Delta Zeta, Phi Sigma Sigma, and Sigma Sigma Sigma) and three fraternities (Delta Tau Delta, Phi Delta Theta, and Phi Lambda Chi).

For more information visit the Lindenwood website.

LAUNDRY ROOM

There is a laundry room located in all our residential halls and Linden Lodge, typically located on the lower level of each building besides Parker Hall where laundry is located on the main level. Our Linden Terrace residents can find their laundry facility in Evans Commons main-level.

The washers and dryers are high-efficiency machines and are FREE for all Lindenwood residents! Please remove clothes promptly so that they are readily available for the next person and remember to treat someone else's belongings as you would your own. If a washer/dryer needs servicing let your Residential Community Coordinator know.

LOUNGES

Lounges and lobbies are provided in each of the residential halls for use by residents. Sleeping in lounges or lobby areas is prohibited. Removal or misuse of lounge or lobby furniture is prohibited and the person(s) responsible is subject to a fine and/or disciplinary action.

Access to these spaces may be limited based on social distancing guidelines and other guidance from public health officials. Public health guidance may evolve throughout the academic year and as a result access to common spaces may change and spaces could be closed for periods of time.

DINING HALL

The location and hours of operation for the dining facilities are listed at www.lindenwood.edu/student-life/housing-dining/dining-options

FOLLOWING GUIDELINES & EXPECTATIONS:

- Students must present a valid student ID at each meal. IDs are not transferable. Photos will be checked to verify validity.
- Campus visitors are invited to eat in the dining hall on a cash basis.
- Appropriate dress is required: shirt and shoes.
- Leave tables in clean condition after use. 20-21 Student Handbook 59
- Meals for students who are unable to leave their rooms may be requested.
- Only authorized persons will be allowed behind serving counters and in the kitchen.
- Children must be monitored so as not to disturb others in the cafeteria.

MEAL PLANS FOR RESIDENTS:

- Meal Plans selections are completed in StarRez.
- Meal Plans may be changed up to one week into the semester.
- All resident first-year students CAN choose between the traditional meal plan or the ALL ACCESS meal plan.
- Dining Dollars do expire at the end of the semester

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SPELLMANN CENTER

Dining Hall



EVANS COMMONS

Dining Hall



STARBUCKS

Coffee Shop- LARC



LION'S PRIDE MARKET

Spellmen Center

DO YOU HAVE IDEAS FOR CHANGES TO THE DINING HALL SERVICES?

IF SO, CONSIDER JOINING THE FOOD COMMITTEE!

FOR MORE DETAILS EMAIL:
DININGSERVICES@LINDENWOOD.EDU

DINING LOCATIONS

MAIL

Mail should be addressed to students should be addressed in the following manner:



Students' Full Name (no nicknames)
209 S. Kingshighway
Mailbox ###
St. Charles, MO 63301

All mail will be available for pick up at the Mailroom located in Evans Commons. Hours for the Mailroom are Monday - Friday: 10 a.m. to 3 p.m. and Saturday-Sunday: Closed.

All mailboxes are closed in the Summer; therefore all students must empty their mailbox prior to leaving for break.

For additional information about setting up a mailbox visit the Mail Campus Service website.

MAINTENANCE

Although every effort is made to maintain our facilities, fixtures and furnishings will occasionally need repair. The procedure for requesting repair or replacement is as follows:

- Minor Repairs: Contact your RAA or RCC and they will determine the priority and then input the work order in FAMIS.
- Emergency Repairs: Contact your RAA or RCC who will notify security and they will notify maintenance.

For repairs needed Monday through Friday after 5 p.m. and weekends call your hall/ area's front desk number. This number is staffed 24 hours by Residential Life Staff and Public Safety & Security. If the problem has not been fixed within three business days of your initial request, please contact the Residential Life main office so we can follow up.

SPORTING EVENTS

Lindenwood University as one of the largest Athletics Departments in the nation! Current students with a valid Student ID get into all sporting events for FREE! With 27 sports competing at the NCAA level in the Great Lakes Valley Conference (GLVC) and offering a variety of sports outside of the NCAA there's always some sporting event happening where you can cheer on your fellow LIONS!



RECREATION

The role of Campus Recreation is to deliver quality recreation, fitness, and leisure programs that connect the student body. Campus Recreation offers the Evans Commons Recreation Center that includes three basketball courts, a multi-purpose court, a suspended running track, and a 9,000-square-foot fitness area.

Campus Recreation includes our Intramural Sports. Offering multiple leagues and tournaments throughout the year, such as softball, volleyball, flag football, basketball, and many more!

Visit <https://www.lindenwood.edu/student-life/sports-recreation/> for more information.

STORAGE

DUE TO THE SHORTAGE OF SPACE, STORAGE OF PERSONAL BELONGINGS OR UNIVERSITY FURNITURE IS NOT PERMITTED.

All university furniture assigned to a living space must remain in that space. Items removed from an assigned space will be considered lost and the student will be responsible for the replacement cost of missing items.

TECHNOLOGY

The university provides wireless Internet connectivity to all our Residential buildings, including Linden Lodge and Terrace. As a member of the Lindenwood University community, you must adhere to the posted Information Technology Acceptable Use Policy. The policy is available for review at www.lindenwood.edu/academics/support-resources/information-technology/acceptableuse-policy/. If you have any questions regarding internet, contact IT Department.

TV/CABLE/RADIO

Each residential living space has a cable hook-up and require a digital television. The TV channel list can be found at lindenwood.edu.

Lindenwood students can also benefit from the campus radio station, KCLC89.1 The Wood and our cable station, LUTV. These media options, along with the Lindenwood website, serve as sources of information for & about Lindenwood University. Campus activities, sports, concerts, and performances of all types are announced for the benefit of Lindenwood students and staff as well as the surrounding community. Lindenwood students operate these media facilities, which are vital in keeping Lindenwood residents and the community informed.

If you have any questions regarding TV/Cable, contact IT Department.



THEATER PRODUCTIONS

The J. Scheidegger Center of the Arts facility was built to accommodate the needs of Lindenwood's Fine and performing arts students and the surrounding community. Students and St. Charles community are welcome to enjoy a variety of showings, both at the student and professional level. For more information on upcoming events or a virtual tour of the Broadway-style theater head to their website! You can also stop in person at the Box Office to purchase tickets.

LU Box Office Location:
J. Scheidegger Center for the Arts
2300 West Clay Street
Saint Charles, MO 63301

Box Office Hours:
Tuesday-Friday: 12-4pm
Saturday 10am-2pm
Sunday-Monday: closed

VENDING MACHINES

Vending machines can be found in all of our Residential Buildings, typically found on the main level or within the laundry room. Each machine takes either cash/card and have healthy choice options for students.

COMMUNITY STANDARDS

Residential Life strives to provide a safe, comfortable, and respectful environment for all members of its community. With this goal in mind, the following community standards have been established to ensure that all students and guests are contributing positively to the community.

Since Residential Life recognizes that every community is unique, each area will be given the opportunity to further define their community standards. Those residents who wish to take advantage of this opportunity may do so by contacting their RCC.

COMMUNITY STANDARDS

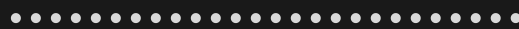
Each student living on campus, by signing the contract, agrees to abide by all laws and the Residential Life and University standards as contained in the Lindenwood University Student Policies, the Residential Life Living Guide, and the Terms and Conditions of the Housing contract.

Failure to abide by these standards may result in disciplinary action, including termination of the housing contract and removal from the University. If the University cancels the housing contract, room and board charges will not be refunded, including the pre-payment. Violators of University policy or community standards are subject to campus disciplinary action independent of or in addition to civil and/or criminal proceedings. For a complete version of the student conduct code, please refer to the Student Policies Web Site.



ALCOHOL AND SUBSTANCE ABUSE POLICY

Lindenwood University is committed to promoting the health and safety of its campus community through implementation of a dry campus policy. The university enforces compliance with local and state alcoholic beverage laws on campus and at university-sponsored activities.



The following policies which are specific to Residential Life:

Consumption of alcoholic beverages should only be by persons of legal age and by personal choice and is prohibited on campus.

Those who choose to consume alcoholic beverages should do so responsibly and in moderation off campus.

Display or storage of empty alcohol beverage containers is not permitted within the residential space.

The university promotes Arrive Alive for the students who consume alcohol off campus to call a cab or other means of transportation to get back to campus.

PLEASE NOTE: THE FULL LIST OF POLICIES ARE LISTED IN THE LINDENWOOD WEBSITE UNDER STUDENT POLICIES.

ALCOHOL PROGRAM

Lindenwood University is excited to announce the Alcohol Program is for eligible residential students.

This program offers students of legal drinking age the ability to possess approved amounts of alcohol in their residences. Our goal is to enhance the campus experience for of age students while keeping all students and campus safe.

Eligible students who wish to participate must apply and agree to the terms of the policy. A full copy of the program and guidelines is available upon request through the Residential Life office.

To be eligible, residents must currently live where all residents are 21 or older and agree to the program's guidelines and responsibilities.



ABC'S OF COMMUNITY STANDARDS

A

AREA MEETINGS

Area meetings are held periodically to discuss issues that are pertinent to the community. Attendance at all area meetings is required. You are responsible for the information provided at the area/building meetings. If you are unable to attend an area meeting, you should make arrangements with your RCC or CDA to obtain the information that you missed. To avoid any scheduling conflicts, area meetings will be announced at least one week in advance. Emergency area/floor meetings may be arranged on shorter notice if there is essential campus information that must be communicated quickly.

B

BARBEQUE GRILLS

Because they present a fire hazard, residents are not permitted to have personal barbeque grills or similar devices inside or around any on-campus residential space. This includes all courtyards, backyards, breezeways, and/or patios.

BASEMENTS

Bedrooms in the basements of the houses in Linden Terrace are NOT PERMITTED unless designated as bedrooms by the university. Failure to comply with this expectation may result in disciplinary action and a \$250 fine.

C

CANDLES AND INCENSE

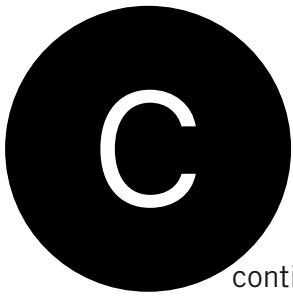
Burning of candles and incense is prohibited.

CEILING DECOR/HANGINGS

Ceiling hangings are not permissible as they interfere with the proper function of fire/ smoke detection and prevention devices.

CHRISTMAS TREE

To limit potential fire hazards, only artificial Christmas trees may be used within on-campus residential spaces.



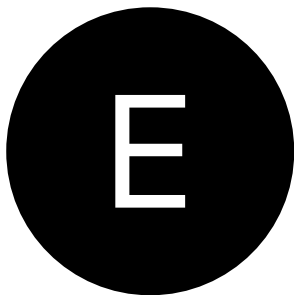
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COOKING IN ROOMS

Cooking in residential hall rooms is not allowed, except for small portable refrigerators, coffee makers, blenders, and self-contained popcorn poppers. Cooking appliances that should not be present in our residents' spaces are microwaves, toasters, toaster ovens, electric grills, and any other cooking appliances. Students who live in Linden Terrace have a kitchenette provided and allowed to use for cooking.

COVID-19

Lindenwood will consult with public health officials regarding appropriate next steps, which may include required quarantine or self-isolation, contact tracing, and specialized cleaning. More updates can be found Lindenwood Coronavirus website.



ELECTRICAL APPLIANCES

A reasonable number of electrical appliances may be used if they are electrically safe and do not have exposed wires or heating elements. Residence Hall wiring is not able to handle high-wattage appliances. The maximum wattage allowed for microwaves is 700 watts on the Horizon side of campus, those within Heritage will have access to community microwaves in the halls of each building. Residential hall mini refrigerators must not exceed 4.5 cubic feet and are allowed in all Residential Hall spaces. In the houses, the use of additional freezers, full-size refrigerators, washers, dryers, dishwashers, or stoves is not permitted.

ELEVATOR USE

Misuse of the residential hall elevators, including but not limited to false alarms, vandalism, overcrowding, tampering, forcing doors open or stopping the elevator can result in disciplinary action and/or fines.

EXTENSION CORDS

Extension cords are not permitted. Power strips (surge protectors) with circuit breakers are permitted; however, power strips cannot be plugged into another power strip.

EMERGENCY PROCEDURES

Each CDA will review emergency procedures at their first area meeting. Periodic drills will be planned. It is essential that students react to every alarm as if it were a real emergency. Failure to follow emergency procedures is considered a violation of University policy.

Emergency Procedures can be found on pages 43-45 of this guide.



FIRE AND TORNADO ALARMS

All residents must leave the residence hall immediately when the fire alarm sounds. When the city tornado siren sounds with a steady blast, students must go to the nearest designated campus shelter and remain there until the “all clear” is given by a university official. The City of St. Charles conducts a test of alarms on the first Monday morning of every month when the weather is clear. Failure to follow emergency procedures and evacuate when emergency devices are activated may result in disciplinary action.

FIRE PROTECTION EQUIPMENT AND ARSON

The presence of fire extinguishers, hydrants, and alarms is mandated by civil housing codes and state and federal laws. Any unauthorized use or tampering with such equipment is considered a violation of those statutes and university policy and will result in disciplinary action, financial charges for damage, dismissal when abuses are severe or repetitive, and possible prosecution by civil authorities. Intentional or unintentional use of flame or heat in a dangerous manner or setting a fire inside a building or on campus.



FIREWORKS, FIREARMS, EXPLOSIVES, AND WEAPONS

All fireworks, firearms, explosives, BB guns, archery equipment, knives, or other items that may be considered weapons (i.e., snowballs, water balloons, paint pellet guns, soft pellet pistols, or decorative swords) are prohibited on the campus. These items or images may not be displayed during virtual events/classes. Violators are subject to campus disciplinary action, up to and including dismissal and possible referral to appropriate local, state, or federal law enforcement agencies.



FIRE PITS

Amphitheater has a firepit available to use, just request to space on EMS and submit an equipment request in Involve U for firewood. Remember, all fire safety should be considered when using this space.

FURNISHINGS

Each student is provided with the following bedroom furniture: bed, desk, chair, dresser and/or closet (or wardrobe equivalent). The following furniture and kitchen equipment is provided in each house: bed, desk (desk chair upon request), dresser, full refrigerator and oven. Students will be charged if any furniture is missing at check-out and was not previously documented during check-in documentation. All furniture and items must be at least 18 inches away from all heating and cooling units. Student will be responsible for damage to the carpet or building if mold or damage occurs to any part of the surrounding areas. Lounge furniture is to be left in the lounges for all residents to enjoy. Residents who are found to have lounge furniture in their rooms or brought outside may be assessed for the removal and will be subject to disciplinary sanctions. Students will be charged if any furniture is missing at check-out.



GAMBLING

Students are prohibited from Internet gambling and other forms of gambling conducted on any university-owned property. Violations of this policy may result in university sanctions, up to and including dismissal.

GUEST POLICY

Guests must abide to all state, local and University policies.

Residents are responsible for their guest(s) and their behavior. We require that students respect one another's right to sleep, study, and be comfortable in their space. While the residents of each room determine the hours and terms upon which they will entertain guests. Overnight guests may NOT stay for a period longer than THREE CONSECUTIVE DAYS without specific permission from the Director of Residential Life and a MAXIMUM of 10 nights (total) for the semester, with approval from all roommates. Guests under the age of 18 are not permitted within the residence without specific permission from the Director of Residential Life.

Residential Life reserves the right to restrict students' guest privileges at its discretion should individual issues emerge. University housing reserves the right to request overnight guests to be registered with the Office of Residential Life and Public Safety. Residents are responsible for both their non-Lindenwood guest(s) and their commuter guest(s) regardless of the amount of time the guest is visiting. This means that the resident must inform their guest of all Residential Life and Lindenwood University policies and if the guest does not abide by them the resident may be held responsible for the guest's actions. The guest may not be left unaccompanied; the host must be always present. In addition, if a guest violates policy, they may be banned from campus residential spaces and/or Lindenwood University. Commuters found in violation/present during university policies being broken will be referred to the Office of Student Conduct.



HARASSMENT

Is unwelcome communication or conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors and other verbal, written or physical conduct of a sexual nature, without regard to whether the parties are of the same or different genders or gender identities. (For more information, see the Sexual Harassment and Sexual Misconduct policy).

HEALTH & WELLNESS



Lindenwood values the health and safety of all members of its campus community.

To help maintain the health and safety of our campus community, students are required to follow all health and safety protocols, requirements, and rules established by the University. Violations of the same may result in disciplinary action. Because of the uncertain and evolving nature of the COVID-19 pandemic, the University reserves the right at its sole discretion to make changes to its health and safety protocols, requirements, and rules.

SERVICES OFFERED BY HEALTH AND WELLNESS:

Office visits including services like:

- flu-like symptoms
- cough
- common cold
- treatment of illness
- non-emergency injury
- blood pressure monitoring

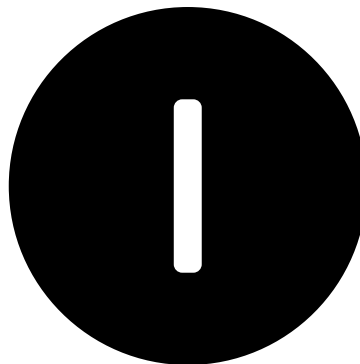
In-office laboratory testing including:

- urine
- throat
- pregnancy
- flu
- mononucleosis
- glucose
- tuberculosis
- total cholesterol screening
- sexually transmitted diseases

Well-Women examinations

Immunizations

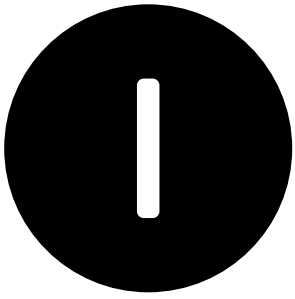
Physical examinations/consultations



IMMUNIZATION

The immunization requirement (meningococcal and TB) applies to all domestic and international students entering Lindenwood University for the first time and any returning student who was not enrolled for the previous term, unless medical or religious exemptions pertain. You must satisfy the immunization requirement completely prior to registration for your next academic term. Failure to provide the required immunization documents may result in an academic hold being placed on your account.

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continued

IDENTIFICATION CARD

Student identification cards are provided at no charge upon registration, and cards may be obtained at the Help Desk, located in the Library and Academic Resources Center. The identification card is to be always carried. Students are required to present their ID cards at the request of all university and residence hall officials. Many student facilities also require a valid ID card. The ID is required to obtain meals at the cafeteria, to use the library, to cash checks at the Business Office, to use the Recreation Center and track, and to attend various social, theatrical/dramatic, and athletic events. A replacement fee of \$15 is charged for lost cards. The ID card is not transferable, and any alteration invalidates the card.

PRIDE PASS

explained



Use your smartphone or smartwatch across campus for things like door access, meal payment, or printing. Please note, the Apple Watch cannot be used for printing.

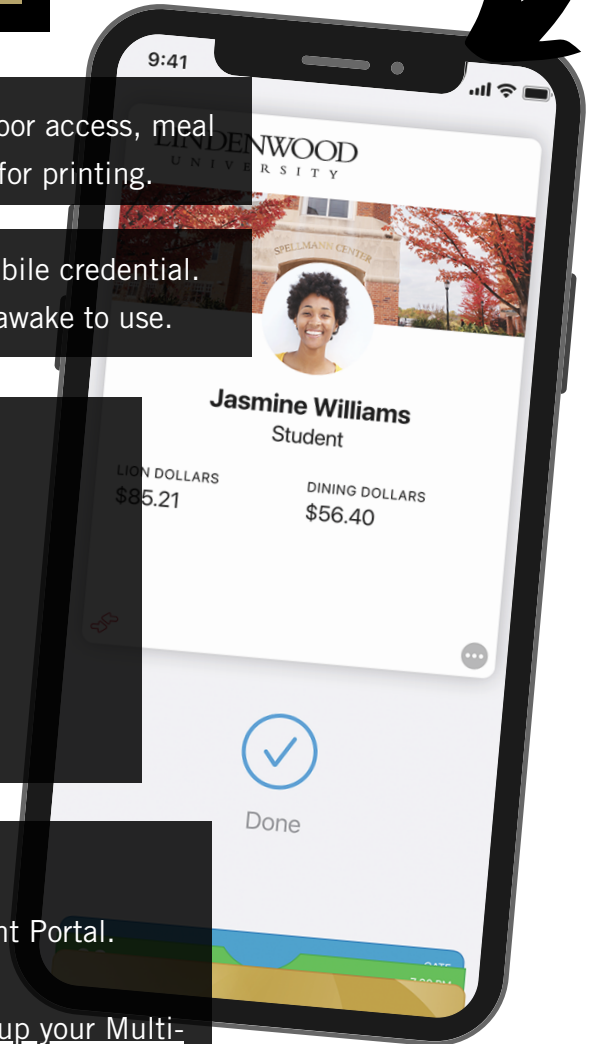
Install the Transact eAccounts app on your phone to access your mobile credential. You don't have to be logged into your phone, but it does have to be awake to use.

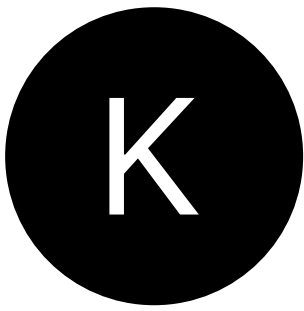
WITH YOUR PRIDE PASS, YOU CAN:

- Access many campus buildings, including the residence halls
- Enjoy dining and vending around campus
- Work out at the Fitness Center and Recreation Center
- Check out books at the Library and Academic Resources Center
- Print at print kiosks
- Attend activities and events

REQUIREMENTS FOR SET UP:

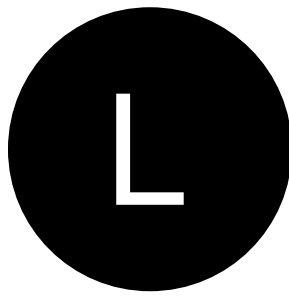
- An approved photo is required and must be loaded to the Student Portal. [Requirements and instructions for uploading your photo.](#)
- If you haven't done so already, [Set up your Single Sign](#) and [Set up your Multi-Factor Authentication.](#)





KEYS

Students will receive a room key upon arrival for check-in with Residential Life staff. Students may not tamper with existing locks, door mechanisms, or add any locks to university doors or equipment. Any student found to have duplicated a residential key will be assessed a charge of \$35 for each key that needs to be replaced and assessed a \$100 charge to change the lock. Residents who do not return their keys at a specified check-out time or at the end of the semester will be assessed a \$100 fee to replace the lock and a \$35 fee for each key to the residence. Residents living in apartment-style housing may request that an additional lock be installed on their bedrooms by paying a \$35 fee to the Business Office and then taking the receipt of payment to the Facilities Office. The lock will be installed, and the new key will be issued to the resident.



LOCKOUTS

Residents should go to the front desk of their building to have the RAA unlock their door. After-hours, students may contact the Residential Life staff member on duty to unlock their door. Instructions to contact a housing staff member will be posted in all University housing areas as well as with Public Safety. The loss of a key/ID compromises the safety and security of all residents. Each resident is issued a key to their room and security doors (where necessary) for which they are responsible; therefore, **KEYS SHOULD NOT BE SHARED OR LOANED TO OTHERS.** If you lose your key/ID, report it to Residential Life immediately, so that we can take the necessary precautions to ensure the security and safety of your space. Residents who lose their key(s) will be issued charges for the lost key and potential lock replacement.

LOFTS

Students are not allowed to loft their beds. However, the beds may be bunked or bed risers can be used to increase space.

LOST & FOUND

All property found on campus should be taken to Public Safety and Security within 48 hours of being found. Please note the following lost and found guidelines:

- If an individual finds an object in a public area, such as on the sidewalk, it is his/her responsibility to take it to the Office of Public Safety and Security.
- Items left in common areas, such as in the library, will be taken to security by the personnel in these areas.
- All staff workers are directed to take found items to security no later than the end of their shifts.
- Athletic clothing and other athletics-related items found at the Robert F. Hyland Arena will be handled by the Athletics Department at the arena.
- Members of the Lindenwood faculty are asked to use discretion in dealing with lost property. For example, a textbook containing the name and contact information of the owner should, if possible, be given to the student rather than transferred to Security.
- Unclaimed items will be discarded two weeks after the end of each academic year.

LINDEN TERRACE

Linden Terrace values Responsibility, Respect, and Hospitality and hope to see our residents practice them as well. Unlike the traditional halls, Linden Terrace provides a more unique experience as students can learn what it is like to furnish living rooms, cook in kitchens, and practice a level of hospitality that otherwise would be difficult.

Consider residency in Linden Terrace as being placed in an untraditional residential hall, or “apartment styled” community.

BASEMENTS

Basement usage is prohibited. This space is not prepped for dorm living – meaning that they are functioning and are present for students to use in case of emergencies, such as a tornado. Lindenwood is not liable for any damage that occurs to student belongings that have been inappropriately stored in basements. Students will be held liable for any damage to university furniture that is left in basements and are liable to fines if furniture is found stored there.

GARAGES

The garage of Linden Terrace houses is PROHIBITED for student use. It is our goal to keep students and their belongings safe. The garages are not waterproof nor do all the doors function properly. As well, Residential Life uses the garages to store certain items year-round. For these reasons, students are not allowed to use the garages for parking, living spaces, or storage spaces.

Depending on the home’s renovation status, door access to the garage may be completely removed to uphold this policy.

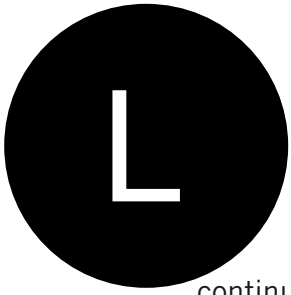
PETS

NO PETS ALLOWED. Only animals allowed are those approved as an ESA or Service Animal by the Student Support and Accessibility Program Manager.

TRASH

Dumpsters are located within Linden Terrace and residents are required to take their trash to the designated dumpsters for disposal. Students are prohibited from using their garage space or surrounding area of house to store trash.

Residents who have trash in prohibited spaces will be subject to disciplinary actions and possible fines.



continued

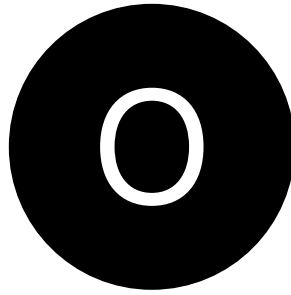
LOUNGES

Lounges and lobbies are provided in each of the residential halls for use by residents. Sleeping in lounges or lobby areas is prohibited. Removal or misuse of lounge or lobby furniture is prohibited and is subject to a fine as well as disciplinary action. Lounges are not to be locked by any resident. Misuse of lounges may result in Residential Life closing them.



MEAL PLAN

All residential students are required to have a meal plan. Meal Plans selections are completed in StarRez. Meal Plans may be changed up to one week into the semester. All resident first-year students will be assigned the Traditional Meal Plan. Dining Dollars do expire at the end of the semester.



OCCUPANCY

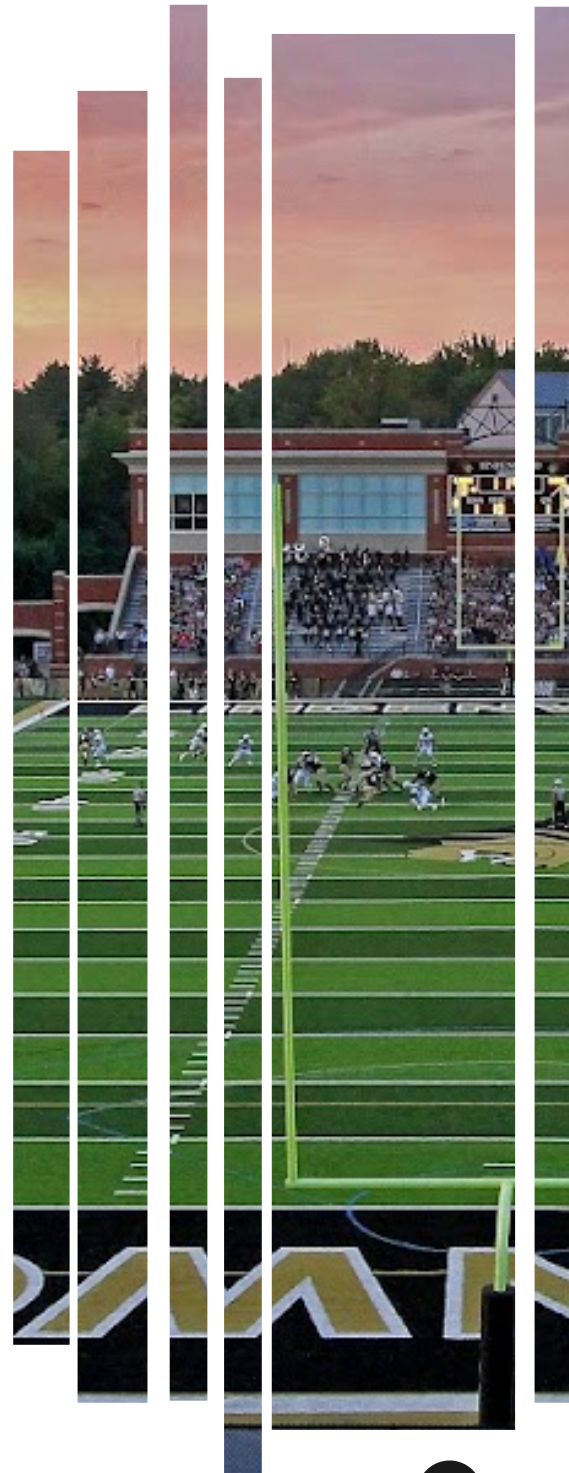
Only a registered student of Lindenwood University who has entered into a contract with the University is permitted to occupy an on-campus residential space and be in possession of room/apartment keys. All residential students must maintain a full course load of twelve (12) credits for undergraduate students. Please refer to the Lindenwood University Housing Contract/Application for dates and times of occupancy and contract plan options.

OFF CAMPUS BEHAVIOR

While off campus, students are expected to uphold the policies of the Student Code of Conduct. Behavior that is detrimental to the University or members of the campus community is governed by the Code of Conduct. Lindenwood University reserves the right to take actions that address the violations through educational intervention or sanctions.

OPEN FLAMES

No lighting or heating device that produces an open flame or smoke is allowed in any on-campus residential. This includes candles, incense, open flames, kerosene, electric or propane heaters, hot plates, and fuel containers.



PARKING/ DRIVING ON CAMPUS

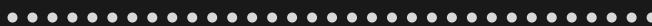
A valid Lindenwood parking permit is required for all vehicles used by undergraduate and graduate resident and commuter students. The Vehicle Registration form can be completed on StarRez and a parking permit will be sent to you. This form becomes available during the Summer and needs to be completed every academic year. To be responsible and harbor a safe environment in all traffic and parking situations, students are required to park in valid, marked parking spots in designated parking lots, without exception. Frequent violations or the creation of hazardous situations as a result of irresponsible driving or parking will result in booting of the vehicle, possible loss of driving/parking privileges on campus, and towing at the vehicle owner's expense without warning.



This permit is to be displayed on the lower left hand corner of the back window. Parking permits are valid from July 1 through June 30 of each year and must be renewed within the first week of July.

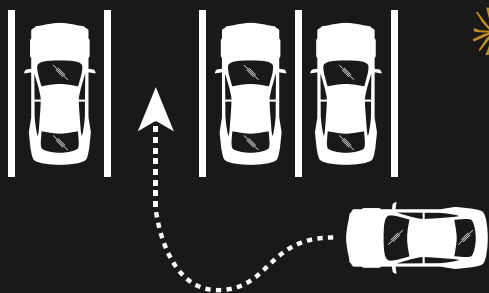
The following regulations are strictly enforced:

- The speed limit on campus is 15 MPH and will be closely monitored by public safety personnel. Multiple violations will result in loss of driving privileges on campus.
- Parking in areas other than those designated parking spots is forbidden and will result in a fine.
- Impeding traffic is hazardous and causes unnecessary delays in the flow of vehicles and traffic. This action will result in a fine and possible immediate towing at the owner's expense.
- Accessible parking spots require the vehicle to have a valid state-issued hangtag or license plate. All others parking in accessible parking spot are subject to fines.
- Fire lanes are designated by yellow markings on the curb throughout campus. Vehicles are prohibited from parking at these curbs. Violators are subject to towing and additional fines.
- The Memorial Arts Building and Young Hall parking lots are designated for commuter, faculty, and staff parking only. Resident parking is not permitted in these lots. Additionally, some parking spots on campus are reserved specifically for adjunct faculty members and university vehicles. Student parking is not permitted in these spots.



WRITTEN APPEALS OF PARKING TICKETS CAN BE MADE TO THE DIRECTOR OF PUBLIC SAFETY AND SECURITY WITHIN 30 DAYS OF THE DATE THE TICKET WAS ISSUED.

APPEALS MUST INCLUDE THE TICKET NUMBER, DATE, AND TIME THE TICKET WAS RECEIVED AND AN EXPLANATION OF THE REASON FOR THE APPEAL. THE DIRECTOR OF PUBLIC SAFETY AND SECURITY WILL REPLY INDICATING WHETHER (1) THE TICKET HAS BEEN DISMISSED, (2) THE FINE HAS BEEN REDUCED, OR (3) THE TICKET HAS BEEN SUSTAINED AND THE FINE MUST BE PAID.



* Students will be asked to move their vehicle to a different parking lot by Residential Life and Public Safety due to special events or break periods. Signs and emails will be presented to residents informing them when their vehicle will need to be moved by.

PATIOS, SIDEWALKS, BACKYARDS, OR BASEMENTS

The patios, backyards, and basements in Linden Terrace must be always kept clean. Only appropriate patio furnishings for outside use should be used. Storing of personal property (e.g., golf clubs, charcoal, shoes, recreational equipment, etc.) is prohibited on patios or backyards. Basements in Linden Terrace cannot be used for personal use and should have no furnishing present to follow ordinances established by St. Charles City.

PERSONAL PROPERTY

The university carries no insurance to cover such property losses, even in the case of fire, theft, or other disasters. Students are urged to consider insuring personal property through a renter's insurance, homeowner's, or personal-effects policy (preferably by extending the policy carried by their parents). Students should clearly mark personal possessions and maintain records of serial numbered items to discourage theft and aid in filing insurance claims. Loss or damage to personal property should be reported immediately to the director of Public Safety and Security.



PETS

NO PETS, except fish, are permitted on the university campus without supporting medical documentation. Aquarium size is limited to 10 gallons or smaller. In most cases, pets cause clean-up problems, create noise, occasional feeding and food storage problems, odors, aggravation of allergies, and sometimes health and sanitary violations. On occasion, a stray pet will be found roaming the campus. For safety reasons, please do not feed the animal or touch it. Please contact the security office regarding any stray animals. Any resident who is found to have an unauthorized pet will receive a \$150 fine. Only service animals are allowed in all buildings on campus.

POSTING SIGNS

Anyone interested in posting signs in Residential Life facilities must first get permission from the Residential Life Office and the Student Involvement Office.

PERMITTED ITEMS

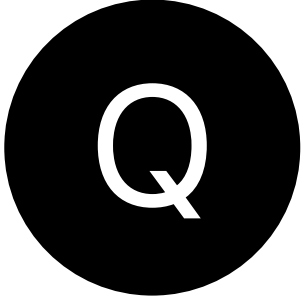
Permitted items include small portable refrigerators, electric fans, shavers, hair dryers, electric blankets, coffee makers, blenders, and self-contained popcorn poppers. Small floor-model air-cooling units are permitted; however, they must be pre-approved through the Office of Residential Life. Televisions and electric equipment are permitted at reasonable volumes; students bringing such equipment are advised to engrave the items with the owner's name and phone number and record the serial numbers of each piece of equipment as a security precaution.

PROHIBITED ITEMS

Prohibited items include waterbeds, wireless routers, washers, dryers, pets, dart boards, cooking appliances (such as microwaves, toasters, toaster ovens, electric grills, and any other cooking appliances (except those mentioned in the paragraph above), barbecue pits/grills, window, and window-vented air conditioners, outside antennae, halogen lamps, incense and candles, trampolines, hot tubs, pools, and empty alcohol containers used as decoration. All exceptions must have the approval of the assistant director of Residential Life.



continued



PROSELYTIZING

Students, campus organizations, or non-campus persons are prohibited from approaching, disturbing, or interfering with students as they study, eat, lounge, or go about their business by visiting door to door, proselytizing, witnessing, or any other acts of influence or persuasion. Students and campus organizations wanting to host a table in a facility on campus must request permission through the Office of Student Involvement. Students should be particularly alert to off-campus religious groups who pose a nuisance and security threat. Contact the Student Involvement or Public Safety and Security offices immediately if you see questionable activity.

QUIET HOURS

The primary purpose of the residence facility is to foster academic achievement. Where large numbers of people are living together, careful planning and the sharing of responsibility are essential to ensure the best atmosphere. It is imperative that quiet hours be observed by everyone living in university residential facilities.

Quiet/study hours are established to allow for adequate study and resting periods for all students.

QUIET HOURS ARE:

SUNDAY-THURSDAY, 10PM TO 7AM

FRIDAY-SATURDAY, 12AM (MIDNIGHT) TO 7AM

Keeping noise to a minimum for those who wish to study, or sleep requires respect and responsibility on the part of all residents. The residence hall staff will determine what constitutes an acceptable noise level during quiet hours. Undue or excessive noise or disturbance of the residence or of the Lindenwood University campus and surrounding community (using electronic or other sound-producing instruments and/or vocal levels) is not permitted.

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RECREATIONAL SPORTS

Ball playing, Frisbee, golf, soccer, water fights, wrestling, skating, skateboards, etc. are not allowed inside any Residential Life facility due to the potential for facility damage and personal injury.

SAFETY INSPECTIONS

The director of campus facilities will conduct annual inspections of all Lindenwood residences throughout the school year.

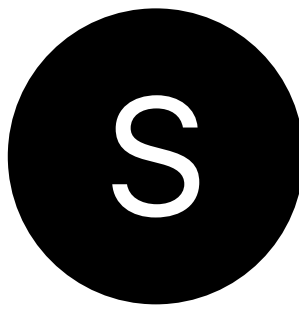
Residents are expected to follow the procedures listed in the Residential Life Living Guide to ensure that their living unit passes the safety inspection.

SECURITY REGULATIONS

Tampering with any security, safety or emergency equipment is strictly prohibited. Anyone causing a false fire alarm either by pulling a fire alarm station or setting off the sprinkler system or smoke alarm system is subject to disciplinary action which may include a fine as well as criminal prosecution.

SMOKE DETECTORS

Smoke detectors are located in each living space to increase resident safety. The smoke detectors are connected to the Fire Alarm System. Tampering with smoke detectors is considered an infraction of University policy. Smoke detectors and other fire safety equipment will be inspected on a routine basis as part of the announced inspection process.



SCREENS

Screens should not be removed from windows except in an emergency. Any student that removes their screen will be fined and can face disciplinary action.

SKATEBOARDS, ROLLER BLADES, MOTOR SCOOTERS, AND HOVERBOARDS

The use of skateboards, roller blades, hoverboards, and any non-street legal motor scooter is authorized as a mode of transportation only but is not permitted for use within university buildings. Any student found to be damaging university property as a direct result of improper usage of the items listed above is subject to campus disciplinary action. Motor scooters and/or motorcycles must display a valid Lindenwood University parking permit for use on campus, and the operator must have a helmet and insurance to operate the vehicle on public roadways.

SOLICITATION

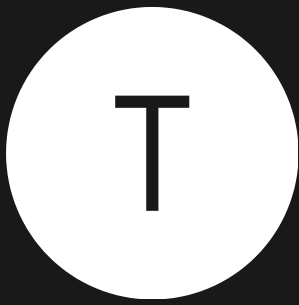
Students, campus organizations, or non-campus persons are prohibited from solicitation at any time for non-campus-related activities.

SPRINKLER SYSTEM

There are sprinkler systems in the residential facilities. If activated, the system will release pressured water to the area as well as activate the fire alarm system. **DO NOT HANG ANYTHING FROM THE SPRINKLER MOUNTS.** Students will be financially responsible for any damage if the sprinkler system is activated due to improper use.

STORAGE

Residential Life does not provide storage for personal or University furnishings. All university furniture must always remain in its assigned location. Additionally, there's no student storage option during the summer or break periods. Students located in the Linden Terrace housing area, are not authorized to utilize the basements for storage of personal belongings. Placing any items in these areas is done at the student's own risk.



THEFT

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Most thefts that occur at a University can easily be eliminated by LOCKING the doors of your room, apartment, and vehicle (if applicable). Always check your door before going to bed to ensure the room/apartment lock is secured.

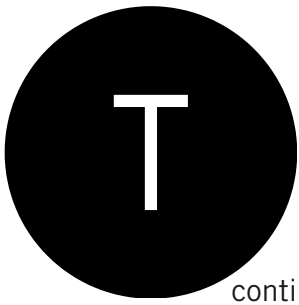
The University assumes no responsibility for possessions stolen or presumed stolen and will consider an item lost until theft is proven; however, the University will cooperate in any way possible to investigate an alleged theft and discipline students found responsible for the theft. A theft or presumed theft should be reported immediately to the Director of Public Safety at extension 9500 and/or Town and Country Police at 314.432.1000.

Anyone caught stealing or in possession of stolen goods may be asked to vacate University housing pending a formal hearing. TO PREVENT THEFT, STUDENTS SHOULD ALWAYS LOCK THEIR DOORS AND CARRY THEIR KEYS.

TOBACCO-FREE POLICY

Lindenwood University is committed to providing a healthy working and learning environment for the entire campus community. The purpose of this policy is to reduce harm from tobacco use and secondhand smoke, provide an environment that encourages individuals to be tobacco-free, reduce health insurance and health care costs, and promote a campus culture of wellness. Therefore, Lindenwood University establishes the following tobacco policy for all facilities, campus areas, and university-owned and leased property, or vehicles where services are carried out or offered. All university students, employees, contractors, and visitors are subject to these regulations. Tobacco includes but is not limited to cigarettes, cigars, pipes, water pipes (hookah), electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and any non-FDA approved nicotine delivery device. Tobacco use is prohibited in all facilities, campus areas, and university-owned or leased property or vehicles where services are carried out or offered. A. Tobacco use is prohibited in all university vehicles, including maintenance vehicles and automobiles owned and leased by the university. B. Tobacco use is prohibited in all university housing units. C. University parking areas are included in the ban.





continued

TRASH CONTAINERS

Trash containers in your living unit should not exceed 10 gallons in size. Containers larger than this allows trash to accumulate to an unreasonable amount, which can attract pests and lead to cleaning and health concerns. Please remove trash on a regular basis.

TRASH DISPOSAL

Trash must be secured in plastic bags and placed in residential hall trash dumpsters. Personal trash should not be left in hallways, breezeways, stairways, residential hall bathroom trash barrels, recycling containers or anywhere on the grounds. Residents disposing of items improperly will be subject to disciplinary action and include a fine. If the resident responsible for the trash is unknown, then the fine will be assessed to the community area. Lindenwood University will bring in additional dumpsters at move in in the Fall and move out in the Spring.

TRASH DISPOSAL- LINDEN TERRACE

Personal trash should not be left outside of Linden Terrace house doors or left at the trash can in the patio, backyard, basement, garage of each house.

Trash disposal for the houses is located in the designated dumpsters in Linden Terrace (found near the LT office).



VANDALISM

Anyone found defacing or vandalizing University property, or the property of residents or guests (including littering and ecological damages) will be required to pay restitution and may be subject to disciplinary action. Lindenwood University also reserves the right to prosecute individuals who vandalize University property.



WATERBEDS

Have a waterbed is prohibited.

WINDOW/DOOR DÉCOR

If residents decorate their windows/door, they should consider the uniqueness of the University and the diverse population it serves. The Residential Life Office reserves the right to contact students regarding any inappropriate objects or decorations on doors, in the windows or common areas and request that such items be removed.



TERMS OF OCCUPANCY

GUIDELINES OF THE HOUSING
CONTRACT FOR THE ENTIRE
ACADEMIC YEAR

CHECK IN

All residents are required to complete the check-in procedure at the beginning of each semester. Students must first report to the designated check-in area (see the Lindenwood website or refer to Office 365 student email for the location), complete the process, and obtain student ID cards for their housing assignments. Upon completion of the check-in process, students may proceed to their assigned residence locations to check in with the RCC, receive a key, and move in. Failure to complete the official check-in process will result in a fine. Assigned rooms are held for the students for 48 hours from the date of the start of classes. Any student who anticipates arriving late to campus must notify in writing the associate director of Residential Life of the late arrival. If no arrangement has been made, the student's room may be reassigned.

WITHDRAWAL FROM/ CANCELLING UNIVERSITY HOUSING

Students who decide not to continue at Lindenwood are required to complete an exit process by June 1 for the end of the spring term and January 1 for the end of the fall term. The exit process involves contacting Student and Academic Support Services (SASS). All graduating residential students or students not returning to the university must also officially check out with their area coordinators; they must complete the check-out process by the last day of the semester in which they are enrolled. Student-athletes participating in NCAA sports should refer to the student-athlete handbook for additional requirements.



Failure to check out properly will result in the loss of the housing deposit. Prior to the student's departure, the RCC is required to assess any possible damage that might have occurred to the residence. Rooms must be returned to their original state; personal items must be removed, tape and staples must be removed from walls, and the room must be left in clean condition with all trash removed and properly thrown away. Cleaning the rooms and returning the room keys to the area coordinator is the responsibility of each student living in the room.

DEPOSIT REFUND

An initial \$200 housing deposit is required to reserve campus housing for all residential students. By making the housing deposit, the student and the student's parent or guardian indicate acceptance of the terms and conditions of the university with respect to residential life. Once the semester charges have been paid, the housing deposit becomes a refundable room-damage deposit. This deposit remains on account at the university for as long as the student resides in university housing. The cost for any damages to the student's university housing will be deducted from the deposit. More information can be found in the Student Handbook.

CHECK OUT

All residents are required to check out of their housing assignments at specific times each year (see holiday closings) and will receive reminders of these move-out dates at their residences. Move out will always occur the weekend following finals. The exact academic calendar that will have these dates can be found on Lindenwood's website.

At the end of each semester, residents are required to return their keys to the area coordinator prior to leaving for the break. Any student found to have duplicated a residential key will be assessed a charge of \$35 for each key that needs to be replaced and assessed a \$100 charge to change the lock. Residents who do not return their keys at a specified check-out time or at the end of the semester will be assessed a \$100 fee to replace the lock and a \$35 fee for each key to the residence.

Prior to a student's departure, the Residential Community Coordinator is required to assess any possible damage that might have occurred to the student's residence. Make sure to note the items below will be addressed during the checkout process.

- Rooms must be returned to their original state (personal items removed, tape and staples removed from walls, and room left in clean condition with all trash removed and properly thrown away).
- In multi-occupancy rooms, the first person to leave is responsible for settling with other roommates any concerns about the physical state of the room, including damaged or missing equipment.
- Cleaning the room and returning the individual room keys to the area coordinator is the responsibility of each individual student.
- In the event that a room is left unclean, all individuals will be charged.

An additional fee of \$100 will be assessed for improper checkout. Appeals of the fee for improper checkout or any other damage charges must be addressed with the RCC.

HEALTH REQUIREMENTS

All resident students must meet a standard set of health requirements before moving into their on-campus residential.

The immunization requirement (meningococcal and TB) applies to all domestic and international students entering Lindenwood University for the first time and any returning student who was not enrolled for the previous term, unless medical or religious exemptions pertain. You must satisfy the immunization requirement completely prior to registration for your next academic term. Failure to provide the required immunization documents may result in an academic hold being placed on your account. For questions, please contact Student Life & Diversity at 636.627.4985.

OCCUPANCY

Only a registered student of Lindenwood University who has entered a housing contract with the University is permitted to occupy an on-campus residential as well as be in possession of University housing keys. In order to live in campus housing, students must be enrolled in classes for the upcoming semester (12 hours for undergraduate students; all students should refer to their program requirements for full-time status).



ROOM CHANGE/ CONSOLIDATION

Room changes may be requested after the first two weeks of each term.

Approval for a room change is granted by the Office of Residential Life through StarRez application. Students changing rooms must follow the check-out and check-in procedures supplied by the Office of Residential Life. Any resident living in an under-occupied room/house must be prepared to receive a roommate at any time. The Office of Residential Life may consolidate assignments for students who do not have roommates. Consolidation may include moving to another room or house. For specific information regarding the consolidation process, contact the Office of Residential Life at 636.949.4848. If a student's roommate moves to another location on campus, withdraws, graduates, or leaves the university for any reason, the Office of Residential Life may request that the remaining student move to another room. All room assignments and changes are made by the Office of Residential Life.

Unauthorized room changes will result in a \$250 fine.

RESIDENTIAL VISITATION POLICY

Guests must abide to all state, local and University policies. Residents are responsible for their guest(s) and their behavior.

Overnight guests may not stay for a period longer than three consecutive days without specific permission from the Director of Residential Life and a maximum of 10 nights (total) for the semester, with approval from all roommates. Guests under the age of 18 are not permitted within the residence without specific permission from the Director of Residential Life.

Residential Life reserves the right to restrict students' guest privileges at its discretion should individual issues emerge.

University housing reserves the right to request overnight guests to be registered with the Office of Residential Life and Public Safety. Residents are responsible for both their non-Lindenwood guest(s) and their commuter guest(s) regardless of the amount of time the guest is visiting. This means that the resident must inform their guest of all Residential Life and Lindenwood University policies and if the guest does not abide by them the resident may be held responsible for the guest's actions. The guest may not be left unaccompanied; the host must always be present. In addition, if a guest violates policy, they may be banned from campus residential spaces and/or Lindenwood University. Commuters found in violation/present during university policies being broken will be referred to the Office of Student

The following will be considered violations of the visitation policy:

- Not escorting your visitor
- Having an overnight visitor for more than three consecutive days outside of the authorized times. The current visitation policy allows for a maximum of three overnight stays by a visitor.
- Violation of university policies by your visitor
- Other violations related to Student Handbook code of conduct.

Failure to follow the visitation policy can result in disciplinary action for the resident involved in breaking the policy.

ROOM SELECTION



Each spring semester, students will participate in a priority housing assignment process.

Students will be notified by email of the dates during which they are eligible to request continuing student housing. Priority assignment allows students to select their rooms and roommates for the subsequent academic year. Students may reserve the same room in a subsequent year by following the priority housing request process through the StarRez portal. The selection dates for this process are in February. Students are permitted to sign up for new rooms based upon their class year. (The class year is determined by the number of credit hours that have been accepted by the university.) Students living in first-year residence halls must sign up for a new room. Housing assignments will be scheduled in March on the same day class registrations are held. Below is a layout of the room selection process to prepare. Please note that residents will pick spaces based on their credit status. So picking spaces will first start with Seniors, Juniors, and finally Sophomores credited students.

HOUSING APPLICATIONS OPEN-->RENEWAL PERIOD-->PULL IN ROOMMATES-->PICK SPACE

For security reasons, residences are closed and locked at noon on the Saturday following finals week. Residences re-open at noon on the day before classes resume. Lindenwood University encourages students and their families to make travel plans early in accordance with this schedule.

All residences are closed for winter break.

Failure to leave by the designated time or returning before the halls re-open will result in charges being added to the student's account. Students must address special circumstances in writing to the Office of Residential Life, and the resulting special arrangement must be approved by the assistant director of Residential Life.

Additionally, the university does not provide storage of belongings during the summer or other vacation or break periods.

A charge will be made to the student's account based on the approved period of the stay.

HOLIDAY RESIDENTIAL HOUSING

RIGHTS OF PRIVACY

ENTRY INTO ROOM/HOUSE

The university will make every reasonable effort to respect the privacy of students and give prior notice when entry into students' rooms is required for the purpose of health and wellness checks, verification of occupancy, or maintenance.

The University reserves the right to enter students' rooms without notice as necessary to assure compliance with university policies and to meet emergency needs. Additionally, throughout the year, Residential Community Coordinators will be instructed to conduct unannounced health and wellness checks. If necessary, the right of entry will also apply to student-owned or operated vehicles located on university property.

Please contact RCC with any questions on this matter.



ILLEGAL MATERIALS

Lindenwood University cooperates with local, state, and federal officials regarding the use of controlled substances.

Because the use of drugs harms the user physically and mentally, interferes with the user's ability to carry on their academic and social life, and infringes upon the social and academic rights of others, Lindenwood University will not tolerate and strictly prohibits any use, possession, or distribution of narcotics, illegal drugs, chemicals, and/or related paraphernalia.

Further, students receiving federal financial aid (Pell Grant, Guaranteed Student Loan, etc.) are required to sign pledges that they will not use, possess, or distribute controlled substances, and they risk the cancellation of that aid by involvement in such activity. A medical use of drugs is permitted when prescribed by a physician but may not violate our campus policy. Violation of this policy may result in immediate dismissal.

A copy of the Lindenwood University Guide to a Drug-Free Campus is available in the Office of Student Life and Diversity and on the website.

PERSONAL PROPERTY INSURANCE

Lindenwood University cannot assume responsibility for the personal property. The university carries no insurance to cover such property losses, even in the case of fire, theft, or other disasters. Students are urged to consider insuring personal property and students should clearly mark personal possessions and maintain record.

Check out GradGuard Renters Insurance on our ResLife website.



SAFETY INSPECTIONS

Safety inspection may be conducted in every room/house each term. The purpose of this inspection is to check for conditions relative to standards required by the university for the safety of the residents. Residents are expected to follow the procedures listed below to ensure that their living unit passes the safety inspection. Violations of residential life policy will be noted.

Residents will receive advance notice from residential life informing them of the date when the safety inspection will take place as well as preparation guidelines for the inspection. Safety inspections for residential halls are held each semester and at each closing period. If you have any questions regarding this procedure, you may contact your RCC.

For the houses, prior to the safety inspection, the Facilities staff may perform a cleaning inspection to aid residents in correcting possible safety deficiencies. Please note: this inspection is not the safety inspection - only a preliminary check.

Cleaning contracts are available upon request. Roommates are encouraged to discuss and agree upon an equal division of labor regarding cleaning responsibilities.

Failure to meet safety and cleaning standards may result in the resident(s) being placed on a probationary status for a period of time when cleaning checks will be conducted at random. Continual failure to meet safety and cleaning standards will result in disciplinary action, cleaning charges, removal from the community, or termination of the housing contract.

CLEANING CONTRACT/ ROOMMATE CONTRACT

CLEANING GUIDELINES

Students are expected to care for their rooms and residences, keeping them clean and free from damage resulting from carelessness or neglect. The following standards apply:

- Living units must be kept clean and free of dirt. Properly dispose of trash and garbage in dumpsters/trash cans.
- All roommates will share the cleaning duties equally in the common living area, unless all mutually agreed to another arrangement.
- All walks, hallways, patios, grounds, and backyards within 10 feet of a resident's apartment must be kept clean and clear of litter and debris.
- Halls, lounges, and laundry rooms must be kept clean and clear of litter and debris, including trash bags. Please contact your RCC if the trash containers are full.
- Trash and/or garbage must be placed either in the garbage receptacle within the room/apartment or in the dumpsters/trash cans provided in each area near the houses and each residential hall.
- All furnishings, fixtures, walls, ceilings, and living unit surfaces are to be kept clean and free of damage.

Cleaning inspections may be conducted at least once a semester in our Residential halls and houses. The purpose of the inspection is to check the conditions relative to the standards required by Residential Life. All living areas will have health & safety inspections conducted each semester. Residents will receive advance notice from Residential Life informing them when this inspection will take place as well as guidelines for the inspection. Completing the following basic guidelines for regular apartment cleaning will assist residents in passing all inspections:

CLEANING STANDARDS

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- All trash should be removed from the living unit and placed in dumpster.
- Electrical outlets are fire hazards if overloaded.
- Electrical cords or speaker wires should not be placed across traffic areas or under rugs.
- There should be no decorations hanging from the ceiling or sprinkler mounts such as nets or paper.
- The smoke detector should be on and not tampered with. Call Residential Life if the smoke detector is malfunctioning.
- To assist with privacy and security keep blinds and screens in place.



- Empty trash and vacuum (or sweep/mop if applicable) the floors.
- Keep the bedroom and living area neat and orderly.
- Launder soiled clothing and store properly.



- Clean the bathtub/ shower, tiles inside and outside the tub/shower, and the shower rod and curtain, if provided.
- Clean the toilet inside and out, the bottom of the basin and around the floor.
- Clean the sink and counter, medicine cabinet, sink cabinet and all mirrors.
- Empty the trash and mop the floor.



- Clean the entire stove inside and out, top burners, broiler, and oven.
- Do NOT place aluminum foil under drip pans or on the bottom of the stove. This is a serious fire hazard!
- Clean the inside and outside of the refrigerator.
- Wash all dishes and take out all trash to dumpster.
- Clean off all counter tops.
- Clean floors (sweep and mop), cabinets, walls, and other surfaces.



- Dust all furniture.
- Sweep/vacuum rugs/carpet and mop (if applicable) all floors.
- Clean walls with a non-abrasive cleanser and a soft towel.

*Relates to areas that students in Linden Terrace will need to consider with cleaning guidelines/ standards.

**Communal styled bathrooms will be cleaned by housekeeping.

CLOGGED DRAINS

Never pour grease into a drain. You can prevent clogging in your kitchen sink by filling both sinks with hot water once a week and draining them at the same time. Use a plunger to unclog drains. If that doesn't work, call front desk of our building or Public Safety after-hours.

Never use any sort of chemical solution (such as Draino) to unclog your drain. Instead, call Facilities or speak with your RCC to get a maintenance request form submitted.

TOILETS

Do not attempt to flush paper towels, cotton swabs, personal hygiene products or anything plastic down the toilet.

All bubbling or gurgling toilets should be referred to Residential Life as soon as possible. For emergency maintenance outside of business hours, contact Public Safety at 636.949.4911 for assistance.



LIABILITY FOR HOUSING/UNIVERSITY PROPERTY

Residents are financially responsible for damages they cause to University property or caused by their guests.

In the event of damages to common areas or building such as, but not limited to: furniture, fixtures, doors, walls, windows, window screens, window blinds, floor coverings, signs, building equipment or elevators, Residential Life reserves the right to assess the residents of the floor, house, or building for reasonable damages if the responsible person(s) cannot be identified.

Residential Life shall notify the residents in writing of the intent to assess a charge, typically through our Conduct process. If the responsible party is found, the responsible party will be assessed the full charge for the damage.

Although the University will use all reasonable efforts to protect student property, it is understood that the University is not in any way liable for the loss or theft of, or damage to, any property belonging to you. You shall not hold the University responsible for damage or injury that may be sustained by you or caused by breakage, leakage, or obstruction of pipes, and from other latent defects not known to the University.

DAMAGES

The following information will help you avoid damage charges:

Residents are responsible for the care of their on-campus residential space and of all furniture, equipment, and attachments within it.

All breakage, damage, and the need for general maintenance and repairs must be reported to Residential Life. The University will make all such repairs with charges assessed to the resident(s) responsible for the damages where applicable.

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NOTICE: THE COST OF REPAIRS IS OFTEN VERY HIGH WITH HOURLY WAGES FROM \$16 TO \$75 AN HOUR. OVERTIME AND HOLIDAY WAGES CAN DOUBLE OR TRIPLE LABOR COSTS. PARTS ARE ALSO VERY COSTLY BECAUSE THEY USUALLY INVOLVE SPECIAL ORDERING IN SMALL QUANTITIES. EXAMPLE: THE MINIMUM COST FOR CLEANING A STOVE/OVEN STARTS AT \$50. DEPENDING ON HOW MUCH TIME IT TAKES TO COME CLEAN, THE FINAL COST MAY BE HIGHER.

Items for which damage charges are usually assessed are:

- Holes caused by decorating. Residents are responsible for damages resulting from unapproved decoration.
- Unauthorized painting, wall papering or use of border paper on walls.
- Dirty living units not meeting standards as specified by the check-out list.
- Not cleaning the stove, oven, microwave, refrigerator, tubs, floors, etc. within the Linden Terrace houses.
- Scarred or broken furniture, fixtures, and equipment.
- Burns, rips, tears, or stains to University furniture or missing furniture.
- Cost of repairs or replacement resulting from accidental or willful damage.
- Excessive damage to walls, wood, and metal surfaces, sink counter tops, floors, and any university property.
- Any damage caused by guests.
- Split door jams.
- Excessive dirty carpets.

Residents are responsible for damages if they undertake repairs of any nature. Residents tampering with items that require repair can be charged for resulting damages. The physical condition of the room/apartment should not be altered. Additional violations of maintenance policies and regulations could result in the termination of residency.

LINDENWOOD

UNIVERSITY

RESIDENTIAL LIFE

ASSESSMENTS FOR CLEANING, FURNITURE REPLACEMENTS, AND GENERAL DAMAGES TO RESIDENCE

Estimated Cost

Cleaning room	\$30.00/person
<i>Trash removal</i>	<i>\$15.00/bag/person</i>
Cleaning door	\$30.00/person
Cleaning windows	\$15.00/person
Removing stickers	\$10.00/sticker
Removing mirror from wall	\$20.00
Removing posters	\$15.00-20.00
<i>Removing furniture/carpet/etc</i>	<i>\$50.00 each item/person</i>
<i>Keys not returned by Check out date</i>	<i>\$135.00/lock and key replacement</i>
Window (price will vary)	\$60.00 and up
Screen (price will vary)	\$40.00 and up
Shades/Blinds	\$40.00
Metal Bed Frame	\$40.00
<i>Wooden Bed Set</i>	<i>\$150.00</i>
<i>Mattress and/or Box Spring</i>	<i>\$105.00 each</i>
<i>Desk</i>	<i>\$175.00</i>
<i>Desk Chair</i>	<i>\$80.00</i>
<i>Dresser</i>	<i>\$150.00</i>
Door replacement	\$300.00 and up
Wardrobe replacement	\$125.00
Filling nail holes	\$2.00 to 5.00
Repair holes in walls/doors	\$40.00 and up
Repainting room	\$145.00
Replacing ceiling tiles	\$15.00 each
Replacing carpet/floor tiles	\$25.00 and up each
Lock replacement	\$100.00
Key replacement	\$35.00

ALL DAMAGES TO LU RESIDENCES-FLOORS, WALLS, DOORS, ETC. WILL BE ASSESSED ACCORDING TO COST OF REPAIR AND/OR REPLACEMENT BY THE LINDENWOOD UNIVERSITY BUSINESS SERVICE CENTER. ADDITIONAL LABOR COSTS WILL BE APPLIED WHEN NECESSARY. UNLESS OTHERWISE NOTED, CHARGES WILL BE MADE TO ALL OCCUPANTS OF THE RESIDENCE REQUIRING REPAIR SERVICES ALONG WITH AN ADDITIONAL \$100.00 IMPROPER CHECK OUT CHARGE FOR NOT FOLLOWING PROPER CHECK OUT PROCEDURES. (REPLACEMENT PRICES ARE SUBJECT TO CHANGE.)

EMERGENCY PROCEDURES

In case of any emergency, natural disaster, or threat here are some next steps.

SEVERE WEATHER

- Once notified of a TORNADO WARNING, vacant room, lock door, take cover in building's designated shelter area (1st floor inside hall, away from windows).
- HELP OTHERS to take appropriate actions.
- If injuries or building damage occurs, notify Lindenwood University Public Safety and Security Office at 636.949.4911 and/or 911.

POWER OUTAGE

- If an outage lasts more than a few minutes, move to the first floor.
- Report outage to Maintenance office at 636.949.4922 if during normal business hours and after-hours call notify Lindenwood University Public Safety and Security Office at 636.949.4911.

EARTHQUAKE

- Put yourself in a doorway or move next to an interior wall, sit down with your legs into chest and cover your head with your arms.
- When earthquake stops, evacuate from the building using the stairs.
- Once outside, move away from buildings into an open area away from electrical wires.

FIRE IN HOUSING

- Immediately activate nearest FIRE ALARM.
- Evacuate the building when FIRE ALARM sounds.
- DO NOT USE ELEVATORS under any circumstances.
- Contact Lindenwood University Public Safety and Security Office at 636.949.4911 and/or 911.

FIRE IN RESIDENTIAL HOUSING

WHEN THE FIRE ALARM SOUNDS:

- Evacuate the building as quickly and as orderly as possible. Do not use the elevators.
- Before leaving your room or apartment, check your door. If it feels warm, do not open it. A warm door may indicate smoke and flames on the other side.
- If your door does not feel warm, open it cautiously to check for smoke outside or in the hallway.
- Upon exiting your room or apartment, be sure you have closed your window, locked your door, and take your keys and cell phone.
- If you believe that the area outside your door is passable, alert the other occupants on your floor/building and proceed to the closest exit stairway. While exiting remain close to the floor. The best breathing air will be approximately 18 inches above the floor.
- You may use any exterior door to exit a building when the fire alarm is sounding.
- After you leave the building, keep a safe distance away from it and do not interfere with the fire department or public safety operations. Return to the building only when told it is safe to do so by a member of the residential life or Public Safety staff.
- Residents who do not evacuate the halls or apartments during a fire alarm are subject to fines and disciplinary action.

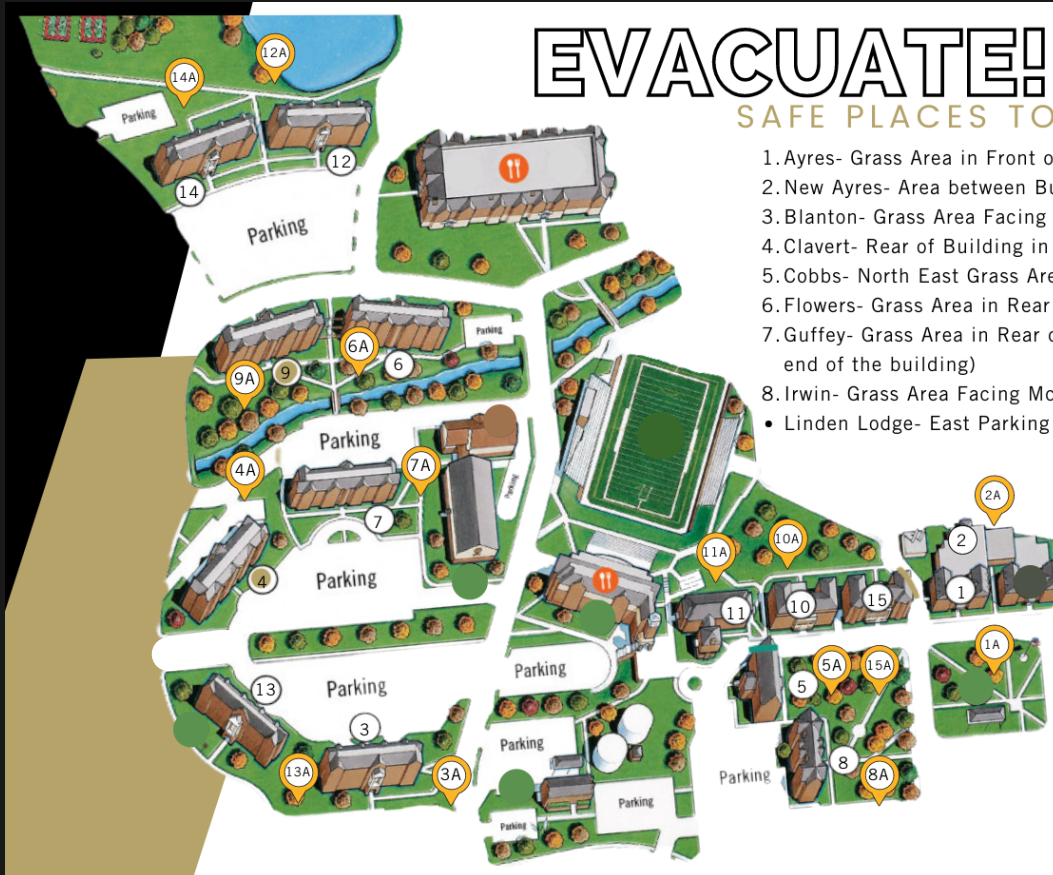
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EVACUATE!

SAFE PLACES TO GO

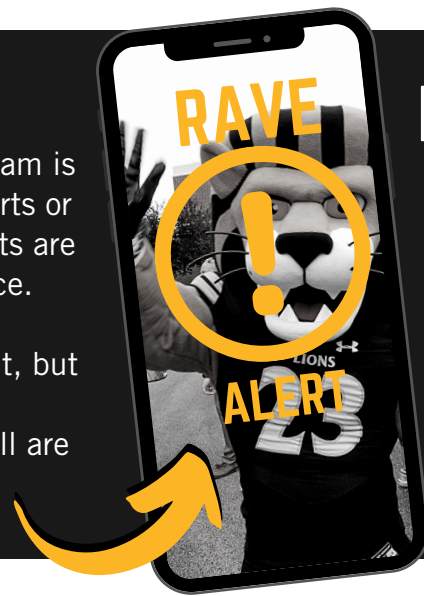
1. Ayres- Grass Area in Front of Pavilion
2. New Ayres- Area between Butler and New Ayres
3. Blanton- Grass Area Facing the Welcome Center
4. Clavert- Rear of Building in the Grass Area Facing Guffey Hall
5. Cobbs- North East Grass Area Behind Cobbs Hall
6. Flowers- Grass Area in Rear of Building Facing Guffey Hall
7. Guffey- Grass Area in Rear of Building Facing the Fitness Center (North end of the building)
8. Irwin- Grass Area Facing McCluer Hall
- Linden Lodge- East Parking Lot

- Linden Terrace- opposite side of the road from the house evacuating from
- 9. Mathews- Grass Area in Rear of Building Facing Guffey Hall
- 10. Niccolls- Grass Area behind Niccolls Hall
- 11. Parker- Grass Facing Hunter Stadium
- 12. Pfremer- Rear of Building on the Grass Area near the Lake
- 13. Rauch- Grass Area Facing Blanton Hall
- 14. Reynolds- Rear of Building on the Grass Area near the Tennis Courts
- 15. Sibley- Front of the Building on the Grass Area near Cobbs Hall



RAVE EMERGENCY TEXT MESSAGE SYSTEM

The emergency text message program is designed to disperse important alerts or emergency information. All students are automatically enrolled in the service. Participation in the program is voluntary, and students can opt out, but the university strongly encourages everyone to participate to ensure all are apprised of pertinent information.



ELEVATOR FAILURE

- If you are trapped, use the elevator alarm and emergency telephone to contact security
- Remain calm
- If you hear someone who is trapped in an elevator, call Public Safety and Security Office at 636.949.4911 and/or 911

MEDICAL EMERGENCY

- Immediately contact Lindenwood University Public Safety and Security Office at 636.949.4911.
- Immediately call 911 if an ambulance is needed.
- When reporting emergency provide the following information:
 - Type of emergency
 - Location of the victim
 - Condition of the victim
 - Any dangerous conditions
- DO NOT MOVE THE VICTIM.

ACTIVE SHOOTER

- IMMEDIATELY CALL Lindenwood University Public Safety and Security Office at 636.949.4911 and/or 911.
- Evacuate if possible.
- Hide out if it is impossible to escape.
 - Hide in area away from the shooter's view
 - Block and lock the door
 - Turn off the light
 - Stay quiet
- As a last resort, and only when your life is in imminent danger, attempt to incapacitate the shooter.

HAZARDOUS CONDITIONS

- If you see, smell, or hear something that might be a hazard, contact Public Safety and Security Office at 636.949.4911 and/or 911.


LIVING WITH A ROOMMATE

A guide to living together

You have become a member of a unique family of people who live on campus. These on-campus residential buildings were created with one thing in mind, to improve your educational environment. Living on campus provides an environment that allows you to pursue your academic studies and helps you grow and explore. It may be different than any other place you have lived before, and almost everyone is new to this; you aren't the only one. Remember, even if you are returning, this is a new year full of new experiences and new people. To help you adjust, here are a few things to assist you.

One of the most important relationships that you will build this year is with your roommate(s). Chances are that by now you have already met him, her, or them. This person will be your roommate for the next academic year. So, it would be a good idea to get to know them and their expectations for living together.

While building a relationship with your roommate, there will be challenges that you encounter. One of those challenges is creating a relationship based on respect for your roommate's personal life, appreciation for diversity and a commitment to have an open discussion to resolution problems which arise while living together. Because we realize that this will be a challenge, we have compiled the following advice about getting to know and building a relationship with your roommate(s).



GETTING TO KNOW EACH OTHER

BE YOURSELF. Be honest about who you are and what you expect, it makes it easier for your roommate to learn about you.

GET TO KNOW YOUR ROOMMATE. Ask where they are from and about their background, interests, and preferences. This will help you learn about their expectations.

KEEP AN OPEN MIND. Don't make any assumptions. Remember, you can't tell a book by the cover. If you want to know something, ask.

LEARN MORE ABOUT THEIR HABITS AND ROUTINES. Observe what their routine is and make sure that you create expectations that take these things into consideration.

ESTABLISHING LIVING EXPECTATIONS

When you live with someone, you must take their wants, needs and desires into account whenever there is a decision to be made about your room or house. Even though it is “your room/house,” it is also their room and house, therefore they have a say in what goes on. You will need to discuss these issues, and the best way to do this is to discuss them before a problem arises. Here are some things you will want to discuss:



PUT IT IN WRITING: IT IS HELPFUL FOR YOU AND YOUR ROOMMATE(S) TO PUT YOUR LIVING EXPECTATIONS IN WRITING. THAT WAY YOU CAN REFER TO IT LATER IF PROBLEMS ARISE. AN AGREEMENT FORM HAS BEEN INCLUDED IN YOUR RESIDENTIAL LIVING GUIDE FOR YOUR USE.

SHARING & BORROWING. What items will we share? What can you borrow from your roommate and when and how often can I borrow it? Is it necessary to ask every time I wish to borrow something?

NOISE. When is study time and what are your expectations for noise during those times? Do you need complete quiet when you study? Are there specific hours that there should be quiet? What time do you go to bed? What time do you wake up?

GUESTS & GATHERINGS. Who will be allowed to visit and how long? If you want to have an overnight guest, do you need to notify your roommate in advance? Is it acceptable to have overnight guests of the opposite sex? What types of social gatherings are acceptable and when (weekends only; with prior approval, etc.)?

SECURITY. What doors will remain locked or open?

CLEANING. How often will you clean your room or apartment? Who will be responsible for cleaning what? Will you share cleaning supplies, or will each person use their own? If you have an issue with the cleanliness of the room or apartment, how will you address it?

CONTROL YOUR ANGER

Anger is a normal and natural part of life, but it is not a sufficient reason to act disrespectfully or irresponsibly.

Anger can be used constructively. There are methods to control, express and channel anger in healthy and unhealthy ways.



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CONFLICT RESOLUTION

At some point during the year, you and your roommate may have a conflict. However, conflicts can be easily resolved without having the situation escalate into an argument or a fight by following these steps:

SPEAK UP

when you have a concern, an issue, or a complaint with your roommate(s):

- Be clear and brief.
- Tell listeners exactly what you want them to know or do.
- Say what you mean.
- Use words the listener will understand.
- Respond to listeners.
- Give them a chance to ask questions or comment.

LISTEN

to your roommate(s) concerns or complaints by:

- Looking at the person to show you are paying attention.
- Asking questions if you are confused.
- Not rushing, interrupting, or finishing sentences for the other person.
- Not thinking about what you want to say while the other person is speaking.
- Not listening because you disagree.

HEALTHY
RELATIONSHIPS TIP:
TRY THE 48-HOUR
RULE.

If your roommate(s) does something hurtful or that makes you angry, it's important to communicate it. If you aren't sure that you want to bring something up, try waiting 48 hours. If it's still bothering you, let them know.

IN CASES WHERE THE INDIVIDUAL PARTIES CANNOT COME TO AN AGREEMENT ON THEIR OWN, WE CAN HELP BY PROVIDING MEDIATION.

Often when two or more people have a dispute, they need an objective third person to step in and help them identify the issues and come up with a solution. The Residential Life staff can serve as that third person. For more information, contact your RCC.

Living on campus is a community experience where each person is responsible for ensuring their community is safe, supportive, and fun. Respect and accountability are key to having a successful community. To further assist you in developing a living agreement, we have inserted a roommate agreement form on the next page.

LINDENWOOD UNIVERSITY

Hall/Room/Residence _____

Date _____

ROOMMATE AGREEMENT

This agreement is designed to assist roommates in getting to know each other and to start opening the lines of communication on topics that we know are important for successful roommate relationships.

STEP 1: Fill out the form below and discuss it with your roommate (s).

STEP 2: Acknowledge you have read the Roommate Bill of Rights in your housing application in the StarRez Portal.

Roommates Names (print)	Initial below to indicate you have read and understand the Roommate Bill of Rights

COMMUNICATION

1. When will we have regular meetings to talk about how our roommate relationship is going?	
2. How and when should we communicate with each other if one of us has an issue to talk about?	
3. How should we communicate with each other if something is going on in the room that makes one of us uncomfortable? (e.g., alcohol or drug use, guests, other policy violations, intimate relationships, room decorations, etc.)	
4. How comfortable is each of us with talking about our differences (e.g., cultural religious, lifestyle, background, etc.)?	
5. What are our expectations of the roommate relationship?	

GUESTS/VISITORS

1. When is it ok for each of us to have opposite sex guests in the room/house?	
2. Are there any restrictions we need to address?	
3. Is it ok for the guest to use the restroom and shower?	
4. Do you have any reservations about overnight guests staying on Friday or Saturday nights?	
5. If one of us is away for the weekend, may that person's bed be used by a guest?	

A RESIDENT'S BILL OF RIGHTS & RESPONSIBILITIES

The right to read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.

The right to sleep without undue disturbance from noise, guests of roommate(s), etc.

The right to expect that a roommate will respect one's personal belongings.

The right to a clean environment.

The right to free access to one's room and facilities without pressure from the roommate.

The right to privacy, including the right to exclude non-residents from the room.

The right to address grievances.

The right to be free from fear of intimidation and physical or emotional harm.

The right to expect reasonable cooperation and the use of "room shared" appliances (refrigerator, fan, etc.).

The right to seek help with the roommate relationship from Office of Residential Life staff.

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