



THREE RIVERS COLLEGE

# **Rivers Ridge Apartments Resident Handbook**

2021-2022

Revised 01/2021

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Content subject to change. For the most current and accurate information, visit [trcc.edu](http://trcc.edu).

## **SECTION I: GENERAL INFORMATION**

### **COLLEGE VISION**

Three Rivers College will be the preeminent, cutting-edge community of learners with a student-first focus, and will operate as a vibrant, dynamic catalyst for the creation of opportunities that foster learning and student success.

### **MISSION STATEMENT**

Three Rivers College inspires, prepares, and empowers students to succeed through open access to high-quality learning opportunities that meet the needs of the communities we serve.

Commitments that inform the mission:

Open access to educational programs to prepare students for transfer to a four-year baccalaureate institution, as well as programs of career and technical education to prepare students for entry or advancement in the global workforce.

Comprehensive academic services, learning resources, basic skills development, and educational opportunities for students of diverse cultural, socioeconomic, and academic backgrounds.

Support services and student activities to enhance individual growth and academic potential.

Collaborative partnerships to develop specialized programs that meet the changing needs of business and industry, government, secondary schools, and other colleges and universities.

Lifelong learning opportunities for individuals who wish to improve job performance, develop new skills, or pursue personal interests.

Community services that support and encourage the economic, civic, and cultural vitality of the region.

### **ABOUT THREE RIVERS**

Three Rivers College was founded April 5, 1966, when citizens of Butler, Carter, Ripley, and Wayne counties voted into existence the College District. The College opened in storefront facilities in downtown Poplar Bluff, Missouri, with 138 students in 1967. Today, Three Rivers enrolls thousands of students at locations throughout Southeast Missouri, including an 80-acre campus in Poplar Bluff; full-service locations in Dexter, Kennett, Sikeston, and Cape Girardeau; and other locations, including Doniphan, Piedmont, Portageville, and Van Buren. Programs include college transfer, career-technical, transitional, continuing education, and workforce training. For more information about the College, visit [trcc.edu/about/](http://trcc.edu/about/).

Three Rivers is accredited by the Higher Learning Commission ([hlcommission.org](http://hlcommission.org)) and by the Missouri Department of Higher Education and Workforce Development ([dhewd.mo.gov](http://dhewd.mo.gov)). This recognition and accreditation assure students that work satisfactorily completed at Three Rivers will be recognized at full value by other colleges, universities, and professional schools.

## **BOARD OF TRUSTEES**

- Gary Featherston – Ripley County
- Darren Garrison – Wayne County
- Dr. Tim Hager – Carter County
- Dr. Amber Richardson – Butler County
- Eric Schalk – Butler County
- Chris Williams – Butler County

## **COLLEGE CABINET**

- Wesley A. Payne, Ph.D., President
- Charlotte Eubank, Chief Financial Officer
- Sherry A. Phelan, Ed.D., Dean of Instruction
- Ann Matthews, Dean of Student Services
- Dr. Maribeth Payne, Dean of Institutional Effectiveness
- Steve Atwood, Chief Technology Officer
- Kristina McDaniel, Director of Human Resources

## **STUDENT RESOURCES**

### **Welcome Center**

The Welcome Center is the place to start when you have questions about Three Rivers College, including information on registration, student email issues, activities, transcripts, etc.

**Phone:** 573-840-9605 or 877-TRY-TRCC (877-879-8722)

**Email:** [welcomecenter@trcc.edu](mailto:welcomecenter@trcc.edu)

**Location:** 1<sup>st</sup> floor, Westover Administration Building

### **Career Services**

The Career Services Office provides services and programs to help students with career development and employment needs and provides transfer and articulation information for students planning on transferring after graduation.

**Phone:** 573-840-9655

**Web page:** [trcc.edu/student-services/careerservices](http://trcc.edu/student-services/careerservices)

**Location:** 1<sup>st</sup> floor, Westover Administration Building

## **The College Store**

In addition to selling and renting textbooks and course materials, The College Store offers Meal Plan Cards, computers, school supplies, and TRC branded merchandise. Many of these items can be paid for with financial aid funds.

**Phone:** 573-840-9610

**Email:** [collegestore@trcc.edu](mailto:collegestore@trcc.edu)

**Web page:** [bookstore.trcc.edu](http://bookstore.trcc.edu)

**Location:** Bess Activity Center on campus and at full-service locations

## **Disability Services**

Three Rivers College is committed to providing equal opportunity for qualified students with disabilities while maintaining the academic integrity and quality of College programs in accordance with the American Disabilities Act, the Rehabilitation Act of 1973, and Missouri State Law. For more information, refer to policy SP2115 Disability Services for Students:

[trcc.edu/about/collegepolicy](http://trcc.edu/about/collegepolicy).

**Phone:** 573-840-9608 x3738

**Web page:** [trcc.edu/student-services/disability](http://trcc.edu/student-services/disability)

**Location:** 1<sup>st</sup> floor, Westover Administration Building

## **Distance Learning Services**

Distance Learning Services provides technical support to students and instructors for the Blackboard Learn platform, which is used to host online eLearning courses, and for Interactive Television (ITV) courses through phone, email, remote desktop, and face-to-face communication.

**Phone:** 573-840-9544

**Email:** [blackboard@trcc.edu](mailto:blackboard@trcc.edu)

**Blackboard Support Webpage:** [blackboardsupport.trcc.edu](http://blackboardsupport.trcc.edu)

**Location:** 2nd floor, E.K. Porter Distance Learning building

## **Financial Aid**

To learn about the many types of financial aid available to Three Rivers students, visit the Financial Aid section on the College website or go to the Financial Aid Office.

**Phone:** 573-840-9606

**Email:** [financialaid@trcc.edu](mailto:financialaid@trcc.edu)

**Web page:** [trcc.edu/financialaid/](http://trcc.edu/financialaid/)

**Location:** 1<sup>st</sup> floor, Westover Administration Building

## **Myrtle Rutland Library**

The Myrtle Rutland Library is the information center at Three Rivers College. The library offers a wide range of resources to help in your academic pursuits, including books, periodicals, databases, study guides, a computer lab, and friendly staff ready to help.

**Phone:** 573-840-9654

**Email:** [library@trcc.edu](mailto:library@trcc.edu)

**Web page:** [trcc.edu/arc/](http://trcc.edu/arc/)

**Text:** 573-298-6105

**Location:** 1<sup>st</sup> floor, Academic Resource Commons

### **Testing Services**

TRC Testing Services administers a number of tests/assessments to meet the growing needs of our students, including placement assessment for new students, high school equivalency tests, college-equivalent credit tests, program entrance exams, and certification exams. Details on the testing services offered and test scheduling information can be found on the Testing Services webpage.

**Phone:** 573-840-9667

**Email:** [testing@trcc.edu](mailto:testing@trcc.edu)

**Web page:** [trcc.edu/testing/](http://trcc.edu/testing/)

**Location:** 1<sup>st</sup> floor, Westover Administration Building

### **Title IX Co-Coordinators**

Three Rivers College is subject to the provisions of a federal civil rights law known as Title IX. This law prohibits sex discrimination in education. The College has several policies that pertain to Title IX. Links to these policies, training and information, resources, and the Title IX Reporting Form can be found at [trcc.edu/consumerinformation/titleix](http://trcc.edu/consumerinformation/titleix).

Title IX Co-Coordinators are:

Ann Matthews, Dean of Student Services

**Phone:** 573-840-9669

**Email:** [amatthews@trcc.edu](mailto:amatthews@trcc.edu)

**Location:** 1<sup>st</sup> floor, Westover Administration Building

Kristina McDaniel, Director of Human Resources

**Phone:** 573-840-9695

**Email:** [kristinamcdaniel@trcc.edu](mailto:kristinamcdaniel@trcc.edu)

**Location:** 1<sup>st</sup> floor, Westover Administration Building

### **Tutoring & Learning Center**

The Tutoring & Learning Center (TLC) has certified professional and student tutors who can help students in person, online through Blackboard, and by phone. They offer assistance in English, Writing, Math, Science, and Accounting. The TLC provides a convenient setting for students to work individually or in groups.

**Phone:** 573-840-9638

**Email:** [tlc@trcc.edu](mailto:tlc@trcc.edu)

**Web page:** [trcc.edu/arc/tlc](http://trcc.edu/arc/tlc)

**Location:** 2nd floor, Academic Resource Commons

## **COLLEGE POLICIES AND REGULATIONS**

For the most up-to-date information on Three Rivers College policies and regulations, visit [trcc.edu/about/collegepolicy](http://trcc.edu/about/collegepolicy).

## **COLLEGE COMMUNICATIONS**

### **Class Cancellations**

Should an instructor cancel class, the class cancellation will be posted on the Three Rivers College website at [trcc.edu/cancellations/](http://trcc.edu/cancellations/).

### **Closing of the College**

Three Rivers College communicates College closings related to weather and other emergencies through a variety of methods, including email, text messages, the College website, social media, and the greeting on the College's main number (573-840-9600). The College also notifies area radio and television stations about closings. Details about these methods are outlined at [trcc.edu/about/closings](http://trcc.edu/about/closings).

### **Employee Email**

TRC employee email can be accessed via Microsoft Outlook on College computers and via Webmail from the College website. Go to [trcc.edu/webmail/index](http://trcc.edu/webmail/index) and click on TRC Employee Webmail.

### **Student Email**

TRC Student *myMail* Webmail is Three Rivers College's student-only email service and uses Microsoft's Office 365. To access Webmail, go to [trcc.edu/webmail/index](http://trcc.edu/webmail/index). All email communication with instructors must be submitted via Student *myMail* Webmail.

Three Rivers corresponds with students via TRC Student *myMail* Webmail.

Personal email accounts will not be used to help ensure the confidentiality of your records.

All students are required to use their TRC Student *myMail* Webmail accounts to conduct business or correspond with College offices and employees.

New students will obtain access within 10 days after initial registration.

### **Text Messages**

Three Rivers College students and employees can receive text messages from the College that include emergency and College closing information. All students and employees are part of the alert messaging system. If you do not want to be part of the alert messaging system, reply to the text message with STOP. For more information, call the Welcome Center, 573-840-9605.

## **SAFETY AND SECURITY REPORT**

In accordance with the Jeanne Clery Act (Clery Act), Three Rivers College publishes an annual Safety and Security Report for all locations disclosing campus security procedures for reporting crimes and three years of selected crime statistics. The report also provides information about crimes that might pose a threat to the community; basic rights that must be given to victims of sexual assault, relationship violence, and stalking; and the College policy regarding alcoholic beverages and substance abuse. Included in the report is the annual Fire Safety Report for the Rivers Ridge Housing facility at the Poplar Bluff campus for the prior three years. The entire report may be found at [trcc.edu/campussafety/](http://trcc.edu/campussafety/). A printed copy of the report is also available, upon request and at no cost, from the Office of Public Safety.

## **SECTION II: HOUSING INFORMATION**

### **INTRODUCTION**

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

Residents of Rivers Ridge must follow the provisions of the Three Rivers College Policies and Regulations. By enrolling at the College, a student neither loses the rights nor escapes the responsibilities of citizenship. Residents will be held responsible for their actions and are expected to exhibit appropriate behavior within the residential community. All students are expected to obey federal, state, and local laws, as well as the Policies and Regulations of Three Rivers College and the directives issued by administrative officials in the course of their duties. Students should comply with all reasonable requests and instructions from Rivers Ridge Staff and College officials.

Individuals who participate in or display inappropriate behavior may be subject to disciplinary action. Inappropriate behavior may be defined as an activity which disrupts, endangers, degrades, or threatens the environment of the residential community or any person within the community.

### **HOUSING OFFICE HOURS AND STAFF**

Casey Julian, Director

Phone: 573-840-9106 x2811

Email: [cjulian@trcc.edu](mailto:cjulian@trcc.edu)

Location: Housing Clubhouse

Purpose: The Director of Housing supervises the Housing program and is responsible for the administrative, personnel, business, and facility management of the department, reporting directly to the Dean of Student Services.

Adrian "CJ" Clyburn, Assistant Director

Phone: 573-840-9106 x2810

Email: [aclyburn@trcc.edu](mailto:aclyburn@trcc.edu)

Location: Housing Clubhouse

Purpose: The Assistant Director of Housing is responsible for monitoring Resident Assistants' duties at night and assists the Director of Housing in administering management responsibilities.

Resident Assistants (RAs)

Phone: 573-840-9106 x2812

Email: [ra@trcc.edu](mailto:ra@trcc.edu)

Location: Housing Clubhouse

Purpose: 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 rules and procedures. RAs plan many recreational activities and informational programs for the residents.

**On-Call Coverage:**

The Director and Assistant Director of 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.

Office hours are Monday through Friday 8 am to 5 pm

Saturday 10 am to 2 pm

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

- **Resident Assistant**                      **573-772-2015**
- **School Resource Officer**              **573-718-0108**

## **IMPORTANT HOUSING DATES**

August 11, 2021	Returning resident move-in
August 12, 2021	New resident move-in
August 13, 2021	Fall Mandatory Housing Orientation
August 16, 2021	Fall 2021 Classes begin
September 6, 2021	Labor Day (College closed)
October 7-8, 2021	Fall Break (College closed)
November 19, 2021	Lease renewals due for Spring semester
November 25-26, 2021	Thanksgiving Break (College closed)
December 11, 2021	Fall 2021 lease ends
January 14, 2022	Spring 2022 new resident move-in
January 14, 2022	Spring Mandatory Housing Orientation
January 15, 2022	Returning residents able to return
January 17, 2022	Martin Luther King Jr. Day (College closed)
January 18, 2022	Spring 2022 Classes begin
March 16-18, 2022	Spring Break (College closed)
April 15-18, 2022	Easter Break (College closed)
April 22, 2022	Lease renewals due for Fall semester
May 21, 2022	Last day to move out

## **LEASING RATES**

Fall/Spring Rate	\$1,720 per semester
Summer Rate	\$948 per semester
Winter Session Rate	\$200

## **QUICK REFERENCE**

### **PENALTIES FOR VIOLATION OF COMMUNITY BEHAVIOR STANDARDS FOR RIVERS RIDGE RESIDENTS**

#### **Alcohol**

- 1<sup>st</sup> offense: 10 hours of community service, \$50 fine and referral to Student Services
- 2<sup>nd</sup> offense: Referral for eviction and loss of security deposit

#### **Door Obstruction**

- 1<sup>st</sup> offense: \$30 fine and referral to Student Services
- 2<sup>nd</sup> offense: Referral for eviction and loss of security deposit

#### **Drugs, Narcotics, or Controlled Substances**

- 1<sup>st</sup> offense: Immediate eviction and loss of security deposit. There is no probation for this violation.

#### **Visitors and Overnight Visitors**

A resident must ALWAYS escort visitors.

- 1<sup>st</sup> offense: Immediate removal of visitor, written warning, and visitor banned for 4 weeks
- 2<sup>nd</sup> offense: Immediate removal of visitor, 5 hours of community service, \$35 fine, visitor banned for the semester, and referral to Student Services
- 3<sup>rd</sup> offense: Immediate removal of visitor, visitor banned for the academic year, referral for eviction, and loss of security deposit

#### **Fighting**

- 1<sup>st</sup> offense: Possible interim suspension from Housing; investigation and referral for eviction, referral for College discipline, and possible criminal charge

#### **Firearms or Other Weapons**

- 1<sup>st</sup> offense: Referred to Poplar Bluff Police Department, referral for eviction, and loss of security deposit

#### **Fire Safety Equipment**

- 1<sup>st</sup> offense: \$50 per smoke detector found tampered with and referral to Student Services
- 2<sup>nd</sup> offense: Referral for eviction and loss of security deposit

#### **Key Cards Left Outside**

- 1<sup>st</sup> offense: \$30 fine, key card will be confiscated when found, referral to Student Services
- 2<sup>nd</sup> offense: Referral for eviction and loss of security deposit

#### **Noise and Quiet Hours**

- 1<sup>st</sup> offense: Written warning
- 2<sup>nd</sup> offense: 5 hours of community service and \$35 fine
- 3<sup>rd</sup> offense: Referral for eviction and loss of security deposit

#### **Pets**

- 1<sup>st</sup> offense: Removal of animal at owner's expense and \$50 fine
- 2<sup>nd</sup> offense: Referral to Student Services for eviction, loss of security deposit

**Theft**

1<sup>st</sup> offense: Referred to Poplar Bluff Police Department, referral for eviction, and loss of security deposit

**Tobacco / Smoking in Non-Sanctioned Areas**

1<sup>st</sup> offense: 5 hours of community service and \$35 fine

2<sup>nd</sup> offense: 10 hours of community service, \$50 fine, and referral to the Student Services

3<sup>rd</sup> offense: Referral for eviction, loss of security deposit

\*Expectorating (spitting) tobacco products on sidewalks or building structures is considered vandalism

**Trash Outside Apartment/Trash Not Properly Disposed**

1<sup>st</sup> offense: Written warning

2<sup>nd</sup> offense: 10 hours of community service and \$50 fine

3<sup>rd</sup> offense: Referral for eviction and loss of security deposit

**Unsanitary Room**

1<sup>st</sup> offense: Re-inspection/written warning

2<sup>nd</sup> offense: Final re-inspection/10 hours of community service and \$50 fine

3<sup>rd</sup> offense: Referral for eviction and loss of security deposit

**Vandalism**

1<sup>st</sup> offense: 10 hours of community service and Restitution for damages, \$50 minimum

2<sup>nd</sup> offense: Restitution for damages, referral for eviction, and loss of security deposit

**Cumulative Penalties**

At the 4<sup>th</sup> cumulative offense, incurred through a student's matriculation at Three Rivers College, among any of the various categories that allow for multiple offenses, the penalty shall be referral for eviction and loss of security deposit. Greater penalties may be added.

***Failure to comply and complete the required community service hours will result in the violation being upgraded to the next offense. Failure to complete the required community service hours by the end of the semester will result in a fine of \$100.***

## 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 Centers for Disease Control and Prevention, there are approximately 1,000 cases of meningococcal disease in the United States each year.

Starting July 1, 2015, students living in campus housing at Missouri's public colleges are required to get vaccinated against bacterial meningitis. Proof of immunization is required for each person living in campus housing. The Housing Director facilitates the housing entrance process, determines student's eligibility and monitors student compliance with the immunization law(s).

Therefore:

Students who live in Rivers Ridge Apartments at Three Rivers College must present a record of the student's meningitis vaccination. Please reference Communicable Disease Policy and Regulation, HSP 5110 and HSR 5110 at [trcc.edu/about/collegepolicy](http://trcc.edu/about/collegepolicy).

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, including any written waivers. These records will be kept on file in the Office of Housing at Three Rivers College.

State law does not require any institution of higher education to provide payment for vaccinations against meningococcal disease.

## GENERAL INFORMATION

### Check-in/Check-out Procedures

During **check-in**, the student must follow the check-in procedures:

- Fill out housing contract prior to move-in day.
- Have a valid state ID.
- Provide a copy of appropriate vaccination records.
- Complete key form, handbook waiver, and parking agreement.
- Please have your license plate number written down before starting paperwork.
- Complete room inventory, sign, and return to your Resident Assistant for the keys.

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

- Contact the Building RA for an appointment.
- Clean your room, bathroom, kitchen, and empty all trash.
- Remove all personal belongings. Rivers Ridge will discard any personal belongings left in an apartment/unit after you leave and a fine will be assessed.
- Return all keys.

- Complete and sign check-out paperwork.

### **Eligibility and Priority Occupancy**

To move into the Rivers Ridge Apartments, all students must be enrolled in a minimum of 12 credit hours except during the Summer and Winter sessions which require a minimum of 6 credit hours with Three Rivers College or an affiliate institution.

The room assignments for Rivers Ridge Apartments will be given in the following order of priority:

- Those eligible to renew a lease with the Rivers Ridge Apartments
- Full-time students
- Part-time students (Summer & Winter only)
- Student of an affiliate institution

All room assignments are made without regard to a student's race, religion, sexual orientation or nationality. Students of the opposite gender may not occupy the same apartment.

### **Required Deposits**

Residents are required to submit a \$200 deposit (\$150 security deposit plus a \$50 application fee) at the time of application. A resident can recover the security 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 or the Housing Lease Renewal Form must be submitted to the Director of 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 Office of Student Accounts will issue a check in the amount of the security deposit, and it will be mailed to the resident. Residents not returning to Rivers Ridge Apartments at the end of the semester will have 45 days from the lease ending date to give notice for the security deposit to be refunded. **Improper check-out will result in forfeiture of the \$150 deposit.**

### **Internet Access in Rivers Ridge Apartments**

Student residents must comply with the Three Rivers College Acceptable Use Policy, ITP 8100 [trcc.edu/about/collegepolicy.php](http://trcc.edu/about/collegepolicy.php). Issues with resident's internet connection must be reported on Housing Blackboard Portal (left column, Technology Request).

### **Mail Service**

Resident mailboxes are located on the south side of the clubhouse. The residents will be issued a key at move-in. Mail service is not provided on Saturday or Sunday.

Residents should have their mail addressed as follows:

**Your Name**

**1998 Three Rivers Boulevard # (Resident's apartment number)**

## **Poplar Bluff, Missouri 63901**

Three Rivers College and the United States Postal Service are unable to forward mail from the College address after the resident moves out or during Winter Break.

### **Laundry Facilities**

Non-coin operated laundry facilities are in the clubhouse for use by residents. Three Rivers College and Rivers Ridge Apartments are not responsible for unattended laundry. Laundry left unattended overnight will be donated.

### **Lease Renewal**

If the resident intends to renew the lease, the resident must renew the lease within 30 days prior to its ending date. If the resident does not renew, the space may be leased to another person, and the resident will be required to move from the space by the lease contract ending date.

### **Keys/Key Card**

Upon checking in, you will be issued a set keys containing your key card for the front door, bedroom key, and mailbox key; these remain the property of Three Rivers College. They are to be used only by you during the contract period. These items may not be duplicated, modified, or loaned to another person and are to be returned at the end of contract. You may NOT give your Housing keys/key card to anyone at any time to have access to your apartment or bedroom. Residents are reminded room and apartment security starts with consistently locking bedroom doors and apartment front doors. Residents should always plan to have their keys/key card with them. Replacement keys/key card are \$60, and this is non-refundable if keys/key card are later found.

Residents found leaving their key cards outside of their apartment will be subject to the following disciplinary action:

- 1<sup>st</sup> offense: \$30 fine, key will be confiscated when found, and referral to Student Services
- 2<sup>nd</sup> offense: Referral for eviction and loss of security deposit

### **Parking Areas**

Residents may have one registered vehicle parked on the apartment parking lot at any time. The Bess Activity Center parking lot is used as the Housing parking overflow. If parking in the Bess Activity Center parking lot, vehicles should be parked starting at the fourth row and back. 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.

**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 to the pavilion. The resident will assume

sole risk of loss or damage. Common courtesy will always be shown toward pedestrians and cars.

## **COMMUNITY RULES**

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 which 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 Three Rivers College Policies and Regulations.

### **Alcohol**

Three Rivers College and Rivers Ridge Apartments are alcohol-free environments. 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 participating, possessing, or being present in a room with alcohol are subject to disciplinary action. Please reference Three Rivers College Alcohol/Drug-free Work/Learning Place Policy (GAP1206) and Regulation (GAR1206) at [trcc.edu/about/collegepolicy.php](http://trcc.edu/about/collegepolicy.php). Residents who violate the alcohol policy will be addressed as follows:

- 1<sup>st</sup> offense: 10 hours of community service, a \$50 fine, and referral to Student Services.
- 2<sup>nd</sup> offense: Referral for eviction and loss of security deposit.

**Residents are subject to state and federal laws. Law enforcement officials may be summoned to handle violations.**

### **Anti-Harassment and Non-Discrimination**

Discrimination, bullying, repeated insults, disrespect, or threatening behavior of any kind will not be tolerated. Disseminating libelous or slanderous information, or any act of harassment or discrimination based on a person's sex, age, race, color, national origin, native language, physical disability, or sexual orientation will be considered a gross violation of Three Rivers College Policies and Regulations. SR 2120 Title IX for Students and SR 2610 Student Code of Conduct [trcc.edu/about/collegepolicy.php](http://trcc.edu/about/collegepolicy.php).

### **Banned Visitors**

Banned Visitors are not allowed in or around Housing (including apartments, clubhouse, and parking lot) and may be subject to legal action for trespassing.

### **Cumulative Penalties**

At the 4th cumulative offense, incurred through the student's matriculation at Three Rivers College, among any of various categories that allow for multiple offenses, the penalty will be referral for eviction and loss of security deposit. Greater penalties may be added at the discretion of the administration.

## **Door Obstruction**

The front doors of the apartments are not to be obstructed in any way to prevent them from closing and locking, this includes being left slightly ajar. The front door should always remain closed for the occupant's safety. Residents who are found in violation of this rule will be subject to the following disciplinary action:

- 1<sup>st</sup> offense: \$30 fine and referral to Student Services
- 2<sup>nd</sup> offense: Referral for eviction and loss of security deposit

## **Drugs, Narcotics, or Controlled Substances**

Three Rivers College and Rivers Ridge Apartments are drug-free environments. Use, possession, and/or distribution of drugs and/or illegal substances are strictly prohibited and will result in eviction and referral to the College for disciplinary action.

All equipment or paraphernalia 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.

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.

**Any report of the odor, use, or distribution of drugs is grounds for staff to search an apartment for the presence of illegal drugs.**

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. Please refer to the following Missouri State Statute:

- [moga.mo.gov/mostatutes/stathtml/19500000101.html](http://moga.mo.gov/mostatutes/stathtml/19500000101.html)
- [moga.mo.gov/mostatutes/stathtml/57900000451.html](http://moga.mo.gov/mostatutes/stathtml/57900000451.html)

Residents are subject to state and federal laws. Law enforcement officials may be summoned to handle violations.

To control the use of illegal drugs in the apartments, drug searches utilizing a trained police dog may be conducted. Violators may be prosecuted to the highest extent of the law.

See GAP 1206 Three Rivers College Alcohol and Drug Policy and GAR 1206 Three Rivers College Alcohol and Drug Regulation at [trcc.edu/about/collegepolicy.php](http://trcc.edu/about/collegepolicy.php).

## **Medical Marijuana**

Marijuana is **not** permitted on any Three Rivers College owned or controlled property or College sponsored activity. While there may be state laws that permit its use, marijuana remains a drug prohibited by federal law. The federal government regulates drugs through the Controlled Substance Act (CSA) (21 U.S.C. A 811) which does not recognize the difference between medical and recreational use of marijuana.

Three Rivers College receives federal funding through Title IV in the form of student financial aid (grants, loans, and work-study programs) and through federal grants. As a condition of accepting this money, the College is required to certify it complies with the Drug-Free Schools and Community Act (DFSCA) (20 U.S.C.1145g part 86 of the Drug and Alcohol Prevention Regulations).

Thus, to comply with the Drug-Free Schools and Community Act and to avoid losing federal funding, the College must prohibit all marijuana use, including medical marijuana, and provide sanctions for its use.

**There is no probation for Drugs, Narcotics, or Controlled Substances violations.**

## **Entry to Roommates' Rooms**

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
- Visitors
- Apartment-mates

## **Eviction**

Eviction constitutes removal from Housing and banned for a duration determined by the Dean of Student Services. A person who is evicted shall not trespass in or around Housing, the clubhouse, or the Housing parking lot. Violators may be subject to legal action for trespassing.

Grounds for eviction are as follows:

- 4 cumulative penalties
- Accumulating the last offense of any Housing rule
- Breach of Housing contract

## **Fire Safety Equipment**

In each apartment a fire extinguisher is placed under the kitchen sink. A smoke detector is in each bedroom and 2 in the common area. If the smoke detector battery loses charge, complete a Maintenance Work Ticket on the Housing Blackboard Portal to replace the battery. Tampering with or removing the smoke detectors will result in a \$50 fine per detector.

The misuse of fire alarms (including sounding a false fire alarm), fire extinguishers, sprinkler heads, or any fire equipment or limiting egress from the buildings by tampering with exit signs and doors, is strictly prohibited. Residents found in violation of this rule will be subject to the following disciplinary action:

- 1<sup>st</sup> offense: \$50 fine per smoke detector found tampered with and referral to Student Services
- 2<sup>nd</sup> Offense: Referral for eviction and loss of security deposit

### **Firearms or Other Weapons**

Handguns, rifles, shot guns, and their ammunition/accessories are not allowed in River Ridge Apartments. Residents must comply with all federal, state, and local laws as well as College policies pertaining to all weapons. This includes, without limitation to, explosives, fireworks, bows and arrows, any knives not intended exclusively for food preparation (over 4" in length), switchblades/assisted opening knives, swords, martial arts weapons, air rifles, and BB guns. Water guns, soakers and Nerf guns may be used only in the courtyard of Housing. For more information, please refer to HSP 5120 Firearms and Weapons at [trcc.edu/about/collegepolicy.php](http://trcc.edu/about/collegepolicy.php).

### **Hunting**

The processing of wild game and fish is prohibited on all Rivers Ridge Apartments property.

### **Implied Consent**

All students in a room/area will be held responsible for their behavior/objects in the 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 he/she had no knowledge of the violation. 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 Director of Housing within three (3) days from the date of occurrence. The Director of Housing will review the information and render a decision as to the acceptability of the defense claim raised by the resident in question.

### **Infectious Diseases**

To provide a healthy and safe work and learning environment, Three Rivers College fully complies with the current state, local, and federal laws governing the health and safety of its students and employees. The College shall abide by the precautions and established criteria enforced by the Missouri Center for Disease Control. Additionally, the College will make available to its employees and students timely information about the transmissibility of communicable diseases and shall enforce the necessary precautions that can be taken to prevent the spread of various communicable diseases as appropriate. For specific information, refer to HSP 5110 Communicable Diseases and HSR 510 Communicable Diseases at [trcc.edu/about/collegepolicy.php](http://trcc.edu/about/collegepolicy.php).

## **Noise and Quiet Hours**

Noise should be kept to a minimum and should not be audible from outside your apartment or your vehicle. Courtesy hours (hours to study, relax, and sleep) are in effect 24 hours a day, 7 days a week. Please be considerate of others so they may be successful in achieving their academic goals. Residents who do not adhere to this rule may be subject to disciplinary action:

- 1<sup>st</sup> offense: Written warning
- 2<sup>nd</sup> offense: 5 hours of community service and a \$35 fine
- 3<sup>rd</sup> offense: Referral for eviction, loss of security deposit

## **Noncompliance**

Noncompliance of given disciplinary action will result in a penalty being taken to the next level of infraction.

## **Orientation**

All Rivers Ridge Apartments residents are required to attend mandatory orientation.

## **Pets**

Animals, except service animals, are prohibited on the premises of the Rivers Ridge Apartments. Residents who do not adhere to this rule may be subject to the following disciplinary action:

- 1<sup>st</sup> offense: Removal of animal at owner's expense and a \$50 fine
- 2<sup>nd</sup> offense: Referral to Student Services for eviction, loss of security deposit

## **Postings**

Posting of any signs or posters must be approved by the Director of Housing prior to posting and can be posted only in designated areas. Please see the Director of Housing for more information. Outside solicitation is prohibited in Housing for reasons of safety and security.

## **Property**

Any property left on the premises after the end of the lease, or upon eviction, 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.

## **Resident Discipline Process**

Although eviction through a civil court is always a possible remedy for any violation of the lease and addendum, the Director of Housing reserves the right to use an educational discipline process. It is hoped 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 Director of Housing.
- Notification of sanction.

- Right to appeal. Reference Three Rivers College Policy SP 2620 and Regulations SR 2620 at [trcc.edu/about/collegepolicy.php](http://trcc.edu/about/collegepolicy.php).

Failure to respond to a summons (verbal and/or written) from a Housing staff member (including requests to meet to discuss alleged policy violations) or other College official and/or failure to follow directions from a College staff member acting in the performance of their duties will result in further sanctions.

### **Right of Entry**

The Director of Housing and/or College officials and their respective agents, employees, repairers, servicers, and representatives may, without notice, at any time, enter the premises for any reason the Director of Housing or College officials deem to be reasonable. Some reasons for entry include, but are not limited to, routine maintenance repairs and upkeep, health and safety inspections, and/or enforcement of Housing rules. Any illegal substance found during entry will be confiscated. The entry may 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 Director of 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.

### **Room/Apartment Changes**

Room changes may be requested by residents, please see the Rivers Ridge Staff for more information.

### **Tobacco/Smoking**

Tobacco may only be used in designated areas. This includes, but is not limited to, cigarettes, smokeless tobacco, and vapor products. Proper disposal of cigarette butts is required.

Residents who violate the Smoking/Tobacco rules will be addressed as follows:

- 1<sup>st</sup> offense: 5 hours of community service and a \$35 fine
- 2<sup>nd</sup> offense: 10 hours of community service, a \$70 fine, and referral to Student Services
- 3<sup>rd</sup> offense: Referral for eviction and loss of security deposit

**\*Expectorating (spitting) tobacco products on sidewalks or building structures is considered vandalism.**

### **Trash**

Trash must be bagged and placed in the appropriate container. Residents who violate the trash policy will be addressed as follows:

- 1<sup>st</sup> offense: Written warning

- 2<sup>nd</sup> offense: 10 hours of community service and a fine of \$50
- 3<sup>rd</sup> offense: Referral for eviction and loss of security deposit

### Unsanitary Room

Upon a Health and Safety Inspection, if an apartment unit is deemed unsatisfactory\* residents may be subject to the following disciplinary actions:

- 1<sup>st</sup> offense: Re-inspection/written warning
- 2<sup>nd</sup> offense: Final re-inspection/10 hours of community service and a \$50 fine
- 3<sup>rd</sup> offense: Referral to for eviction and loss of security deposit

**\* Examples are, but not limited to, excessive trash or garbage, evidence of burning candles/incense, or overall cleanliness.**

### Vandalism

Any resident found defacing, altering, tampering with, or destroying Rivers Ridge buildings, or other resident's property may be cited by city police and be subject to College disciplinary action. Please reference Three Rivers College Student Code of Conduct Policy (SP 2610) and Regulation (SR 2610) at [trcc.edu/about/collegepolicy.php](http://trcc.edu/about/collegepolicy.php).

- 1<sup>st</sup> offense: 10 hours of community service, Restitution for damages at a \$50 minimum
- 2<sup>nd</sup> offense: Restitution for damages, referral to for eviction, and loss of security deposit

### Visitors and Overnight Visitors

Visitation hours are:

**Sunday -Thursday 8 a.m. - 11 p.m.**

**Friday - Saturday 8 a.m. - 1 a.m.**

- All roommates must approve the visit on the Overnight Visitor Registration Form which is available in the Housing Office.
- A Housing staff member will assign a visitor parking pass that must be returned at the conclusion of the approved visit.
- Visitor must show a photo ID at check-in.
- The visitor must be the same gender as the sponsoring resident and over 18 years old.
- The visitor's stay must not exceed 2 nights and no more than 2 visits in a 30-day period.
- The sponsoring resident is completely responsible for his or her visitor's behavior and actions during the visit. All Rivers Ridge rules apply to the visitor.
- Non-student visitors in Housing are expected to abide by all rules and regulations of the College. The resident host will be responsible for his/her visitor's conduct. The College reserves the right to withdraw visitor privileges.
- **The visitor must ALWAYS be in the presence of the sponsoring host.**
- **The Housing Office must receive an Overnight Visitor Registration Form 24 hours prior to the arrival of visitor.**
- Visitors found in violation of the overnight visitor rules will be immediately removed

from the premises.

- Visitors and residents of other apartments may **NOT** be present in another person's apartment unless the current residing occupant is always present. This means visitors or residents from another room **CANNOT** remain in your apartment or bedroom while you attend classes or leave the room/apartment for any reason.
- Each resident has a right to privacy that outweighs his/her roommate's visitation privilege. If the presence of a visitor is an inconvenience to a roommate, the visitor should leave. No one should abuse this right by making unreasonable demands.

Residents who violate the Visitor and Overnight Visitor Registration and other guest rules will be addressed as follows:

- 1<sup>st</sup> offense: Written warning and immediate removal of visitor and visitor banned for 4 weeks.
- 2<sup>nd</sup> offense: 5 hours of community service, Immediate removal of visitor, a \$35 fine, referral to Student Services, and visitor banned for the semester.
- 3<sup>rd</sup> offense: Referral for eviction, loss of security deposit, immediate removal of guest, and guest banned for the academic year.

## COMMUNITY LIVING

### Apartment Units

Apartment units may be personalized; however, to comply with fire codes, reduce the risk of accidents, and to prevent other damage to the apartment, the following rules have been established. Failure to follow the rules 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 from the outside.
- Decorations should be temporary in nature. **Do not hang anything from sprinkler heads.**
- No wallpapering or painting in the apartment.
- No nails, stickers, or tape on doors or kitchen cabinets.
- No water beds are allowed.

### 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.

### Clubhouse Use

The Community Clubhouse will be used 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 and network computers for student use. Further information on using the Clubhouse may be obtained from the Rivers Ridge Office. The clubhouse is open Monday-Friday 8 a.m. – 11 p.m. and Saturday-Sunday 10 a.m. - 11 p.m.

### **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, 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 resident's emergency. This action will be used at the discretion of the Dean of Student Services or his/her designee.

### **Fire Drills**

Rivers Ridge Apartments will conduct fire drills throughout the academic year. All residents will comply with the fire drill and evacuate from their apartments to the designated area. A resident found not evacuating during a fire drill will be subject to disciplinary action through the Student Code of Conduct.

### **Health and Safety Inspections**

Housing staff will conduct Health and Safety Inspections to insure the cleanliness of the apartments along with the integrity of the College's property. Health and Safety Inspections will also take place in between the fall and spring semester. Please note Health and Safety Inspections can take place without notice.

### **Missing Student Notification**

Upon check in, each Housing student is required to provide emergency contact information by completing the Confidential Contact form. Residents under 18 years old must provide the contact information for their parent or legal guardian. This information will be used in the event the student is determined to be missing or in the event of a medical emergency. Students may update this information by contacting the Housing Director.

Missing students may be reported to either the School Resource Officer (SRO) or any member of the Office of Housing staff. Upon notification of a potentially missing student, the Office of Housing, Dean of Student Services, and the School Resource Officer (SRO) will begin a joint investigation of the situation. Upon determination a student is missing for more than 24 hours, the student's emergency contact will be notified. In the case that the missing person is under 18 years old, the parent or legal guardian will be notified.

### **Physical Violence**

Physical violence will not be tolerated. Those involved will possibly be placed on interim suspension from Housing, subject to state, local, and civil charges, and will be referred to the Dean of Student Services for further disciplinary action, up to eviction, after appropriate investigation.

## **Refrigerators**

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

## **Roommate “Bill of Rights”**

The following Bill of Rights contains basic rights of roommates. To protect the rights of individual roommates, Three Rivers College Housing expects all residents to have:

1. The right to study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
2. The right to sleep without undue disturbance from noise, visitor of a roommate, etc.
3. The right to expect that a roommate will respect personal property.
4. The right to live in a clean, safe, and healthy environment.
5. The right to free access to one's room and facilities without pressure from a roommate.
6. The right to personal privacy.
7. The right to host a visitor if all residence hall policies are followed, and the visitor is respectful of the rights of all roommates.
8. The right to have grievances addressed and conflicts resolved. Residence staff members are available for assistance.
9. The right to be free from intimidation; physical and emotional harm; and racial, sexual, and other prejudicial harassment.
10. The right to expect reasonable cooperation in the use of the room's shared items (e.g., refrigerator, TV, etc.) and a commitment to honor agreed-upon payment procedures (e.g., cable bill, etc.), if applicable.
11. The right to live according to one's own unique values, beliefs, orientations, and preferences, if they do not unduly interfere with the rights of others.

## **Safety**

It is not possible for any apartment owner/manager or security agency to *ensure or guarantee* security or safety. The Poplar Bluff Police Department and Butler County Sheriff's Department routinely patrol the College campus. The Campus Security (Clery) Report can be accessed at [trcc.edu/campussafety/](http://trcc.edu/campussafety/).

Any incident of theft, vandalism, or unsafe conditions should be promptly reported to the Rivers Ridge Director of Housing or to the Office of the Dean of Student Services. When appropriate, the College will prosecute acts of vandalism, trespassing, theft, or other acts in violation of the law.

## **Theft**

In the event of theft, please contact Rivers Ridge Staff.

## **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. Tampering with College surveillance equipment will result in a \$100 fine plus cost to repair/replace equipment.

## **Volleyball Court**

The Volleyball Court, ball is not provided, is open for use daily from 8 a.m. to 11 p.m. Residents must accompany guests and appropriate public behavior should always be exhibited.

## **Winter Break**

Rivers Ridge Apartments will be closed for Winter Break. Residents needing accommodations must submit proper documentation to the Rivers Ridge Staff **two weeks prior to the end of the semester**. Fees may be applicable.

## **COMMUNITY CLEANLINESS**

All common areas are always to be kept clean and uncluttered. Common areas include, but are not limited to, the breezeways, corridors, pavilion, and volleyball court.

## **MAINTENANCE**

### **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, wallpaper, 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. This includes, but is not limited to, damage from wastewater stoppages caused by foreign objects in pipelines servicing your bathroom, damages to appliances, doors, windows, or window screens. **(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 replacement of security devices, must be submitted on the **Housing Blackboard portal**. In case of malfunctioning utilities or damage by fire, water, or similar cause, **IMMEDIATELY** notify Housing personnel. In case of malfunction of the air conditioning or other equipment, **IMMEDIATELY** notify Housing personnel. 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, Maintenance 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.

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 the shower curtain is 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 immediately, 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.

### **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 and repair/replacement 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.

Three Rivers College Maintenance will determine the cost of the damages and the Director of 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. Residents may not conduct their own repairs to damages in a room, apartment, or common area. Residents should complete the maintenance form on the Housing Blackboard portal to report repairs or damages to their room/apartment.

## **EMERGENCY PROCEDURES**

### **Emergency Telephone Numbers**

Resident Assistant: 573-772-2015

Student Resource Officer (SRO): 573-718-0108

**IN CASES OF EXTREME WEATHER, THE ROBERT W. PLASTER FREE ENTERPRISE CENTER (PLST) AND THE LIBLA FAMILY SPORTS COMPLEX (LIBLA) ARE FEMA SAFE ROOMS CAPABLE OF SHELTERING 3,000 INDIVIDUALS. HOUSING RESIDENTS ARE STRONGLY ENCOURAGED TO SEEK SHELTER IN THE PLASTER BUILDING, UNLESS THEY ARE CLOSER TO THE LIBLA COMPLEX.**

### **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 are usually broadcast in the warning.

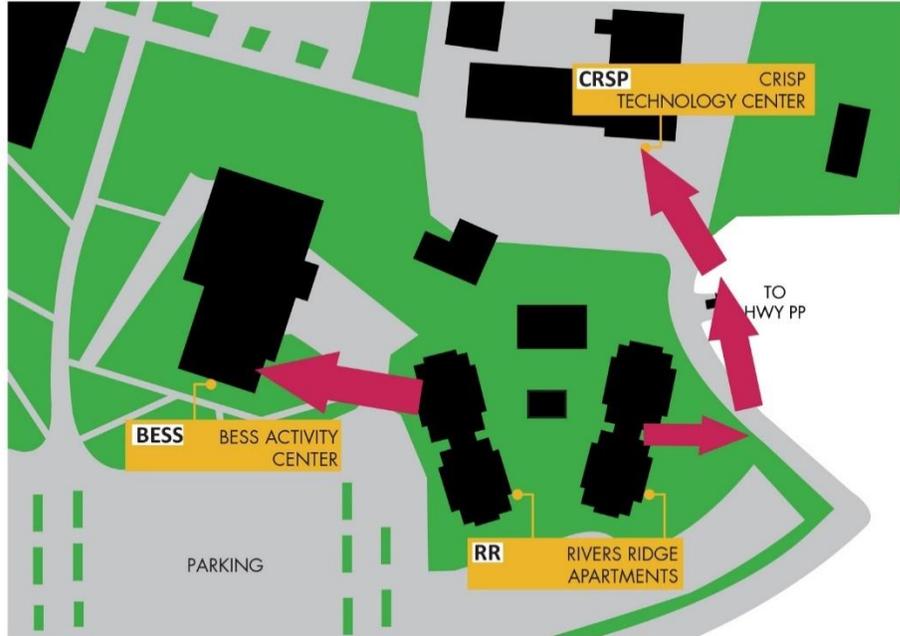
In the event of a tornado, the College emergency notification system, with voice message, will sound. Stay calm and quickly follow these steps:

- 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 apartment, building, etc., **IMMEDIATELY** and go to a designated safe gathering area (as directed by administration or emergency personnel on the scene) and await further instructions.

# RIVERS RIDGE FIRE EVACUATION



## Earthquake

Immediately seek shelter under a doorframe or well-supported area inside the 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 the staff will be very focused on protecting the campus and its residents.

For utmost safety when leaving your apartment/unit, leave in a calm and orderly manner, staying alert to weather conditions (ice, snow, etc.). Do not panic. Follow the directions given by Housing Staff and Resident Assistants.

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

For further information, the Three Rivers College Emergency Action Plan can be found at [trcc.edu/campussafety/](http://trcc.edu/campussafety/).