



UNIVERSITY HOUSING GUIDELINES

2020-2021



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INTRODUCTION

VALUES

Safety
Diversity
Community
Individuality
Opportunity
Responsibility

MISSION

We will provide student-centered, purposeful, inclusive community, with the necessary support for residents to become better citizens, dynamic leaders and individuals guided by integrity.

VISION

On-campus living in our community-oriented residence halls will promote personal growth and academic success, while meeting the needs of a multicultural community.

GREETINGS FROM UNIVERSITY HOUSING

The Office of University Housing looks to provide each residential student at Lawrence Technological University with a safe, educational, and enjoyable community in which to live. It is the responsibility of each resident to be an integral part of the community and actively participate to get the most out of their residential experience. An active community member helps to ensure the safety and quality of the community for their fellow residents and themselves.

The University Housing Guidelines helps to ensure that all residents are provided with all policies and procedures to help them get the best possible experience while living in University Housing. Please do not hesitate to contact a University Housing staff member with any issues or concerns as we want each student to be successful while at Lawrence Tech.

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CAMPUS INFORMATION

2020-2021 University Housing Calendar*

August 17-23	Move- In
August 24	First Day of Classes Housing Freeze Begins
August 21	Convocation
September 1	Roommate Agreement Forms Due
September 4	Housing Freeze Ends
September 22	Assessment Day – No School
November 6	Remaining Semester Application Deadline
November 25	Residence Halls Closing @ 10am
November 30	Winter Break Application Deadline Room Change & Cancellation Request Due
December 18	Residence Halls Close @ 10am for Semester Break
January 10	Residence Halls Open Housing Freeze Begins
January 11	First Day of Classes
January 29	Housing Freeze Ends
March 6 - 14	Mid-Semester Break
May 8	Residence Halls Close

*These dates are subject to change.

IMPORTANT CAMPUS NUMBERS

Campus Safety	248.204.3945
Weather Cancellations	248.204.2222
Main Housing Office	248.204.3940
Donley Information Desk	248.204.7919
South Information Desk	248.204.3955
Reuss Information Desk	248.204.7940
East Information Desk	248.204.7950
Donley Hall Duty Phone	248.722.7627
South Hall Duty Phone	248.722.6589
Reuss Hall Duty Phone	248.739.0794
East Hall Duty Phone	248.739.0786
Campus Dining	248.204.3203
Computer Help Desk	248.204.2330
One Stop Center	248.204.2280
Registrar/Financial Aid	248.204.2281
Student Affairs Hotline*	248.204.4100

*Career Services, Commuter Support, Clinical Counseling, Disability Services, Dean of Students, International Programs, Student Engagement, Student Government

LOCAL RESOURCES

COMMUNITY RESOURCES

Common Ground: Free and Confidential
Counseling Information and Referrals
Phone: (800) 231-1127
www.commongroundhelps.org

H.A.V.E.N. of Oakland County:
Comprehensive Program for Victims of
Domestic Violence and Sexual Assault
Phone: (877) 922-1274
Address: P.O. Box 431045
Pontiac, MI 48343
www.haven-oakland.org

Victim Assistance Services Oakland County
Prosecutor's Office
Phone: (248) 858-0707
www.oakgov.com/prosatty/division_committee/victims_services/index.html

Affirmations: nonprofit organization serving
people of all sexual orientations and gender
identities
Phone: (248) 398-7105
Address: 290 Nine Mile Road
Ferndale, MI 48220
www.goaffirmations.org/

Southfield Police Department
Phone: (248) 796-5500
Address: 26000 Evergreen Road
Southfield, MI 48075

Oakland County Health Department
Phone: (248) 424-7000
Address: 27725 Greenfield Rd.
Southfield, MI 48076

NATIONAL HOTLINES

National Domestic Violence Hotline
Phone Number: (800) 799-7233
www.thehotline.org

National Sexual Assault Hotline
Phone Number: (800) 656-4673
www.rainn.org

LOCAL HOSPITALS

Providence Hospital
Phone Number: (248) 849-3000
Address: 16001 W Nine Mile Road
Southfield, MI 48075
healthcare.ascension.org/Locations/Michigan/Southfield-Providence-Providence-Park

Beaumont Health
Phone Number: (248) 898-5000
Address: 3601 West 13 Mile Road
Royal Oak, MI 48073
www.beaumont.org/locations/beaumont-hospital-royal-oak

LOCAL URGENT CARE OFFICES

Concentra Urgent Care
Phone: (248) 569-2040
Address: 26185 Greenfield Road
Southfield, MI 48075
www.concentra.com

Berkley Urgent Care
Phone: (248) 268-1525
Address: 3270 Greenfield Road
Berkley, MI 48072
www.berkleyuc.com

LOCAL PHARMACY

CVS Pharmacy

Phone: (248) 353-9898

Address: 21911 W. Eleven Mile Road
Southfield, MI 48033

www.cvs.com

COVID TESTING CENTERS

Express Med Urgent Care

Phone: (248) 770-5205

Address: 19725 W 12 Mile Rd
Southfield, MI 48076

Oak Park Urgent Care

Phone: (248) 206-3497

Address: 24661 Coolidge Hwy
Oak Park, MI 48237

IEP Healthy Urgent Care

Phone: (248) 569-0820

Address: 29169 Southfield Rd
Southfield, MI 48076

RESIDENT RIGHTS AND EXPECTATIONS

ROOMMATE BILL OF RIGHTS

Residents and their roommate(s) have the right to:

- Remedy and file grievances
- Be free from fear, intimidation, and physical or emotional harm
- Read, study, and sleep in one's room without unreasonable disturbance
- Seek mediation assistance from University Housing staff during disputes
- Free access to a clean and safe living environment that offers independence and privacy which does not negatively impact residential life

ROOMMATE EXPECTATIONS

A roommate can be a tutor, advisor, and friend with whom residents will share experiences full of fun, anxiety, and everything in between. University Housing hopes that the relationships that residents build with roommate(s) will outlive the years spent studying at Lawrence Tech.

Living with a roommate can be a unique situation. Most issues that arise can be resolved by keeping an open avenue of communication with roommate(s). It is important to remember that roommate(s) may have feelings or opinions different than other roommates. It will take effort to resolve issues and come to compromises and common understandings. University Housing urges residents to develop these lifelong skills. However, it is strongly advised residents contact their Resident Assistant, Residence Hall Coordinator, or the Director of Residence Life if roommates are unable to work through a conflict. If a roommate mediation cannot assist with roommate issues/concerns University Housing will decide if a roommate and/or all roommates will need to relocate to another room.

All residents will be required to complete the Roommate Agreement Form during the first two weeks of the semester. If issues occur in the room, Resident Assistants and Residence Hall Coordinator will refer back to the initial agreement.

Residents are expected to have open communication with their roommates. You are responsible for communicating with your roommate(s) in the event of illness or exposure. If you or your roommate report symptoms, the University will contact the residents of the room.

COMMUNITY MEMBER EXPECTATIONS

As a resident of University Housing at Lawrence Technological University, students play an active role in helping to create a safe and inclusive community for all residents. All residents are expected to contribute positively to the community and adhere to the following expectations:

- Residents are expected to consider the rights of other residents at all times. A resident's actions in the community should not interfere with another's rights listed in the sections above. In addition, resident actions should not interfere with the university's ability to create and maintain an educational environment within the residence halls.
- All residents share equal responsibility for adhering to, enforcing and knowing community expectations. Each resident is involved in the development of the floor community, expected to refrain from anything that disrupts the community, and assist in maintaining community standards and reporting disruptions to the community.
- Residents are expected to keep common areas within the building clean. Residents will be held accountable and fined for common area billing if the floor/pod or building is not kept up to standard.

Residents are **expected** to wear a mask or face covering while in common areas. Residents are **required** to undergo a daily temperature screening.

In buildings with shared laundry spaces, residents are **prohibited** from removing other resident's laundry from any machine.

APPLICATION DETAILS

ELIGIBILITY

Applicants must be admitted to Lawrence Tech in order to live in University Housing. For the fall and spring semesters, undergraduate residents must maintain full time status (12 credits undergraduates). Exceptions may be made for seniors in their final year who have less than nine total credit hours to complete their degree or for students who are participating in a co-op experience. Graduate residents must maintain one course (three to four credit hours) per semester. All students must be enrolled in classes full time by the add/drop date of each semester. Failure to do so will result in termination of the housing contract.

Students staying in University Housing for the summer must be enrolled in at least one course. A separate application must be submitted.

VACCINATIONS

Any student new to University Housing must provide vaccination records. A list of required and recommended vaccinations can be found on the housing website. Although it is not required that students returning to University Housing provide vaccination records, they may still do so if they desire. University Housing does recommend that students living in a community setting do get vaccinated to prevent and protect themselves against any outbreaks.

At this time, we are **REQUIRING** testing for COVID19 prior to arrival to campus. If this changes, this will be communicated via University email. Please check the housing website for any COVID changes.

GENDER INCLUSION

The Office of University Housing is committed to creating welcoming and inclusive spaces in the residence halls for all students, including those whose gender identity and/or expression differs from the sex assigned to them at birth. At LTU, we offer housing options to all students who may

choose to live with roommates of any gender or sex, or who may prefer a room assignment and roommate that is not based upon gender. University Housing is dedicated to working individually with students seeking supportive living arrangements. If you are seeking such an arrangement, please contact the Office of University Housing at housing@ltu.edu.

ROOM CHANGES

Residents who would like to change rooms may submit a Room Change Request Form. A resident may change their room during the academic year if they have been granted permission by the Office of University Housing. They must move within 48 hours of notification. The resident may not switch keys with others or move into a space that is not assigned to them. Residents will be assessed an improper move-out charge of \$50 and may face disciplinary action if they leave a room without checking out.

The Office of University Housing is required to maintain accurate records about who is living in each room. It is imperative that residents wishing to change rooms receive written permission from the Office of University Housing before changing rooms. Residents who change rooms without written permission will face disciplinary action. No student may live in a room other than his/her assigned room.

Should a resident switch into a different room, they will be charged or refunded accordingly if the style of the new room is not the same as the previous room.

The Office of University Housing reserves the right to deny any room change request.

Residents are responsible for cleaning their space upon vacating the room. The University is not responsible for cleaning a half vacant space.

Residents are limited to 1 time a semester within the same building.

HOUSING FREEZE

To ensure that each student is accounted for, the Office of University Housing prohibits any student from moving to a new room during the first two weeks of each semester and during the last month of each semester. If an emergency arises and a student needs to be moved the Office of University Housing may make an exception.

VACANCIES AND CONSOLIDATION

The Office of University Housing reserves the right to fill any vacancy at any time. The Office of University Housing may also choose to consolidate students who have vacancies in their rooms into one room. If two or more residents are being consolidated, the Office of University Housing will make the final determination of which room will be vacated. Rooms with vacancies at the end of the Fall Semester will be subject to consolidation. Residents who fail to comply with consolidation requests are subject to disciplinary action and/or a fine.

ROOM ASSIGNMENTS

The Office of University Housing reserves the right to make adjustments to room assignments as necessary. The Office of University Housing may reassign students if circumstances arise.

Special housing request forms are available on the University Housing website for residents to submit. Forms available include:

- Coed Room Agreement Form
- Over Occupancy Form
- Alcohol and Roommate Agreement Form (required for rooms with residents both over and under the age of 21)
- Roommate Survey (if you are looking for a roommate)

BREAK HOUSING

If a resident intends to stay in University Housing during the Winter Break, they must apply in *advance for by completing the Winter Break Application found on the University Housing website. University Housing reserves the right to approve or deny this request. If approved, there is an additional charge to stay during this period.

With classes moving to remote learning after Thanksgiving Break, students will be **required** to apply to stay for the remaining weeks of the fall semester.

University Housing remains open during the Thanksgiving and Spring Break periods. Dining Services will not be open during any break periods, unless otherwise notified. No guests will be permitted over break periods. Residents of the building who are not approved to stay over the break period are not permitted as a guest.

SUBCONTRACTING

Residents are not allowed to permit another person to live in their room. The resident will be considered in violation of this policy, regardless of whether or not the resident also occupied the room with the individual. Residents may not subcontract their room in order to be released from the contract.

TERMINATION

The Office of University Housing may terminate the Housing and Meal Plan contracts for breach of any provision in the contract. Residents shall be released from the agreement if they are graduating or withdrawing from the University. Should students desire to terminate the contract prior to the end of the academic year, they must submit a Contract Cancellation Form to the Office of University Housing. Requests for release due to extenuating circumstances may be granted at the sole discretion of the Director of Residence Life but are not guaranteed.

The University reserves the right to remove any resident who violates any provisions of the University Housing policies and procedures outlined or who fail to vacate his/her room after notice or upon expiration of the contract. The University is under no obligation to renew the Housing and Meal Plan application upon its expiration.

* If one would like more information about the housing application process, meal plans, etc., please refer to our website at ltu.edu/housing.

DAILY OPERATIONS

ABBREVIATIONS

Please be familiar with some of the common abbreviations and terms used throughout University Housing.

- Director of Residence Life (DRL): A professional staff member who oversees all of University Housing.
- Residence Hall Coordinator (RHC): A professional staff member who supervises a Residence Hall on campus.
- Resident Assistant (RA): A student staff member whose responsibility is to promote community to provide any assistance when necessary.
- Senior Resident Assistant (SRA): A Resident Assistant who provides additional support to the RHCs, DRL, and RAs.
- RA on Duty: The Resident Assistant whose responsibility is to provide assistance to students during off hours. This information is posted each night at the Information Desk.
- Desk Receptionist (DR): A student staff member who works the Information Desk.

CORRESPONDENCE

Students will receive important information from the Office of University Housing through their Lawrence Tech email address and their mailbox located within the appropriate residence hall. It is the responsibility of the students to check email and campus mail regularly.

DISCIPLINARY ACTION

Disciplinary action will follow the outlined process within the Student Code of Conduct. Disciplinary action could include a fine.

EMPLOYMENT

University Housing is one of the most rewarding working experiences. There are many opportunities for student employment. Jobs include Resident Assistants and Desk Receptionists.

For more information, visit ltu.edu/housing

RESIDENT ASSISTANT ROOMS

The student staff members are here to assist all residents.

In Donley Hall, the RA rooms are:

1107, 1116, 1207, 1216, 1307, 1316, 1407, 1416.

In South Hall, the RA rooms are:

210, 310, 410, 510, 610, 710, 802, 810.

In Reuss Hall, the RA rooms are:

A108, A201, B108, B201, C101, D108, D201

In East Hall, the RA rooms are:

104E, 119E, 212E, 229E, 312E, 329E, 412E, 429E, 214W, 229W, 314W, 329W, 414W, 429W

HALL COUNCIL

We encourage all residents to become involved in their Residence Hall Council. Contact an RA or your building RHC for more information.

INFORMATION DESK

Each residence hall has an Information Desk which provides basic services and general information. The Information Desk provides printing services, as well as options to check out games, movies, and outdoor equipment.

Hours of operation for academic year will be posted at each Information Desk.

Holiday/summer hours vary, see each Information Desk for posted hours.

MAIL SERVICES

The Office of University Housing provides mail services for residential students in each building. University Housing only receives mail for current students and does not offer outgoing mail services. There is a USPS mailbox located on Civic Center Drive along with a UPS drop box located near Campus Safety. It is the responsibility of the

resident to keep their address up to date with any mail carriers and University Housing will NOT give mail to anyone other than the addressed person. Mail is only processed once per day and only after that time can residents pick up their mail.

Residents may receive packages through University Housing. Any piece of mail too large to fit in the mailbox is logged and kept at the Information Desk; the student will receive a package slip letting them know to pick up their package. Housing Staff is not allowed to give out packages unless they are logged or go through the RHC. University Housing does not reimburse for lost packages. If a student is missing a package, they must fill out a Package Claim Form for lost mail, which can be found on the Housing website. Residents must fill out the form within one month of the delivery/shipping date.

University Housing is unable to forward any packages at any time. University Housing does NOT hold mail over the summer for fall residents. Over the summer, if a resident receives a package, we will notify you to ask how you want to retrieve your package.

Any package or mail deemed as a prohibited item in University Housing will be held by the Residence Hall Coordinator. The resident will be contacted directly for further information.

For South Hall, mailboxes are located in the small hall across from the elevators on the first floor. The mailing address is:

Resident's Name
21000 West Ten Mile
South Hall #____
Southfield, MI 48075

For Donley Hall, mailboxes are located in the first floor lounge, across from the main stairway. The mailing address is:

Resident's Name
21000 West Ten Mile
Donley Hall #____
Southfield, MI 48075

For Reuss Hall, mailboxes are located on the first floor hallway on the left once entering. The mailing address is:

Resident's Name
21000 West Ten Mile
Reuss Hall #____
Southfield, MI 48075

For East Hall, mailboxes are located in the first floor entry, across from the elevator. The mailing address is:

Resident's Name
21000 West Ten Mile
East Hall #____
Southfield, MI 48075

IDENTIFICATION CARD

According to the Student Code of Conduct, students must carry their University Student ID with them at all times. The Student ID provides access to the residence hall they live in and their meal plan and serves as a library and help desk reference card. It is against the Student Code of Conduct to use someone else's student ID. If a University Student ID is lost or damaged, contact the One Stop Center to have a replacement card provided. There may be a fee. Stop by the Information Desk to have the Student ID card reactivated for entrance to the residence hall. The University is not responsible for Blue Devil Dollars lost from a stolen ID card.

ROOM INSPECTIONS

University Housing staff will enter a room when:

- There is reasonable cause to believe there is or has been a Student Code of Conduct violation
- A staff member knocks and is invited into the room
- A violation occurs in plain view
- Conducting Room Inspections
- Appropriate University officials determine it is necessary

The Office of University Housing will conduct at least one Room Inspection per semester. Residents will be informed of a time frame in which inspections will occur.

University Housing staff members will look for prohibited items as well as health and safety concerns. Any room where all residents are under the age of 21 will have their refrigerator inspected. A failed inspection may result in disciplinary action or fines for the roommate(s) responsible.

Items that are illegal or prohibited will be confiscated and the resident(s) will be subject to disciplinary action up to termination from housing or

removal from the University, and depending upon the violation a referral to an appropriate government authority.

If there is reasonable cause to protect the welfare of students or extraordinary situations, emergency repairs or changes may occur.

A minimum of two staff members of University Housing will conduct the search. These staff members will knock on the door and announce the purpose of entering. Unless specifically ordered by University officials, the resident(s) are not required to be present.

All areas and spaces of the room, as well as all contents wherein, are subject to search. Designated University Officials or police officers may commence a search within the appropriate legal procedures for search and seizure.

REPORTING INCIDENTS

When any member of the University staff observes behavior that does not appear to be in compliance with the Student Code of Conduct, a staff member is required to document the behavior by filing a University Incident Report. Staff members will inform the individual(s) involved. Proper identification must be given to the staff member.

If a resident witnesses or would like to report an incident, they should contact the RA on Duty or Campus Safety.

HEALTH INSURANCE

It is strongly recommended that residents obtain health insurance to live in the residence halls. Students should have all vaccinations up to date.

PERSONAL PROPERTY INSURANCE

The University is not responsible for the loss of, damage to, or destruction of personal property. All personal property, and any property belonging to a third party that is in the resident's custody, is the sole responsibility of the resident.

The University advises all residents to obtain personal property insurance (renter's insurance). The resident needs to check with their insurance provider to determine applicable coverage. Please visit ltu.edu/housing/move-in-special-offers.asp if a resident wishes to seek additional coverage through National Student Services, Inc.

RESIDENT AND ROOM POLICIES

ABANDONED PROPERTY

Personal belongings left after the owner has vacated will immediately be declared abandoned. Abandoned items are the property of University Housing and will be disposed of in the appropriate manner. Residents will be charged a minimum of \$30 for the removal of abandoned items.

Items that are prohibited or detrimental to the residential community may be confiscated by University Housing staff or Campus Safety. It will be up to the discretion of University Housing to determine if the items are returned to the original owner.

Residents will be charged a minimum of \$30 for the removal of confiscated items. Furthermore, students may be subject to disciplinary action for confiscated items.

ACCESSIBILITY and ACCOMMODATION

Each residence hall has rooms designated to accommodate student needs. Any resident in need of assistance in emergency situations should contact the Office of Disability Services for assistance. Residents in need of an accommodation must contact the Office of Disability Services.

ADVERTISEMENTS

All flyers must follow the guidelines outlined within the Student Code of Conduct. Flyers must be approved by the building supervisor. Please bring flyers to the Information Desk at least three (3) business days before posting date. Only University Housing Staff are permitted to post fliers in housing.

Inappropriate, outdated, damaged, or unapproved posters will be removed. If posters are removed, University Housing is not responsible for any financial or emotional damage. Materials are not to be placed under room doors. Drawing on the walls, floors and ceilings of the residence halls is prohibited.

University Housing accepts no responsibility for timelines nor does the approval to post indicate support for the events advertised.

ALCOHOL

Students, not the University or its staff, are accountable for the outcome of all issues related to the legal, illegal, or irresponsible use of alcohol. Further information can be found in the Student Code of Conduct.

In the State of Michigan, the legal age for drinking alcohol is 21. Consumption, possession or purchase of alcoholic beverages by those without proof of legal drinking age is a violation of University policy and state law. Furthermore, buying alcohol for a minor is subject to a violation of the Student Code of Conduct.

Campus Safety Officers, University Housing staff, and other University Officials reserve the right to require disposal of any alcoholic or unknown beverages, whether open or not, from any individual found in violation of the alcohol policy; and to refuse access to the residence halls if a person appears as a threat to the residence community.

Residents and guests of legal drinking age may not possess or consume alcoholic beverages with individuals under 21 present. No individual may give, or provide alcoholic beverages to anyone under the legal drinking age. Alcohol is not permitted in East Hall. Additionally, anyone under the legal drinking age may not possess empty alcoholic containers/paraphernalia.

Residents who are of legal drinking age may consume alcohol in their room or another resident's room who is 21 or older; the door must be closed and underage persons cannot be present. Residents of legal drinking age residing in a room where residents are below legal drinking age must store any alcohol, a) in their bedroom if they are in apartment style living, or b) in **no** shared space (i.e., refrigerator) in a community style building. All residents in a room where residents are either all of age or in a mixed age room are **required to post their signed Alcohol and Roommate Policy**

contract on the back of their entry door.

Consumption of alcohol is not permitted in common areas or other public areas surrounding the residence hall. Of age residents are expected to consume alcohol in a responsible and safe manner. Alcohol may not be provided to a visibly intoxicated person.

All alcohol-related paraphernalia and activities that promote the excessive consumption of alcohol are prohibited. These items include without limitation: kegs, alcohol ice luge sculptures or molds, beer bong, and drinking funnels. No person shall possess or use a common source of alcohol or participate in an event where a common source is present. Drinking games, even if consuming water, are prohibited in housing unless it is an approved event. A table portraying the game of beer pong that has not been approved will immediately be removed from the room.

Items may be confiscated by University Housing staff or Campus Safety. It will be up to the discretion of University Housing to determine if the items are returned to the original owner.

Public intoxication, disorderly conduct or vandalism resulting from the consumption of alcohol will be assumed to be intentional and will result in disciplinary action, even if consumption occurred at a location other than the residence halls

Those present in a room where the alcohol policy has been violated (even if not personally violating University policy or state laws) will be subject to disciplinary action up to termination from housing or removal from the University, as well as referral to an appropriate government authority.

BALCONIES, WINDOWS and RAILINGS

All South Hall balconies are locked and entrance is not permitted. Unlocking, opening, or entering a balcony will result in disciplinary action up to termination from housing or removal from the University and will be assessed a minimum fee of \$100 per person. No person may travel through a balcony or window. No person may scale balconies.

No individual may remove or damage window screens, throw anything from windows, lean out of a window or balcony, hang an item from a window or balcony, adhere, inscribe, or otherwise deface a

window or balcony, or place any alcohol or drug related paraphernalia on a window or balcony. Any of the above actions may result in disciplinary action and/or a fine.

No individual may intentionally lean off or climb over building railings, including East and Reuss common areas and building stairwells. No items may be thrown over railings or to upper floors or hung over sides of railings.

No individual may remove or tamper with South Hall window stoppers. Damage or removal may result in disciplinary action and/or a fine.

BREAK HOUSING

University Housing closes for the semester break and reopens the day before spring courses begin. Students needing to stay must apply and agree to pay the proper fee. University Housing is open during the Labor Day, Thanksgiving, and Spring break times. Dining services is not available during break times, unless otherwise notified.

Guests over break periods must be signed in per the guest policy. Residents of the building who are not approved to stay over the break period are considered guests and must be signed in.

CONSTRUCTION

Conditions beyond the University's control sometimes make it necessary to undertake maintenance and construction during times of occupancy. Should unforeseen inconveniences occur, University Housing regrets that it can make no compensatory adjustment. University Housing Staff will notify students of any adjustments needed throughout the year, which residents must observe and follow as needed.

Any entrance to construction areas in University Housing is considered trespassing and residents will be subject to disciplinary action and/or a fine. Use or tampering with construction equipment is prohibited.

DAMAGES

Each resident receives a blank Apartment/Room Condition Inventory (ACI/RCI) upon move-in. This document serves as a baseline for the condition of the room. Each resident must inspect the room for

any damages and document the damage on the form. Each resident is responsible for any damages found upon check out not documented on his/her at move in. Each student must check out of his/her room no later than 24 hours after their last final or on the last day of finals, whichever occurs first, unless the resident has prior approval for extended stay.

An improper check out fee will be administered if check out occurs after the closing of the residence halls. Residents must remove all personal property and trash or they will be assessed a property removal fee and/or a cleaning charge.

Students may be billed for damage to University property that goes beyond normal "wear and tear." University Housing will determine what constitutes normal "wear and tear." It is imperative that residents check their ACI/RCI and make any adjustments before signing off on the document. Residents will be held responsible for any damages to their rooms, over and above those that they noted on the form during check-in.

Students should never attempt to fix any problem in the room. They should place a work order in the online Work Order system found on the University Housing website.

Campus Facilities staff will address work orders and maintenance needs, which may require entry to all impact student rooms. Campus Facilities has the right to enter your room at any time to assess and complete any maintenance needs, even if not initially reported by the residents.

Students may be liable for a charge if they necessitate any unusual housekeeping or maintenance service. Students may be liable for negligence penalties if they do not report problems which result in larger problems.

If a student room (including both sides of the door) or its furnishings are damaged, the roommate(s) responsible will be billed. If responsibility is not taken, the cost will be billed equally to all of the occupants of the room.

Cleaning and Pest Control

Residents should bring a vacuum, broom, and other cleaning supplies. Residents are responsible for the cleaning of all messes within their room. It is crucial that residents keep the rooms clean. If there is a

bug or pest problem, residents are required to place a work order. Residents may be charged for the services if their living conditions prompted the infestation. Grease is not to be poured down drains.

University Housing has no evidence of bed bugs, therefore, students who acquire bed bugs are fully responsible and will be responsible for all costs associated with eliminating the pest.

DELIVERIES

Delivery persons are not allowed in the building. Therefore, pizza and other food service deliveries must be picked up in the lobby area of the residence hall. All package deliveries must go through Campus Safety or the South Hall Information Desk. Mail delivery services are not permitted to deliver parcels directly to student rooms.

DECORATIONS

Residents are encouraged to make their room personal, but the Office of University Housing asks that residents do not permanently change or damage any rooms within the residence halls. Any permanent change or damage will result in a charge to the resident's student account.

- Only artificial trees shall be permitted in lounges and student rooms. Decorations should be made of a flame retardant material and should not obstruct an exit or corridor.
- Only LED light sets may be used for decoration. The power line must not pass through the doorway or window frame to an outlet.
- Emergency hallway exit lights shall not be painted or covered.
- Do not use tape that leaves residue on the door, walls, or furniture. Small pinholes are acceptable, but not in excess.
- Mirrors, shelves, and hooks must be removed at the end of the year. They are not "room improvements."

The University does not allow the posting of items that are deemed to be racist, sexist, indecent, scandalous, illegal, inciting, or in any way oppressive in nature.

University Housing does not permit the painting of individual rooms.

Under no circumstance may an individual make structural alterations to the room, this includes constructing interior walls.

DRUGS

As outlined by the Drug Enforcement Agency, as well as Section C of the Student Code of Conduct, possession, use, manufacturing, or distribution of the following on University property (including the residence halls), except as expressly permitted by Federal law, is prohibited:

- Illegal drugs (i.e. marijuana, heroin, narcotics, or other controlled substances)
- Prescription drugs
- Drug paraphernalia used to facilitate drug use (i.e. pipes, bong, hookahs, scales, grinders, vaporizers, electronic smoking devices)
- Odor of marijuana or other drugs

Campus Safety will be called to investigate and contact the appropriate government authority if local, state, or federal laws have been violated.

Items may be confiscated by University Housing staff or Campus Safety. It will be up to the discretion of University Housing to determine if the items are returned to the original owner.

Those present in a room where the drug policy has been violated (even if not personally violating University policy and/or state laws) will be subject to disciplinary action up to termination from housing or removal from the University, as well as referral to the appropriate government authority.

Marijuana, including Medical Marijuana

Although many states (Michigan included) have passed laws legalizing marijuana and medical marijuana, all forms of marijuana continue to be illegal under federal law. Federal law supersedes state law: as a result, institutions are not obligated to accommodate users of marijuana in residence halls, on campus, or otherwise. LTU does not allow the use or possession of marijuana in any form, including but not limited to edibles, oils, wax, vape cartridges, etc. on campus to comply with Federal law.

EARLY ARRIVAL/EXTENSION HOUSING

All residents in need of arriving early before their scheduled move in date or in need of staying beyond the move out date must submit an Extension Request form to the Office of University Housing. Extension requests are not guaranteed. If approved, students agree to follow all policies and agree to the \$30 per day fee.

FIRE EQUIPMENT

It is a violation of fire code to misuse, tamper with, disconnect, or deactivate a smoke detector or other fire safety equipment. Residents will be sanctioned and fined if this occurs. The residence halls have smoke detectors that are tested on a regular basis by Campus Facilities. If a smoke detector is malfunctioning or not working, please submit a work order.

The use of a fire extinguisher or fire protection equipment, other than its intended purposes, is prohibited. Hanging items from sprinkler systems is prohibited. Tampering with any fire equipment (i.e. fire alarms, exit signs, smoke detectors) is a felony offense and may result in both University disciplinary action and municipal criminal proceedings.

If a resident causes a fire alarm resulting in response from the City of Southfield, a fine of \$50 will be assessed. In addition, if the university is charged by the City of Southfield, the resident will incur the fine.

In order to ensure compliance with local fire safety regulations, University Housing staff or the City of Southfield Fire Department may check student rooms at any time. Failure to evacuate during a fire alarm, even if it is a drill, will result in a \$50 fine.

FIREWORKS

No guest or resident is allowed to possess or ignite fireworks, including firecrackers or explosive devices in the residence halls or on any campus grounds. Campus Safety will be notified and will investigate if an indication of fireworks is present. Residents or guests found in violation will be subject to disciplinary action up to termination from

housing or removal from the University, as well as referral to the appropriate government authority.

FURNITURE

All furniture deemed necessary is provided for each resident. Residents may not move furniture between rooms, nor remove common area furniture from its location. Residents must return all room furniture to its original location at the time they move out of their room. Failure to comply with the above may result in disciplinary action and/or a fine.

Students living in East and Reuss Halls are permitted to bring a small sofa or chair as long as a proof of purchase is submitted. The purchase must be made within three months of bringing it to campus.

GAMBLING

Gambling or participating in games of chance for money or other items of value is prohibited.

GUESTS

Due to COVID19, the guest policy is as follows:

- Guests are limited to those who live in the within the same building.
 - Guests should utilize their own bathrooms when visiting within the building
- East & Reuss Hall Residents are prohibited to having residents in room. Utilizing common spaces is encouraged for social distancing.
- Donley & South Residents are limited to 1 guest per resident in apartments. No more than 4 people should be in each area that can be closed off in the apartment to adhere to social distancing. i.e. 4 people in bedroom and 4 in living room.
- Outside guests are NOT permitted. This includes, but is not limited to, family, friends, and residents of other buildings.
- Guests should not be in a room without a resident of the room present.
- Overnight guests are prohibited.
 - Fellow residents should not be in the apartment from 12am – 8am.

Communal spaces on campus are available for residents of different buildings to socialize and gather.

INTERNET

If a resident is having issues connecting to the internet, they should contact the Help Desk to schedule an appointment. This includes game console connections as well. Students must contact the Help Desk to set up personal routers.

If there is a network outage or concerns with Wi-Fi, please contact the Help Desk to report the issue. University Housing is not responsible for any issues regarding Wi-Fi, Ethernet, cable or other internet accessible devices.

KEYS

A room key and a mailbox key will be issued to the resident during the check-in process. It is imperative that residents have their keys with them at all times. If keys are lost, residents are to contact the Information Desk immediately; at the Information Desk, the resident will be informed that there will be a cost associated to replacing the key and/or lock.

If a resident locks themselves out more than 3 times, there is a \$10 fee for each additional lockout.

It is a violation of the Student Code of Conduct to give your keys and/or student ID to any other person.

LAUNDRY

Laundry rooms are located in each room in Donley Hall and located on designated floors in South Hall, both floors of Reuss Hall, and all floors in the East wing of East Hall. Frequently clean out the lint trays in the dryer. If the washing machine or dryer in the room malfunctions or does not work, please use the laundry company app to submit a work order.

Residents should refrain from removing other resident's laundry from machines. Residents are encouraged to leave their contact information posted on machine.

LOFT BEDS

Residents may provide their own loft bed to create more space within their room. Residents must notify the Office of University Housing ahead of time using the form on our website. Students must use the mattress provided by University Housing (twin XL) and the loft must contain railings on all four sides for safety measures. Students supplying their own loft are required to sign a waiver for as the University is not liable for any injuries sustained while using your loft.

PAINTING

Residents may not paint any element of any room but murals are acceptable in common areas. If a resident would like to paint a common area please contact housing@tu.edu to obtain a Mural Painting form.

PETS

The only pets permitted in the residence halls are non-carnivorous fish in aquariums no larger than 10 gallons. The aquarium owner must maintain the upkeep and cleanliness of the tank. Poor upkeep will result in removal of the animal. The rocks and all debris may not be placed in the garbage disposal or down the sinks.

Residents observed or reported to have an unauthorized animal will be assessed a fine of \$50 and given a notice to remove the animal immediately. The University reserves the right to confiscate unauthorized pets and contact local pet services for removal if needed. Residents may be subject to disciplinary action and fees related to removal of the animal or damage and cleaning of the apartment.

Visitors to University Housing are permitted to have a Service Animal with them in the building. Emotional Support Animals owned by visitors are prohibited.

Any requests for Service Animals and Emotional Support Animals must be approved through the Office of Disability Services prior to being allowed in University Housing.

PROHIBITED ITEMS

Due to health concerns, upholstered furniture is strictly prohibited in Donley and South Halls. Residents of East and Reuss Halls may bring small sofas and chairs with proof of purchase within three months of bringing the item to campus. Proof of purchase/sanitation must be submitted to the building Residence Hall Coordinator. This includes, but is not limited to: love seats, futons, chairs, ottomans, and flip-style seats.

The following is a non-exclusive list of prohibited items:

- Additional refrigerators, dishwashers, heaters or air conditioners
 - Maximum of 2 mini fridges allowed per room up to 4.3 cubic feet
- Kitchen Appliances
 - Any item that does not have an automatic shutoff
 - Any item with an exposed heating element
 - In Reuss and East, these items must be used in a well ventilated area, and may not be used in resident rooms, but should not remain in common spaces.
- Candles/candle warmers/wax melters/incense
- Electric Blankets
- Extension cords – unless it is a power strip
- Fireworks
- Flammable or Hazardous Materials
- Fog machines
- Grills
- Halogen lamps
- Hover boards
- Lava Lamps
- Live Christmas Trees
- Non-LED Decorative Lights
- Neon signs
- Space heaters
- Sun lamps
- Waterbeds
- Weapons
- Other items which are deemed “dangerous” by the Office of University Housing

Any item(s) found in residents' apartment that may be a prohibited item will be confiscated until deemed appropriate. It is at the discretion of the Office of University Housing if these items will be returned to you. These are subject to the Student Code of Conduct.

QUIET HOURS/ NOISE

As the residence hall provides a community experience, it must also allow residents to have an appropriate living and learning atmosphere for studying, sleeping, and relaxation.

Courtesy hours are in effect 24 hours a day. Students are expected to maintain a reasonable noise level and respect others' needs in the community.

Unreasonable noise is noise that interferes with the legitimate rights of others in the building. Residents are allowed to bring personal speakers. Under no circumstances should speakers be placed in windows, bathrooms, or hallways. Speakers must not exceed 12 X 20 inches.

If there is a problem with noise:

1. Inform the resident(s) that the noise is disrupting others
2. If informing the resident(s) is unsuccessful, please visit the Information Desk to contact the RA on Duty.

Quiet hours are:

Sunday - Thursday: 10PM – 8AM
Friday – Saturday: 12AM – 8 AM

During quiet hours, sounds created inside a resident's room should not be heard outside of the room or above or below.

Extended quiet hours are in effect 24 hours/day beginning 8PM on the Sunday of the last two weeks of regular class meetings and remain in effect until the residence hall closes for break.

The Director of Residence Life may impose changes to quiet hours after consulting floor or building residents.

University Housing staff may enter a resident's room to investigate a noise complaint. If residents are not in the room, the staff member will take any

necessary action to resolve the problem and will document the situation.

Residents who violate the quiet hour policy are subject to room reassignment or disciplinary actions up to termination from housing.

REGISTERED OFFENDERS AND CRIMINAL HISTORY

If it comes to the attention of the University that an individual required by law to register as a sex offender or has a criminal history related to other crimes applies to reside, or is currently staying in University Housing, the Dean of Students or a designee will determine if the individual will be allowed to reside or continue to stay in University Housing.

SEXUAL MISCONDUCT

Students are expected to familiarize themselves with and adhere to the Lawrence Technological University Sexual Misconduct Policy. The policy can be found at: <https://www.ltu.edu/myltu/policies.asp>

SMOKING & TOBACCO

Lawrence Tech is a smoke free campus. Smoking is not permitted on campus or in residence halls.

Tobacco products of any form cannot be used in housing.

According to Federal Law, the minimum age to buy tobacco products is 21 years of age. Any resident under 21 found in possession of tobacco or tobacco products will be held accountable to the Student Code of Conduct and items will be confiscated.

Any apparatus or paraphernalia (i.e. hookahs, vapes, electric cigs, pipes) that is necessary for smoking is also subject to removal, should there be suspicion of use within the hall.

A \$200 cleaning charge will be assessed to the occupants of a room in which individuals are smoking. Residents or guests found in violation of the smoking policy may be subject to disciplinary action.

SOLICITATION

Solicitation is defined as all activities conducted that involve the sale of goods or services, raising of funds/donations/prizes; selling of advertising, distribution of literature/products, posting of literature (other than approved advertisements), canvassing, and word of mouth. Residents are not permitted to use their rooms or other facilities of the residence hall for any commercial purposes. Organizations seeking permission for product solicitation must submit the necessary information to the Office of University Housing at least five (5) days prior to distribution. Failure to comply with the guidelines may result in disciplinary action.

THEFT

Attempting to take, taking, or possessing the property of another individual or the University without consent is considered a violation of the Student Code of Conduct. An individual found guilty of theft will be subject to disciplinary action up to termination from housing or removal from the University, as well as referral to the appropriate government authority.

It is recommended to keep a list of valuable items. The University is not responsible for stolen items. If a student feels that a theft has occurred, please immediately contact the Resident Assistant on Duty and Campus Safety at 248.204.3945.

VESTED AUTHORITY

In order to protect the well-being of the students, staff, and University property, the Director of Residence Life and the Dean of Students reserve all rights to appropriate disciplinary action, including immediate removal from the residence halls.

These guidelines do not limit other forms of authority and discretion within the University and its departments, colleges, and organizations.

The Director of Residence Life may notify the parents of a student who has committed a serious violation.

WEAPONS

As outlined in the Student Code of Conduct, any object that could cause harm when used in a

threatening or aggressive manner is a weapon. Possession of weapons of any kind, including replicas is prohibited, even if there is no intent to use the weapon.

All firearms (including BB, pellet and air soft guns), ammunition, bows and arrows, and pepper spray are prohibited in the residence halls. You will risk severe university discipline and/or suspension if found with firearms or other dangerous weapons in the room/hall.

WORK ORDERS

If a resident has an issue with their room, they need to place a work order using the building form on University Housing's website. Please be advised that residents may have to wait for assistance.

To assist with social distancing, once a non-emergency work order has been placed, Campus Facilities and University Housing will reach out to schedule a time when residents are not in the room, to address the work order.

Residents are advised to go to the information desk if they have an Emergency Work Order:

- Any water leaking into the room
- Any water leaking within the room
- Heat does not work
- Broken or missing window
- A non-secure entry door

To assist with social distancing, if there is an emergency work order that needs to be addressed, Campus Facilities staff will ask the residents of the room vacate until the concern is complete.

Any problems that residents do not report become the residents' responsibility. If damage occurs because a resident failed to report the problem in a timely manner, the resident will be charged.

TELEVISION

Cable television service is provided in each room by Privatel. If the cable in the room is malfunctioning or does not work, email the Help Desk to resolve the issue. Please be as detailed as possible. All residents in housing have access to Philo DVR recording services.

COMMON AREA POLICIES

GENERAL INFORMATION

Common areas of the residence halls include, but are not limited to: lounges, lobbies, elevators, hallways, stairwells, grills, patios, laundry rooms, community bathrooms, and property immediately surrounding the residence halls. All university-owned or rented furniture or equipment within these areas fits also within this definition. Severe penalties will be assessed to anyone who defaces, vandalizes, or tampers with common areas or University property.

Although common areas are cleaned daily, students are encouraged to be proactive and disinfect areas before and after each use. Residents must wear masks in all common areas of housing units.

BATHROOMS

Residents of East and Reuss will be assigned a toilet, sink, and shower upon arrival and must only use their assigned spaces, even if visiting a resident on another floor. Bathrooms will have a scheduled cleaning time, however if an emergency occurs and the cleaning needs to be complete at a different time of the day, or a maintenance issue occurs, students would be permitted to use one of the emergency bathrooms.

Any common area bathrooms are for emergencies only.

Students found using the bathrooms for inappropriate use will be held accountable to the Student Code of Conduct.

COMMON AREA BILLING

All residents should keep common areas clean and free from trash. If damage, theft of University Housing property, excessive garbage, or extreme disorder occurs in the hallway or in the residence hall, all area residents may be fined if the responsible party is not identified. A fee may be assessed for the cleaning of any unsafe, unsanitary, or potentially hazardous substance in public areas.

A notice with appropriate charges will be visibly posted. This fee cannot be appealed unless the responsible party is identified in writing.

EAST HALL GYM

The gym located in East Hall is limited to resident use only.

ELEVATORS

Proper use of the elevator is imperative at all times.

University Housing strongly encourages limiting the number of occupants in an elevator at the same time. Students on lower floors are encouraged to use the stairs if able to do so.

Misuse of the elevator includes, but is not limited to: overloading, forcing open or propping of the doors, stopping the elevator, misuse of the emergency buttons, and posting of flyers.

If a resident drops an item down the elevator shaft, inform a University Housing staff member or Campus Safety. The resident may be responsible for a service fee to retrieve the lost item.

FURNITURE

Residents may not remove lounge furniture or transport furniture between any rooms without permission from the RHC. Any student who misuses, or damages lounge furnishings will face disciplinary action and a fine to replace the furniture. This includes moving furniture into elevators.

Moving furniture within lounge areas is permitted but must adhere to social distancing.

PARKING

Residents may have a car on campus, as long as it is registered through Campus Safety. There is no standing or parking in the fire lanes. In addition, 30 minute parking is available to residents for short periods of time, but should not be utilized for longer than 30 minutes. In the event of this, Campus Safety serves the right to ticket those in violation with this rule.

During a posted snow emergency, residents are required to follow all instructions issued by the Office of University Housing. Residents may be required to move vehicles. Charges will be assessed to residents who do not follow the snow emergency instructions.

PERSONAL ITEMS

Any personal items must remain in student rooms at all times. This includes, but is not limited to, athletic gear, bicycles, etc.

RESTRICTED AREAS

Access to restricted areas, including but not limited to: maintenance, storage, trash and roof access rooms will be classified as trespassing. Trespassers may be subject to disciplinary action or referral to the appropriate government agency. Anyone who does not have appropriate identification will be treated as a trespasser.

SECURITY

For security purposes, all residence halls are locked at all times. Only residents, authorized University personnel, and appropriate government authorities are allowed to enter. Emergency exits may only be used in the case of an event in which not using the exit would pose a serious risk of injury.

SPORTS

Any playing of sports or Nerf in common areas or rooms is prohibited. Any permanent alteration or damage caused by playing sports in the hallways or public areas will be considered intentional and may result in disciplinary action and confiscation of playing equipment. Any damage will be billed to the students' account. Storing or parking bicycles or scooters in the hallways or lounges is prohibited. Residents are not allowed to ride long boards, bikes, scooters, roller blades, etc. in the hallways. The use of these devices in the hallways or common areas are also prohibited. Residents may store bicycles in their room with roommate(s) approval. Bike storage is available in East Hall. East residents maintain priority and if space allows, other students may reserve a space through the East Hall Residence Hall Coordinator. Do not run through the residence halls.

VANDALISM

Destruction of University property is completely unacceptable and will result in disciplinary sanctions. When there is damage to a common area, furniture, or facilities and the person responsible cannot be determined, a common area billing process will occur.

Funds that are used to repair vandalism cannot be spent on renovations or purchases to help improve the residential experience. Therefore, residents are strongly encouraged and advised to alert Housing staff members if they know someone participated in an act of vandalism or if they see suspicious behavior.

Spray painting or chalking in stairwells, on sidewalks, or on buildings is prohibited and subject to be fined.

EMERGENCY PROTOCOLS and INFORMATION

INTRODUCTION

It is highly advised that residents subscribe to the University Emergency Alert System, RAVE.

Download the FREE Rave Guardian safety app to check in with family, friends, the LTU Department of Campus Safety, or others you trust to help you stay safe both on and off campus.

With this app you can:

- **Set a Safety Timer** - Notify people you trust to check in on you if you are alone or in an unfamiliar place.
- **Manage & Message Guardians** – Invite family, friends, or others to be your Guardians and communicate with them within the app as needed.
- **Easy Emergency Communication** – Call LTU Campus Safety directly for help via a panic button if you are in trouble. You can also report crimes or other suspicious activity anonymously through text and images.
- **Safety Profile** – User-created Safety Profiles contain information such as residence details (home and school), medical conditions, and much more. When someone requires assistance, user Safety Profiles are displayed to LTU Campus Safety or Smart911 enabled 9-1-1 centers nationwide

Residents should be prepared for emergencies and be aware of protocols. If a resident has a question about emergency procedures, please contact University Housing or Campus Safety.

CAMPUS SAFETY

Please listen to the directions of Campus Safety and University Housing staff members if an emergency occurs. Campus Safety can be reached at 248.204.3945.

ACTIVE SHOOTER

In accordance with Campus Safety, protect oneself using the Run, Hide, Fight protocol. Please refer to the Campus Safety website for more information on Active Shooter Procedures.

ELEVATOR OUTAGE

In the event of an elevator outage, please contact the Information Desk or RA on Duty to inform them of the situation. Signs will be posted by the elevator doors on each floor when the elevator is out of service.

FIRE

Whenever a fire alarm sounds in a residence hall, residents and their guests are required to evacuate the building immediately and travel to the nearest rally area. Failure to evacuate is a violation of the City of Southfield ordinance and subjects residents to disciplinary action, arrest, and/or fine. State fire laws prohibit the use of elevators for fire evacuation.

Removal of smoke detectors or batteries from fire equipment is a violation of City code. Residents will be sanctioned and potentially fined. Please see the Information Desk if a room's smoke detector is broken or malfunctioning.

HEAT

If the heat goes out in a room and the temperature falls between 60-65 degrees, the Office of University Housing will assess with the residents of the room the needs for a space heater and additional blankets, if supplies allow. If the room temperature falls below 60 degrees Housing staff will assess with the residents of the room if a temporary room change is necessary, if space allows.

ILLNESS

Residents must communicate with University officials if they believe they have contracted a serious illness. Please follow all posted information if an outbreak of influenza or other serious/seasonal disease occurs.

Residents are required to comply with University directives in the event of illness or outbreak.

MISSING PERSON

If a student is deemed missing, the Office of University Housing, in conjunction with Campus Safety, will contact the student's provided missing person contact and will notify the Southfield police to assist.

POWER OUTAGE

In the event of a power outage, safety rounds will be completed by Campus Safety and University Housing staff to maintain building safety and security.

Power outage reminders and tips:

- Limit the amount of times the fridge and freezer is opened to preserve the food
- Toilets may still be used
- Water may still be used, though only cold will be available
- Do not use the elevator

List of items that will not work during a power outage:

- Building Elevator(s)
- Heat or air conditioning in the room and building
- All appliances
- The internet

PSYCHOLOGICAL AND MEDICAL EMERGENCIES

Residents who try to physically harm themselves with the intent to kill themselves, or verbalize their intent to kill themselves, or display irrational, uncontrollable or destructive behavior that is a

threat to self and/or the welfare of others, may see immediate action from University Housing.

In the case of medical emergencies, University Housing staff will contact EMS for medical assistance and transportation of the resident to the local hospital emergency room when necessary. If necessary, roommates/residents may be relocated either temporarily or permanently for the remainder of the semester based on emergency response.

RALLY AREA

Unless otherwise specified by University officials, if there is an emergency which requires evacuation of the residence halls, please follow the evacuation route to the appropriate rally area.

TORNADO

Tornado watch: When atmospheric conditions are such that severe weather or a tornado could develop, a tornado watch is in effect. Stay indoors, stay alert for warning sirens, and listen to the radio for updates on the weather situation.

Tornado warning: When a funnel cloud has been sighted in the area or when radar indicates that there is a strong possibility of a tornado, a warning is in effect.

In the instance of a tornado warning:

- Do not activate alarm systems
- Go to the nearest storm shelter location
- Do not stand near windows and exits
- Remain in the corridor areas
- Wait for the hall staff to announce "all-clear"

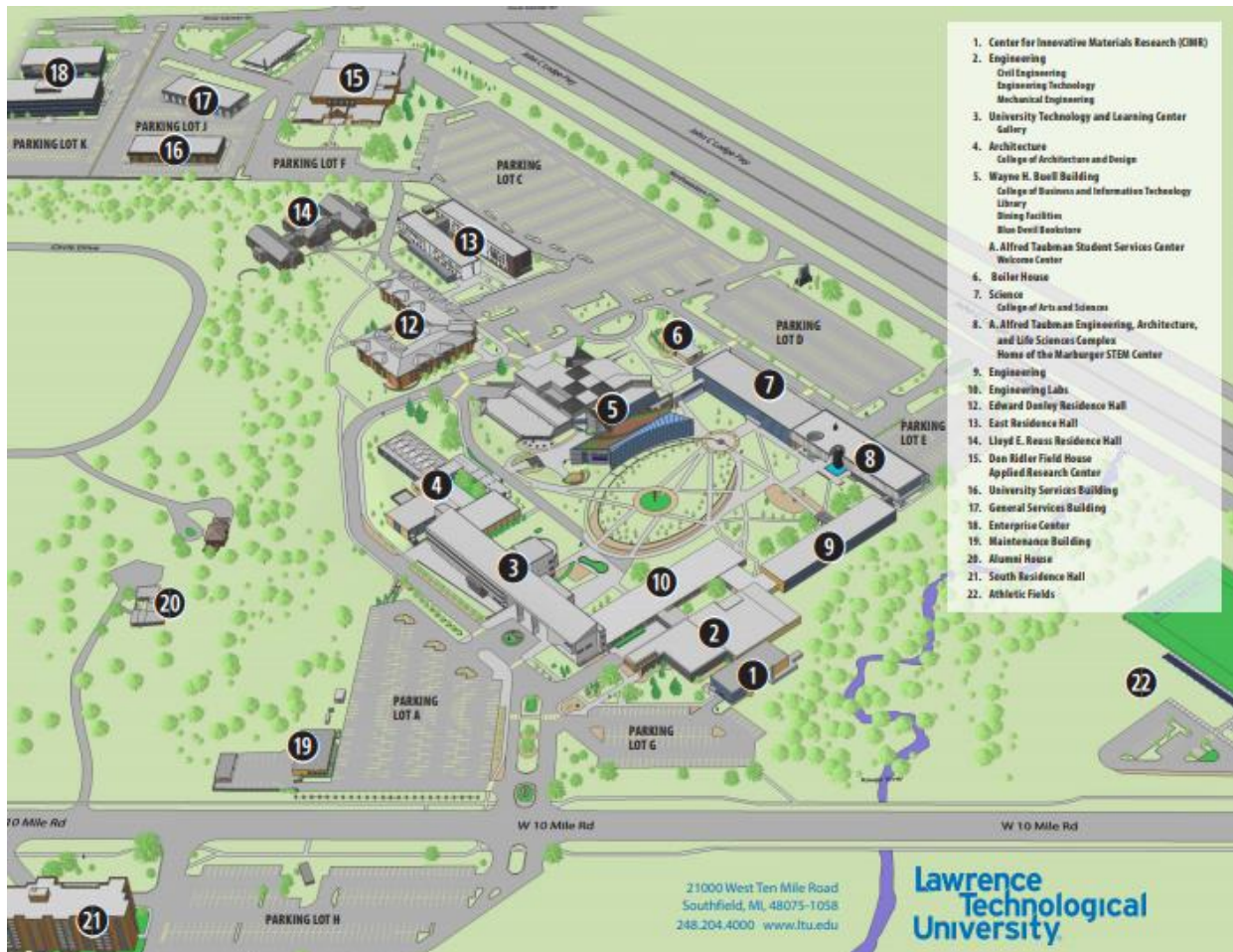
WEATHER PATTERNS

Michigan has volatile weather patterns which may produce extreme heat, extreme cold, or severe weather. Storms can produce hail, tornadoes, damaging winds, large amounts of rain or snow, freezing rain, sleet, and/or blizzard conditions.

The Severe Weather siren is tested at 1PM on the first Saturday of each month. The sirens alert the residents of Oakland County if there is a tornado or severe thunderstorm.

If the University should close due to a weather emergency you will be notified via the emergency alert system.

CAMPUS MAP



EVACUATION ROUTES

DONLEY HALL

Please proceed to the South Corner of Parking Lot C and await instructions.

SOUTH HALL

Please proceed to Parking Lot H and await instructions.

REUSS HALL

Please proceed to North Corner of Parking Lot C and await instructions.

EAST HALL

Please proceed to North Corner of Parking Lot C and await instructions.

UNIVERSITY HOUSING

COVID-19: POLICIES & UPDATES

The Office of University Housing, along with the University, has worked diligently on making the residence halls safe for the return of our students. The following will detail updates to our current University Housing Guidelines to reflect COVID-19 responses and share new details about keeping students safe and healthy.

Safety Measures

- Bathrooms
 - Residents of East and Reuss Hall will be assigned a bathroom toilet, sink and shower to use. They must only use this bathroom unless their assigned stall is out of order or there has been a change to the cleaning schedule.
 - Community bathrooms will have a scheduled cleaning time. Students are responsible for coordinating their bathroom usage around the time. If an emergency occurs, students may use the Emergency ADA bathroom(s).
 - In East and Reuss Halls, partitions will be placed between each sink to help with splashing.
 - Residents of Donley and South Hall and Arbor Lofts should only use the bathroom in their apartment, even when visiting friends on other floors.
- Campus Facilities will be providing the following:
 - Maintenance work order appointments for non-emergency work orders to assist with social distancing. Non-emergency work orders will be scheduled for when residents are not in their room.
 - If an emergency work order occurs, residents will be asked to vacate their room until the work is complete to assist with social distancing.
 - Touch points will be cleaned daily throughout the residence halls and campus.
 - Additional hand sanitizer stations have been installed throughout the residence halls and campus.
 - Although water fountains will be out of order, Campus Facilities is working on installing additional fill stations throughout the residence halls.
- The University has identified a secured location on campus for those who report symptoms.

Updated Policies

Any student found violating any of these policies will be subject to fine, removal from housing, or suspension of the university.

- Residents must wear a mask any time they are in a common area within the residence halls. *University Housing Guidelines Page 7.*
- Residents must not remove any personal items of any other person from a common area, specifically laundry, *University Housing Guidelines Page 7.*
- Only approved students will be eligible to stay in University Housing after the Thanksgiving break. *University Housing Guidelines Page 9.*
- Guest Policy – See the *University Housing Guidelines Page 17* for full policy
 - No guests will be permitted. This includes family and friends that are not LTU students and students who live in other buildings.

- Students who gather with students of another building must do so in a common area on campus.
 - To comply with social distancing, residents of East and Reuss are discouraged from having guests in their individual rooms. Gatherings should occur in a common area space.
 - To comply with social distancing, residents of Donley and South are limited to one guest per resident. No more than four people should gather in any space within the apartment.
- Residents of East and Reuss Hall must use their assigned bathroom, even when if they are visiting another floor. *University Housing Guidelines Page 21*
- The East Hall gym is for resident use only. You must comply with all gym policies. *University Housing Guidelines Page 21*

What You Can Do

- Mask up. Wear a mask any time you are in a common area space on campus.
- Social distance. Please keep 6 feet between you and others.
- Disinfect common area spaces after use. Sanitation will be available to assist.
- Complete the daily health screening app via the Rave Guardian app. More information will be provided on this to all students but you can download the Rave Guardian app now. See the Campus Safety website for more information on the app.

CHANGES TO THESE GUIDELINES

If there are any suggestions for changes to the University Housing Guidelines Handbook, please contact the Office of University Housing. Input from residents is encouraged so that University Housing may work toward creating the best possible residential experience. The Office of University Housing may implement or changes policies for safety reasons. Reasonable attempt will be made to alert residents of changes to this handbook.