

**RESIDENTIAL LIFE AND HOUSING
COMMUNITY GUIDE
AND RESIDENTIAL POLICIES**

**Oak Hall
2023 - 2024**

UMSL

RESIDENTIAL LIFE & HOUSING

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MISSION STATEMENT

The Office of Residential Life and Housing at the University of Missouri-St. Louis is committed to providing on-campus housing, and maintaining a learning environment that encourages academic success, student engagement, personal growth and personal responsibility.

STUDENT BILL OF RIGHTS

Basic rights include the right to:

1. Be free from discrimination based on gender, race, religion, nationality, socioeconomic background, or disability.
2. Study and sleep in an environment free from undue disturbance, noise, guests, roommates, etc.
3. Expect that roommates/suitemates will respect each other's personal belongings and follow expectations for living together defined by roommate/suitemate agreements.
4. Live in a clean and safe environment.
5. Have free access to one's room and facilities without pressure from roommates to vacate the space.
6. Have personal privacy and space.
7. Host guests at agreed upon times and with the expectation that guests are to respect the rights of the host, roommate/suitemate(s), and other hall residents.
8. Expect any and all disagreements to be discussed in an atmosphere of openness and mutual respect. When necessary, with the RA present for assistance.

After Hours Contact Information

After business hours, if you need immediate assistance, please do not hesitate to contact the Residential Advisor (RA) on call by texting/calling the on-call cell phone at (314) 250-7086. If no one answers, make sure to leave a detailed voicemail with your name, room number, and a brief explanation of the issue.

Alcohol

- Only those students of legal drinking age (21 years and older) may possess or consume alcohol. If residents who are under 21 are found in possession or consuming alcohol, it will be poured out, the container confiscated, and the situation documented.
- Alcoholic beverages may only be consumed in individual rooms while the room door is closed. If there are other residents or guests in the individual room, they must be 21 or older.
- Social drinking or parties (of 4 or more people including the resident) within a resident's room is prohibited.

- Alcohol may not be consumed in hallways, stairways, elevators, lounges, outside on campus property, or any other public area of campus.
- Providing alcohol to a minor or assisting a minor in any way in obtaining alcohol is a violation of state law and is expressly prohibited.
- Students under the legal drinking age, whether personally consuming or not, who are present in where alcohol is present will be subject to disciplinary action.
- Possessing, furnishing, consuming or serving from a common source of alcohol (i.e., kegs, beer balls, punch bowls or other source of 12 or more servings), unless being served and monitored by a licensed vendor after properly registering an event for provision of alcohol at a College activity, is strictly prohibited.
- Drinking games, beer funnels, beer pong tables and other practices or materials that encourage unsafe or rapid consumption of alcohol are prohibited.
- Alcoholic containers for decorative purposes, i.e. flower pots and storage, are not permitted within Oak Hall. Students found using, consuming (under age), or with alcoholic beverages/containers within their rooms or in the building will be subject to disciplinary action.

Animals

For purposes of health, pets (with the exception of fish) are not allowed to visit or be kept in Oak Hall. Fish tanks may not exceed five (5) gallons in size. Guide dogs (or similar domesticated animals) are permitted within the residence halls for persons with a documented disability. Service and Emotional Support Animals must have proper documentation, and residents must notify the office of Residential Life and Housing before bringing them into the residential hall.

Bicycles and Bicycle Storage

Bicycles shall be parked so as not to obstruct free passage of vehicles and pedestrians. For your protection, make sure that your bike is locked securely to the approved bike rack. Bicycles cannot be brought into the residence hall for any reason. No person may park or store their bicycle on sidewalks, driveways, to trees, or in motor vehicle parking spaces. Any motorized vehicle (including but not limited to, electric scooters and e-bikes, motorcycles, mopeds, hoverboards, self-balancing scooter boards, Segway's, drones, etc.) are prohibited in the residence halls (which includes for charging purposes). If you have questions about prohibited items or are considering bringing an item that might be considered a prohibited item, please contact University Housing prior to bringing it to the residence hall to determine whether it can be allowed. This is for the safety of all pedestrians who use the surrounding sidewalks.

Billing

For billing inquiries, the Cashier's Office is open from 8 AM to 6 PM, Monday and Tuesday, and 8 AM to 5 PM on Wednesday through Friday. The Cashier's Office is where students can pay

for housing costs, tuition and books. This is also where you can pick up your parking pass and student Metrolink pass each semester. Please note that Residential Life's room and board charges are billed directly to the student's University account on a semesterly basis. Charges to a student's account can be accessed by logging into the myview.umsl.edu website. Once logged in your student account, click the "Self Service" link, and then look under "Campus Finances" for the "Account Inquiry" link. The student's charges must be paid in full by the end of the semester. If the bill is not paid, the Cashier's Office will place a hold on the student's account.

Confiscated Property

If your personal belongings were confiscated by Residential Life staff, please contact the Resident Director (314) 516-4774 in order to discuss why the item was removed. All confiscated items are kept until the end of the semester and once given back to residents, they need to be immediately taken off campus. If a confiscated item is not taken off campus, and found in the room or suite thereafter, you may be subject to disciplinary action.

Any confiscated item not claimed by the owner by the end of the academic year in which the item was seized will be disposed of without notification. When possible and appropriate, unclaimed items will be donated to a local charity.

Decorating

- All furniture in your room needs to remain in your room. You must have room for traffic to flow into and, especially, out of your room for safety reasons.
- Lounge furniture belongs in hall lounges and should not be kept for personal use in student rooms.
- You may not have furniture or other items stored in the common area or your suite that limits or blocks access to your suite or room doors as this poses multiple fire safety issues.
- When you check out, your room needs to be left in the same condition it was in on the day you moved in. You need to remove all your belongings when you move out. Your belongings cannot be stored in your hall or room over the summer.
- Nothing should be hung from pipes or sprinklers in the rooms.
- Small nails and painters tape are recommended to hang things on your walls. Nothing else should be attached, secured, or permanently affixed to doors, ceilings, floors, or walls. This includes the use of wall and ceiling hooks.
- Prohibited items include mirror tiles, plant hangers, paneling, belt and tie racks, wall coverings, screw-in hooks, carpet glue, black light paint, bolts, duct tape, stickers, glow in the dark stickers, glow in the dark crayons, paint, markers and staples.
- Flags, nets, parachutes, sheets, etc. should not be hung from the ceiling, fixtures or in any manner that obstructs the window.
- Drapes should be made of fire retardant materials and should be hung by tension rods.

- Vents should not be covered and must be easily accessible.

Desk Assistant (DA)

Desk Assistants are student staff who work at the front desk of Oak Hall. These staff members check IDs, check in guests, and answer questions. They are a great resource and friendly face for students needing quick information, and it is also a great first job with flexible evening, overnight and weekend hours!

Disruptive & Disorderly Conduct

Violation of the Residential Life's Community Guide or the Student Code of Conduct is reviewed by the Residential Education Coordinator and the Resident Director. Conduct hearings will be held with the student after first time violations. Resulting fines from a violation will be billed directly to the student account. If a student continues to violate the Community Guide or Student Code of Conduct, the Residential Life staff (Resident Director, Residential Education Coordinator, and Director) will further determine the appropriate consequential actions. If the student chooses to appeal a decision they can do so to the Director of Residential Life.

Further violations may be heard by the Assistant Dean of Students.

Drugs

The consumption, manufacture, use, possession, sale or distribution of any controlled substance in or on the premises of any Residential Life-owned or -operated facility or dining location is prohibited without proper prescription, required license or as expressly permitted by law or university regulations. Any possession of drug paraphernalia is not permitted.

Entering Rooms

Authorized personnel may enter a student room for reasons of health, safety, general welfare, or to make necessary repairs to the room and/or room equipment. As soon as possible, advance notification will be given. The University of Missouri-St. Louis and The Department of Residential Life may, without notice, at any time, enter a room for any reason that we deem to be reasonable. The University of Missouri- St. Louis, as landlord, retains the right to enter student rooms for maintenance purposes. Maintenance requests by students will be considered to be permission to enter. In such cases, no notification of entry will be given.

Fines

Common check-out Fines

Cleaning of: Floors - (\$20),
Microfridge - (\$45),
Bathroom - (\$45)

Excessive cleaning for your room - \$200

Loss of keys (did not return them) - \$110
Room damages - \$5 (minimum)
Tampering with cable - \$25
Tampering with, or loss of window screens -\$100
Tampering with smoke detector - cost of replacement

Gambling

Gambling in any form is prohibited on campus.

Grill

All campus grilling must take place between 9am and 9pm. Portable grills are prohibited. The individual reserving the space is responsible for safe behavior during the grilling event. The individual must bring a bucket of water for possible flare-ups and to extinguish coals when the event is over. The individual reserving the grill is responsible for cleaning the grill and drip pan after use. Any damage to the grill and/or surrounding environment will be subject to charges by the reserving individual. To reserve usage of the grill, please call 314-516-4774. Please call UMSL PD at 314-516-5155 in case of emergency.

Guest Policy

During the academic year, Oak Hall has a 24 hour Front Desk. Desk Assistants are responsible for checking the identification of every person who walks into Oak Hall. They are also responsible for signing in resident's guest(s) and overnight guest(s).

While visiting Oak Hall, all guests are required to leave a valid government issued identification card with a photo at the front desk of Oak Hall. Expired IDs are not accepted. If a guest (between the ages of 5 through 16) does not have a valid government issued identification card, the resident **must email the Resident Director 48 hours in advance to get permission** for the guest to stay overnight. Finally, a resident may not sign in more than 2 guests at a time, no matter their age, unless they are assisting a resident moving in or out of the building.

- Guests between the age of 5 and 15 may visit as day guests between the hours of 8:00 a.m. and 1:00 a.m..
- Children under the age of 16 are not allowed to stay overnight, no exceptions.
- Guests over the age of 16 must have a valid form of ID (school IDs are acceptable)

While in our residential facilities, guests must be escorted by the resident at all times. Guests must comply with all UMSL rules and residence hall regulations while visiting Oak Hall and the conduct of a guest is the responsibility of the resident host.

Health & Safety Checks

Residential Life staff will perform Health and Safety Checks throughout the academic year with prior notice to verify occupancy and conduct safety inspections. Two staff members will enter the suite and check for any health or safety violations or hazards. Residents do not need to be present for inspections, but it is recommended.

Resident Advisors will notify residents found to be in violation of a residence hall policy via written notice. Students are expected to comply with requests to resolve noted concerns within one week. Failure to correct concerns will result in fines or disciplinary actions.

Internet and Wireless Access

WiFi is available for students in Oak Hall and rooms in each hall have Ethernet ports. You will need to bring your own Ethernet cord for your computer and/or laptop. Ethernet ports in your room may need to be activated by calling (314) 516-6034. For additional information, please go to: ITS's homepage at <http://www.umsl.edu/technology/tsc/>.

Keys

You will be issued a room and mailbox key on a security ring upon checking into the residential hall. We urge you to carry your keys and student ID with you at all times. Please note there is a \$110 fine for losing your key ring (depending upon the circumstances in which it was lost). If the security rings are tampered with, the fine is \$100. If your key is lost, bent, stolen or broken, email umslreslife@umsl.edu

The breakdown for the ring is:

Room key	\$60
Mail key	\$15
Security ring	\$20
Tag	\$5
<u>Admin. Fee</u>	<u>\$10</u>
Total	\$110

University of Missouri System Policy states:

1. No person may duplicate a university key or request the unauthorized duplication of a university key.
2. No person may transfer any university key from an individual entrusted with its possession to an unauthorized person, or be in unauthorized possession of a university key.
3. Keys in the possession of unauthorized persons may be confiscated.
4. No person shall replace without permission, damage, tamper with or vandalize any university lock or security device.

Unattended student rooms should be kept locked at all times. Never let a stranger into the building. Do not jeopardize your security, or the security of others by propping open doors, or by permitting access to strangers.

Kitchen

The kitchen in Oak is equipped with a stove, refrigerator, sink, dishwasher, and cabinets. You are expected to leave the kitchen clean at all times. At the end of each semester, community refrigerators will be emptied of ALL food items. If you are storing items in the fridge and do not want them thrown away, Residential Life asks that you take these items out of the community fridges and store them in your personal refrigerator during this time. Unattended food that is left out will be thrown out.

Laundry

In Oak Hall, facilities are located on the first floor. If a machine is not working properly, please submit a maintenance request. You are expected to leave this facility clean at all times. If a laundry machine malfunctions and your money is lost, contact the laundry company located on the machine. Be sure to tell the company the machine number and how much you lost. Residential Life and Housing is not responsible for money lost, clothing damaged, or clothing taken out of the laundry room. All residents and guests are expected to show respect to others' clothing and property in and around the laundry machines. You should not move or remove someone else's laundry from the machines or the laundry room.

Lockouts

During the school year:

- Go to the Front Desk of Oak Hall to check out a temporary blue card and key from a Desk Assistant. **The temporary card and key must be returned within 10 minutes of being issued. If it is not returned within the specified time, there is a \$5.00 fine for every minute past the first 10 minutes, until the temporary card and key are returned to the Desk Assistant. The fine will be billed directly to the student's account.**

During University Holidays and Campus Breaks

- If you are locked out during a University Holiday, or if the campus is on Winter or Summer Break, residents of Oak need to call the on-call Resident Advisor at (314) 250-7086. If no response is received after 30 minutes from the on-call staff, campus police may be reached as a last resort at (314) 516-5155.

Lofts

Residential Life does not permit the construction or use of resident-supplied lofts. If a student is interested in reserving a loft, please contact the Office of Residential Life and Housing at (314) 516-6877. Loft supplies are limited. Students may rent these components for an additional \$100 per year.

Lounges/Game Room

TV lounges are available for entertaining guests, studying, playing games, or just visiting. TV lounges are open 24 hours a day to all hall residents and *escorted* guests. However, they should never be used for overnight sleeping.

Mail

Mailboxes are located in the lobby of Oak Hall. Mail can be picked up from Oak 121 (located on 1 South in Oak Hall, Monday-Friday 8am-6pm (excluding weekends and university/federal holidays))

Your Name
UMSL Residential Life
2911 Laclede Lane
Oak Hall Room # (i.e. Oak Hall 534C)
St. Louis, MO 63121

Please make sure your mail is addressed to your full name as it appears in MyView and not to your "nickname". This ensures that mail is accepted by residential life staff.

Musical Instruments

Students are allowed to play musical instruments in their rooms and the common areas between the hours of 11:00 AM to 8:00 PM throughout the week at a moderate volume/level. Students can also play the piano or other musical instruments in the designated practice area in the basement of Oak. This becomes null and void during the week of finals when quiet hours are extended for studying purposes.

Office Hours, Location and Contact Information

Residential Life and Housing's utilizes the Oak Hall Front Desk for any questions/concerns. The desk is open 24/7 during the academic year. You can also visit the Resident Director's office in Oak 118, if you need to talk to a professional staff member. Otherwise, you can call or visit our Main Office located in Oak Hall 121 at (314) 516-6877.

Operating a Business

Residents of University Housing are not permitted to carry on any organized business from their room or within any on-campus residential area. No sign, advertisement, or announcement promoting such business may be displayed on the outside or inside of any University Housing building or premises.

Overnight Guest Policy

A major responsibility of the Department of Residential Life and Housing is to protect the right of privacy of students living in the residence halls in addition to building security. Visitation within the residence halls is a privilege for students, not an inherent right. An overnight guest is defined as any person who is not assigned by the UMSL Department of Residential Life and Housing to stay within a specific room in Oak for a predetermined amount of time.

Per the Residence Hall Contract signed by each resident, guest(s) staying more than 48 consecutive hours (2 consecutive days) without written permission from the Department of Residential Life will be considered unauthorized occupant(s) and the student will be in violation of the contract.

After 1:00 AM, a visitor is considered an overnight guest and it will be recorded by the desk staff at 1:00 a.m.

Pests

If you notice pests in your room or suite, **immediately** submit a work order and inform the RA on call. Don't forget to mention your hall, suite and/or room number.

Pool

The swimming pool is open 24/7 and can be used by Oak Hall residents and guests only. Consuming alcoholic beverages is strictly prohibited in and around the pool.

Prohibited Items

Dart boards, candles, incense, toaster ovens, pizza ovens, coffee pots, George Foreman grills, hot plates, popcorn poppers, hot pots, crock pots, rice steamers, blenders, toasters, space heaters, halogen or lava lamps, personal WIFI routers, boosters, or splitters, bikes, weapons of ANY kind including razor blades, guns, knives, ammunition, etc. Are prohibited. Items that promote smoking are also prohibited including e-cigarettes, vape pens, hookahs, bongs, etc.

- Items such as skateboards, roller skates, rollerblades, scooters, frisbees, foam-firing guns, and water guns etc, may be stored within the room, but may NOT be used inside the residence hall.
- Single cup coffee brewers (such as Keurigs) are allowed for use in Oak.
- Air Fryers (no larger than 3 quarts) are allowed for use in Oak.

Quiet Hours

Sunday to Thursday: 10 PM-9 AM the next day.

Friday to Saturday: 12 AM to 9 AM the next day.

During finals - 24 hours beginning at 5PM the Friday prior to finals and ending on Friday at 12PM

Any activity that produces noise that interferes with quiet hours is prohibited. Violations of quiet hours will be documented and may result in disciplinary action. Courtesy hours are in effect 24 hours/day, and refers to the time outside of the listed quiet hours in which all residents are expected to be sensitive of the noise that they make, and how it could negatively contribute to the communal living environment

Renters Insurance

Neither the University, nor the department of Residential Life and Housing assumes responsibility for the loss of or damage to the personal property of a student. Residents are encouraged to purchase individual renter's insurance through the housing portal during housing sign-ups. Alternatively, you may want to see if you can be added onto a parent/ guardian's homeowners insurance.

Resident Advisor (RA)

Each community has an RA to provide additional support. An RA is responsible for getting to know students on an individual and group level (so they might knock on your door!), hosting events based on interests and needs, helping with roommate mediations, being on-call for emergencies or crisis, responding to policy/safety concerns, and overall being a resource for students. These are returning students who have received extensive training on how to help! RA applications go out near the end of February, and it is a great leadership experience!

Safety Procedures

Fire

No matter how small the fire, or even if it is extinguished, report it to your RA. Appropriate action will be taken. In the event the fire alarm sounds, leave the building immediately via the nearest stairway exit. If you should happen to be away from your room when the alarm sounds, do not return to your room itself, but

leave the building via the nearest exit. Fire alarms and smoke detection equipment are located throughout each floor for your safety. Do not return until instructed to do so by emergency personnel or Residential Life staff.

Smoke Detectors

In compliance with Missouri statutes, each student room is furnished with a smoke

detector. These smoke detectors are designed to protect student life. Please cooperate by keeping your smoke detector plugged into the wall outlet with the battery in place. Do not tamper with or disconnect this safety apparatus. Report any malfunction by submitting a maintenance request online or notify the RA on call. Students who tamper with smoke detectors and/or fire prevention equipment are subject to a fine and/or disciplinary action, and/or criminal action, and/or a combination of the remedies listed. If a student is found responsible for tampering with fire safety equipment, their housing contract will be terminated immediately and they will be held financially responsible for the remainder of their contract.

Severe Weather/Tornadoes

Tornado Watch: Conditions are favorable for a tornado to form in the area. This is time to prepare and be aware of where you will go to seek shelter. When a watch has been issued for St. Louis County, the UMSL Police and the Residential Life staff will monitor the situation for additional information. You can stay alert by listening to the radio, television or a weather radio for the latest weather information.

Tornado Warning: A tornado has been spotted in the area or Doppler radar has indicated an area of rotation. When a warning has been issued for St. Louis County, it is time to take shelter immediately.

If you should hear the Civil Defense sirens going off and/or you are notified that severe weather is about to hit the area:

- Evacuate to the basement, an interior hallway, a restroom, or anywhere on the lowest level floor as possible that does not have windows or an exterior door. Do not use the elevators when evacuating.
 - During severe weather, the front desk and Residential Life staff will be notified on severe weather watches and warnings. The Desk Assistant will notify the Resident Advisor On-Call.
 - If a warning is issued, the Residential Life staff will also immediately notify the Resident Advisor (RA) staff. The RA's will immediately recommend, but not force, that residents seek shelter. The staff will provide suggestions on where to go and approximately how long it will last. After notifying residents, the staff will seek shelter themselves, but will remain in close contact with the Police Department on the status of the warning. The siren may end before the area is completely free of danger. Hence, please stay in the above mentioned areas until you are instructed that the area is safe.

- It is important that you make yourself aware of areas of shelter within Oak, prior to an emergency occurring.

Medical

If you need help:

- Assess the situation to the best of your ability.
- Call UMSL Police at (314)516-5155 and/or 911 with as much information as possible.

Criminal Activity

If you notice a crime being committed:

- DO NOT INTERVENE! Remove yourself from the situation as calmly and quietly as possible.
- Call (314) 516-5155 and/or 911.
- Have as much information available as possible i.e. the four W's: *who, what, where and when.*

Storage

There is no storage space available to residents in any University-owned or -operated facilities. Under no circumstances may residents store personal property in any space on campus. Students may reach out to local storage facilities to rent storage units.

Table Tennis & Pool Table

Students are allowed to play in the common areas between the hours of 9:00 AM to 10:00 PM, Sunday through Thursday and 9:00 AM to 12:00 AM, Friday and Saturday, at a moderate volume/level. This becomes null and void during the week of finals when quiet hours are extended for studying purposes. No equipment can be checked out after quiet hours.

Trash

Trash receptacles are located on the basement floor of Oak. All trash bags should be tied and placed in the black and gray bins. Trash should never be left outside of suite doors or any other common area.

Vending Machines

There are food and drink vending machines located on the first floor of Oak Hall. If a vending machine malfunctions and your money is lost, contact the number on the machine. The Office of Residential Life and Housing is not responsible for the operation and maintenance of vending machines.

Weapons

Use or possession of weapons of any type – including, but not limited to, firearms; paintball guns; airsoft, BB or pellet guns or similar weapons; bows and arrows; knives with blades more than four inches long; decorative weapons; ammunition; mace and bear spray; and explosive – is not permitted in Residential Life-owned or -operated facilities at any time.

Work Orders

If you notice a facilities-related problem in your room or elsewhere in the residence hall, please report it by submitting a maintenance request

1. Visit umsl.edu
2. Search “place a work order”
3. Click the first “Place a Work Order” option
4. Click the red “Service Request” button with the hammer and wrench graphic
5. Fill out the maintenance request. Describe the maintenance issue in detail. Upload photos if necessary.
6. Click Submit.