Sharing Spaces: Roommate Relationships

A valuable and memorable experience of college life is living with a roommate(s). Whether they are from across the state or across the world, each person is unique in their background, personality and habits. Knowing your roommate(s) and building a relationship are not easy tasks.

Getting along with your roommate(s) and preventing unnecessary conflict requires:

- open lines of COMMUNICATION
- mutual UNDERSTANDING
- mutual AGREEMENT

At your first floor meeting, your Resident Advisor will ask you and your roommate(s) to complete a Roommate Agreement. The Roommate Agreement will help you and your roommate(s) come to an agreement on how to live with one another. People don’t need much in common to get along with each other! All they need is respect and communication. If you and your roommate(s) already know each other, it is still important to complete this roommate guide. Friends might discuss important topics less often than those who have just met, which could lead to misunderstanding and conflict. Being friends with people is different than living with them.

When you complete your Roommate Agreement, it might be the first dialog you have on many of these issues, but hopefully it won’t be the last. College changes people; as the habits, likes, dislikes, and values of you and your roommate(s) evolve, make time to talk about the differences. Over the next few months, conflicts might arise and friendships might be strained. Review your Roommate Agreement, keep communication open, and continue to discuss and revise it throughout the year.

Roommate Rights

- To sleep without disruption.
- To read and study peacefully in their own room.
- To privacy.
- To free access to room.
- To live in a clean and healthful environment.
- To live in a place free from fear, intimidation and harm.
- To respect of self and personal property.

Individual freedom must be balanced with mutual consideration. Remember, along with every right comes the responsibility to ensure your roommate(s) are afforded the same rights.

The University holds no liability if the above rights are not met or if the Roommate Agreement is violated. These rights are only a suggestion by the University to aid you in creating the best possible living environment.
Housing & Residence Life has a number of part-time and full-time staff to fulfill our mission.

Your **Resident Advisors (RAs)** are students whose position is to work in partnership with students living on campus to foster a healthy community and student development. They can help you with campus information, policies, procedures, mediation, maintenance requests, campus/community involvement, etc.

**Housing Services Coordinators (HSCs)** are students who help to facilitate department programming, serve on Housing & Residence Life departmental committees, and address after-hours facility and security concerns for the on-campus residence halls and apartments.

**Student Attendants (SAs)** are students who work part-time assisting with various office functions, mail delivery, and other duties assigned by Housing & Residence Life personnel.

**Student Maintenance Workers** complete much of the maintenance work that students request of Building Maintenance.

**Residence Directors** are responsible for coordinating community development, responding to student needs and behavior concerns, and connecting students to campus resources. Additionally, the Residence Director supervises a team of Residence Advisors.

The Housing & Residence Life program is administered by a **Director**, an **Associate Director**, five **Assistant Directors**, **Maintenance Coordinator**, and three **Administrative Support Staff**. They work with students, staff, and other members of the UMD community to create educational communities that foster academic success and personal growth.

In addition to Housing & Residence Life Staff, a full-time **Custodian** is assigned to each residence hall area; they assist students with maintaining the cleanliness of public living areas. **Student Custodians** clean in the apartment public areas (hallways, lounges, laundry rooms, and stairwells); they are not permitted to clean in apartments nor are they allowed to loan their cleaning equipment and supplies.
Fire Safety & Equipment

Fire Alarms
When a fire alarm sounds, students (except those who are mobility-impaired) must leave the building via the nearest exit. Call 911. Students with mobility impairments are to remain in their room and wait for evacuation by the Duluth Fire Department. Students who do not comply with evacuation are subject to conduct sanctions. Fire drills are conducted three times each academic year.

Fire Safety Equipment
Tampering with fire prevention/response equipment (a federal offense) may create a serious safety hazard. People who tamper with the equipment will be referred for University conduct action and/or civil prosecution. Violation of this policy may result in termination of the student’s Housing & Residence Life contract.

Smoke detectors are installed for the protection and safety of students living in University housing facilities. Housing & Residence Life staff test smoke detectors on a regular basis to ensure they are operational. Students who believe their smoke detector is not working properly or may be too sensitive should report the problem immediately to the Housing Information Desk, 218-726-7381. Tampering with smoke detectors is prohibited. Students of a living unit in which a smoke detector is disconnected, turned off, or tampered with will be referred for conduct action and charged for repair/replacement of the device. According to State Fire Code, "An occupant who willfully disables a smoke detector or causes it to be malfunctioning, resulting in damage or injury to persons or property, is guilty of a misdemeanor."

Do not prop fire doors. Fire code requires that fire doors (stairwell doors, building entrance/exit doors) not connected to the fire alarm system be closed at all times. Fire doors with electromagnetic holders (part of the fire alarm system) will release and close automatically when an alarm sounds.

Each hallway is equipped with a fire extinguisher for the safety and protection of students. If an extinguisher is used to put out a fire, the students must report the incident to their RAs. Housing & Residence Life conducts inspections of fire extinguishers periodically.

All residence halls and apartments have sprinklers for additional fire safety. Students are NOT PERMITTED to hang anything from or tamper with the sprinkler system; doing so may impede their function and/or cause the system to activate. Students will be billed for the full costs of any damage resulting from misuse of the sprinkler system.

Fire Emergency Instructions
In a fire emergency:
· Pull the fire alarm.
· Call 911.
· Call the Housing Information Desk at 218-726-7381.
· Remain calm and act quickly.
· Wear protective clothing such as a coat and shoes, and carry a damp towel for use in heavy smoke.
· Close your room door and windows.
· Walk in an orderly manner to the nearest exit. Never use an elevator.
· Move a safe distance away from the building and out of the way of fire department personnel.
· Remain outside until you are told to return by the staff.

If you think there is a fire in the hallway:
· Feel the door before you open it. If the door does not feel hot, open it slightly, holding your head away and brace the door with your foot.
· Put your hand across the opening to test the heat of the air.
· If the door is hot and the hallway unsafe, plug any opening or cracks through which smoke may enter your room using wet towels, sheets, blankets, etc.
· If smoke does enter the room, open the window for ventilation; break it if sealed.
· DO NOT JUMP.
· Make your presence known.
· Wait for rescue.

In case of minor fire:
· Pull the fire alarm.
· Call 911.
· Use a fire extinguisher located in the hallway cabinets or a blanket to smother the fire.
· Call the Housing Information Desk at 218-726-7381.
· Never risk your personal safety!
Severe Weather Announcements
Local radio and television stations announce severe weather watches and warnings. The campus notification system (TXT-U) may also be used to communicate severe weather information.

Tornado Watch
A tornado watch is issued when weather conditions in the area are such that the formation of a tornado is possible. You are alerted of a tornado watch via broadcast media - public civil defense sirens are not sounded. During a tornado watch, be alert for approaching storms.

Tornado Warning
A tornado warning is issued when a tornado is approaching or has been sighted in the immediate area. You are alerted of a tornado warning via broadcast media, an emergency tone followed by specific weather information, and civil defense sirens. During a tornado warning, seek shelter immediately.

Storm Alert
A storm alert is issued when weather conditions in the area are such that the formation of a severe storm is possible. You are alerted of a storm alert via broadcast media - public civil defense sirens are not sounded. During a storm alert, be alert for approaching storms.

Severe Weather Procedures
In case of a severe weather warning:
1. Go to an inner hallway on a lower floor or to your bathroom. In the residence halls, people may also go to the basement of the building and windowless portions of the pedestrian tunnel system.
2. Stay away from building entrances and windows.
3. If possible, bring a battery-operated radio with you to listen for further reports. Tune to AM610 for continuous weather updates.

To find out about University closings due to snow, call 218-726-SNOW. You may also sign up for TXT-U messages on University emergencies.

Students are encouraged to have flashlights available in the event of a power outage.
A number of services are available to students who live on campus through Housing & Residence Life and other operations. They are designed to support students in fulfilling their personal and academic goals.

**Bicycle Storage**

Bicycle storage is offered to any student living on campus on a space-available basis in four areas:

- Goldfine C
- Griggs (between sections N and P)
- Griggs EF (lower level)
- Ianni (lower level)

For more information or to access the bike storage areas, contact the Housing Information Desk (Lake Superior Hall 189, 218-726-7381). Students are encouraged to lock their bikes within storage areas. Other items may not be stored in these areas. Housing & Residence Life assumes no responsibility for loss of and/or damage to bicycles in storage areas. It is the student’s responsibility to have insurance coverage for damage to or theft of bicycles and all other personal property.

Bicycles may not be left in public areas inside of University housing facilities; bicycles found in stairwells, lounges, and/or other public areas will be removed, and locks and chains will not be replaced. Outside of University housing facilities, bicycles may be stored/parked only in the University’s bicycle racks.

**Cable TV Service**

UMD cable service is provided to each living unit at no additional cost. Use a standard coaxial AV cable to connect your TV to the wall jack.

After the TV is connected to the wall jack, turn on the TV; it should display many channels. If not, use the TV remote (or the buttons on the TV) to change its programming. Push the MENU (or PROGRAM) button. Scroll through the listings. Look for a setting that says CABLE or ANTENNA. Use the buttons (usually the ones marked with + or - ) to highlight or change the setting to CABLE. Push the MENU (or Program) button again to exit. If you have a digital TV, many channels between 2 and 88 should now work. See your owner’s manual.

For minor repairs (such as wall jack), help adjusting/programming your TV, and questions about basic service, submit a repair request.

As part of the Cable TV packages, on-campus residents also have access to HBOgo & MAXgo. To access the system visit hbogo.com or maxgo.com, select “Univ of Minnesota Duluth” from the television provider list and login using your University login information.

**Cleaning Equipment**

A limited amount of cleaning equipment is available for students. Students may pick up trash bags and check out cleaning equipment (mops, brooms, buckets, dustpans, and vacuums) from the Housing Information Desk. Students are responsible for any borrowed equipment. Repair/replacement due to damage and/or loss of equipment will be billed to the student.

Vacuums are available for check out in the apartments by contacting a Resident Advisor.
Community Kitchens
Community kitchens are available in the following areas of the residence halls. Each kitchen includes a stove, sink, and small counter area.

- Burntside Hall (available to Burntside residents only)
- Griggs Hall between L & M sections off of main Griggs Hallway (stairway access only)
- Ianni basement in laundry room (ADA accessible)

A limited amount of cooking equipment is available for students to check out at the Housing Information Desk.

Dining Services
Students with a meal plan dine in the Superior Dining Center. Students assigned to the residence halls must choose one of two meal plans offered (19- or 14-meals-per-week). Students assigned to the apartments are not required to participate in a meal plan; they have the option to participate in one of three meal plans (19-, 14-, and 5-meals-per-week).

The Superior Dining Center is open daily while classes are in session. On official University holidays that fall during the semester, Superior Dining follows their weekend schedule. The Dining Center is closed during Semester Break and Spring Break. The first contract meal in the Dining Center is breakfast the day after move in. The first contract meal after semester break is dinner the day before Spring semester classes begin. Students must use their U Card to gain entrance. Students are not permitted to lend their U Card to guests; guests may purchase meals at individual meal prices.

A student wishing to change meal plans must request the change from the Housing & Residence Life office. A meal plan change must be requested by the end of the second week of classes of each semester.

Dining Dollars: Students living in University housing facilities have $200.00 of Dining Dollars (per semester) on their U Card. Dining Dollars may be used in the Kirby Plaza Food Court, the Northern Shores Coffee Shop, and the Dining Center. Dining Dollars not used during Fall Semester are transferred to Spring Semester; Dining Dollars that are unused at the end of Spring Semester are forfeited.

Housing Information Desk
The Housing Information Desk is open 24 hours during the academic year. During Thanksgiving break, winter break, and spring break the desk has reduced hours, however a duty staff member is available 24 hours a day to respond to calls that come into the desk.

The number for the Housing Information Desk is: 218-726-7381. Students are encouraged to program the desk number into their cell phone.

Students can check out a variety of sporting equipment, games, movies, cooking supplies, and a limited amount of cleaning equipment from the desk.

Internet Access
Eduroam is the residential internet service provided to students living in University housing facilities. Eduroam lets students connect their personal computers directly to UMD’s computer network via a wireless connection.

University policy prohibits adding personal wireless hubs to the UMD network. Students should disengage the wireless feature of peripheral devices, such as printers. If you have questions, contact the ITSS TechLine (218-726-6116).
Laundry
Washers and dryers are available in University housing facilities for resident use at no additional charge. People who are not current official residents of the University's housing facilities are not permitted to use the laundry facilities. Students must provide their own liquid laundry soap/detergent, irons, and ironing boards.

Students can go online and select a laundry room to see the status of washers and dryers.
- www.laundryview.com/umd
- Mobile link: m.laundryview.com/umd

Monitor your clothing during cycles to prevent theft. Housing & Residence Life is not responsible for damage to and/or loss of personal items.

If a machine malfunctions, post a sign that states it is not working; report the situation by submitting a repair request via the Housing Portal on the HRL website (include the machine's numeric code).

Light Bulbs
Light bulbs are available at the Housing Information Desk (Lake Superior Hall 189). Bring the burned out bulb for recycling. If you have difficulty changing a bulb, contact Building Maintenance for assistance by submitting a repair request or contact the Housing Information Desk.

Mail
Mailboxes are located in each University housing facility; the key to your living unit opens your mailbox. When a package arrives for a student, the student will be notified by an email to their UMD email address. Packages can be picked up at the Ianni Mail Room (Ianni first floor corridor) from 2:00 pm to 6:30 pm, Monday through Thursday, and from 2:00 pm to 4:30 pm on Friday; bring your UCard. Federal law stipulates only the person to whom a letter or package is addressed may pick up that parcel. If you receive someone else's mail, return it to the Ianni Mail Room.

Postage stamps are available from UMD Stores cash register locations in Kirby Student Center. Mailboxes for outgoing mail are located on the Lake Superior Hall loop and in Kirby Student Center. Packages, special delivery, and registered letters can be mailed at the University Mail Room (Darland 44, 218-726-8287). UPS packages can be mailed at Print Services (Kirby Plaza 125, 218-726-7114).

If you subscribe to magazines/journals, notify the appropriate publishers of a change of address at least six weeks in advance.

To receive mail promptly, your mail should be addressed as follows:

<table>
<thead>
<tr>
<th>Apartments</th>
<th>Residence Halls</th>
</tr>
</thead>
<tbody>
<tr>
<td>[name] [A-C] [number] Goldfine Hall</td>
<td>[name] [room number] Burntside Hall</td>
</tr>
<tr>
<td>1215 Village Lane</td>
<td>1320 Maplewood Court</td>
</tr>
<tr>
<td>Duluth, MN 55812-3016</td>
<td>Duluth, MN 55812-3015</td>
</tr>
<tr>
<td>[name] [number] Heaney Hall</td>
<td>[name] [A-F, K-N, P-S] [room number]</td>
</tr>
<tr>
<td>1220 Village Lane</td>
<td>Griggs Hall</td>
</tr>
<tr>
<td>Duluth, MN 55812-3070</td>
<td>509 Niagara Court</td>
</tr>
<tr>
<td></td>
<td>Duluth, MN 55812-3050</td>
</tr>
<tr>
<td>[name] [number] [A or B] Junction Apartments</td>
<td>[name] [room number] Ianni Hall</td>
</tr>
<tr>
<td>1135 Junction Avenue</td>
<td>506 Niagara Court</td>
</tr>
<tr>
<td>Duluth, MN 55812-2413</td>
<td>Duluth, MN 55812</td>
</tr>
</tbody>
</table>
Pest Control
Students should report any pest concerns via a maintenance request through the housing portal. UMD Housing works with a local pest control company to respond to concerns that are reported.

Recreational Equipment & Facilities
A variety of recreational equipment is available at the Housing Information Desk. When checking out equipment, students must present current identification (UMD ID, driver’s license, passport). All equipment must be returned 24 hours after check out. Students will be held responsible for any damage to or loss of the equipment.

Griggs Beach
Griggs Beach is designed to primarily serve as a recreation space for student residents. Occasionally, Housing & Residence Life may choose to sponsor events in this space. Outside departments, student organizations, or other entities are not permitted to host events in this space.

A list of recreational facilities follows:

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball</td>
<td>Griggs Beach, Oaklands, between Lot L-3 and Lot J-3</td>
</tr>
<tr>
<td>Billiards</td>
<td>Goldfine C, Griggs EF, Heaney Service Center, Junction B, Lake Superior, Oakland B</td>
</tr>
<tr>
<td>Piano</td>
<td>Lake Superior Hall</td>
</tr>
<tr>
<td>Ping Pong</td>
<td>Goldfine C, Heaney Service Center, Junction B, Lake Superior, Vermilion, Oaklands</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Griggs Beach, Goldfine, Oaklands</td>
</tr>
</tbody>
</table>

Recycling
The UMD Housing & Residence Life Recycling Program provides students with a comprehensive and convenient system for recycling. Aluminum cans, tin (steel) cans, glass bottles and containers, plastic bottles and containers, and a wide assortment of paper products can be recycled. The University has a “mixed products” recycling program; all materials can go into the same container. Recycling containers are provided in each living unit, and recycling collection rooms are designated in University housing facilities. Students are encouraged to participate in the Recycling Program to reduce waste.

Please follow the instructions below when recycling.

<table>
<thead>
<tr>
<th>Material</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aluminum</td>
<td>Empty fluid from can and deposit in receptacle.</td>
</tr>
<tr>
<td>Glass</td>
<td>Clear, brown, and green glass bottles and jars may be recycled.</td>
</tr>
<tr>
<td></td>
<td>1. Remove and throw away caps and lids.</td>
</tr>
<tr>
<td></td>
<td>2. Wash out bottles and jars. Ceramic bottles are not recyclable and must go in the garbage.</td>
</tr>
<tr>
<td>Plastic</td>
<td>Plastic containers with 🌱 stamped on the bottom may be recycled.</td>
</tr>
<tr>
<td></td>
<td>1. Remove and throw away caps.</td>
</tr>
</tbody>
</table>
### 2. Wash out containers.

<table>
<thead>
<tr>
<th>Tin Cans</th>
<th>Soup cans, fruit cans, etc. may be recycled.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Remove labels.</td>
</tr>
<tr>
<td></td>
<td>2. Wash out cans.</td>
</tr>
</tbody>
</table>

### Paper

The following paper products may be recycled:
- newspapers
- phone books
- writing and notebook paper (all colors)
- copy machine paper (all colors)
- envelopes (all types)
- fiberboard egg cartons
- food stuff boxes such as:
  - cereal boxes (remove inner bag)
  - snack boxes (remove inner bag)
  - macaroni and cheese boxes
  - pasta boxes
- magazines
- computer paper
- catalogs
- index cards
- shoe boxes
- manila folders
- 12 or 24 pack beverage cartons
- cardboard boxes (please flatten)

Your participation and cooperation is appreciated!

**Repairs**

Report repairs to Building Maintenance via a Maintenance Request via the Housing Portal on the Housing & Residence Life website.

For emergency repairs contact an RA or the Housing Information Desk (218-726-7381). Report vandalism to University Police (Darland 287, 218-726-7000 or 911) and then an RA.

In general, students are responsible for changing the light bulbs in the living unit. If you have difficulty changing a bulb, contact Building Maintenance. Replacement light bulbs are available at the Housing Information; bring the burned out bulb for recycling.

Authorized University personnel must complete repairs in order to comply with building codes and construction standards. Students are not authorized to attempt repairs themselves. If they do so, the work will be redone, and the students will be charged for the cost of the repair plus the cost of the correction.

**Telephone**

Telephones and local telephone service are not provided in University housing facilities.

**UMD Transportation & Parking Services**

Information about parking permits and regulations is available at the UMD Transportation & Parking Services website (www.d.umn.edu/transportation-parking-services) and at their office (202 Kirby Plaza in the Bus Hub, 218-726-7433, Monday-Friday, 8:30am-4:00pm). Weekly permits are available at the Parking Services office.

Guest Parking

Guests may park in metered spots on campus or on city streets where permitted. For more information, contact Parking Services (Kirby Plaza 245, 218-726-7433); after hours, contact University Police by calling 911.
Snow Removal from Lots
Students must move their vehicles in accordance with snow plowing schedules. Students will be contacted by their UMD email as to the snow removal schedule and notices will be posted at the entrance to parking lots. If a vehicle is not moved by the posted snow removal time, it will be ticketed and/or towed at the owner’s expense.

UMD Police
For comprehensive information, visit the University Police website.

University Police are responsible for law enforcement, security, and emergency response on campus. Officers provide help in investigations, medical emergencies, fires, traffic accidents, crime reports, automobile lockouts, and the enforcement of laws regulating the use of alcohol, weapons, and controlled substances. The University Police office is located in Darland 287. To contact UMD Police dial 911 for both emergencies and non-emergencies.

Theft from Living Units
Report theft from living units to University Police and a Housing & Residence Life staff member. Secure doors and windows when sleeping and when no one is in the living unit. Operation ID numbers may be obtained from the Duluth Police Department. The odds of recovering stolen property increases when items are engraved with your name; keep a record of your valuable belongings with brand name, model, and serial number for each item.

Damage to and Theft from Vehicles
Report incidents to University Police. The University is not responsible for loss by fire, theft, vandalism or any damage while parked in a residence parking lot. University lots are equipped with cameras to record activity. For your protection:

- Lock the doors of your vehicle.
- Park in well-lit areas.
- Remove valuable items from plain view. Lock valuables in the trunk where they are out of sight.
- Check the rear seat of your vehicle before entering it.
- Lock the doors once you are inside the vehicle.

Vending Machines
If a vending machine malfunctions, call the vendor at the number posted on the front of the machine. For refund requests, contact UMD Stores (Street Level, 218-726-6717). If you see tampering with or vandalism to vending machines, contact University Police (218-726-7000 or 911) immediately and then the Housing Information Desk.
In order for on-campus residential communities to run smoothly, efficiently and safely, policies and procedures have been developed for the purpose of safeguarding the rights and property of residents and of maintaining the condition of the facilities. Living in a residential community requires the cooperation and understanding of every individual. To create a positive community, each resident must take an active role in the development of the living environment. It is important to recognize the impact your decisions have on those around you.

Students are expected to comply with Housing & Residence Life policies, University policies, and local, state, and federal law. Acting as an accessory or being present while any violation of Housing & Residence Life or University policy is occurring is also a violation. Residents are expected to remove themselves from situations where policies are being violated. Failure to do so may result in conduct action. These policies and procedures apply to all residence hall and apartment communities.

**Air Conditioners**

Air conditioners are permitted only for medical reasons when approved through the accommodation process with the Office of Disability Resources and with prior approval from Housing & Residence Life. In these situations, residents must provide their own air conditioner. Installation must be performed by University staff.

**Alcohol**

The possession, use, consumption, and/or distribution of alcohol are prohibited in the residence halls and apartments on the University of Minnesota Duluth campus (regardless of resident age).

Residents are responsible for noting their surroundings and immediately removing themselves from any situation in which a policy violation is occurring.

Alcohol violations include the following:
- Possessing or consuming alcohol on campus.
- Possessing empty alcohol containers on campus (this includes all alcohol bottles, cans, beer bongs, kegs, or other containers).
- Hosting other people in your living unit when alcohol is present or being consumed.
- Being in a space where alcohol or alcohol containers are present (regardless of whether or not you are consuming).
- Disrupting or disturbing others related to alcohol use on or off campus.
- Engaging in criminal activity in Housing & Residence Life facilities related to alcohol use on or off campus.

**Medical Amnesty**

Medical amnesty shall align with Minnesota Statutes § 340A.503, Subd. 8 and the University of Minnesota Student Conduct Code, and it shall mean that a student is not subject to disciplinary sanctions for underage possession and consumption of alcohol if the student contacts a 911 operator to report that the student or another student is in need of medical assistance for an immediate health or safety concern. To be eligible for medical amnesty, the student who initiates contact must be the first person to make such a report, must provide a name and contact information, must remain on the scene until assistance arrives, and must cooperate with the authorities at the scene. The student who receives medical assistance and up to two students acting in concert with the student initiating contact with a 911 operator shall also be immune from disciplinary sanctions.
Appliances
The following appliances are permitted in the Residence Halls
- Microwave ovens (under 1000 watts)
- Keurig or other coffee makers
- Air popcorn poppers
- Blenders

The following appliances are permitted in the Apartments
- Microwave ovens (under 1000 watts)
- Keurig or other coffee makers
- Air popcorn poppers
- Blenders
- George Foreman or other electric indoor grills
- Toasters & toaster ovens
- Pizza Pizzazz or other pizza ovens
- Hot or induction plates
- Small chest freezer
- Small refrigerator

Appliances not referenced on the lists above are not permitted in that facility type. The following personal appliances are not allowed in any of the residential facilities: charcoal grills, gas grills, dishwashers, tanning beds, ceiling fans, washers, dryers, space heaters (unless provided by HRL maintenance staff), and air conditioners (see Air Conditioner section).

Beds
Only university supplied beds are allowed in your living unit:
- University supplied beds are bunkable
- Commercial bed risers up to 12 inches are allowed
- Lofts are prohibited

Campus Climate
At the University of Minnesota Duluth, fostering a climate of safety and respect is a critical campus priority. As a community – students, faculty, staff – we can only achieve our best in a campus environment that is safe, civil and inclusive.

Incidents that undermine and damage a safe, respectful and diverse campus climate should be reported. Definitions of Equal Opportunity & Affirmative Action Terms and Types of Discrimination and Incidents. Whether you are a victim or observer, your report will assist us in assessing our campus climate.

UMD has a Campus Climate Response Team (CCRT) that addresses issues that require a response in addition to the established procedures. The CCRT also monitors issues and trends in order to address and improve the campus climate.

Check-In Procedures
The date that a student picks up their keys will be recorded as their official check-in date. Upon moving into your living unit, residents should complete an online Room Inventory in the Housing Portal. Be sure that any pre-existing damages in your living unit are listed. The information listed on the Room Inventory is the basis for determining if damages are to be charged to residents at check out. Therefore, residents should make sure they are thorough in the completion of the Room Inventory when they initially occupy a new living unit. If residents have not turned in their Room Inventory within
48 hours after check-in, Housing & Residence Life will consider the room/apartment condition to have no pre-existing damages and the resident will be billed for any damages assessed at check out. Failure to complete your room inventory is not grounds for a damage appeal.

**Check-Out Procedures**
Residents checking out of their living unit prior to the end of the contract year and who are not moving to another living unit, should come to the Housing and Residence Life office to request the release of their contract. Even if a resident checks out of their living unit, they are not released from their contractual obligations unless the request is approved by the Director of Housing and Residence Life or their designee.

Residents checking out of their living unit for contact termination, approved contract release, relocation or an approved room change during the academic year must return their keys at the Housing Information Desk (LSH 189). Residents’ keys must be returned before they leave. Residents failing to follow the above procedures for check out will be charged an improper check out fee of $50. Residents failing to return their keys will be charged fees for re-coring their room or apartment locks and replacing their exterior keys. After the resident’s departure, the room will be inspected by a member of the Housing & Residence Life staff for damages.

Residents checking out of their living unit at the end of the academic year participate in a similar process as during the academic year. All rooms are inspected for damages after students have departed. Students are expected to return their keys upon their departure to the Housing Information Desk or other publicized location. Additional information about the express check out process will be shared with residents in the weeks leading up to the end of the academic year.

The date that a student returns their keys will be recorded as their official check-out date. Fees for improper check-out and additional nights of occupancy may be assessed to the student if the date they returned their keys is beyond the contract dates. Removal of personal items and/or non-occupancy of a room without returning keys does not constitute an official check out. Occupancy of a space after returning keys will nullify the check-out date and may result in additional fees.

**Community Bathrooms**
Community bathrooms on residence hall floors are designated for use by men or women. Residents are expected to access the bathroom that is consistent with their gender identity. Single user, gender neutral restrooms are available in public spaces of the residence halls. Bathrooms within individual apartments do not have a gender designation.

**Contract Cancellation**
Students who no longer plan to attend UMD and live on campus need to notify the Housing & Residence Life Office of their request to cancel the housing contract. If the request is approved, housing and meal plan charges will remain on a student’s account until all classes have been dropped, our staff verifies the room/apartment has been vacated and the room/apartment keys are back in the possession of the Housing Office. Failure to properly remove your personal belongings and return the keys will result in additional charges to the student’s account.

Below please see information in regards to how your student account will be adjusted if the cancellation is approved:

- Students will be charged a daily rate for the room/apartment rental until properly checked out.
- Students who have a meal plan will be charged a daily rate until properly checked out.
- Students do not receive a refund for any unused dining dollars. Dining dollars can be used until the last day of the spring semester, which is the last day of the academic year.
All students are charged a $50 contract cancellation charge unless told otherwise, in writing, by the Housing Office.

If at any time University records show you are registered for classes at UMD and you have told the Housing Office you were no longer attending UMD, your student account will remain charged for the rest of the semester.

**Damages and Vandalism**

Residents are expected to treat living units and common areas with respect and care. Theft and vandalism of University property is not acceptable and will be referred to conduct process. Residents can be held financially responsible for damages to University property and for unacceptable levels of cleanliness.

Charges for damages/unacceptable levels of cleanliness in living units and common areas will be billed to the responsible resident(s) or, if responsibility is unknown, will be equally divided among residents assigned to the space. A resident may appeal the charge within the time limit specified in the damage billing notification.

For damage price list see Appendix B.

**Disorderly Conduct**

Participating in an activity that substantially disrupts the normal operations of the Housing & Residence Life community, or infringes on the rights of members of the University community is not permitted. Residents will be responsible for guest behaviors. Behavior that causes harm, alarm, or disturbance is prohibited and further outlined below:

- **Harm to Others:** engaging in conduct that endangers the physical and/or mental health, safety, or welfare of another person. This includes, but is not limited to, physical assaults, threatening, stalking, harassing, intimidating, brawling, fighting, or domestic/relationship violence.
- **Pranks:** engaging in prank activities.
- **Physical or written defacement or destruction of Housing & Residence Life property, including postings and posters.**
- **Public Disturbance/Disruptive Behavior:** engaging in conduct that incites or threatens to incite a breach of the peace; breaching the peace; or obstructing or disrupting the normal operations of the University and infringing on the rights of others, including disrupting the living or learning environment.
- **Bullying:** aggressive behavior directed at another person, either in person or through electronic means, that causes stress or harm and that is repeated over time, including but not limited to assaulting, defaming, terrorizing, making obscene gestures, or invading privacy.
- **Sexual Misconduct.** See Board of Regents Policy: Student Conduct Code, Section IV., Subd. 8.
- **Other discriminatory harassment:** engaging in unwelcome conduct against a person on the basis of that person’s race, ethnicity, or other protected status, which has the purpose or effect of unreasonably interfering with the person’s academic performance or participation in University programs, or creates a hostile, intimidating, or offensive learning or living environment.
- **Retaliation:** engaging in behavior, including, but not limited to, intimidation, harassment, and threats toward another person that you believe has brought a concern to a University official or other authority. Retaliation can include verbal, written, and electronic communication or actions taken by you or others on your behalf.

**Door Locking**

**Living Unit Doors** - The primary responsibility for ensuring living unit doors are secure rests with the residents. Residents are encouraged to lock their doors. Tampering with door hardware is strictly prohibited and will result in conduct action and financial restitution for any associated repair costs.

**Apartment exterior doors** - will be locked 24/7.

**Residence Hall Interior Section Doors** - will be locked 24/7
**Residence Hall exterior doors** will be locked by 9:30pm and unlocked by 7:30am daily.

**Lake Superior Hall main exterior door** will be locked at 12:00am and unlocked at 6:00am daily.

During break periods, additional measures are taken to secure our facilities. All exterior doors will be locked 24/7.

Housing & Residence Life reserves the right to modify this door locking schedule if safety concerns arise or if significant campus events require a higher level of security for our facilities.

**Doors**

Residents are not to detach the automatic door closer device from any door. Room and apartment doors are considered to be part of a student room. Any damages to doors will result in a charge being assessed to the occupants of the room or apartment.

The hallway side of doors are considered to be in shared public space. As this side of the door is in space that is shared by the residents and guests of a building, the following policies apply:

- Memo boards may be put on living unit doors.
- All writing or marking on doors is prohibited.
- Residents are expected to maintain clean doors.
- Items posted on doors may cover only 20 percent of the door due to fire safety regulations.
- Housing & Residence Life has the right to require the removal of signs, materials, or writing that:
  - could create fear, threaten, or intimidate a particular individual or group such that they have a concern for their personal safety
  - presents obscene, lewd, or profane language or images
  - could incite violence within the residential community

**Drones**

In an effort to preserve privacy of our residents, the use of drones within or the areas adjacent to UMD housing facilities is prohibited without proper approval as outlined in the University of Minnesota Unmanned Aircraft Systems policy.

**Drugs**

The possession, use, consumption, and/or distribution of drugs (including synthetic drugs) is prohibited in the residence halls and apartments on the University of Minnesota Duluth campus.

Residents are responsible for noting their surroundings and immediately removing themselves from any situation in which a policy violation is occurring.

Drug related violations include the following:

- Possession or use of illegal drugs on campus.
- Possession or use of drug paraphernalia on campus.
- Hosting other people in your living unit with illegal drugs.
- Being in a space where drug paraphernalia and/or illegal drugs are present or in use (regardless of whether you are using the drugs).
- Disrupting or disturbing others related to drug use on or off campus, including the odor of marijuana.
- Engaging in criminal activity in Housing & Residence Life facilities related to drug use on or off campus. Examples include, but are not limited to destruction of property, vandalism, physical and sexual assault.
● Not using your prescription medication as outlined by a medical professional or possession or use of prescription medication not prescribed to you.

Failure to Comply
Residents are expected to comply with the directions of Housing & Residence Life professional, student staff, and University staff acting in accordance with their duties. Failure to do so can result in conduct action.

Fire Safety
All residents are expected to observe the following fire safety regulations:
● Candles, incense, wax melters or warmers, and open flames are not allowed in residential facilities.
● Smoke detectors are to be connected, operational and not covered at all times.
● Hanging anything from sprinkler heads and sprinkler pipes is prohibited.
● Hoverboards, motorbikes or other motorized vehicles are not allowed in Housing & Residence Life facilities.
● Access to windows, smoke detectors or doorways is to be unobstructed.
● Items posted on room door may not exceed 20 percent of the door’s surface.
● Fabric (such as sheets, blankets, flags, tapestries, plastic banners etc.) may not be hung in front of doors or hung from or affixed to light fixtures.
● Halogen lamps and bulbs are not permitted.
● Lighter fluid, blow torches, compressed gas tanks, or gas cans are not allowed in Housing & Residence Life facilities.
● Students must not leave food items that are being cooked unattended.
● See “Appliances” section for which appliances are restricted from residential facilities.

Furnishings
Residents are responsible for the condition of their living unit and for the University furniture within their living unit. Furnishings provided by the University must remain in the space in which they are originally located. University furnishings may not be removed from lounges, public areas, or living units.

Guests
A guest is defined as any individual who is not assigned to your living unit. It is your responsibility to inform your guests of the policies and procedures at the University of Minnesota Duluth and Housing and Residence Life. Guests are expected to observe the same policies and procedures as their host. Guests who exhibit inappropriate behavior may be required to leave. Additionally, guests who repeatedly violate policies may be restricted from on campus housing facilities. Residents are personally and financially responsible for the action of their guests.

Residents must escort guests, including residents from other floors, at all times. Overnight guests may be allowed for up to three consecutive nights (no more than two times in a month) with the mutual agreement of your roommate(s). Roommates include all students assigned to the living unit. This limitation is designed to prevent abuse of roommate rights and the housing contract. Residents violating this policy and/or the spirit of this policy may be subject to conduct action.

Housing & Residence Life reserves the right to restrict guest access to facilities due to safety concerns arise or if significant campus/community events require a higher level of security for our facilities.

Hallways & Stairwells
Hallways and stairwells are considered public spaces. Personal belongings cannot be kept in the hallway or stairwell including but not limited to:
● Sporting equipment (hockey, skiing, snowboarding, etc.)
Footwear (shoes, boots, etc.)
Shower Caddies
Entry Mats
Garbage/trash bags

Students who do not adhere to this policy may be subject to conduct action.

Identification
Each student is provided a University identification card (U Card). This card is for official University identification purposes and must be shown to a staff member upon request. You should carry your University identification card with you at all times.

Indoor Sports
The main corridors, lobbies, hallways and other common areas in the residential facilities are designed specifically for access to student rooms and public areas. In order to ensure safe passage and to protect buildings, indoor sports of all types (playing catch, bouncing a ball, a toy gun game, etc.) and the use of sports equipment are not permitted. Bicycles and like items (rollerblades, skateboards, scooters, hoverboards, etc.) may not be ridden in any building due to safety and property concerns.

Keys/Lock Outs
Residents are issued living unit and exterior door keys upon check-in. Residents are not to loan or share their keys at any time. University keys are the property of the University and many not be duplicated. Keys must be returned when checking out of a living unit or at the request of the University.

Lock Out/Loaner Keys
Residents who are locked of their room or apartment can obtain a loaner key from the Housing Information Desk. Students may possess the loaner key for up to 24 hours. Residents are required to provide proof of identity when a loaner key is issued. Residents are charged $5 fee for a loaner key or lock out. If a loaner key is not returned in the 24 hour period, the cost of a lock change and replacing keys is incurred by the responsible resident.

Lost or Stolen Keys
Residents are responsible for reporting a lost or stolen key to the Information Desk so appropriate steps can be taken to protect property and prevent unauthorized entry. The cost of replacing locks and keys is incurred by the responsible resident.

Key Charges
Lost keys require a room or apartment to be re-cored. The costs associated with that are listed below:
- Re-core room/apartment & new keys $70.00
- Replace exterior door key $5.00

**All lock out and key replacement charges are posted to a student’s university account.

Lost or Abandoned Property
The Housing Information Desk maintains a lost and found bin throughout the year. Any lost items that have been found may be turned into the Housing Information Desk. Lost items are held for at least 30 days. After 30 days, the items are donated to a local charity or disposed of.

Additional locations to check for lost & found articles include:
- University of Minnesota Duluth
- Housing & Residence Life Guidebook
Items abandoned in student rooms or public areas will be held for at least 30 days. After 30 days, the items are donated to a local charity or disposed of.

**Missing Person**
In accordance with the Higher Education Act of 2008, all student residents may register a missing person contact with Housing and Residential Life. This is the individual who will be contacted by the University in the event a student resident is determined to be missing.

In the event a student is under 18 years of age and has not been legally emancipated, the missing student resident’s parent/guardian will be contacted. For students who are 18 years of age and above or emancipated minors, the contact may be a parent or any other designated individual(s).

A student resident can be reported missing at any time. The UMD Police Department will conduct a thorough investigation into all reports of potential missing student residents.

If you suspect a student to be missing, please contact the UMD Police Department.

Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to the missing person contact information. The UMD Police Department will be notified for any missing person whether or not they have designated a missing person contact.

**Online Communication Guidelines**
Residents are encouraged to become actively engaged in the University community. Social networking websites provided additional means for residents to connect with one another. Communication on these sites is considered a public forum and can be viewed by anyone. To support personal safety and guard against identity theft, students are cautioned against including class schedules, birth dates, cell phone numbers and addresses on their profile. While the University does not monitor such sites, suspected violations of law or University policy posted online may be submitted to University officials for investigation and used as evidence in a conduct proceeding.

**Painting**
Painting may only be done by University authorized personnel. If the pre-existing condition of a living unit warrants painting or repair, submit a repair request. Painting or repair work performed by students is considered damage, and students will be held financially responsible for any necessary repairs needed to restore a space to its original condition.

**Pets**
For reason of health and sanitation, pets are not permitted in HRL facilities. Fish kept in an aquarium (one tank up to 10 gallons), service animals (i.e. guide dogs for the visually impaired), and University approved emotional support animals are the only exceptions to this regulation. To learn more about the emotional support animal approval process, please contact the Office of Disability Resources (218-726-6130).

**Posting/Advertising in Residential Facilities**
Residential areas are restricted access facilities open only to residents and their guests, individuals conducting University business, and those who are granted access for specific, limited purposes. Only University organizations or departments may advertise in residential facilities in accordance with these guidelines.
In most instances Housing & Residence Life will not post information for non-residence community events and activities on floors. Housing & Residence Life staff will remove materials that do not meet these guidelines, that promote the use of alcohol or other drugs, or that discriminate on basis of race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.

Common Area Bulletin Boards
Posters must be approved at the Housing Information Desk in the Lake Superior Hall lobby. Posters will be approved through the date of the event, or 30 days, whichever time period is shorter. Housing & Residence Life will not be responsible for hanging posters.

<table>
<thead>
<tr>
<th>Quantity Allowed</th>
<th>Size Allowed</th>
<th>Timeframe Allowed</th>
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<tr>
<td>8 Posters Maximum</td>
<td>11” x 17” (Tabloid) Maximum</td>
<td>Date of Event OR 30 Days</td>
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Banners in Lake Superior Hall Lobby
A limited amount of space is available for banners and oversized posters in the Lake Superior Hall lobby. Groups may reserve a space on a first come first serve basis through the Housing Information Desk. Approved banners must not exceed 20 square feet (8 ft x 2 ½ ft). Posting length is one week; major campus events may be approved for one additional week.

Tabling in Lake Superior Hall Lobby & Griggs Beach
Only Housing & Residence Life sponsored groups or University departments can reserve a space for tabling.

Property Loss
The University does not accept liability for the damage or theft of personal property or for the loss of money. Residents are encouraged to lock their living unit door and to secure valuables within their living unit. In the event that property is lost or stolen, notify the University of Minnesota Duluth Police at 911 immediately.

It is recommended that students either carry their own personal property insurance or determine if property loss is covered by their family’s insurance policy.

Quiet & Courtesy Hours
The realities of community living dictate that individuals respect community needs for the moderation of noise. Residents are expected to exercise good judgment and consideration in maintaining a living environment conducive to the achievement of the educational mission of the University. All residents have the right to study, live, and sleep in their living unit at any time without unreasonable interruption. Residents are to conduct themselves with consideration for others in their community. A resident’s right to sleep and study takes precedence over someone else’s desire to make a lot of noise. During quiet hours, noise is to be contained within your room or apartment. This courtesy extends beyond the buildings to University grounds; people are to be considerate of others whether inside or outside of University Housing facilities.

Quiet hours are in effect:
- Sunday @ 10:00 PM - Monday @ 8:00 AM
- Monday @ 10:00 PM - Tuesday @ 8:00 AM
- Tuesday @ 10:00 PM - Wednesday @ 8:00 AM
- Wednesday @ 10:00 PM - Thursday @ 8:00 AM
- Thursday @ 10:00 PM - Friday @ 8:00 AM
- Friday @ 10:00 PM - Saturday @ 8:00 AM
- Saturday @ 12:00 AM - Sunday @ 8:00 AM
• Sunday @ 12:00 AM - Sunday @ 8:00 AM

**Courtesy hours are in effect at all times.** Students have the right to study and sleep in their living unit at any time without unreasonable interruption. Students are to conduct themselves with consideration for other students in their community. Courtesy hours extend beyond the buildings to University grounds; people are to be considerate of others whether inside or outside of University housing facilities.

**Semester end 24-hour quiet hours start at 12:00am the Saturday prior to finals week for both fall and spring semesters, and end at 8:00pm on the last day of finals.**

Residents are expected to confront noise problems that affect them. If assistance is needed, a resident should contact the Housing Information Desk at 218-726-7381. Residents must comply with all policies and regulations regarding sound equipment and recreational activities within the University housing facilities.

**Sound Equipment**
Sound equipment must be operated at volumes that cannot be heard outside the living unit. Stereo speakers are not allowed in windows. Electronically amplified instruments are allowed in the living units if used in a manner that does not disturb community members; the use of headphones is encouraged. If reasonable volume levels are exceeded, the student may be required to remove the equipment from the living unit.

**Receiving Devices**
Receiving devices (antennae, satellite dishes, etc) that must be fastened to the outside of the building are prohibited.

**Restricted Access Areas**
Access to maintenance and service areas within and around residential facilities (including roof areas) is restricted to authorized staff and personnel at all times. In order to maintain the safety and security of residents and the facilities, residents must refrain from entering non-residential, restricted access areas. Residents who enter or attempt to enter restricted areas are subject to conduct action up to and including termination of housing contract.

**Room and Apartment Entry/Use**
The University respects the student’s right to freedom from illegal or unreasonable searches and invasions of privacy. Housing & Residence Life reserves the right to enter living units under the following conditions:

1. If there is reason to believe that there exists a danger to health, safety and /or welfare of any persons or property
2. To ensure proper maintenance of the facility
3. Inspection and repair
4. Preservation of quiet
5. When there are reasonable grounds to suspect that laws, University, or Housing & Residence Life policies are being violated.
6. To conduct announced safety inspections.

Residents are required to live in the room to which they have been assigned and may not access (or allow guests to access) additional rooms (including additional resident rooms within their living unit) without permission of the room resident or Housing & Residence Life.

Residents are expected to comply with the request of a University official (e.g. Housing & Residence Life staff, UMD Police, or other designated staff), a city of Duluth Police or Fire Department official in the performance of their duty when it necessitates entry into a living unit. If, in the normal course of repairs or service, the staff observes a possible
violation of University or Departmental regulations or Federal, State or local laws, such information shall be reported for appropriate follow up. Violations will not be ignored.

Room Changes & Vacancies
Room changes are not permitted for the first week of each semester to allow time for all students to arrive and for students to get to know their roommate(s). Room changes at the end of each semester may be limited as new students for the following semester must be assigned.

If a student desires to change rooms, they should speak with the Housing & Residence Life Office. Staff will provide the student with options when available, and connect the student with their Residence Director for further support in the process.

Improper room change:
When your room change is approved, authorized students will receive written confirmation from the Housing office via email. No changes may be made without such approval. Moving rooms without proper approval through the Housing & Residence Life Office will result in the assessment of a $50 improper check out charge in addition to any damage charges.

Vacancies in your living unit:
If your roommate moves out, leaving an open space in your living unit, you will receive communication from Housing & Residence Life (HRL) with a list of the following options for you to choose from:

- Provide the name of the new roommate(s) that will be moving into the open space
- Receive a randomly assigned roommate
- Buy out the remaining space in your residence hall room or apartment (if space allows)

You will be expected to respond to the communication from Housing & Residence Life within 72 hours. Failure to respond to this communication will result in the assignment of a roommate at the discretion of Housing & Residence Life.

Residents with an open space in their living unit are expected to keep ½ of the space open and available for assignment of a new roommate at any time.

Room Decoration and Alteration
While residents are encouraged to add their personal touches to their living units, modification of University spaces, furnishing, or appliances is prohibited. For example:

- Light fixtures, switches, electrical outlets, HVAC systems, or plumbing may not be tampered with
- Items may not be hung from drapery rods, smoke detectors, sprinkler heads, and pipes
- Materials that create fire, health hazards, or damage to facilities is not permitted
- Surfaces or furnishing in the living unit may not be painted
- Air conditioners are not permitted (see air conditioner section)
- Lofts are prohibited (see bed section)

Housing & Residence Life will neither inspect nor approve construction. If any person is injured by a hazard constructed by the resident and the injured person claims the University is responsible for payment of injuries or for damages, the resident will be financially responsible to the University. The construction or use of any systems to loft beds is prohibited. Residents are responsible for the condition of their living unit and for all University furniture within their living unit.

Walls, Ceilings, Floors, Doors
Nails and/or screws are not to be used to attach items. Residents will be billed for damage caused by the use of adhesive materials or use of nails, staples, etc. Self-adhering cork boards may not be used on any surface because of the damage that they cause. Small finishing nails are allowed in the apartments.

Removable adhesives such as painter’s tape and 3M Command Strips are recommended for hanging items on doors and walls. Residents will be held financially responsible for damages, even when using the products recommended above.

**Holiday Decorations**

Students are encouraged to decorate the living units for any holidays they wish. The following items are prohibited:

- Real evergreen (rooted or cut) trees or boughs
- Candles and incense
- Older-style string lights that produce heat
- Spray snow or flocking

When decorating their living units, students are reminded of the following:

- Items may not be attached to light fixtures, sprinkler pipes or other fire safety equipment
- No more than 20% of a door may be covered
- String lights may not be hung above a door frame
- UL-Approved power strips must be used

**Safety and Security**

Safety and security entails certain responsibilities for all of us. The Housing & Residence Life’s activities in providing for your safety and security are described throughout this guide. Your responsibilities in supporting a safe and secure environment in the residential facilities include:

- Making sure your belongings are covered by insurance, either under your family’s policy or your own
- Locking your living unit door
- Being alert when walking around after dark and reporting any suspicious behavior to the Housing Information Desk and UMD Police
- Reporting lost keys immediately, and
- Cooperating with University personnel and their designees.

**Staff Members on Duty**

There are student and professional staff available 24 hours a day to assist students, whether that be an emergency situation or just needing someone to talk to someone. To reach a staff member on duty contact the 24 hour Housing Information Desk at 218-726-7381.

**Smoke & Tobacco Free Campus**

In accordance with the University of Minnesota Smoke and Tobacco-free campus policy, all Housing & Residence Life facilities are 100% smoke-free environments. Smoking and tobacco use is not allowed. In Housing & Residence Life, smoking is defined as having a lighted cigar, cigarette, pipe, or any other smoking equipment, including the use of electronic cigarettes, vaporizers, and hookahs. Students documented for violations of the above in Housing & Residence Life facilities will be adjudicated in the Housing conduct process.

**Solicitation**

To support resident safety, Housing & Residence Life has adopted the following guidelines for individuals or groups who wish to engage in solicitation.

**Commercial Solicitation**
Commercial solicitation is defined as any activity which is based on the primary function of promoting a business, program or event which is conducted for profit.

- No commercial solicitation is permitted in Housing & Residence Life facilities either by company representatives or students acting on their behalf.
- Advertising for commercial enterprises is restricted in Housing & Residence Life.
- Residents may invite a representative of a commercial enterprise to visit them in their room or apartment. Use of public spaces for said activity is not allowed.

**Non-Commercial Solicitation**

Non-commercial solicitation is defined as any activity not conducted for profit which has as its primary function the promotion of a business, program, or event. Policies for non-commercial solicitation by student organizations or University departments are outlined in the “Posting/Advertising in Residential Facilities” section. Non-commercial solicitation by non-University groups or organizations is occasionally permitted with permission of the Associate Director or Director.

**Political Campaigning**

As a state institution, specific guidelines are established for elections and for campaigning on behalf of candidates for local, county, state, and national offices. Residents can choose to post a “no campaigning” sign on their living unit door. Specific political campaigning guidelines are available on the Housing & Residence Life website.

**Door to Door Solicitation**

Door to door solicitation is prohibited in Housing & Residence Life facilities except for political candidates as outlined in the Political Solicitation Policy.

**Traffic Control Devices**

Signs and/or traffic control devices that are the property of the University, federal, state, county, or city governments are not permitted in the residential facilities. Students who have signs and/or traffic control devices in their living units will be referred to University Police.

**UMD Police**

UMD Police respond to certain situations in the residential facilities. Residents are expected to respond appropriately to requests from UMD Police.

**Weapons & Explosives**

Possession of weapons are prohibited in Housing & Residence Life facilities including at activities sponsored or supervised by Housing & Residence Life. Any article or substance used as a weapons is also prohibited.

Weapons may include, but are not limited to:
- Guns (including stun guns, tasers, BB/pellet, paintball, and airsoft guns, etc)
- Toy guns (including nerf and squirt guns)
- Bow & arrows
- Darts
- Mace spray
- Swords, katanas, or other large blades
- Any blade longer than 4 inches that is not intended for use as a kitchen utensil

Possession of explosives, hazardous chemicals (e.g. mace) or fireworks is also strictly prohibited. Although Housing & Residence Life does not endorse the use of pepper spray as a reliable means of self-protection, student may opt to carry
and/or have in their possession a one-ounce container of pepper spray. However, misuse of this chemical will result in severe conduct action due to the potential bodily harm caused by its discharge.

Students who possess hunting weapons are encouraged to secure these weapons in the trunk of their vehicle. If the student’s vehicle does not have a trunk, students are encouraged to store the weapons in the vehicle in a place not visible from the exterior of the vehicle. The University does not offer storage facilities for hunting weapons.

**Windows**
Except in an emergency situation, windows may not be used for egress. Screens must be left on windows and there must be a screen covering all open windows. A resident may not open, lean, or reach out of windows where screens are not in place. Items hanging outside or on the exterior of the window are prohibited. Common sense use of windows is expected. Residents who throw items from their window are engaging in a potentially life endangering situation; residents found responsible will be subject to conduct action. Leaving windows open for extended periods of time when the temperature is below freezing may cause pipes to freeze and burst; residents found responsible will be charged for damages.

Windows and screens are considered to be part of a student room. Any damages to either item will result in a charge being assessed to occupants of the room or apartment.

As windows face out into common outdoor spaces, such as sidewalks or grass areas, that are shared by residents and guests of our facilities, Housing & Residence Life has the right to require the removal of signs or other displays from residence hall and apartment windows that:

- could create fear, threaten, or intimidate a particular individual or group such that they have a concern for their personal safety
- presents obscene, lewd or profane language or images
- could incite violence within the residential community
Housing Conduct Process

Housing & Residence Life expects students to be responsible and mature. Policies and procedures are established to promote a healthy environment. The conduct process is designed to address inappropriate and/or illegal behavior for the benefit of the individual and community. Students are responsible to (and may be held accountable in) their living community, the University community, and the larger community.

Housing & Residence Life bears responsibility for the initiation of conduct proceedings with a student living in the residence halls or campus apartments:

1. Alleged violation(s) of University and/or housing guidebook policy that may result in consequences up to termination of the housing contract and

Resident Advisors, Housing Services Coordinators, Residence Directors and all other staff members must address violations of which they become aware. Residents may also be referred to the Office of Student Conduct for conduct action.

Resident Rights and Responsibilities in the Conduct Process

Rights

1. Have the incident responded to and investigated in a timely manner and be treated with care and dignity.
2. To have advance written notice of the conduct proceeding and the nature of all alleged misconduct.
3. To be given the opportunity for a conduct meeting.
4. To have an advisor present during the hearing. The advisor may be anyone other than an individual who may be called to provide witness testimony. The advisor is not allowed to participate in questioning or presentation of information.
5. To present information on your behalf.
6. To be given the opportunity to hear a summary all written reports concerning the alleged incident and to question information in reports.
7. To be notified of the results of the conduct meeting.
8. To be given the opportunity to appeal the decision.

Responsibilities

1. To read and understand your housing contract and the information provided in the Housing and Residence Life Guidebook.
2. To read the information provided in the letter scheduling a conduct meeting and respond as indicated.
3. To appear at the conduct meeting.
4. To hear and question all written reports and information presented.
5. To read and follow the guidelines set forth in the outcome letter.
6. To follow the procedures for submitting an appeal as outlined in the outcome letter.
7. To tell the truth with the intent of clarifying the incident for the conduct officer so that this issue may be further assessed and resolved.

Procedures

Illegal and/or inappropriate behavior is documented by Housing & Residence Life staff, UMD Police, or other University staff members. Students who violate policies and/or are associated with the violation of policies will face conduct action; students are expected to cooperate in investigations of incidents that occurred in their living unit. Students and staff involved in incidents will have an opportunity to discuss the incident with a Housing & Residence Life conduct officer. However, depending on the situation and the seriousness of the alleged behavior, a conduct officer may initiate the conduct process without previous warning.

University of Minnesota Duluth  📚  Housing & Residence Life Guidebook
When alleged misconduct is reported by staff or another student, Housing & Residence Life staff determines if conduct proceedings are initiated. The student is notified of the specific charge or charges in writing (via the student’s University e-mail account) and of the expectation to attend a conduct meeting with a Housing & Residence Life staff member. Housing & Residence Life utilizes a system called "Maxient" to distribute student conduct communications. Students are responsible to open, read, and understand communication sent to their University e-mail account via Maxient.

The responsibility for all decisions relative to a conduct meeting, including the determining of responsibility and the imposition of a conduct sanction(s), if any, is the sole responsibility of the conduct officer. Should the alleged student choose not to attend the conduct meeting, the conduct officer may consider relevant information made available in the absence of the student and come to a decision.

Repeated violations or violations occurring after a student has already received a conduct sanction will normally result in further, more serious conduct action. Sanctions may be carried into succeeding academic years.

The terms of the decision are conveyed by the Conduct Officer in a letter to the student. A copy of the letter is accessible to Residence Life conduct administrators and the Office of Student Conduct.

Interim Housing Suspension
Any behavior that would endanger the safety or well-being of other residents or the University’s housing system could result in a student’s interim suspension from University housing or relocation to another University housing assignment. An interim suspension would stand pending conduct action.

Medical Amnesty
Medical amnesty shall align with Minnesota Statutes § 340A.503, Subd. 8 and the University of Minnesota Student Conduct Code, and it shall mean that a student is not subject to disciplinary sanctions for underage possession and consumption of alcohol if the student contacts a 911 operator to report that the student or another student is in need of medical assistance for an immediate health or safety concern. To be eligible for medical amnesty, the student who initiates contact must be the first person to make such a report, must provide a name and contact information, must remain on the scene until assistance arrives, and must cooperate with the authorities at the scene. The student who receives medical assistance and up to two students acting in concert with the student initiating contact with a 911 operator shall also be immune from disciplinary sanctions.

Sanctions
Termination of Housing Contract
University of Minnesota Duluth reserves the right to terminate any student’s housing contract for failure to comply with the terms of the Housing Contract, guidebook regulations, University policies and/or if the student’s actions are found to be detrimental to the mental or physical welfare of self or other students. In instances resulting in Housing Contract Termination, the student will be given 24 hours to vacate their on campus living unit.

Housing Relocation
Housing Relocation involves a mandatory change of room assignment within the Housing & Residence Life facilities for inappropriate behavior in the University community.

Housing Probation
Probation involves written notice of behavior that is unacceptable in Housing & Residence Life communities. Probation is imposed for a specific time period.


**Housing Warning**

A warning is given to inform the student that a specific behavior does not meet minimum expectations for on campus living. It is generally imposed following isolated and less serious incidents of misconduct or contract violations. Housing Warning is not imposed for a specific length of time, but further misconduct may lead to probation, relocation, or contract termination.

**Educational Sanctions**

In addition to the above status sanctions, alcohol and drug education programs, online educational modules, restorative justice circles, chemical health consultations, other educational sanctions, restitution and/or work service may apply, depending on the situation.

Restitution is not a fine. It is monetary or work reimbursement for actual damage to, destruction of, or misappropriation of University property, or property of any person while on University premises or University-related premises. Restitution may involve paying for damages or community or educational service.

**Appeals**

Students found responsible for a violation of Housing policy may submit an appeal. An appeal must be based on an error in the conduct process that substantially impacted the outcome. If there is sufficient reason to believe that one or more of the grounds articulated in the student’s appeal statement has merit, an appeal meeting will be scheduled.

Appeals must be filed in accordance with the appeal deadline indicated in the conduct outcome letter. Appeals must be filed via the online form that is linked in the conduct outcome letter.

Grounds for appeal:

1. New evidence not reasonably available at the time of the conduct meeting,
2. Evidence of a procedural error in the student conduct process that substantially impacted the outcome, or
3. Evidence that the sanction is excessively severe.

Grounds for appeal do not include the stress, expense, or inconvenience of relocation or contract termination; disruption to studies; cost of educational sanctions separation from friends; lack of familiarity with rules; good character; or a personal commitment to behaving better in the future. Sanctions are intended to have significant impact in order to effectively deter students from engaging in future misconduct.

A student who fails to appear for a conduct meeting may appeal but not on the grounds of “new evidence not reasonably available at the time of the meeting.”

Any sanctions and associated deadlines will be paused while the appeal is being reviewed. If the appeal is upheld, new deadlines for the sanctions will be given at that point.

Possible appeal outcomes include: 1) uphold the previous decision; 2) change or decrease the sanction; 3) change or increase the sanction.

The decision of the appeal officer is final.

**Conduct Records Retention**

Conduct records fall under the the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law designed to protect the privacy of education records; to establish the right of students to inspect and review their education records; and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.
The University of Minnesota Duluth follows the system policy on records retention and student educational records. The Office of Student Conduct and Conflict Resolution manages these records at UMD. More information can be found on their website at http://d.umn.edu/conduct/conduct-records.
1. Parties:
This Contract is made by and between the University of Minnesota Duluth’s Department of Housing & Residence Life and the student, referred to as Resident, signing the Contract. The University of Minnesota Duluth and Resident, in consideration of the rents, covenants, and considerations which follow, do hereby agree with each other as follows:

2. Eligibility:
   a. The University of Minnesota Duluth reserves the right to refuse or cancel any contract, for cause (including, but not limited to, financial and disciplinary reasons), and to return the advance payment.
   b. To be eligible to reside in campus housing, a student must:
      1) be officially admitted as an undergraduate at the University of Minnesota Duluth
      2) be in good academic standing (minimum UMD cumulative GPA of 2.0)
      3) be registered for and actively engaged in a minimum of six credits at the University of Minnesota Duluth
      4) be of 16 years of age or greater at time of occupancy.
   c. Students are required to disclose any history of behavior that harmed or had the potential to harm another individual that is unresolved/pending or has resulted in disciplinary action at a high school and/or a postsecondary institution or any history of behavior that resulted in being convicted of a felony or resulted in felony charges pending. Information disclosed will be reviewed by a committee and a determination for eligibility will be made. Any information that is discovered about a student’s background that was not disclosed will be immediately reviewed and may result in immediate termination of the student’s housing contract.
   d. Exceptions to this policy must be approved by the Director of Housing & Residence Life or his/her designee.

3. Duration:
   a. Subject to the provisions of Sections 10 and 11, this Contract is binding for the entire academic year (Fall Semester and Spring Semester) or that portion remaining at the time Resident begins occupancy.
   b. Charges under this contract for room and board are for the period from August 21, 2018, through May 10, 2019.
   c. The University may immediately terminate this Contract, reenter and retake the premises upon Resident’s failure to make payments as required under this Contract or for any other violations of the terms of this Contract or any violation of University or Departmental rules and regulations.
   d. The University may deny an application for University housing or terminate an existing housing agreement if it determines an individual’s conduct and/or criminal convictions indicate an actual or perceived threat to the University community, including students, faculty, staff and guests.
   e. Break Periods: Students must have an active contract for both Fall and Spring semesters to remain in their room during Winter Break. If a student does not have an active contract for spring semester, they must check out of their room no later than 8 PM on December 14, 2018. Students may remain in their room for all other break periods. The University is not responsible for loss, theft or damage of personal belongings at any time, including break periods.
   f. If Resident elects to remain in the residence halls or apartments during any of the break or interim periods, all policies and regulations as outlined in this Housing Contract and the Housing Guidebook will apply, and Resident will be held responsible for adhering to all such policies and regulations.

4. Premises and Services:
   a. The University agrees to assign housing and food service in one of the residence communities under the terms stated in this Contract and described in the Housing Guidebook, which are, by reference, made a part of this document.
   b. The University further agrees that it will provide housing staff in accordance with University policy to provide a living experience that complements the academic interest of the University of Minnesota Duluth.

5. Resident Agrees:
   a. Resident agrees to abide by the terms of this Contract.
   b. Resident agrees to observe all rules and regulations of the University of Minnesota Duluth, and the Department of Housing & Residence Life as listed in the Housing Guidebook, and all relevant federal, state, and local laws and ordinances.
   c. Resident agrees to make payment of all fees as specified by the University of Minnesota Board of Regents.

6. Rates and Payments:
   a. Payments are due when invoiced or, if necessary, payment in installments can be arranged with One Stop Student Services.
   b. Failure of Resident to satisfy the financial obligations stipulated under this Contract will result in denial of further meals (without refund), a hold on registration and official records, and/or eviction from the residence communities.
   c. If in default of payment, Resident is liable for all legal costs and collection fees which accrue in obtaining payment.
   d. The rates for 2018-2019 will be determined by the University of Minnesota Board of Regents in Spring 2018 and published by the Department of Housing & Residence Life as soon as they are available. All rates are subject to change at any time due to decisions made by the Department of Housing & Residence Life or the University of Minnesota Board of Regents.

7. Prepayment:
   a. A prepayment of $200 must be submitted prior to the first semester of occupancy. This prepayment will be applied to the room and board charges of the first semester of occupancy.
   b. The prepayment is refundable only under the provisions of Section 10 of this Contract.

8. Room Assignment:
   a. The University will not discriminate in room assignment on the basis of race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.
   b. Room assignments will be made according to Departmental procedures and, when possible in accordance with preferences that the student requests (including roommate requests). No specific assignment based on Resident’s request is guaranteed. Failure to honor preferences will not void this Contract.
   c. On-campus housing is available to the extent that the University has regular spaces. However, students may be assigned to “overflow” space when “regular” space has been filled. Overflow housing may include some larger rooms, lounges, or area hotels. Furnishings and services available in overflow spaces may differ from regular spaces.
   d. The University reserves the right to consolidate vacancies by requiring any Resident to move from a room below full capacity.
   e. The University reserves the right to change room assignments for reasons of health, safety, or repair services; for disciplinary reasons caused by the Resident; or for unresolvable incompatibility of roommates.
   f. Resident may be temporarily removed from a student room if resident is deemed a threat to him/herself, to the campus community, or if they pose an ongoing threat of disrupting or interfering with the operations of the University. This process is further described in the University of Minnesota Student Conduct Code and the Housing Guidebook.

9. Meal Plans & Dining Dollars:
   a. Residents assigned to the residence halls must choose one of two meal plans offered (19- or 14-meals-per-week). Residents assigned to the apartments are not required to participate in a meal plan; they have the option to participate in one of three meal plans (19-, 14-, and 5-meals-per-week).
b. Residents may request a meal plan change through Housing & Residence Life at the start of each semester. The deadline to request this change is the end of the first week of classes.
c. Residents, regardless of whether or not they have a meal plan, receive $200.00 in Dining Dollars per semester loaded on their University identification card (UMCard). Dining Dollars not used during fall semester are transferred to spring semester. Dining Dollars that are unused at the end of spring semester are forfeited. If a student is granted a contract cancellation, any unused Dining Dollars are forfeited.

10. Contract Cancellation:
   a. This Contract is binding for the entire academic year or that portion remaining at the time Resident begins occupancy, except as provided in this section and in Section 11.
b. Resident may cancel the Contract only before the first semester of occupancy. Written notice of the cancellation must be provided to the Department of Housing & Residence Life according to the following schedule.
   1) If first semester of occupancy is Fall Semester:
      - $150 of prepayment refunded if cancellation is emailed to UMD Housing on or before May 1, 2018.
      - $75 of prepayment refunded if cancellation is emailed to UMD Housing between May 2 and May 31, 2018.
      - $0 of prepayment refunded if cancellation is emailed to UMD Housing after May 31, 2018
   2) If first semester of occupancy is Spring Semester:
      - $150 of prepayment refunded if cancellation is emailed to UMD Housing on or before December 7, 2018.
      - $0 of prepayment refunded if cancellation is emailed to UMD Housing after December 7, 2018.
c. Notice of cancellation to the admissions, financial aid, business or registrar’s office or to other University offices does not constitute notice of cancellation of this Contract to the Department of Housing & Residence Life.

11. Contract Release:
   a. Resident can request release from the Contract beginning the first day resident checks in for the semester. Such releases are subject to the approval of the Director of Housing & Residence Life or his/her designee. Such releases will be considered for the following reasons:
      1) Non-admission, withdrawal, dismissal or graduation from the University.
      2) Marriage during the Contract term.
      3) Birth of child during the Contract term.
      4) Affiliation with University of Minnesota Duluth programs that are away from the campus, such as internships, practica, study abroad.
      5) Called to active military service.
b. Written documentation for all of these releases is required by the Director of Housing & Residence Life or his/her designee. The Director may request that documentation be reviewed by others as part of the contract release request process.
c. Release for the above reasons will include the following costs:
   1) A prorated weekly charge for the period of time that a room was assigned and available to Resident.
   2) A charge for food service assigned and available to Resident.
   3) A $50 administrative charge.

12. Contract Assignment:
   a. Resident cannot transfer or sell this Contract, nor may Resident sublet any part of the rental premises.
b. Contracts are not transferable from one academic year to another.
c. Residents are required to live in the room to which they have been assigned.

13. Check-in and Check-out:
   a. Resident agrees to occupy the assigned room no later than the first day of classes for each semester of this Contract unless prior written notification has been received by the Department of Housing & Residence Life. The registration status of Resident failing to claim the assigned room by the third day of classes will be checked. Resident who is not registered will lose the assigned space and forfeit the prepayment. Resident who is enrolled for classes will be financially obligated for the full portion of this Contract.
b. Resident will, upon occupying a room, complete a room condition report, which will be a record of the room condition. Any damages identified at the time of check-out which are not contained on the initial room condition form shall be attributed to Resident. Resident is financially responsible for any such damages.
c. Resident must check-out and vacate the room within 24 hours after a loss of student status. In case of contract release, Resident must check-out and vacate the room within 24 hours of Contract release, last final examination or by the established hall closing time for the semester, whichever comes first. If Resident does not sign up and/or pay to stay on campus during the semester breaks Resident may be required to vacate the room by the established hall closing time for the semester.
d. Failure to properly check-in or check-out of the room, including an improper room change, will result in the assessment of a $50 charge in addition to any other damage charges.

14. Right of Entry:
   The University, its officers, employees and agents shall have the right to enter upon said premises at reasonable times for the purpose of routine inspection and repair, preservation of health, safety and quietude, and when there are reasonable grounds to suspect that laws or University policies are being violated by Resident.

15. University Non-Liability:
   The University is not responsible for damage or theft of Resident’s personal property, including money. Residents are encouraged to carry appropriate personal property insurance.

16. Unavailability of Premises:
   In the event that any of the premises which are the subject of this Contract, which for the purpose of this provision shall include any and all areas, in and about the residence community, should be partially or totally lost, destroyed otherwise unavailable because of fires, strikes, natural disasters, or other events so as to render them unfit or unavailable in whole or in part for the purposes of the Resident, then either the University or the Resident shall have the right to immediately terminate this agreement. The University shall not be liable to the Resident for any damage occurring as the result of such termination.

17. Limits of Reservation:
   A Contract for a room in a residence hall or apartment does not indicate admission to the University. Conversely, admission to the University does not guarantee a Housing Contract.

18. Complete Agreement:
   This Contract and the Housing Guidebook represent the entire agreement between the parties and no oral promises between the University and Resident are binding therein. In Witness whereof, the parties have caused this Contract to be duly executed intending to be bound thereby.
### Housing & Residence Life Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improper check-in or check-out</td>
<td>$50.00</td>
</tr>
<tr>
<td>Lock change &amp; new room or apartment keys</td>
<td>$70.00</td>
</tr>
<tr>
<td>Replace exterior door key</td>
<td>$5.00</td>
</tr>
<tr>
<td>Repair or replace equipment checked out from Info Desk</td>
<td>At cost</td>
</tr>
<tr>
<td>Replace movie checked out from Info Desk</td>
<td>$15.00</td>
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<tr>
<td>Nightly housing rate (outside of occupancy period)</td>
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<tr>
<td>Contract cancellation</td>
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</tr>
<tr>
<td>Room Buy-Out – Residence Halls (per semester)</td>
<td>$720.00</td>
</tr>
<tr>
<td>Room Buy-Out – Apartments (per semester)</td>
<td>$875.00</td>
</tr>
</tbody>
</table>
The following costs are estimated and provided to give a rough idea of what residents can anticipate being charged for various damages. The amounts below include the costs for materials and labor, where appropriate. Actual costs for damage may vary from these amounts.

<table>
<thead>
<tr>
<th>Category- Description</th>
<th>Amount</th>
<th>Category- Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appliance</td>
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<td>General</td>
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</tr>
<tr>
<td>Refrigerator Replacement</td>
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<td>Bulletin Board</td>
<td>$160</td>
</tr>
<tr>
<td>(Apartment)</td>
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<td>Exit Sign</td>
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<tr>
<td>Refrigerator Replacement</td>
<td>$120</td>
<td>Light Fixture</td>
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<tr>
<td>(Residence Hall)</td>
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<td>Mirror Apartment</td>
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<tr>
<td>Refrigerator Drawer</td>
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<td>Mirror Residence Hall</td>
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<tr>
<td>Refrigerator Handle</td>
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<td></td>
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<td>Refrigerator Shelf</td>
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<tr>
<td>Cleaning</td>
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<td>Trash / Furniture Removal</td>
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<tr>
<td>Apartment (Full)</td>
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<tr>
<td>Residence Hall Room</td>
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<td>Toilet Replacement</td>
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<tr>
<td>Trash / Furniture Removal</td>
<td>$40</td>
<td>Toilet Seat</td>
<td>$40</td>
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<tr>
<td>Doors</td>
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<td>Waste / Recycling Basket</td>
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<td>Apartment Entry</td>
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<tr>
<td>Apartment Bedroom</td>
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<td>Hole - Drywall (Small &lt;6”)</td>
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<tr>
<td>Apartment Bathroom</td>
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<td>Hole - Drywall (Large &gt;6”)</td>
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<td>Residence Hall Room</td>
<td>$620</td>
<td>Paint Entire Wall</td>
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<td>Peephole</td>
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<td>Windows &amp; Screens</td>
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<td>Room Number Sign</td>
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<td>Apartment Living Room Curtain</td>
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<td>Flooring</td>
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<td>Replacement</td>
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<td>Carpet Square</td>
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<td>Apartment Bedroom Curtain</td>
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<td>Kitchen Linoleum Floor</td>
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<td>Repair</td>
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<tr>
<td>Furniture</td>
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<td>Screen Replacement</td>
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<td>Couch / Livingroom Chair Cushion Reupholster</td>
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<td>Window Replacement</td>
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<tr>
<td>Desk / Dining Chair Reupholster</td>
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<td>Residence Hall Wireless Router Replacement</td>
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<tr>
<td>Desk / Dining Chair Replacement</td>
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<td>Apartment Wireless Router Replacement</td>
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<tr>
<td>Desk Replacement</td>
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<td></td>
</tr>
<tr>
<td>Mattress Replacement</td>
<td>$115</td>
<td></td>
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</table>

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