RIVERS RIDGE APARTMENTS

RESIDENT HANDBOOK

Three Rivers College
The Community College of Southeast Missouri
# RESIDENT HANDBOOK

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Please note: All statements in this publication are announcements of present policy and are subject to change at any time without prior notice.
WELCOME TO RIVERS RIDGE APARTMENTS!

Dear Resident,

Welcome to Three Rivers College and the Rivers Ridge Apartment Complex! The staff of Rivers Ridge is excited to have you as a resident of the complex. Hopefully, you are as excited about your move to Three Rivers College as we are. We have many exciting things planned, and we want your experience at Rivers Ridge to be both enjoyable and rewarding. Our department offers residents the opportunity for personal growth through social, recreational, cultural, and educational programming and community living.

This handbook is designed to acquaint you with policies, procedures, and general information about residential living. It does not cover every situation, but will give you an idea of what to expect and what will be expected from you. The staff is eager to assist you, and there is an RA and a professional staff member on-call 24/7. We look forward to seeing you at the great activities we have planned for the upcoming year – sand volleyball tournaments, swimming parties, cookouts, bingo night, and much, much more!

Your Rivers Ridge Apartment staff

(573) 840-9106
(573) 840-9112
RIVERS RIDGE HOUSING STAFF

Coordinator of Student Housing
The Coordinator of Student Housing supervises the housing program and is responsible for the administrative, personnel, business, and facility management of the department, reporting directly to the Vice President for Student Success. The Coordinator of Student Housing’s office is located inside the clubhouse.

Assistant Coordinator of Student Housing
The Assistant Coordinator of Student Housing is responsible for monitoring resident assistants’ duties at night and assists the Housing Coordinator in administering management responsibilities. The Assistant Coordinator of Student Housing’s office is located inside clubhouse.

Resident Assistants (RAs)
Resident Assistants are student paraprofessionals who assist the full-time professional staff. RAs are selected for their ability to communicate with others, their willingness to accept responsibility, and their desire to serve in a student leadership position at Three Rivers College. The RA is the primary resource person for information and assistance after regular office hours. The RA also has a practical knowledge about housing policies and procedures. RAs plan many recreational activities and informational programs for the residents.

Regular office hours for the Rivers Ridge Apartment Complex are 8 am – 5 pm, Monday through Friday. Resident Assistants are on duty at the end of regular office hours and the entire weekend, including campus holidays.

On-Call Coverage
The Coordinator and Assistant Coordinator of Student Housing are available weekdays 8 am to 5 pm Monday through Friday. After regular office hours, it is considered an after-hours emergency and staff members are available as On-Call coverage.

If after-hours issues, concerns, or emergencies arise, residents are to contact:

Resident Assistant - (573) 772-2015
Campus Safety - (573) 718-0108
RIVERS RIDGE HOUSING OFFICE HOURS:

Monday - Friday: 8 am – 5 pm
Closed Saturday - Sunday

Summer Office Hours:
Monday – Thursday: 8 am – 5 pm

Resident Assistant On-Call Hours:
Monday-Friday  5 pm – Midnight
Saturday: 10 am – 2 am
Sunday: 11 am - Midnight
Campus holidays: 11 am – Midnight

Student Housing Office Phone Number:
(573) 840-9106

Resident Assistant Phone Number:
(573) 772-2015

Campus Safety
(573) 840-9713
Or
Cell (573) 718-0108
## Important Housing Dates 2014 - 2015

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<th>Event Description</th>
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<td>August 14, 2014</td>
<td><strong>Fall Move-in</strong> for incoming 3rd floor residents</td>
<td>9 am – 4 pm at Clubhouse 7 pm – Meeting with building RAs</td>
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<tr>
<td>August 15, 2014</td>
<td><strong>Fall Move-in</strong> for incoming 2nd floor residents</td>
<td>9 am – 4 pm at Clubhouse 7 pm – Meeting with building RAs</td>
</tr>
<tr>
<td>August 16, 2014</td>
<td><strong>Fall Move-in</strong> for incoming 1st floor residents</td>
<td>9 am – 4 pm at Clubhouse 7 pm – Meeting with building RAs</td>
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<tr>
<td>August 17, 2014</td>
<td>River Ridge Welcome Back Cook Out! Guest: Dr. Payne (Interim President)</td>
<td>6 pm – 10 pm at Pool</td>
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<td>November 14, 2014</td>
<td>Contract Renewal Lease Form for Winter Session Due &amp; New Lease Contract for Spring ’16 Due</td>
<td>Due by 4 pm at Clubhouse</td>
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<tr>
<td><strong>December 13, 2014</strong></td>
<td><strong>Fall Semester Housing Lease ends</strong> (set-up check out appointment with the building RA)</td>
<td><strong>4 pm</strong> (prior arrangements must be made to avoid fines for tardy check out / returners turn in keys to RA before leaving).</td>
</tr>
<tr>
<td>December 15, 2014 – January 9, 2015</td>
<td>Extended Residents (Winter Session) ONLY Fee $200</td>
<td>Apartments closed unless extended form submitted</td>
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<tr>
<td>January 11, 2015</td>
<td>All returning residents are welcomed back</td>
<td>9 am to 11 pm – call RA Prior arrangements must be made with the housing office to arrive after 11 pm.</td>
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<tr>
<td>January 11, 2015</td>
<td><strong>Mandatory</strong> Incoming freshman/ new resident orientation</td>
<td>7 pm in Clubhouse</td>
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2014-2015 RENTAL RATES

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<td>Semester Rate</td>
<td>$1720 per semester</td>
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<td>(Fall / Spring)</td>
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<td>Summer Semester</td>
<td>$948</td>
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<td>Maymester and Augmester</td>
<td>$100</td>
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<td>Winter Session</td>
<td>$200</td>
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<td>(Dec. 15 - January 10)</td>
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**Note:** All rental payments include the cost of electricity, water, central air/heat, internet service, basic TV cable, and garbage collection.

Prices are per student and rates are subject to change. Rent can be paid in advance or through the college’s Nelnet payment plan along with tuition and fees.

For more information contact:
Student Housing Office
2080 Three Rivers Boulevard
Poplar Bluff, Missouri 63901
(573) 840-9106
E-mail: housing@trcc.edu
COMMUNITY POLICIES

Rivers Ridge is a unique residential community for students, faculty, staff, and affiliates of Three Rivers College and other institutions of higher education. The property is for residents who appreciate a beautiful environment and the convenience of on-campus apartment living who will make a strong commitment to caring for the community in which they live.

The cleanliness, beauty, and enjoyment of the property will be enhanced if residents will speak up whenever a thoughtless act, unsafe condition, or questionable person on the grounds is observed. The community will be governed by the rules of common courtesy, common sense, and neighbors looking out for each other.

Student residents of Rivers Ridge must follow the provisions of the Three Rivers College Student Handbook. By enrolling at the College, a student neither loses the rights nor escapes the responsibilities of citizenship. All students are expected to obey federal, state, and local laws, the rules and regulations of Three Rivers College and the directives issued by administrative officials in the course of their duties.

Students enrolled at the College are charged with the obligation to conduct themselves in a manner compatible with the functions of the College as an educational institution; consequently, conduct that interferes with the use or utilization of College facilities by other persons may be subject to student discipline, regardless of whether such conduct is specifically addressed by the provisions of the Student Handbook.

SAFETY

It is not possible for any apartment owner/manager or security agency to ensure or guarantee security or safety. Three Rivers College Campus Safety officers are fully commissioned officers and are scheduled for 24 hour coverage. Officers patrol the entire campus, including the Rivers Ridge residential area. The Three Rivers Campus Safety will provide services to residents and will also call for support from the appropriate agency when it is deemed necessary. The Poplar Bluff Police Department and Butler County Sheriff’s Department also routinely patrol the College campus.

Any incident of theft, vandalism, or unsafe conditions should be promptly reported to the Rivers Ridge Coordinator of Student Housing, Three Rivers Campus Safety at 573-840-9713 or cell phone 573-718-0108, or to the office of the Vice President for Student Success. In emergency and non-emergencies situations, or to report criminal activity in progress, residents should call Campus Safety. When appropriate, the College will prosecute acts of vandalism, trespassing, theft or other acts in violation of the law.

The most important security and safety feature is your own diligence for personal safety. Below are some easy guidelines to follow to increase your awareness of personal safety.

Personal security inside apartment

- Lock doors and windows
- Use deadbolt locks on doors
- Look through window or peephole before answering the door
- Do not put name, address, or phone number on key ring
- Report a lost key to residential staff and ask to have lock re-keyed
  Replacement costs for keys are $30 for a front door key, $20 for a room key, and $10 for a mail key
- Call 9-1-1 for an emergency
- Check smoke detectors each month
- Check door locks and window locks regularly
- Mark identification on valuable personal property

Personal security outside apartment

- Lock doors and windows before leaving apartment
- Leave a radio or TV playing softly
- Use lamp timers
• Tell a roommate where you are going and when you will return
• Do not leave a door key outside
• Do not walk alone at night
• Do not share keys with anyone
• Have door key in hand before arriving at your apartment
• Report extended periods of time you will be gone

Personal security while in your car
• Lock car doors while driving
• Leave car locked and windows rolled up when parked
• Do not leave valuables exposed in car
• Have car key in hand before getting to your car
• Be alert to any activity near your car
• Pay attention to your surroundings

Personal security awareness
The best safety measures are ones you perform as a matter of common sense and habit. Three Rivers College and Rivers Ridge disclaim any express or implied warranties of security. No safety measure is an expressed or implied warranty of security or a guarantee against crime or of a reduced risk of crime. Although the College attempts to provide the latest in security features, we are not obligated to furnish security personnel, security lighting, security gates or fences, or other forms of security and these can be discontinued at any time without notice.

Identity Theft is a current trend of which to be aware. In the present computerized, cashless world, the loss of a wallet can be the start of a nightmare for a person. Thieves today are adept at assuming your identity and your credit. Many businesses accept a credit card number over the telephone or over e-commerce transactions without further forms of identity. The best tips for your protection are to buy a personal paper shredder and never leave a purse or wallet unsecured.
COMMUNITY LIVING
(In alphabetical order)

Abuse
Abuse is the opposite of courtesy and respect. Residents and guests are expected to treat all neighbors, apartment mates, visitors, Rivers Ridge staff, and College officials with courtesy and respect. Verbal abuse will not be allowed, including swearing, name-calling, or any other language offensive or demeaning to the person. **Physical violence of any type will not be tolerated.**

Alcohol, Drugs, and Constructive Possession
Alcohol, drugs, and illegal substances are prohibited throughout the properties of Three Rivers College and the Rivers Ridge buildings and grounds regardless of the age of the resident.

Alcohol
Three Rivers College and Rivers Ridge Apartments is an alcohol-free environment. The possession, consumption, sale, or donation of alcoholic beverages is prohibited in Rivers Ridge buildings and on Three Rivers College property. Empty alcoholic beverage containers may not be used as decoration at Rivers Ridge and use of such constitutes possession of alcohol. Residents are responsible for their visitors and are held accountable if the visitor violates this policy. Residents participating, possessing, or being present in a room with alcohol are subject to disciplinary action. Consequences for the violation of this policy can range from community service, probation, law enforcement citations to and including immediate expulsion from Rivers Ridge Apartments. Residents or guests of Rivers Ridge found in violation of this policy will be asked by the staff to dispose of the alcohol by pouring it out, and an incident report will be filed to document the violation. Residents who violate the alcohol policy will be addressed as follows:

1st offense: Community service, (hours to be determined by the Coordinator of Student Housing), counseling and referral to Vice President for Student Success.
2nd offense: Referral for eviction, loss of security deposit, and possible loss of scholarship at the end of the semester.

In addition, residents may receive a minor in possession (MIP) or minor consuming citation (MCS). Residents are subject to state and federal laws. Law enforcement officials may be summoned to handle violations. Three Rivers College, including Rivers Ridge Apartments, is an alcohol-free campus.

Note: The Vice President for Student Success may inform parents of any student who is under the age of 21, if it is determined that the student has used alcoholic beverages or illegal drugs, narcotics or controlled substances. Those withdrawn from Student Housing due to violation of this policy will be required to wait a full academic year before applying to return to Student Housing.

Apartment Entry: Inspection, Search and Seizure:
Residents have an expectation of privacy while living in the apartments. However, Rivers Ridge staff and/or College officials have the right to search any room for reasons they deem appropriate to protect the health and safety of all residents. Rooms may be entered in the absence of the resident and without the resident’s consent by authorized Rivers Ridge Staff or College officials for various reasons including, without limitation to, responding to emergencies, conducting health/safety inspections and inventories, performing maintenance, or if it is believed, a college or community policy or civil or state law is being broken. Staff will also enter apartments when a fire alarm sounds or for noise violations if there is no response from the resident. Any Illegal items or items that violate Rivers Ridge policy will be confiscated.

Apartment Units
Apartment units may be personalized, however, in order to comply with fire codes, to reduce the risk of accidents, and to prevent other damage to the apartment, the following policies have been established. Failure to follow the policies may result in disciplinary action.
- No hot plates in the apartment
- Extension cords must be UL approved
- No halogen lamps, candles, incense or any open flame in apartment
- Blinds provided should be the only thing visible on the outside windows, do not place aluminum foil in windows
- Do not hang, stick, or erect anything in, on, or about any windows
- Decorations should be temporary in nature, do not hang anything from sprinkler heads
- No wall papering or painting in the apartment
- No nails, stickers or tape on doors or kitchen cabinets
- No water beds are allowed

Banned guest
A banned guest is a non-resident or previous resident deemed disruptive to the population of the apartments. The person is not allowed to enter Housing facilities/grounds for either a specified time or indefinitely and will receive a written statement (sent to the address provided during guest registration) from the Vice President of Student Success regarding this status. Entering the Rivers Ridge property after notification is officially considered trespassing therefore, should the banned individual return to the apartment complex, Campus Safety office will be contacted and the banned guest will be subject to arrest.

Barbecue Grills
Grills in or near apartments are prohibited due to the fire code. Community barbecue grills are provided for the residents’ use. Residents are asked to leave the equipment, grills, and areas clean for the next person. Flammable liquids may not be stored in the apartments.

Chronic Misbehavior
A resident establishes an unacceptable pattern of misconduct when frequently in trouble, though individual offenses might be minor. A pattern of recalcitrance, irresponsible conduct, or manifest immaturity may be interpreted as a significant disciplinary problem. Generally, the fourth violation of policy will result in a referral for eviction.

Common Areas
Use of the common areas is a privilege that the Rivers Ridge Staff can withdraw for any reason. Residents are expected to use common sense and consideration of others when using the common areas and equipment. Loud noise or music in the courtyard, Club House, pool area, or other common area is unacceptable. Residents and their guests are required to follow the posted rules and regulations.

Constructive Possession
It is the policy of Rivers Ridge to advocate personal responsibility on the part of all residents who share an apartment. To this end, Rivers Ridge utilizes the legal principle of constructive possession to further the goals of community safety and responsibility at Rivers Ridge. Constructive possession means that when the presence of any contraband item(s) as defined in this policy are found to be present in any common area of an apartment, for the purpose of policy enforcement the occupant(s) of that apartment will share responsibility for the possession of such contraband items, and will share equally in the disciplinary action and/or fines that may result from such violation. This concept of constructive possession will not be mitigated by an admission of ownership on the part of any one resident, unless it can be demonstrated by the resident(s) that there was no reasonable way they could have known of the presence and/or use of such contraband items in the apartment common area. The responsibility for demonstrating this mitigation is borne by each resident of the specific apartment in question, and proof of such must be submitted in writing to the Coordinator of Student Housing within 3 days from the date of occurrence. The Coordinator of Student Housing will review the information and render a decision as to the acceptability of the defense claim raised by the resident in question.

Drugs, Narcotics or Controlled Substances
Use, possession, and/or distribution of drugs and/or illegal substances, or drug paraphernalia are strictly prohibited and will result in eviction and referral to the College for disciplinary action. The misuse of legally obtained or over-the-counter medication is also considered a violation.

Confirmed odor of illegal substances by roommate(s), fellow residents, and College officials and/or by housing staff members is a policy violation and is grounds for staff to search an apartment for the presence of illegal drugs.

Use or Possession of a toxic chemical for purposes of huffing is considered a drug violation. Nitrous oxide, any glue, paint remover, or chemicals with intoxicating fumes, as well as, paraphernalia including compressed gas containers, tubes, and bags will constitute a drug violation.

Please note that it is against the law to have in your possession another person’s prescription medication. It is also illegal to have a prescription medication that is not in a properly labeled bottle.

Residents found in violation of the above will receive the following: immediate removal from housing, referral for eviction, loss of security deposit, and possible loss of scholarship at the end of the semester. There is no probation for this violation.

To control the use of illegal drugs in the apartments, drug searches utilizing a trained police dog may be conducted.
Drug Paraphernalia
Three Rivers College and Rivers Ridge Apartments is a drug-free campus. All equipment of any kind used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance is prohibited.

Residents found in violation of the above will be subject to disciplinary action. Residents are subject to state and federal laws. Law enforcement officials may be summoned to handle violations.

Note: The Vice President for Student Success may inform a parent of any student who is under the age of 21, if it is determined that the student has been found in the possession of, using, selling, or distributing alcoholic beverages, illegal drugs, narcotics or other controlled substances. Those withdrawn from Student Housing due to violation of this policy will be required to wait a full academic year before applying to return to Student Housing. This also includes paraphernalia not limited to bongs, papers, and hookahs.

Emergencies
Emergency health care is defined as a medical situation that requires immediate attention. Residents should exercise judgment in determining an emergency. In an emergency situation, students should first try to secure their own emergency treatment. Call 911 if necessary. In some emergencies, it may be necessary for Rivers Ridge staff or College officials to notify parents or guardians of the residents’ emergency situation. This action will be used at the discretion of the Vice President of Student Success or his/her designee.

Entry to Roommates’ Rooms
The lease contract is for one bed space only, therefore, residents should not enter any roommate’s rooms without their permission. To do so without permission is a violation of the law. Empty rooms should not be entered without permission from the Rivers Ridge Staff. Entering/using a non-leased bedroom may result in any or all of the roommates being assigned community service for the use of the room, or possible eviction. Rivers Ridge Staff will not allow non-staff access to a resident’s room without written consent from the resident. This includes, but is not limited to:
- Parents or other family members
- Friends or significant others
- Guests
- Apartment-mates

Failure to Comply
Failure to comply with all written and verbal requests and instructions from Rivers Ridge staff and College officials, including request to produce valid identification, may result in disciplinary action up to eviction.

Fighting
Fighting will not be tolerated. Students involved in fighting may be removed from on-campus housing and could face charges by local, state, and civil officials as well as possible dismissal from Three Rivers College. Those withdrawn from on-campus Housing due to violation of this policy will be required to wait a full academic year before applying to live in Housing again. At that time, the student’s application will be reviewed, and it will be determined if student is eligible to live in Housing again.

Fire Safety
The college considers fire safety extremely important. Students have an obligation to follow College rules and regulations. There will be one “announced” fire drill and one “unannounced” fire drill per semester. All residents are required to exit the building and go to the parking lot at the time of a fire alarm. Failure to comply will result in a $50.00 fine and other possible penalties.

For increased protection, smoke detectors are installed in every apartment/unit which function both electrically and with battery.

In case of smoke or fire:
- Notify the fire department by dialing 911;
- Upon hearing a fire alarm, evacuate your apartment/unit immediately;
- Help your roommates and/or neighbor evacuate;
- Notify the Student Housing Office during office hours, a Resident Assistant after office hours, and/or Campus Safety;
- Once you are out of your apartment/unit, stay out! Items inside are not worth risking your life!

Note: If the smoke detector goes off due to smoke from cooking, please open door or windows to release the smoke. The fire alarm will stop. If the smoke detector is making a beeping sound, this means the smoke detector battery needs replacing. Please contact the Student Housing Office during office hours or a Resident Assistant after office hours for maintenance personnel to replace the battery.
DO NOT remove or try to replace the battery on your own, it could result in damage to the system and charges for damages. If the smoke detector is found taken down without permission a $25.00 fee plus the cost of a new smoke detector (if missing) will be assessed. The cost of the new smoke detector will not be refunded if it is found later.

For your protection when cooking, fire extinguishers are installed in every apartment/unit.

- When a grease fire occurs from cooking, smother the fire with a skillet lid or towel.
- If an electrical fire occurs, turn off breakers in the breaker box, and use the fire extinguisher. If fire is out of control, dial 911 and evacuate immediately.

Note: Any individual who misuses or tampers with any fire safety equipment will be subject to appropriate disciplinary action. The individual will be charged to repair or replace damaged equipment, cleaning of the facility, and damage to other property. Note: Charges for damages will be assessed on case by case basis and cost will be added to resident(s) account in the Business Office. Besides being subject to College penalties, any student who starts a fire, damages or tampers with the fire safety equipment may be subject to prosecution in criminal court by the Poplar Bluff Fire Department, according to the Poplar Bluff fire code.

Fire Safety Equipment
At the beginning of the lease, the smoke detector(s) and fire extinguisher in the apartment will be tested for proper operation and working batteries. Thereafter, it is the resident’s responsibility to inform the Housing office of any batteries that need to be replaced in the smoke detector(s) or if the fire extinguisher needs to be refilled. Do not render the smoke detector(s) inoperable or fail to keep working batteries installed. Tampering with the fire safety equipment will result in 15 hours of community service. Hanging objects from sprinkler heads, pipes and electrical conduit is strictly prohibited. “Live cut” trees (such as Christmas trees) are not permitted anywhere in the buildings. Please report any malfunctioning or inoperable equipment to the Housing office.

Firearms or Other Weapons
Firearms or other weapons are not allowed on College properties. Residents must comply with all federal, state, local, and College laws and regulations pertaining to all weapons including, without limitation, explosives, bows and arrows, illegal knives, martial arts weapons, air rifles, BB guns, and/or any other object that can be construed as a weapon. Call Campus Safety for any violation or suspected violations of this policy. Violating this policy will result in immediate eviction and forfeiture of security deposit.

Guests and Overnight Guests
A guest in Rivers Ridge Apartments is considered a person who is not a resident of that particular living unit and whose purpose is to visit for a short time with another person who is a resident. A resident must escort each guest AT ALL TIMES. Guests are expected to comply with policies, rules, and regulations governing residential living and student conduct. The resident is responsible for guest behavior. Any non-resident found in violation may be removed from Rivers Ridge and denied further visiting privileges. Any guests, regardless of gender, must have the approval of all residents of the apartment or unit. Any violations of the guest policy will result in disciplinary action.

Residents may not host an overnight guest without securing the appropriate permission from Rivers Ridge personnel. An overnight guest(s) must register with a Housing staff member and will be assigned a guest parking pass that must be returned at the conclusion of the approved visit. The approved and acceptable duration of stay for guest is: no more than 2 consecutive days, and no more than 2 visits per month. Residents are responsible for the proper check-in and checkout of each guest. Overnight guests must complete an Overnight Guest Registration Form and must be 18 years or older, unless the guest is an immediate family member. This form can be obtained from Rivers Ridge staff member. The guest must also show a photo ID at check-in. Please check with the Housing Office if there are any questions. Guests found in violation of the overnight guest policy will be immediately removed from the premises.

Visitation Hours

Visitation hours are:
Sunday -Thursday 8 am - 11 pm
Friday - Saturday 8 am - 1 am

Residents who violate the Guest and Overnight Guest Registration and other guest policies will be addressed as follows:
1st offense: Written warning and immediate removal of guest
2nd offense: 5 hours of community service, immediate removal of guest and referral to Vice President for Student Success.
3rd offense: Referral for eviction, immediate removal of guest, and loss of security deposit

An adult must supervise minor children visiting on the property at all times.
Health and Safety Inspections
Health and Safety inspections are routinely performed throughout the academic year as a preventive measure. Items checked when conducting health/safety inspections include, but are not limited to:

- Smoke detector is intact and functioning properly.
- Floor is clean and free of food, sticky substances, or any other items that may attract bugs or rodents.
- Visible damages such as holes in the wall, broken locks, etc.
- Sink and bathroom areas for plumbing leaks, mold issues or anything else that may contribute to sanitation concerns.
- Refrigerator for mold or other sanitation issues that may attract bugs or rodents.
- Excessive debris that may contribute to safety/fire hazards.

While the primary purpose of health and safety inspections is to ensure that the facilities are maintained in a manner that promotes a safe living and learning environment, any violations of the Rivers Ridge community policies will be noted and may be subject to disciplinary action.

Holidays and Semester Break
Housing is provided at an additional charge of $100 during Spring semester break. All other holidays are included in their appropriate semester payments. Residents not attending Winter Session must turn in their keys before leaving, and may leave personal belongings if going home between Fall and Spring semesters, but are encouraged to remove any valuables. NOTE: Apartments will be inspected at minimum for trash and unclean dishes. Anything that could attract pests will be addressed and the residents charged (includes Spring Break). If a resident is leaving for the summer semester but returning for the following Fall semester, all personal belongings must be removed. If you plan to stay during semester break, a form must be submitted to the Coordinator of Student Housing 10 days before the ending lease date.

Implied Consent
All students in a room/area will be held responsible for their behavior/objects in that room or area. Residents who are not observed participating in misbehavior or in possession of inappropriate items/objects, but are in the presence of a policy violation, can be held responsible. If a resident is not present, he/she may be held responsible unless it can be clearly demonstrated that he/she had no knowledge of the violation.

Infectious Diseases
Rivers Ridge believes in maintaining the integrity of the community by keeping open communication with students regarding infectious disease such as H1N1 (influenza), meningitis and staph. When made aware of such issues, Three Rivers College and housing staff will develop a plan of action to assist all students impacted by any potential infections on a case by case basis. In recent years, health officials have noticed a steady increase of meningitis cases in college residents, especially those living on campus. It is believed that living in close quarters may put college residents at greater risk, since the disease bacteria is spread through the sharing of eating utensils, glasses, kissing, coughing. The American College Health Association has recommended that residents consider vaccination to reduce their risk of contracting meningitis.

Internet Access in Rivers Ridge Apartments
Computer resources must not be used for any unlawful purposes. The College may revoke the individual’s right to use computer resources on a temporary or permanent basis. Computer misuse by an individual may be adjudged a felony, and the individual may be liable to legal prosecution.

Keys
Keys are the properties of Three Rivers College and must be returned upon vacating the apartment. A resident becomes responsible for their room key at check-in and remains responsible until check-out. The resident to whom the key was issued is responsible for the key, the room, and its contents, as well as any charges for damages. Residents must maintain possession of the room key during the contract period and may not lend the key to anyone for any reason. Keys may not be altered or duplicated. If a resident is locked out of the room, please contact the Resident Assistant on call (573-772-2015) and access will be provided (after confirming ID). After a third key-in, a lock-change will be done for the room, and a lock-change fee will be assessed to the resident’s account. Replacement costs for keys are $30 for front door key, $20 for room key, and $10 for mail key ($60 to replace all three). The resident will be charged regardless of whether the key is found later.
Noise and Quiet Hours
Loud noise, such as high volume, sounds from home and car stereos, televisions, electrical instruments, and such are not permitted. Residents must keep stereos, video games and computer equipment at a reasonable volume with speakers directed inside their room/apartment, not pointed out the windows. Residents and guests must respect the rights of others at all times by behaving in a manner that is conducive to sleeping and studying. Courtesy hours (hours to study, relax and sleep) are in effect 24 hours a day, seven days a week. At NO time may a resident, group of residents, or residents and invited guests create excessive noise or loud conversation that will disturb or offend other residents from any outside yard area, or through any roommates’, or neighbor’s adjacent floors or walls. Living at Rivers Ridge is a privilege not a right, and any abuses of this may result in the loss of this privilege. Residents who do not adhere to QUIET/COURTESY HOURS may be subject to disciplinary action up to and including eviction.

Residents who violate the Noise and Quiet Hours Policy will be addressed as follows:

1st offense: Written warning
2nd offense: 5 hours of community service
3rd offense: 10 hours of community service and referral to the Director for Enrollment services
4th offense: Referral for eviction, loss of security deposit

Note: After 11 pm if Rivers Ridge Staff can hear your music, television, etc. outside your door, it is too loud.

Number of Occupants
The number of occupants living in an apartment shall be no more than four people in a four-bedroom apartment. Guests staying more than 24 hours without permission will be considered unauthorized occupants, and the resident will be in violation of the lease.

Pets
Pets or other animals are not allowed in the student apartments, even for visits. Service animals are not considered pets and are allowed (though a resident will be asked to show proof of Service Animal certification, etc.). The only exception is fish, maintained to meet acceptable health standards in an aquarium or small fishbowl. Fish tanks must be 3 gallons or smaller and may be subject to approval by Coordinator of Student Housing. Housing is not responsible for any losses to personal items (including animals) due to interruption of service (e.g. electricity, heat). Housing reserves the right to remove pets at the expense of the resident.

Refrigerators
Small refrigerators are allowed in the bedrooms on a one per room basis. Refrigerator size cannot exceed 4 cubic feet.

Resident Discipline Process
Although eviction through a civil court is always a possible remedy for any violation of the lease and addendum, the Coordinator of Student Housing reserves the right to use an educational discipline process. It is hoped that the process will promote and encourage self-discipline, and guarantee fundamental fairness to each student. Involvement with certain violations may result in a monetary amount being assessed. Most violations will result in educational sanction such as community service or probation. The discipline process is as follows:

- Notification of possible violation and hearing with the Rivers Ridge Coordinator of Student Housing
- Notification of sanction
- Right to appeal

Appeal Process: A letter requesting an appeal and outlining the reasons for the appeal must be filed with the Vice President for Student Success within three school days from the date of the sanction. The Vice President for Student Success will review the appeal and render a decision. If the resident is not satisfied, he/she may appeal to the Appeal Committee who, upon reviewing the decision on the appeal, will make the final decision.

Roommate Agreements
The process of completing a Roommate Agreement is led by the building Resident Assistant. This agreement sets forth the guidelines by which roommates assist each other to maintain a clean, safe, a respectful living area. This agreement should be completed and returned to the RA by the end of the first week of classes. A copy will be given to roommates. It is not a legal contract but will aid housing management in assisting with disputes during Health and Safety Inspections. Failure to complete the agreement as requested may be considered a violation of policy for Rivers Ridge.
Room/Apartment Changes
Room changes may be requested by residents to move from one apartment or room to another but the Coordinator of Student Housing must approve the move. Room change requests will begin to be processed 5 working days after the start of each semester. If a move to another apartment or bedroom within an apartment is accomplished without prior approval of the Coordinator, then you will be asked to move back to the intended apartment or room. Residents may not intentionally abuse or ignore a roommate’s rights in order to secure a private room or extra space in an apartment. Unauthorized moves may be grounds for disciplinary action and charges for the additional space.

Roommate and Neighbor Counseling
If conflicts occur due to a lack of communication between people and resistance to compromise, residents will follow the Roommate/Neighbor Conflict Resolution process:

- The complaining resident discusses the problem with Rivers Ridge staff who will advise how to talk with the roommate/neighbor. The complaining resident will then addresses the concern directly with the roommate/neighbor.
- The staff will follow up with the complaining resident and, if the problem remains, a resolution meeting is held among roommates/neighbors and staff. A roommate/neighbor contract may be formulated to help negotiate a compromise.
- The staff will follow up and revise the contract if needed.
- Only after the staff feels the roommate/neighbor resolution process has been given a chance will changes in apartment assignments be considered. Failure to get along with roommates/neighbors is not grounds for lease termination.
- Roommates/neighbors electing not to work through the prescribed resolution process will be assessed a $75 Room Change fee to change apartments.

Soliciting
Outside solicitation is prohibited in student housing for reasons of safety and security. Solicitation is defined as door-to-door contact for the purposes of soliciting funds or sales, recruiting members of support for an organization or cause, compiling data for surveys or programs, distributing or advertising other materials. The use of hallways, lobby, or lounge areas for solicitation is also prohibited. Requests for exceptions to this rule should be directed to the Coordinator of Student Housing.

Theft
Possession of any property not of your own is illegal. This includes, but is not limited to, road signs and property of the college, member of the college community, or of any campus visitor. Rivers Ridge does not assume liability for the loss of or damage to resident’s personal property. Residents should check their parents’ insurance to ensure that the policy covers the residents personal possessions. If the parents’ insurance does not provide such coverage, students can purchase a renter’s insurance policy of their own. Theft should be reported immediately to the Coordinator of Student Housing or Resident Assistant and Campus Safety. Do not accept offers of goods as gifts or for sale. Any resident found stealing in the Apartments or other Rivers Ridge resident’s property will immediately be cited by Campus Safety and referred to the Vice President for Student Success for eviction from Rivers Ridge Apartments. Other consequences and penalties may include loss of any Security Deposit along with restitution for the amount of theft and referral for prosecution.

Tobacco/Smoking
Use of tobacco products is not allowed in the Rivers Ridge buildings. Smoking/tobacco use is ONLY permitted in the areas designated for tobacco use. Residents are asked to properly dispose of cigarette butts in containers. Smoking/tobacco use is prohibited inside the apartment units, in the breezeways, on patios and balconies, in the offices, the model apartment, the Club House, and the laundry room. Residents who violate the Smoking/Tobacco Policies will be addressed as follows:

   Smoking/Tobacco Use
   1st offense: 5 hours of community service
   2nd offense: 10 hours of community service and referral to the Vice President for Student Success
   3rd offense: Referral for eviction, loss of security deposit
   *Expectorating on sidewalks or building structures will bring a vandalism charge.

Video Surveillance
Video surveillance is used at the apartment complex 24 hours a day. Residents and guests acknowledge their installation and that activity in public areas may be monitored. The Rivers Ridge staff and College officials acknowledge that the video surveillance does not prevent crime and that the equipment is mechanical in nature and may fail from operating at any time.
OFFICE AND MAINTENANCE SERVICE
(In alphabetical order)

Carpet and Tile Care
To reduce damage and preserve the appearance of the carpet and tile, please vacuum and mop at least once weekly. Special instructions and assistance in handling carpet stains or damage is available from the office staff.

Check-In/Check-Out Procedures
During check-in, the student must follow the check-in procedures:

- Have signed a Student Housing contract,
- Review room and sign an Apartment Inspection Report.
- Have a schedule of class
- Present a valid ID (driver’s license or state)

Before checking out of the apartments, the student must follow the check-out procedures:

- Contact the Building RA for an appointment,
- Clean your room, bathroom, kitchen, and empty all trash,
- Remove all personal belongings. Note: Rivers Ridge will discard any personal belongings left in an apartment/unit.
- Return all keys.
- Complete and sign check-out paper work.

Any student who does not follow the above procedure will be charged an improper check-out and will forfeit deposit.

Deposits
Residents are required to submit a $200 deposit ($150 security deposit $50 fee at the time of application). A resident can recover the deposit at the time they withdraw from Rivers Ridge if they:

- Completed the contracted period
- Had no damages in the unit to which they are assigned
- Completed proper check out procedures

The Rivers Ridge office will process the deposit refund within 30 days of check-out. A written request must be submitted to the Coordinator of Student Housing requesting the deposit to be credited back to the student’s account. If there is no current balance and there is a credit, the Business Office will issue a check in the amount of the deposit and it will be mailed to the resident. Residents not returning for housing at the end of the semester will have 45 days from the lease ending date to give notice for the deposit to be refunded.

A resident forfeits the security deposit if any of the following occur:

- Involuntary withdrawal from Rivers Ridge
- Cancel/failure to fulfill the Rivers Ridge contract except under conditions defined in Section C
- Withdraw from the College

Mail Service
Resident mailboxes are located on the south side of the clubhouse. The residents will be issued a key at move-in. The Resident Assistants distribute mail between 2 pm – 4 pm Monday - Friday. Mail service is not provided on Saturday or Sunday. Residents should have their mail addressed as follows:

Your Name
Rivers Ridge Apartments
1998 Three Rivers Boulevard # (Resident’s assigned box number)
Poplar Bluff, Missouri 63901

Three Rivers College and the United States Post office are unable to forward mail from the college address.
**Note:** The resident assistants notify students receiving a large package/envelope by placing a mail form in their mailbox. The student can pick up his/her package/envelope during River Ridge office hours with a valid ID.

**Maintenance Management System**

Rivers Ridge takes pride in providing residents a well-maintained apartment home. High standards of service are demanded from suppliers, subcontractors, and service personnel. A computerized work order must be issued from the Housing office for all service requests except during emergencies; verbal requests are not allowed. Residents are asked to cooperate with the procedure to help management provide a better service. In the event a resident must make a second request for service and service is not received within 48 hours, please contact your Resident Assistant (RA) or the Coordinator of Student Housing. Emergency maintenance such as power failures, loss of heat (if the outside temperature is below 40 degrees F), loss of air conditioning (if the outside temperature is above 90 degrees F), and rising water may be reported by calling the on duty staff member. **In order to minimize your inconvenience and the possibility of property damage, promptly report water leaks and equipment malfunctions to the Residential Staff.**

**Maintenance, Alterations, and Repairs**

It is the responsibility of Three Rivers College to provide the necessary maintenance, alterations and repairs to the facilities of Rivers Ridge. Each resident is responsible for and expected to take proper care of their assigned room and common areas. Residents are not allowed to make repairs, paint, wall paper, or alter electrical services of the premises.

Residents and/or guests who make alterations or whose behavior was negligent or careless thus causing damage to the premises will be required to pay for the cost of all repairs including without limitation damage from waste water stoppages caused by foreign or improper objects in lines serving your bathroom, damages to appliances, doors, windows, or screens, damage from window or doors left open and repairs or replacements to security devices necessitated by misuse or damage by the resident and/or guests (this includes damages that may have been caused to the apartment by other residents of the apartment if the responsible party cannot be determined). The obligation to pay charges described in this paragraph survives after the ending of this lease.

Except in the event of an emergency, a request for repairs or services to the premises, or repairs or replacements of security devices, must be in writing to the Housing office. In case of malfunctioning utilities or damage by fire, water, or similar cause, immediately notify Housing personnel. In case of malfunction of air conditioning or other equipment, notify Housing personnel in writing as soon as possible. Residents should promptly report any water leaks, electrical problems, carpet damage, broken glass, broken locks or latches, and any condition responsibly believed to pose a material hazard to health or safety. Upon receiving notification, the Housing personnel will act with reasonable diligence in making repairs and reconnections.

Requested repairs will be done during the typical working hours. Emergency repairs may require work outside of the typical working hours. Repairs could require temporary removal of equipment or interruption of utility services to avoid additional property damage or safety concerns. Every effort will be made to remain sensitive to your convenience and comfort. However, it may be necessary for temporary interference in the use of the premises due to repairs, alterations or improvements to the premises, the apartment or the property.

In order to minimize the potential for any mold growth in the premises, please follow these guidelines:

- Keep the premises clean – especially the kitchen, bathroom(s), carpets and floors. Immediately throw away moldy food.
- Remove visible moisture from windows, walls, ceilings, floors and other surfaces as soon as possible. Turn on any exhaust fans in the bathroom and kitchen before showering or cooking with open pots. When showering, be sure to keep the shower curtain inside the tub to reduce water on the floor.
- Promptly report air conditioning, heating, or plumbing problems and any signs of water leaks, water infiltration, or mold.
- Clean any small areas of mold discovered on non-porous surfaces (such as ceramic tile, Formica, vinyl flooring, metal, wood or plastic). The federal Environmental Protection Agency (EPA) recommends that you first clean the areas with soap (or detergent) and water, let the surface dry, and then within 24 hours apply a pre-mixed, spray-on-type household biocide (which should be of the non-staining variety and whose label states that it will kill mold). Always clean and apply a biocide to an area 5 or 6 times larger than any visible mold because mold may be adjacent in quantities not yet visible to the naked eye.
- Do not clean or apply biocides to: (1) visible mold on porous surfaces, such as sheetrock walls or ceilings or (2) large areas of visible mold on non-porous surfaces. Instead, notify the Housing office in writing, and appropriate action will be taken in accordance with state law.

Molds are naturally occurring microscopic organisms, which reproduce by spores. There is conflicting scientific evidence as to what constitutes a sufficient accumulation of mold that could lead to adverse health effects. Nevertheless, appropriate precautions should be
taken. Compliance with these provisions will assist in the prevention of mold growth in the premises and allow for the appropriate response to conditions that could result in mold growth.

Failure to comply with these provisions may result in residents being held responsible for property damage to the premises or health problems that may result.

**Office hours**
Office hours are posted in the Club House. When the office is not open, a staff member can be reached by dialing the on-call RA cell phone. Numbers are posted on the Office door.

**Resident Information**
Information provided by the resident or Guarantor is received as true and correct and was given voluntarily and knowingly by the resident or Guarantor. A request for rental history by law enforcement, governmental, or business will be provided without notice.
COMMUNITY CLEANLINESS
(in alphabetical order)

Breezeways and Corridors
Breezeways and corridors should be kept clean and uncluttered at all times. Apartment furniture is NOT allowed outside. Do not dry clothing or linens or store personal property in the breezeways or corridors at any time, including but not limited to boxes, tires, recyclables, and broken furniture. Only appropriate patio furnishings can be used.

Club House Use
The community Club House will be utilized for a variety of educational, recreational, and social programs. The clubroom is also available for study groups, organization meetings, etc. The clubhouse contains Wi-Fi as well as network computers for student use. Further information on utilization of the Club House may be obtained from the Rivers Ridge Office.

Damages
Residents will be held responsible for loss of property or damage to individual units and furnishings. As a member of the residential community, residents will share responsibility for Community damage within common areas. If the person(s) responsible for the damage is identified, the responsible party will be charged for the cost of repair/replacement. If the responsible person is not identified, the entire community will share the cost of repair/replacement. Three Rivers College maintenance will determine the cost of the damages and the Coordinator of Student Housing will determine how the cost of repair/replacement will be distributed among the residents living in the community. Residents will be notified in writing and the cost of the repairs will be billed to their student account. All damage charges must be paid in order for the resident to be readmitted to the College or to receive grades or transcript. In addition to costs, disciplinary action may result. Residents may not conduct their own repairs to damages in a room, apartment, or common area. Residents should contact their RA to report repairs or damages to their room/apartment.

Laundry Facilities
Laundry facilities are available in the Club House and are for residents’ use only. Residents are encouraged to take precautions and not leave laundry unattended. Rivers Ridge is not responsible for unattended laundry.

Parking Areas and Permits
- **Vehicles.** Residents may have one registered vehicle parked on the apartment parking lot at any time. Vehicles must have a Rivers Ridge sticker and a Three Rivers College student parking sticker. The Bess Activity Center parking lot is used as the housing parking overflow. During events at the Bess Activity Center student vehicles will have to be moved to the rear of the parking lot. Non-compliance will result in a ticket and possible towing at owner’s expense.
- **Motorcycles.** Motorcycles and all other motorized vehicles must be licensed for operation on public roadways and must be registered with Rivers Ridge Office.
- **Bicycles.** Bicycles will be used on the paved areas only. Residents having a bicycle on the property must chain them to the bicycle rack adjacent the pool. The resident will have sole risk of loss or damage. Common courtesy will be shown toward pedestrians and cars at all times.

Pool
Commercial (and appropriate) swimwear must be worn at all times, and residents and/or guests are expected to use decorum and exhibit appropriate public behavior at all times. The pool will be open 8 am to 11 pm Monday-Friday, and 10 am to 11 pm Saturday - Sunday. All residents are expected to abide by the hours of operation. There is not a lifeguard on duty. Running, horseplay, or loud noise is not allowed and additional rules may be posted in the pool area. Glass containers are not permitted. Unsupervised children are not permitted in the pool area at any time. No one under age 4 will be allowed in the pool without their legal parent or guardian present (a babysitter is not considered legal).

Postings
Posting of any signs or posters must be pre-approved by the Coordinator of Student Housing and can be posted only in designated areas.
Trash
Residents are required to maintain their room/apartment in a clean and sanitary manner. Residents are also responsible for bagging trash that accumulates in their room/apartment and disposing of trash by depositing it in the designated garbage and recycling receptacles. Students may not leave trash outside their room/apartment or building door. Residents who violate the trash policy will be addressed as follows:

1st offense: Written warning
2nd offense: 5 hours of community service
3rd offense: 10 hours of community service and referral to the Vice President for Student Success
4th offense: Referral for eviction, loss of security deposit

Note: See Quick Reference for Littering policy.
Note: Pouring grease over balconies, onto grass, or otherwise improper disposal is considered vandalism and will result in eviction from the property.

Throwing Objects from Windows
At no time shall any article be thrown, dropped, or suspended from a residence community window, roof, or balcony. Objects thrown from a building or toward a building pose a threat to life and property and contribute to an unclean environment outside of the community. Screens must be kept on windows at all times.

Unsanitary Rooms
During regular maintenance checks and other random visits by staff, a room may be deemed to be unsanitary and/or a fire hazard due to furniture or personal items blocking safe exit, excessive trash, grease in stove area, papers, and other combustibles on the floor, etc. Personal items should be stored in a clean and orderly manner to promote proper hygiene and lessen the risk of pest infestation. If such an infraction occurs, the resident will be notified in writing that he/she has 24 hours to address the problem. If it is not taken care of satisfactorily, Housing will have the problem corrected at the resident’s expense.

Vandalism
Any resident found defacing, altering, tampering with or destroying Rivers Ridge buildings or other resident’s property will immediately be cited by Campus Safety and referred to the Vice President of Student Success for eviction from Rivers Ridge Apartments. Other consequences and penalties may include loss of any Security Deposit along with restitution for damages and referral for prosecution.

Volleyball Court
Residents must accompany guests and appropriate public behavior should be exhibited at all times. The Volleyball Court is open for use daily from 8 am to 11 pm.
GENERAL INFORMATION
(In alphabetical order):

Lease renewal
If the resident intends to renew the lease, the resident must renew the lease 30 days prior to its Ending Date. If the resident does not renew, the space may be leases to another person and the resident will be required to move from the space by the Ending Date.

Move-Out
If the resident intends to leave the premises permanently, whether on or prior to the Ending Date, and requests a refund for the Security Deposit, the resident must provide the Coordinator of Student Housing with (45) days advance written notice of the specific date on which the resident will leave, and, the resident must pay all rent through the Ending Date by the time the resident moves out. *Verbal notice is not sufficient.* We suggest that the resident use our form for a move-out notice. If the resident does not, the resident is responsible for obtaining the Coordinator of Student Housing’s written acknowledgment that the move-out notice has been received.

If the resident does not provide written move-out notice, or renew the lease, at least forty-five (45) days prior to its Ending Date, it will be assumed the resident is moving out, and the space will be offered for lease to another prospective resident. Even with proper notice, the resident is not released from liability under the Lease unless all payments through the Ending Date have been made. Failure to provide proper move-out notice as described will result in a deduction of $150 from the Security Deposit. This amount will be deducted prior to any other owed amounts.

When the resident leaves the premises, including, but not limited to, the windows, bathroom, patios, balconies, and kitchen appliances in the Common Areas must be clean and in good repair and condition, reasonable wear accepted. Failure to clean the appliances, or if any of them have been damaged or are missing, will result in liability for reasonable charges to complete such cleaning, repair or replacement. A walk-through with Housing staff prior to move out is a part of the Check Out procedures. Failure to follow Check Out procedures can result in a charge for improper check-out as well as an assessment of damages and charges when inspected.

Property
Any property left in the premises is considered abandoned property and will be handled as such. Any cost incurred to keep, sell, or dispose of such property will be charged to the resident who abandoned the property.

Right of Entry
The Coordinator of Student Housing and or College Officials and our respective agents, employees, repairers, servicers and representatives may, without notice, at any time, enter the premises for any reason the Coordinator of Student Housing or College officials deem to be reasonable. Some reasons for our entry include, but are not limited to, routine maintenance repairs and upkeep, health and safety inspections, and/or enforcement of housing policy. The entry can be gained by use of a pass key or other means (to include disarming any intrusion alarm, if applicable, or by breaking a window or other means if locks have been changed in violation of this Lease, and you will be liable for any damage caused thereby). The Coordinator of Student Housing and/or College Officials can also enter the premises, upon giving you prior notice to show a bed space or the apartment to government inspectors, fire marshals, lenders, prospective buyers, prospective residents, other residents, or insurance agents.

The Community Policies are a part of the lease for a bedroom at Rivers Ridge Apartments and all roommates in an apartment must comply with the policies.

*By signing a lease, you are agreeing to live within the Community Policies guidelines. A violation of any of the Community Policies is a breach of the apartment lease and a violation may, at our sole discretion, lead a resident to be disciplined, fined, and/or evicted.*

Student Resident Housing Advisory Committee
The Student Resident Housing Advisory Committee meets monthly during the semester to discuss and provide input on Student Housing policies, facilities, programs, and the quality of life issues for resident students.

The Committee makes recommendations for changes and improvements to the housing department, in order to maintain a quality experience for the residents.
The Committee is comprised of: The Resident Assistants, the Housing Coordinators, students selected for their expressed interest in improving residence life, and an officer from Campus Safety.

EMERGENCY PROCEDURES FOR INCLEMENT WEATHER
For Rivers Ridge Apartments

Emergency Telephone Numbers
Resident Assistant: 573-772-2015
Three Rivers Campus Safety: 573-840-9713 or 573-718-0108

SEVERE THUNDERSTORMS
Remain where you are (if you are in a dwelling) and keep updated for a change in the weather. If driving, seek the nearest safe dwelling available.

TORNADO
A tornado WATCH means no funnel cloud(s) have been sighted, but weather conditions exist that are conducive to their formation.

A tornado WARNING means funnel cloud(s) have been sighted on radar. The approximate location and direction is usually broadcast in the warning.

In the event of a tornado, emergency bells will ring in continuous short bursts. Stay calm and quickly follow these steps:
• If you are in a vehicle, exit the vehicle and seek shelter in the nearest ditch.
• If you are in the apartments, go to your closest restroom and close the door.

FIRE
Immediately leave the dwelling. DO NOT try to grab possessions. Leave the apartments, building, etc. IMMEDIATELY and go to a designated safe gathering area (as directed by administration or emergency personnel on the scene) for further instructions.

EARTHQUAKE
Immediately seek shelter under a door frame or well-supported area inside of dwelling. When tremors stop, exit all dwellings (in case of collapse) and head outside to a clear and open area, free of trees and power lines, if possible.

POWER OUTAGE
Remain in your apartment/unit until weather conditions are safe. Staff and Resident Assistants will be available. Do not use this time to pull pranks as Campus Safety will be very focused on protecting the campus and its residents.

For utmost safety when leaving your apartments/units, leave in a calm and orderly manner, staying alert to weather conditions (ice, snow, etc.).

DO NOT use candles and/or any open flame device for heat or light under any circumstances.

Do not panic. Follow the directions given by Staff and Resident Assistants. Do not drive your vehicles.
RIVERS RIDGE APARTMENTS CONTRACT

This agreement is made and entered into by, and between, Three Rivers College, hereinafter referred to as “Three Rivers” or “College,” and the person identified on the original copy of this contract, hereinafter referred to as the “Student.”

This contract is for one term as specified in the Contract Conditions. With this contract, Three Rivers offers to the Student a space in the Rivers Ridge Apartments for the referenced term. When the contract and the required payment, as indicated in the Schedule of Housing Fees, are received by the College, a legally binding contract between the Student and the College is established. Rivers Ridge Apartments may only be occupied according to policy.

If the required payment is to be made from a loan, scholarship, or grant being secured through the College Office of Financial Aid, please check the financial aid box below and complete an Alternate Payment Plan Agreement.

The College reserves the right to change any provisions or requirements when such action will serve the interest of the College or its students. The College further reserves the right to deny admissions, cancel registration, ask students to withdraw and/or vacate premises when it considers such action to be in the best interest of the College and in accordance with its policies.

The Student and Three Rivers College hereby agree to all the terms, conditions, and provision set out as part of this contract and in other documents, which are incorporated by reference into this contract. These documents include the Contract Conditions, Schedule of Housing Fees, Rivers Ridge Community Policies, and, the rules and regulations of the State of Missouri and Three Rivers College, which are now, and are hereinafter, in effect.

As the Student or Parent/Legal Guardian, I acknowledge that I have read, understand, and agree to be legally bound by the terms of this contract provided to me by Three Rivers College and found in the applicable terms Rivers Ridge Apartments Resident Handbook.

NOTE: Once signed by the lessee and signed by the lessor, the lessee acknowledges that this contract cannot be cancelled by lessee except according to the terms as set forth in Section C. pp. 36-37.

Signature of Student OR Parent/Legal Guardian

Date

Three Rivers College Coordinator

Date

I will be receiving financial aid from Three Rivers College

*For Official Use Only*

Student Name (Please Print) ___________ ID# ___________

Academic Term ___________

Contract begins: 9:00 a.m. _____/_____/_____

Contract ends: 4:00 p.m. _____/_____/_____

Student Name (Please Print) ___________ ID# ___________

Academic Term ___________

Contract begins: 9:00 a.m. _____/_____/_____

Contract ends: 4:00 p.m. _____/_____/_____

*For Official Use Only*
CONTRACT CONDITIONS

Section A
College Agreement: Three Rivers College agrees to provide the Student with housing. This service is provided under the terms and conditions herein stated and as described in the Rivers Ridge Community Policies.

Alterations of this contract are not recognized by the College. Failure to honor the Student’s assignment preferences will not void this contract. Three Rivers College will not discriminate in apartment assignment on the basis of race, color, religion, national origin, ancestry, sex, age, disability, status as a disabled veteran or veteran of the Vietnam era, or sexual orientation. Three Rivers reserves the right to assign roommates and/or to consolidate vacancies by requiring students to move from one accommodation to another. If the first payment and this contract are received by the preferred deadline as indicated in the Schedule of Housing Fees, accommodations will continue to be reserved and the Student will be notified of a room assignment shortly before the beginning of the period of occupancy.

Three Rivers College does not purchase property insurance covering any loss of, or damage to, the Student’s personal property, and, the College assumes no responsibility for the payment of any such loss. Students are encouraged to obtain individual personal property insurance.

The College reserves the right and privilege to: (a) refuse a contract upon return of the first payment; (b) change the room assignment and require the Student to move to different accommodations when it deems it expedient; (c) take over and use the room in event of public emergency; (d) in the event that the accommodations assigned to the Student are destroyed or otherwise made unavailable and Three Rivers does not furnish other accommodations, the contract shall terminate and all right and liabilities of the parties hereto shall cease, and, the right of Three Rivers and the Student to payments previously made by the Student shall be prorated on the basis of the period of which accommodations were made available to the Student; (e) change the rate for the apartment during the academic year if changes in economic conditions make it necessary; and (f) inspect the apartment at any reasonable time, and, if there is reason to believe that the Student has violated State or Three Rivers regulations, to inspect the Student’s possessions.

The College agrees to provide one bed space, a common living area, electric, basic cable, high speed internet, gas, water, sewer and garbage collection. All utilities may be used only for normal household purposes. Three Rivers will not be liable for any interruption, surge, nor failure of utility services provided to the Student nor any damage directly or indirectly caused by the interruption, surge or failure.

Section B
Student Agreement: The Student agrees to honor this contract for the entire contract period and make payment of all fees as indicated in the Schedule of Housing Fees. If the Student is under 18 years of age, the Parent or Guardian agrees to make payment of all charges. The Student agrees that failure to satisfy the financial obligations accrued under this contract may result in denial of college services, including but not limited to, future enrollment and receipt of official college transcripts.

The Student agrees to reimburse Three Rivers College for: any damage to all areas including the structure in which the Student is housed, and, any damage to, or loss of, any Three Rivers College fixtures, furnishings, or personal property provided under this contract, when the damage is caused by the acts or negligence of the Student, the Student’s guests, or, by unidentified individuals associated with the Student.

The Student agrees to comply with all rules and regulations of Three Rivers and Rivers Ridge Community Policies which are now, or are hereafter, in effect, which rules and regulations are specifically made as part of this contract by reference.

The Student agrees to assume and bear the risk of loss with regard to all personal property which is kept or maintained in the apartment.
The Student agrees that failure to occupy assigned accommodations during the contract period without providing notice of delayed arrival may result in the accommodations being assigned to another student. However, delayed arrival does not relieve the Student of the responsibility to accept other available accommodations. The Student agrees that assigned accommodations cannot be reassigned by the Student to another student.

Section C
Cancellation and Termination:

Except as described below, the Student has no legal right to cancel this contract.

Cancellation of this contract prior to the start date shall be permittted if:

1. The Student has not enrolled in or become employed by the College (or any other institution of higher education in the Poplar Bluff area) before the contract term begins, and the Student notifies the College of the decision to cancel the contract in writing before the term start date, and, the Student pays the college a cancellation fee equal to $150; or

2. The Student is no longer enrolled in the College (or any other institution of higher education in the Poplar Bluff area) because of medical necessity (which must be documented to the College's satisfaction and shall be at the College's discretion), and the Student notifies the College in writing that the Student wishes to cancel the contract and pays to the College a cancellation fee equal to $150; or

3. If the Student is a member of the Armed Forces on active duty and receives change-of-station orders to permanently leave the local area; is relieved from active military duty; or is a national guard or reservist called to active duty, the Student may terminate this contract by giving written notice to Three Rivers College. The written notice shall terminate the lease thirty (30) days after the College receives the notice. In addition, the Student must provide a copy of the official military orders within ten (10) days which allow contract termination.

4. A Student who fails to occupy a bed space within (2) days of the contract start date will be considered in violation of this contract and will forfeit all monies previously paid to the College.

Unless otherwise allowed as specified below, the Student may not terminate this contract for voluntary or involuntary school withdrawal or transfer, marriage, divorce, pregnancy, loss of roommate, bad health, or any reason other than death, unless agreed to in writing by the College.

Termination of this contract beginning on the start date shall be permitted if:

1. The Student is no longer enrolled in the College (or any other institution of higher education in the Poplar Bluff area) because of medical necessity (which must be documented to the College's satisfaction and shall be at the College's discretion), and the Student notifies the College in writing that the Student wishes to terminate the contract and pays to the College a cancellation fee equal to the remaining balance of the contract; or

2. If the Student is a member of the Armed Forces on active duty and receives change-of-station orders to permanently leave the local area; is relieved from active military duty; or is a national guard or reservist called to active duty, the Student may terminate this contract by giving written notice to Three Rivers College. The notice shall terminate the lease thirty (30) days after we receive the notice. In addition, the Student must provide a copy of the official military orders within ten (10) days which allow contract termination.

The Student shall be considered in violation of this contract if:

a. The Student fails to pay fees owed under this contract and as directed by this contract;

b. The Student or a guest violates this contract or any addendum to it, the Rivers Ridge Community Policies, any State and College rules and regulations, or fire, health, or criminal laws, regardless of whether arrest or conviction occurs;
c. The Student fails to move into the premises after completion of all required documentation, or, if the Student abandons the premises (that is, Student appears to have moved out before the end of the contract), clothes and personal belongings have been substantially moved out and the Student has not been in the bed space for 5 consecutive days;

d. The Student or the Guarantor has made any false statement or misrepresentation on any information provided to the College, which includes the Rivers Ridge Apartments application;

e. The Student or their guest is arrested for a felony offense involving actual or potential physical harm to a person, or a felony or misdemeanor offense involving possession, manufacture, or delivery of a controlled substance, marijuana, or illegal drug paraphernalia as defined in applicable law;

f. Any illegal drugs or illegal drug paraphernalia are found in the premises (whether or not possession can be established);

g. The Student fails to pay any fine, charge, or penalty within ten (10) days after it is levied in accordance with this contract or the Rivers Ridge Community Policies.

If the Student is in violation of this contract, Three Rivers College reserves the right to any or all of the following in addition to other remedies allowable by law:

a. Collect any fine imposed by the Rivers Ridge Community Policies;

b. Sue to collect past due fees and any other damages incurred by the College because the Student violated the contract;

c. Terminate the Student’s right to occupy the premises, institute an action for eviction, but not terminate the contract nor end the monetary obligation for the premises by giving the Student twenty four (24) hour written notice of eviction;

d. Sue to collect any unpaid balances attributable to the contract.

e. Report all violations to a collection agency and/or credit reporting agencies;

f. Accelerate the remainder of the fees due under this contract through the term end date;

g. Exercise any and all rights and remedies available by law or in equity in the State of Missouri.

Contract violations, including failure to pay any sums due, may also subject the Student to College sanctions, which may prevent the Student from enrolling at the College and from obtaining transcripts or diplomas.

In the case of cancellation or termination of this contract, the security deposit is to be used to pay any monetary obligations under this contract including a cancellation fee. The College reserves the right to recover all costs or fees associated with legal action, including reasonable attorneys’ fees, as part of any judgment.

Section D
Property Lien

All non-exempted property within the premises is subject to a lien to secure payment of delinquent fees of any type. The College can, at any time, enter the premises and remove and/or store all non-exempted property until such time that the delinquent fees are paid in full. The Student will receive written notice stating the amount of the delinquent fees and other amounts owed, when applicable. Property may be redeemed by paying all delinquent fees and other amounts owed including charges for removal, storage, and sale of property. Property not redeemed in 30 days, after reasonable attempts to notify the Student, may be disposed of by public or private sale.

Section E
Liability of the College
If Three Rivers violates this contract, damages (and those of anyone else) cannot exceed the College’s equity in the property. The Student will be required to provide written notice of the nature of College’s violation and allow thirty (30) days, or a period of time as specified by Missouri law, to correct the violation.

Liability

Neither Three Rivers College, Rivers Ridge Housing Coordinators, nor our respective employees, officers, directors, agents, representatives, and affiliates (Collectively The “Released Parties”) will be liable to you, your roommates, or any of your guests for injury, damage, death, or loss of property caused by mischievous and/or criminal conduct of other persons, including theft, burglary assault, vandalism, or other crimes. This includes personal conflict with you and your roommates or other residents and/or guests of Three Rivers College and Rivers Ridge patrons and students.

The Released Parties have no duty to remove ice, sleet or snow, but the Released Parties may do so in whole or in part, with or without notice to you. The Released Parties are not liable to you or your guests for personal injury or damage or loss of personal property from burglary, theft, vandalism, fire, smoke, rain, flood, water leaks, hail, ice, snow, lightning, wind, explosion, or surges or interruption of utilities; except to the extent that injury, damage or loss is caused by their gross negligence. We urge you to obtain our own insurance for losses due to such causes.

You, for yourself and for your guests, release the Released Parties and their respective successors and assigns from any and all claims and/or damage (i) for loss of theft of your or your guest’s personal property, and/or (ii) which may arise out of any accidents or injuries to you, members of your family or your guests, in or about the premises or the property, even if such claims and/or damage is caused by, in whole or in part, the ordinary negligence or fault of the Released Parties and regardless of whether such negligence of fault was sole, concurrent or joint. You assume for yourself and all members of your family and your guests, through your legal relationship as a resident of Rivers Ridge, any and all risks from any accidents in connection with use of the premises, the property, or the property’s recreational facilities or areas, it being understood that all such areas and facilities are gratuitously supplied for your use with no warranty or liability implied or conferred, and are used at the sole risk of participant.

Holdover

If the Student continues to occupy the premises past the Ending Date of this contract without written permission, an additional $75 daily will be charged to the student.

Guaranty

A parental or sponsor guarantor must sign and return the Rivers Ridge Apartments Contract Guaranty when the contract is submitted if the resident is 17 years of age or younger. The Guarantor’s signature must be notarized or the Guarantor must attach a copy of a valid driver’s license or other governmental photo identification.

Privacy of Information

All information provided to Three Rivers College by the Student or the Guarantor is assumed to be true and correct and shall be considered subject to state and federal privacy laws and the policies set forth by the College.

Method of Notice

All “notices” to the College can be emailed to housing@trcc.edu, or written, and either hand delivered or sent by U.S. certified mail, return receipt requested, postage prepaid, to Rivers Ridge Apartments, 1998 Three Rivers Blvd, Poplar Bluff, Missouri 63901, Attention: Housing Coordinator

Lease Renewal

Eligible Student’s must renew the contract 30 days prior to the Ending Date of the current contract to maintain room assignment priority.

General

Time is of the essence. Execution of this contract confirms that no oral promises, representations, or agreements have been made by the College or its representatives. This contract is the entire agreement between the parties. The College makes no representations or
warranties that all residents of Rivers Ridge Apartments will be students. College representatives have no authority to waive, amend or terminate this contract or any part of it and no authority to make promises, representations, or agreements which impose duties of security or other obligations on the College unless one obtains such in writing and signed by College officials. All contract obligations are to be performed in the county where Rivers Ridge Apartments is located. Unless this contract states otherwise, all fees owed by the Student are due upon demand. A delay of or non-enforcement of the College’s rights shall not be a waiver under any circumstances of its future right to enforce such rights. Omission of Student initials as indicated throughout the contract does not invalidate this contract. If any part of this contract is not valid or enforceable, it shall not invalidate the remainder of this contract.

Section F
Contract Term

This contract for room rent is for on an academic year basis (Fall/Spring). Periods of official vacation and periods between semesters are not covered by room fees. This contract cannot be cancelled during this period except under the terms and conditions of section C of Contract Conditions.

Student
Initials: __________________________ I have read, understand, and accept the above paragraph and all other terms of the contract as defined in the Rivers Ridge Apartment Resident Handbook.

This is a legally binding contract. Please read and understand this contract before signing it.

__________________________________________  ________________________________
Student Signature  Coordinator of Student Housing

__________________________________________  ________________________________
Printed Name  Date

The Community Policies and General Information Sections (pp. 9 – 23) have been reviewed and accepted by:

__________________________________________  ________________________________
Student  Date

__________________________________________  ________________________________
Coordinator of Student Housing  Date
RIVERS RIDGE APARTMENTS GUARANTY

On behalf of ______________________________, the Student, I personally guarantee all obligations, now or hereafter occurring of the Student under the attached contract described below:

Three Rivers College (here after known as Three Rivers, College or Owner)
Rivers Ridge Apartments Contract
Date of Contract __________________
Contract Start Date: 9 a.m. ______/____/______ Contract End Date: 4 p.m. ______/____/_____

I agree that my obligation will continue through the contract term and any renewals and will not be affected by amendments, changes, and assignments of the contract. If Three Rivers Community College, as owner of Rivers Ridge Apartments, delays or fails to exercise contract rights, pursue remedies, gives notice or make demands to the Student or to me, as Guarantor, these will not act as a waiver of the College’s rights as owner. All of remedies against the Student apply to me, as Guarantor, as well. I understand that the Student and Guarantor are jointly and severally liable. It is not necessary for the College to sue or exhaust remedies against the Student in order for the below signed to be liable.

I certify that the information represented on this Guaranty is true and complete and that I have read the contract to its fullest. I authorize the College to request and obtain personal credit reports. A facsimile signature on this Guaranty will be just as binding as an original signature. It is not necessary for the Guarantor to sign the contract itself or to be named in the contract. If the College seeks to enforce this Guaranty, I agree that it can be in the county where the College is located, no matter where I live.

This guaranty form must be notarized or the guarantor must attach a copy of his or her driver’s license or other government-issued photo identification

Guarantor’s Name: ______________________________
Address: ______________________________
City/State/Zip: ______________________________
Phone Number: ______________ Social Security Number: ______________________________
Driver’s License Number: ______________________________ State: ______________________________
Date of Birth: ______________________________

Signature of Guarantor (not the Student) ______________________________ Date ______________________________

NOTARY ACKNOWLEDGEMENT

This Instrument was acknowledged before me on ______________________________

By ______________________________

Notary Signature ______________________________

Unless copy of Driver’s License or government photo I.D. is attached.

Commission expires: ______________________________

Revised June 2014
REQUIRED MENINGITIS NOTIFICATION

There has been much publicity and concern during the past several years about college students contracting *Neisseria* meningitis. The disease is considered rare. According to the Center for Disease Control and Prevention, there are approximately 1,000 cases of meningococcal disease in the United States each year. Hepatitis B is another illness with which college students should be concerned.

There are indications that students living in community housing may have a higher risk of contracting these diseases. The American College Health Association states that all college students should “consider vaccination to reduce their risk.” Your family doctor and area health clinic can give you more information and recommendations.

You and your parent(s) / guardian(s) should review all the information about the diseases and consider the recommendations.

Missouri State law (SB 686) states that:

> Beginning with the 2004-2005 school year and for each school year thereafter, every public institution of higher education in the State of Missouri shall require all students who reside in on-campus housing to sign a written waiver stating that the institution of higher education has provided the student, or if the student is a minor, the student’s parent(s) or guardian(s), with detailed written information on the risks associated with meningococcal disease and the availability and effectiveness of the meningococcal vaccine.

**Therefore:**

Students who live in Rivers Ridge Apartments at Three Rivers College must either:

- Present a record of the student’s Meningitis vaccination to the institution of higher education.
- Read and sign the attached Medical Release / Meningitis Waiver Form.

Because each public university and college in the State of Missouri must maintain records on the meningococcal vaccination status of every student residing in on-campus housing at the university or college, including any written waivers, these records will be kept on file in the Office of Housing at Three Rivers College.

The state law does not require that any institution of higher education must provide payment for vaccinations against meningococcal disease.

For more information on the bill, please go to link: [http://www.senate.state.mo.us/03info/billtext/tat/sb686.htm](http://www.senate.state.mo.us/03info/billtext/tat/sb686.htm)
MEDICAL RELEASE / MENINGITIS WAIVER FORM

Three Rivers College
Poplar Bluff, Missouri

I understand the information presented regarding meningitis and understand that Three Rivers College has provided me with written information on the risks associated with meningococcal disease and the availability and effectiveness of the meningococcal vaccine.

I understand that if I do not wish to sign this waiver, I may submit to the College, written proof of my meningitis vaccination.

I also understand that the College will keep record of my meningococcal vaccination status on file in the Housing Office.

____________________________________________________  __________________________________________
Signature                                              Printed Name

____________________________________________________
Date

No student may move into a room on campus until the immunization requirement is complete and on file in the Housing Office.
VOLUNTARY EMERGENCY MEDICAL INFORMATION

Three Rivers College  
Poplar Bluff, Missouri

This information will NOT be released to any third party UNLESS such a situation occurs where you are not able to speak to an emergency medical provider. If you are ambulanced or admitted to the hospital or paramedics request the information, this information would be shared at that time.

Allergies:

Vaccinations:

Pre-existing Conditions:

Current Medications:

Insurance Provider:

Emergency Contact Information:

I hereby give the College permission to release any of the above Emergency Medical Information to emergency medical personnel or the hospital if I am unable to communicate and am admitted to the hospital or taken for treatment.

________________________________________  _________________________________________
Signature                        Date

_____________________________________
Printed Name

Revised June 2014
# CONFIDENTIAL CONTACT INFORMATION

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Does this confidential contact have any informational sheets with your photograph, personal information, fingerprints, etc.?  **YES**  **NO**

Does this confidential contact understand that in the event you are reported missing, he/she will be the sole contact for police?  **YES**  **NO**

Do you wish to have police contact your parents and/or legal guardian(s) in the event you are reported missing with investigative information?  **YES**  **NO**

If I am under 18 years of age, and not legally emancipated, I understand that police will contact my parents and/or legal guardians with details of the investigation. If I am under 18 years of age, and legally emancipated, I have included a copy of the appropriate legal documents to verify the emancipation.

I may change any of the above information at any time, in writing, with the Three Rivers College Office of Student Success by resubmitting this document. I understand that completing the appropriate confidential contact information and any supplemental informational documents does not guarantee any investigative results. As such, I release Three Rivers College, its employees, subsidiaries, and any other law enforcement agencies assisting, of any liability associated with the investigation.

Signature: ____________________________  Date: __________/__________/_______
WHAT TO BRING TO RIVERS RIDGE

Following are suggested items to consider bringing to campus. We encourage residents to bring items to “transform” the apartment and bedroom into a home, making the student feel more settled and comfortable.

We suggest you contact your roommates before Move-In Day to avoid duplicating items on list.

- 3M Command Adhesive products for posters, pictures, and other decorative items
- Alarm clock
- Backpack or book bag
- Basic cleaning supplies (kitchen and bathroom)
- Bathroom shower curtain and rugs (tub mat is a good idea, too)
- Bed, bedspreads, comforter, blankets, etc.
- Bicycle and lock (bicycles must be registered)
- Broom/dustpan
- Calculator
- Camera
- Checkbook/debit card
- Clothes hangers
- Clothes iron
- Clothing (It may be impractical to bring your entire wardrobe, but we also caution you to bring some clothes for the next season)
- Computer (will need Ethernet cable)
- Copy of personal health and property insurance
- Copy of property serial numbers
- Crock pot, toaster, coffee pot
- DVD player/DVDs
- Electric skillet and/or electric grill (e.g., George Foreman Grill)
- First aid kit
- Flashlight with batteries
- Grease container
- Hair dryer, curling iron, shaver, etc.
- Ironing board
- Jacket or coat
- Kitchen items (dishes, pots & pans, silverware, can opener, ice cube trays)
- Laundry basket, laundry detergent, mop and bucket
- Pillows
- Planner and/or calendar
- Plastic organizer containers
- School and desk supplies
- Sewing kit
- Soap, shampoo, deodorant, and other personal hygiene products
- Stamps, stationary
- Stereo
- Surge strips or surge protectors
- Tissues/Kleenex
- Toilet paper, towels, wash cloths
- Toilet plunger
- Trash bags (bedroom and kitchen)
- TV (with coaxial cable for connection to cable service)
- Umbrella, other rain gear
- Vacuum cleaner and extra bags
- Video game player
- Waste baskets (bedroom and kitchen)
- Call ahead to see if a study desk, night stand, and or dresser is needed

What NOT to bring

- Alcoholic beverages or containers
- Candles
- Deep fat fryers, Fry Daddies, or any other appliance used to fry foods
- Fireworks
- Halogen lamps
- Heater/heating units with no auto shut-off
- Hot plates
- Illegal drugs or paraphernalia
- Incense
- Pets
- Waterbeds
- Weapons (or any item that may be construed as a weapon)
QUICK REFERENCE
Violation of Community Behavioral Standards

Alcohol
1\textsuperscript{st} offense: Community service, counseling and referral to Vice President for Student Success.
2\textsuperscript{nd} offense: Referral for eviction, loss of security deposit, and possible loss of scholarship at the end of the semester.

Drugs, Narcotics, or Controlled Substances
1\textsuperscript{st} offense: Immediate eviction, loss of security deposit, and possible loss of scholarship at the end of the semester. There is no probation for this violation.

Guests and Overnight Guests
A resident must escort each guest AT ALL TIMES.
1\textsuperscript{st} offense: Immediate removal of guest, and written warning.
2\textsuperscript{nd} offense: Immediate removal of guest, 5 hours of community service, and referral to Vice President for Student Success
3\textsuperscript{rd} offense: Immediate removal of guest, referral for eviction, and loss of security deposit

Fighting
1\textsuperscript{st} offense: Immediate removal from housing; referral for eviction; referral for college discipline; possible criminal charges

Firearms or other Weapons
1\textsuperscript{st} offense: Cited by Campus Safety and immediate removal from housing, referral for eviction, loss of security deposit, and possible loss of scholarship at the end of the semester. There is no probation for this violation.

Health & Safety Inspections
1\textsuperscript{st} offense: Written warning.
2\textsuperscript{nd} offense: 5 hours of community service
3\textsuperscript{rd} offense: 10 hours of community service and referral to Vice President for Student Success.
4\textsuperscript{th} offense: Referral for eviction, and loss of security deposit.

Keys Replacement
\begin{tabular}{ll}
$30 & Front door \\
$20 & Bedroom door \\
$10 & Mailbox key \\
\end{tabular}
Charges cannot be reversed after new key is issued

Noise and Quiet Hours
1\textsuperscript{st} offense: Written warning.
2\textsuperscript{nd} offense: 5 hours of community service
3\textsuperscript{rd} offense: 10 hours of community service and referral to Vice President for Student Success.
4\textsuperscript{th} offense: Referral for eviction, and loss of security deposit.
QUICK REFERENCE cont.

Theft
1st offense: Cited by Campus Safety and referral for eviction, loss of security deposit, restitution, referral for college discipline, possible referral for prosecution.

Tobacco / Smoking in non-sanctioned areas
1st offense: 5 hours of community service.
2nd offense: 10 hours of community service and referral to the Vice President for Student Success
3rd offense: Referral for eviction, loss of security deposit.
*Expectorating (spitting) on sidewalks or building structures is considered vandalism.

Trash outside apartment/trash not properly disposed
1st offense: Written warning.
2nd offense: 5 hours of community service and $50 fine
3rd offense: 10 hours of community service, $100 fine and referral to Vice President for Student Success
4th offense: Referral for eviction, $150 fine and loss of security deposit.

Unauthorized room or apartment change
$75.00 fine per incident

Cumulative Penalties
At the 4th cumulative offense incurred among any of various categories that allow for multiple offenses, the penalty shall be referral for eviction and loss of security deposit. Greater penalties may be added.

This reference is to be considered a guide. Penalties for violation of Community Behavioral Standards may be more severe, or less, as determined through case by case investigation.