# RESIDENT HANDBOOK
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WELCOME TO RIVERS RIDGE APARTMENTS!

Hopefully, you are as excited about your move to Three Rivers College as we are. We have lots of exciting things planned. Our department offers residents the opportunity for personal growth through social, recreational, cultural, and educational programming, and community living.

There is an RA and a professional staff member on-call 24/7. We are ready and willing to assist you in any way we can. I hope to see you at some of the great activities we have planned for the upcoming year — sand volleyball tournaments, swimming parties, cookouts, bingo night, and much much more!

We are so glad you are here!

Sincerely,

Aaron & Sheronda Powell  
Coordinators of Student Housing  
(573) 840-9106  
(573) 840-9112
STUDENT HOUSING STAFF

Coordinators of Student Housing
The Coordinators of Student Housing supervise the housing staff and are responsible for the administrative, personnel, business, and facility management of the department, reporting directly to the Vice President for Student Success. The Coordinators of Student Housing’s offices are located inside the clubhouse.

Housing Liaison
The Housing Liaison is currently responsible for monitoring resident assistants’ duties at night and assists the Housing Coordinators in administering management responsibilities. The housing liaison office is located inside the student advising department.

Resident Assistants (RAs)
Resident Assistants are students who are selected for their ability to communicate with others, their willingness to accept responsibility, and their desire to be helpful. The RA is the primary resource person for information and assistance after regular office hours. The RA also has a practical knowledge about Housing policies and procedures. RAs plan many recreational activities and informational programs for the residents.

Resident Assistants are on duty at the end of regular office hours (5 pm to 8 am Monday through Friday) and the entire weekend, including campus holidays.

On-Call Coverage
The Coordinators of Student Housing are available weekdays 8 am to 5 pm Monday through Friday. After regular office hours it is considered an after-hours emergency.

If after-hours issues, concern or emergency arises, residents are to:

   Contact the Resident Assistant (573) 772-2015
STUDENT HOUSING OFFICE HOURS:

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

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

Resident Assistants On-Call Hours:
Monday-Friday 5pm – 8am
Saturday – Sunday: All day
Campus holidays: All day

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

Resident Assistant Phone Number:
(573) 772-2015

Campus Police
(573) 840-9713
Or
Cell (573) 718-0108
## Important Student Housing Dates 2013 -2014

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<tr>
<th>Date</th>
<th>Event Description</th>
<th>Details</th>
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<td>August 14, 2013</td>
<td><strong>Fall Move-in</strong> for incoming 3&lt;sup&gt;rd&lt;/sup&gt; floor Residents</td>
<td>9 am – 4 pm at Clubhouse</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7 pm – Meeting with building RAs</td>
</tr>
<tr>
<td>August 15, 2013</td>
<td><strong>Fall Move-in</strong> for incoming 2&lt;sup&gt;nd&lt;/sup&gt; floor Residents</td>
<td>9 am – 4 pm at Clubhouse</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7 pm – Meeting with building RAs</td>
</tr>
<tr>
<td>August 16, 2013</td>
<td><strong>Fall Move-in</strong> for incoming 1&lt;sup&gt;st&lt;/sup&gt; floor Residents</td>
<td>9 am – 4 pm at Clubhouse</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7 pm – Meeting with building RAs</td>
</tr>
<tr>
<td>August 18, 2013</td>
<td>River Ridge Welcome Back Cook Out! Guest: Dr. Stephenson (President)</td>
<td>6 pm – 10 pm at Pool</td>
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<td>Mandatory Orientation</td>
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<td>November 15, 2013</td>
<td>Contract Renewal Lease Form for Winter Session Due</td>
<td>Due by 4 pm at Clubhouse</td>
</tr>
<tr>
<td>December 9, 2013</td>
<td>Spring Signing of Contracts Renewal Lease Party!</td>
<td>7 – 9 pm at Clubhouse</td>
</tr>
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<td><strong>December 13, 2013</strong></td>
<td><strong>Fall Semester Housing Lease ends</strong> (set-up check out appointment with the building RA)</td>
<td><strong>4pm</strong> (prior arrangements must be made to avoid fines for tardy check out).</td>
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<tr>
<td>December 16, 2013 - January 10, 2014</td>
<td><strong>Extended Residents</strong> (Winter session) ONLY</td>
<td>Apartments closed unless extended form submitted!</td>
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<td></td>
<td>Fee $200</td>
<td></td>
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<td>January 9, 2014</td>
<td>All returning residents are welcome back!</td>
<td>Anytime (call RA)</td>
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<td>January 11, 2014</td>
<td><strong>Mandatory</strong> Incoming freshman/ new resident orientation</td>
<td>9 am – 4 pm at Clubhouse</td>
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2013-2014 RENTAL RATES
(Price Per Student)
(rates subject to change)

Note: All rental payments include the cost of electricity, water, central air/heat, internet service, basic TV cable, and garbage collection.

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<td>Semester Rate</td>
<td>$1,720 per semester</td>
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<tr>
<td>(Fall / Spring)</td>
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<tr>
<td>Summer Semester</td>
<td>$948</td>
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<tr>
<td>Maymester</td>
<td>$100</td>
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<td>Augmester</td>
<td>$100</td>
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<td>Winter Session</td>
<td>$200</td>
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<td>(Dec. 16 - January 11)</td>
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Note: Rent can be paid in advance or through the college’s Nelnet payment plan along with tuition and fees.

For more information contact:
Student Housing Office
2080 Three Rivers Boulevard
Poplar Bluff, Missouri 63901
(573)840-9106
e-mail: housing@trcc.edu
QUICK REFERENCE
Violation of Community Behavioral Standards

Alcohol
1\textsuperscript{st} offense: Community service and counseling.
2\textsuperscript{nd} offense: Immediate eviction, loss of security deposit, and possible loss of scholarship at the end of the semester.

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

Drug Paraphernalia
1\textsuperscript{st} offense: Subject to disciplinary action.

Guests and Overnight Guests
A resident must escort each guest AT ALL TIMES.
1\textsuperscript{st} offense: Written warning and immediate removal of guest.
2\textsuperscript{nd} offense: 5 hours of community service and immediate removal of guest.
3\textsuperscript{rd} offense: Immediate eviction, immediate removal of guest, and loss of security deposit

Keys Replacement
\$30-Front door
\$20-Bedroom door
\$10-Mail key
The resident will be charged regardless of whether the key is found later.

Failure to Complete Roommate Agreement within 1\textsuperscript{st} week of school or as requested.
1\textsuperscript{st} offense: 10 hours of community service and referral to the Vice President for Student Success.
2\textsuperscript{nd} offense: Eviction, loss of security deposit.

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

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

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

Smoking in non-sanctioned areas
1\textsuperscript{st} offense: 5 hours of community service.
2\textsuperscript{nd} offense: 10 hours of community service and referral to the Vice President for Student Success.
3\textsuperscript{rd} offense: Eviction, loss of security deposit.

Theft
1\textsuperscript{st} offense: Cited by Campus Police and referred to the Vice President for Student Success for eviction from Rivers Ridge Apartments. Other consequences and penalties may include loss of any Security Deposit along with restitution for the amount of theft, and referral for prosecution.

Tobacco (containers not allowed in rooms)
1\textsuperscript{st} offense: 10 hours of community service and referral to the Vice President for Student Success.
2\textsuperscript{nd} offense: Eviction, loss of security deposit.

Trash outside apartment
1\textsuperscript{st} offense: Written warning.
2\textsuperscript{nd} offense: 5 hours of community service.
3\textsuperscript{rd} offense: 10 hours of community service and referral to the Vice President for Student Success.
4\textsuperscript{th} offense: Eviction, loss of security deposit.

Trash not placed inside proper containers/ Littering
1\textsuperscript{st} offense: $50.00 fine (school)
2\textsuperscript{nd} offense: $50.00 fine (school) + $50.00 fine (city)
3\textsuperscript{rd} offense: $50.00 fine (school) + $50.00 fine (city), Eviction, loss of security deposit

Unauthorized room or apartment change
Any time: $25.00 - $150.00

Cumulative Penalties leading to Eviction
At the 4\textsuperscript{th} cumulative offense incurred among any of various categories that allow for multiple offenses, the penalty shall be Eviction and loss of security deposit. Greater penalties may be added.

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

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

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

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

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

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

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

___________________________
Signature of Student OR
Parent/Legal Guardian

______________________________
Date

By: __________________________
Three Rivers College
Housing Coordinator

______________________________
Date

☐ I will be receiving financial aid from the
Three Rivers College

*For Official Use Only*

Student Name (Please Print) ___________________________ ID#

Academic Term _____________

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

Contract ends: 4:00 p.m. _____/_____/_______
CONTRACT CONDITIONS

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

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

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

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

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

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

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

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

The Student agrees to assume and bear the risk of loss with regard to all personal property which is kept or maintained in the apartment.

The Student agrees that failure to occupy assigned accommodations during the contract period without providing notice of delayed arrival may result in the accommodations being assigned to another student. However, delayed arrival does not relieve the Student of the responsibility to accept other available accommodations. The Student agrees that assigned accommodations cannot be reassigned by the Student to another student.
Section C
Cancellation and Termination:

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

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

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

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

3. If the Student is a member of the Armed Forces on active duty and receives change-of-station orders to permanently leave the local area; is relieved from active military duty; or is a national guard or reservist called to active duty, the Student may terminate this contract by giving written notice to Three Rivers College. The written notice shall terminate the lease thirty (30) days after the College receives the notice. In addition, the Student must provide a copy of the official military orders within ten (10) days which allow contract termination. The Student pays the College a cancellation fee equal to $150.

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

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

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

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

2. If the Student is a member of the Armed Forces on active duty and receives change-of-station orders to permanently leave the local area; is relieved from active military duty; or is a national guard or reservist called to active duty, the Student may terminate this contract by giving written notice to Three Rivers College. The notice shall terminate the lease thirty (30) days after we receive the notice. In addition, the Student must provide a copy of the official military orders within ten (10) days which allow contract termination. The Student pays the College a cancellation fee equal to $150.

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

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

b. The Student or a guest violates this contract or any addendum to it, the Rivers Ridge Community Policies, any State and College rules and regulations, or fire, health or criminal laws, regardless of whether arrest or conviction occurs;

c. The Student fails to move into the premises after completion of all required documentation, or, if the Student abandons the premises (that is, he appears to have moved out before the end of the contract), clothes and personal belongings have been substantially moved out and the Student has not been in the bed space for 5 consecutive days;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section D
Property Lien

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

Section E
Liability of the College

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

Liability

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

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

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

Holdover

If the Student continues to occupy the premises past the Ending Date of this contract without written permission, an additional $75.00 daily will be charged to the student.

Guaranty

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

Privacy of Information

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

Method of Notice

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

Lease Renewal

Eligible Student’s must renew the contract 30 days prior to the Ending Date of the current contract to maintain room assignment priority.
General
Time is of the essence. Execution of this contract confirms that no oral promises, representations or agreements have been made by the College or its representatives. This contract is the entire agreement between the parties. The College makes no representations or warranties that all residents of Rivers Ridge Apartments will be students. College representatives have no authority to waive, amend or terminate this contract or any part of it and no authority to make promises, representations or agreements which impose duties of security or other obligations on the College unless one obtains such in writing and signed by College officials. All contract obligations are to be performed in the county where Rivers Ridge Apartments is located. Unless this contract states otherwise, all fees owed by the Student are due upon demand. A delay of or non-enforcement of the College’s rights shall not be a waiver under any circumstances of its future right to enforce such rights. Omission of Student initials as indicated throughout the contract does not invalidate this contract. If any part of this contract is not valid or enforceable, it shall not invalidate the remainder of this contract.

Section F
Contract Term

This contract begins at 9:00 a.m. on ____________ and ends at 4:00 p.m. on ____________. This contract cannot be cancelled during this period except under the terms and conditions of section C of Contract Conditions.

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

This is a legally binding contract. Please take whatever time you need to read and understand this contract before signing it.

Student

___________________________

__ ____________________________

Student Signature

___________________________

Coordinator of Student Housing

___________________________

Printed Name

___________________________

Date

The Community Policies and General Information Sections (p. 17 – 38) have been reviewed and accepted by:

___________________________

Residents Signature

___________________________

Coordinator of Student Housing’s Signature

___________________________

Date

___________________________

Date
COMMUNITY POLICIES
Prepared for Rivers Ridge Residents

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

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

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

Students enrolled at the College are charged with the obligation to conduct himself/herself in a manner compatible with the functions of the College as an educational institution; consequently, conduct which interferes with the use or utilization of College facilities by other persons may be disciplined regardless of whether such conduct is specifically proscribed by the provisions of the Student Handbook.

SAFETY
It is not possible for any apartment owner/manager or security agency to ensure or guarantee security or safety. A member of the Three Rivers College Campus Police is on duty at all times and will periodically patrol the entire campus including the Rivers Ridge residential area. The Three Rivers Campus Police will provide support services to residents by calling the appropriate agency when requested by the Rivers Ridge Coordinator of Student Housing. The Poplar Bluff Police Department and Butler County Sheriff’s Department routinely patrol the College campus.

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

YOU MUST EXERCISE DUE CARE FOR YOUR AND OTHER’S SAFETY AND SECURITY. PLEASE READ THESE SECURITY GUIDELINES.

Personal security inside apartment
- Lock doors and windows
- Use deadbolt locks on doors
- Look through window or peephole before answering the door
- Do not put name, address, or phone number on key ring
- Report a lost key to residential staff and ask to have lock re-keyed
  Replacement costs for keys are $30 for a front door key, $20 for a room key, and $10 for a mail key
- Call 9-1-1 for an emergency
- Check smoke detectors each month
- Check door locks and window locks regularly
- Mark identification on valuable personal property
Personal security outside apartment
- Lock doors and windows before leaving apartment
- Leave a radio or TV playing softly
- Use lamp timers
- Tell a roommate where you are going and when you will return
- Do not leave a door key outside
- Do not walk alone at night
- Do not share keys with anyone
- Have door key in hand before arriving at your apartment
- Report extended periods of time you will be gone

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

Personal security awareness
The best safety measures are ones you perform as a matter of common sense and habit. Three Rivers College and Rivers Ridge disclaim any express or implied warranties of security. None of our safety measures are an express or implied warranty of security or is a guarantee against crime or of a reduced risk of crime. We are not liable to you or any of your guests for injury, damage, or loss to person or property caused by criminal conduct of other persons. We are not obligated to furnish security personnel, security lighting, security gates or fences, or other forms of security and we can discontinue any of such items provided at any time without notice.

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

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

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

Alcohol
The possession, consumption, sale, or donation of alcoholic beverages is prohibited in Rivers Ridge buildings and on Three Rivers College property. Empty alcoholic beverage containers may not be used as decoration at Rivers Ridge. This constitutes possession of alcohol. Residents are held liable for their visitors who violate this policy. Residents participating, possessing, or being present in a room with alcohol are subject to disciplinary action. Violations of this policy can range from community service, probation, law enforcement citations to and including immediate expulsion from Rivers Ridge Apartments. If residents or guests of the Rivers Ridge are found with alcohol in their possession, they will be asked by the staff to dispose of the alcohol by pouring it out, and the Coordinator of Student Housing will document their behavior for follow up. Residents who violate the alcohol policy will be addressed as follows:

1st offense: Community service, (hours to be determined by the Coordinator of Student Housing) and counseling.
2nd offense: Immediate eviction, loss of security deposit, and possible loss of scholarship at the end of the semester.
In addition, residents may receive a minor in possession (MIP) or minor consuming citation (MCS). Residents are subject to state and federal laws. Law enforcement officials may be summoned to handle violations. Three Rivers College and Rivers Ridge Apartments is an alcohol free campus.

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

**Drugs, Narcotics or Controlled Substances**

Use, possession, and/or distribution of drugs and/or illegal substances, or drug paraphernalia are strictly prohibited and will result in eviction and referral to the College for probable disciplinary action. Said penalty will also be applied in the case of a misuse of legally obtained, or, over the counter, medication.

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

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

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

**Drug Paraphernalia**

All equipment of any kind used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance is prohibited.

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

Residents found in violation of the above will be subject to disciplinary action. Residents are subject to state and federal laws. Law enforcement officials may be summoned to handle violations. Three Rivers College and Rivers Ridge Apartments is a drug free campus.

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

To control the use of illegal drugs in the apartments, drug searches utilizing a trained police dog may be conducted.

**Constructive Possession**

It is the policy of Rivers Ridge to advocate personal responsibility on the part of all residents who share an apartment. To this end, Rivers Ridge utilizes the legal principle of constructive possession to further the goals of community safety and responsibility at Rivers Ridge. Constructive possession means that when the presence of any contraband item(s) as defined in this policy are found to be present in any common area of an apartment, for the purpose of policy enforcement the occupant(s) of that apartment will share responsibility for the possession of such contraband items, and will share equally in the disciplinary action and/or fines that may result from such violation. This concept of constructive possession will not be mitigated by an admission of ownership on the part of any one resident, unless it can be demonstrated by the resident(s) that there was no reasonable way they could have known of the presence and/or use of such contraband items in the apartment common area. The responsibility for demonstrating this mitigation is borne by each resident of the specific apartment in question, and proof of such must be submitted in writing to the Coordinator of Student Housing within 3 days from the date of occurrence. The Coordinator of Student Housing will review the information and render a decision as to the acceptability of the defense claim raised by the resident in question.
Apartment Entry: Inspection, Search and Seizure:
Residents have a right of privacy while living in the apartments. However, Rivers Ridge staff and/or College officials have the right to search any room for reasons they deem appropriate to protect the health and safety of all residents. Rooms will be entered in the absence of the resident and without the resident's consent by authorized Rivers Ridge Staff or College officials for various reasons including, without limitation to, responding to emergencies, conducting health/safety inspections and inventories, performing maintenance, or if they believe, a college or community policy or civil or state law is being broken. Staff will also enter apartments when a fire alarm sounds or for noise violations if there is no response from the resident. Any illegal items or items which violate Rivers Ridge policy will be confiscated.

Things we check when conducting health/safety inspections include, but are not limited to:

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

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

Apartment Units
May be personalized, however, in order to comply with fire codes, to reduce the risk of accidents, and to prevent other damage to the apartment, the following policies have been established. Failure to follow the policies may result in disciplinary action.

- No hot plates in the apartment
- Extension cords must be UL approved
- No halogen lamps, candles, incense or any open flame in apartment
- Blinds provided should be the only thing visible on the outside windows
- Do not hang, stick, or erect anything in, on, or about any windows
- Decorations should be temporary in nature
- No wall papering or painting in the apartment
- No nails, stickers or tape on doors or kitchen cabinets
- No water beds are allowed
- Do not hang anything from sprinkler heads
- Do not place aluminum foil in windows

Banned guest
A banned guest is a non-resident or previous resident deemed disruptive to the population of the apartments. The person is not allowed to enter Housing facilities for either a specified time or indefinitely and will receive a written statement (sent to the address provided during guest registration) from the Coordinator of Student Housing regarding his/her status. Because it is officially considered trespassing, should the person appear in the apartments, he/she will be subject to arrest.

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

Chronic Misbehavior
A resident establishes an unacceptable pattern of misconduct when he/she is frequently in trouble, though individual offenses might be minor. A pattern of recalcitrance, irresponsible conduct, or manifest immaturity may be interpreted as a significant disciplinary problem. **Generally, the third violation of policy will result in a referral for eviction.**
Common Areas
Use of the common areas is a privilege that the Rivers Ridge Staff can withdraw for any reason. Residents are expected to use common sense and consideration of others when using the common areas and equipment. Loud noise or music in the courtyard, Club House, pool area, or other common area is unacceptable. Residents and their guests are required to follow the posted rules and regulations.

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

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

- Parents or other family members
- Friends or significant others
- Guests
- Apartment-mates

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

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

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

For your protection, smoke detectors are installed in every apartment/unit. For the resident/s safety, they are installed to function both electrically and battery operated.

In case of smoke or fire:

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

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

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

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

**Fire Safety Equipment**

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

**Firearms or Other Weapons**

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

**Guests and Overnight Guests/Visitation Hours**

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

Residents **may not** host an overnight guest of the opposite gender. Boyfriends/girlfriends are not allowed to stay the night (this includes same sex couples and residents). An overnight guest(s) must register with either the Resident Assistants on duty, or Coordinator of Student Housing, and will be assigned a guest parking pass that must be returned at the conclusion of the approved visit. The approved and acceptable duration of stay for guest is: no more than 2 consecutive days, and no more than 2 visits per month. Residents are responsible for the proper check-in and checkout of each guest. Guests must complete an Overnight Guest Registration Form and must 18 years or older, unless they are family. This form can be obtained from Rivers Ridge staff member. The guest must also show a photo I.D. at check-in. Please check with the Housing Office if there are any questions.

**Visitation hours are:**

- Sunday - Thursday 8 am - 11 pm
- Friday - Saturday 8 am - 1 am

Residents who violate the Guest and Overnight Guest Registration and other Guest Policies will be addressed as follows:

1. **1st offense:** Written warning and immediate removal of guest
2. **2nd offense:** 10 hours of community service and immediate removal of guest
3. **3rd offense:** Immediate eviction, immediate removal of guest, and loss of security deposit

An adult must supervise minor children visiting on the property at all times.
Holidays and Semester Break
Housing is provided at an additional charge of $100 during spring semester break. All other holidays are included in their appropriate semester payments. Residents not attending Winter Session may leave personal belongings if going home between Fall and Spring semesters, but are encouraged not to leave any valuables. If a resident is leaving for the summer semester but returning for the following fall semester, all personal belongings must be removed. If you plan to stay during semester break, a form must be submitted to the Coordinator of Student Housing 10 days before the ending lease date.

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

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

Internet Access in Rivers Ridge Apartments.
Computer resources must not be used for any unlawful purposes. The College may revoke the individual’s right to use the computer on a temporary or permanent basis. Computer misuse by an individual may be adjudged a felony, and the individual may be liable to legal prosecution. Non-students must register with the College prior to having Internet access and provide their Mac address to College officials.

Keys
Keys are the properties of Three Rivers College and must be returned upon vacating the apartment. From the moment a resident picks up a room key until the time it is returned, the resident to whom the key was issued is responsible for the key, the room, and its contents, as well as any charges for damages. Residents must keep possession of the room key during the contract period and may not lend the key to anyone for any reason. Keys may not be altered or duplicated. If a resident is locked out of his/her room, he/she may call the Resident Assistant on call (573-772-2015) and access will be provided (after asking for an ID). After a third key-in, a lock-change will be done for the room, and a lock-change fee will be assessed to the resident’s account. Replacement costs for keys are $30 for front door key, $20 for room key, and $10 for mail key ($60 to replace all three). The resident will be charged regardless of whether the key is found later.

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

Noise and Quiet Time
Loud noise, such as high volume, sounds from home and car stereos, televisions, electrical instruments, and such are not permitted. Residents must keep stereos, video games and computer equipment at a reasonable volume with speakers directed inside their room/apartment, not pointed out the windows. Residents and guests must respect the rights of others at all times by behaving in a manner that is conducive to sleeping and studying. Courtesy hours (hours to study, relax and sleep) are in effect 24 hours a day, seven days a week. At NO time may a resident, group of residents, or residents and invited guests create excessive noise or loud conversation that will disturb or offend other residents from any outside yard area, or through any roommates’, or neighbor’s adjacent floors or walls. Living at Rivers Ridge is a privilege not a right, and any abuses of this may result in the loss of this privilege. Residents who do not adhere to QUIET and COURTESY HOURS may be subject to disciplinary action up to and including eviction.
Residents who violate the Noise and Quiet Time Policy will be addressed as follows:

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

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

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

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

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

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

Appeal Process: A letter requesting an appeal and outlining the reasons for the appeal must be filed with the Vice President for Student Success within three school days from the date of the sanction. The Vice President for Student Success will review the appeal and make a final decision.

Roommate Agreements
The process of completing a Roommate Agreement is led by the building Resident Assistant. This agreement sets forth the guidelines by which roommates assist each other to maintain a clean, safe, a respectful living area. This agreement must be complete and return to the RA by the end of the first week of classes. A copy will be given to roommates. It is not a legal contract but will aid housing management in assisting in disputes during Health and Safety Inspections. Failure to complete the agreement as requested may result in eviction from Rivers Ridge Apartments.

Room/Apartment Changes
Room Changes may be requested by residents to move from one apartment or room to another but the Coordinator must approve the move. Room Change requests will begin to be processed 5 working days after the start of each semester. If a move to another apartment or bedroom within an apartment is accomplished without prior approval of the Coordinator, then you will be asked to move back to the intended apartment or room. Residents may not intentionally abuse or ignore a roommate’s rights in order to secure a private room or extra space in an apartment. Unauthorized moves may be grounds for disciplinary action and charges for the additional space.

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

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

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

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

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

Smoking
1st offense: 5 hours of community service
2nd offense: 10 hours of community service and referral to the Vice President for Student Success
3rd offense: Eviction, loss of security deposit

Tobacco
1st offense: 10 hours of community service and referral to the Vice President for Student Success.
2nd offense: Eviction, loss of security deposit.

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

OFFICE AND MAINTENANCE SERVICE
(In alphabetical order)
Carpet and Tile Care
To reduce damage and preserve the appearance of the carpet and tile, please vacuum and mop at least once weekly. Special instructions and assistance in handling carpet stains or damage is available from the office staff.

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

• Have signed a Student Housing contract,
• Review room and sign an Apartment Inspection Report.
• Have a schedule of class
• Present a valid ID (driver’s license or state)
Before checking out of the apartments, the student must follow the check-out procedures:

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

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

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

- Stayed the duration of signed contract
- Had no damages in the unit to which they are assigned
- Completed proper check out procedures

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

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

- Involuntary withdrawal from Rivers Ridge
- Cancel/do not fulfill the Rivers Ridge contract except under conditions defined in Section C.
- Withdraw from the College

Mail Service
Resident mailboxes are located on the south side of the clubhouse. The residents will be issued a key at move-in. The Resident Assistants distribute mail between 2:00 p.m. – 4:00 p.m. Monday - Friday. Mail service is not provided on Saturday or Sunday. Residents should have their mail addressed as follows:

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

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

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

Maintenance, Alterations, and Repairs
You are responsible for and will take good care of the premises and common areas. You will not remove any of our property, and you will not perform any repairs, painting, wall papering, electrical changes or other alterations (other than for small nail holes in sheet rock
for hanging pictures) of the premises without our prior written consent. We can require you to prepay or, if we elect, you agree to repay us, within 10 days after we send you an invoice, for the cost of all repairs made necessary by you, your guest’s or any other person’s violation of this lease or the negligent or careless use of the premises or any part of the property including without limitation damage from waste water stoppages caused by foreign or improper objects in lines serving your bathroom, damages to appliances, doors, windows or screens, damage from window or doors left open and repairs or replacements to security devices necessitated by misuse or damage by you or your guests (this includes damages that may have been caused to the apartment by other residents of the apartment if we cannot determine who is responsible). If you prepay, any over-payment will be applied against any amount that you owe us, and the remainder will be returned to you if your prepayment was less than the cost incurred, you will pay us the difference within ten (10) days after we send you an invoice. Your obligations to pay the charges described in this paragraph will survive after the ending of this lease.

Except in the event of an emergency, if you have a request for repairs or services to the premises, or repairs or replacements of security devices, the request must be in writing to us. In case of malfunction of utilities or damage by fire, water, or similar cause, you must notify us immediately. In case of malfunction of air conditioning or other equipment, you must notify us in writing as soon as possible. Additionally, you are required to notify us in writing promptly of water leaks; electrical problems; carpet holes; broken glass; broken locks or latches; and any condition, which you reasonably believe poses a material hazard to health or safety. Once we receive the notice, we will act with reasonable diligence in making repairs and reconnections, but during that time, you cannot stop payment of or reduce the rent.

With or without notice, we can temporarily turn off equipment and interrupt utilities to avoid property damage or to perform work requiring such interruption as determined in our sole judgment.

Neither the Coordinator of Student Housing nor College Officials and our representative agents, employees, repairers, servicers and representatives will be liable for any inconvenience, discomfort, disruptions or interference with your use of the premises because the Coordinator of Student Housing or we are making repairs, alterations or improvements to the premises, the apartment, or the property. If you request any repairs, they will be done during our usual working hours unless you request in writing that such repairs be done during other hours. If we approve such request, unless the repairs are required by an emergency, you will have to pay in advance any additional charges (such as overtime) resulting from such request.

In order to minimize the potential for any mold growth in the premises, you are responsible to do the following:

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

Molds are naturally occurring microscopic organisms, which reproduce by spores. There is conflicting scientific evidence as to what constitutes a sufficient accumulation of mold, which could lead to adverse health effects. Nevertheless, appropriate precautions need to be taken. Compliance with these provisions will help prevent mold growth in the Premises and allow both you and us to respond appropriately to conditions that could result in mold growth.

If you fail to comply with these provisions, you can be held responsible for property damage to the premises or any health problems that may result. **We cannot fix problems in the premises unless we know about them.**
Office hours
Office hours are posted in the Club House and when the office is not open, a staff member can be reached by dialing the on-call RA cell phone. Numbers are posted on the Office door.

Resident Information
If you or the Guarantor has supplied information to us by means of a rental application or similar instrument, you represent that all such information is true and correct and was given by you and Guarantor voluntarily and knowingly. If someone requests information on you or your rental history for law enforcement, governmental or business purposes, we can provide it without notice to you or any further consent.

COMMUNITY CLEANLINESS
(in alphabetical order)
Breezeways and Corridors
Breezeways and corridors will be kept clean and uncluttered at all times and apartment furniture is NOT allowed outside. Do not dry clothing or linens or store unsightly personal property on the breezeways or corridors at any time, including but not limited to boxes, tires, recyclables, and broken furniture. Only appropriate patio furnishings should be used.

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

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

Laundry Facilities
Laundry facilities are for residents’ use only. Rivers Ridge is not responsible for unattended laundry.

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

Pool
Commercial (and appropriate) swimwear must be worn at all times, and residents and/or guests are expected to use decorum and exhibit appropriate public behavior at all times. The pool will be open 8 a.m. to 11 p.m. Monday-Friday, and 10 a.m. to 11 p.m. Saturday - Sunday. All residents are expected to abide by the hours of operation. There is not a lifeguard on duty. Running, horseplay, or loud noise is not allowed and additional rules may be posted in the pool area. Glass containers are not permitted. Unsupervised children are not permitted in the pool area at any time. No one under four years will be allowed in the pool.

Revised 4/23/2013
Postings
Posting of any signs or posters must be pre-approved by the Coordinator of Student Housing and can be posted only in designated areas.

Trash
Residents are required to maintain their room/apartment in a clean and sanitary manner. Residents are also responsible for bagging trash that accumulates in their room/apartment and disposing of trash by depositing it in the designated garbage and recycling receptacles. Students may not leave trash outside their room/apartment or building door. Residents who violate the trash policy will be addressed as follows:

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

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

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

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

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

Volleyball Court
Residents must accompany guests and appropriate public behavior will be exhibited at all times. The Volleyball Court is open for use daily from 8 a.m. to 11 p.m.

GENERAL INFORMATION  
(in alphabetical order):
Lease renewal
If the resident intends to renew the Lease, the resident must renew the Lease 30 days prior to its Ending Date. If the resident does not we may lease the space to another person and the resident will be required to move from the space by the Ending Date.

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

If the resident does not give us a written move-out notice, or renew the lease, at least forty-five (45) days prior to its Ending Date, we will assume the resident is moving out, and we will attempt to lease your space to another prospective resident. Even if the resident gives proper notice, you are not released from liability under the Lease unless all payments through the Ending Date have been made. If
you do not give us, the move-out notice as described above we will deduct $150.00 from your Security Deposit. This amount will be deducted prior to any other amounts you may owe are deducted.

When the resident leaves the premises, including, but not limited to, the windows, bathroom, patios, balconies, and kitchen appliances in the Common Areas, must be clean and in good repair and condition, reasonable wear accepted. If you fail to clean the appliances, or if any of them have been damaged or are missing, you will be liable for reasonable charges to complete such cleaning, repair or replacement. We recommend that you schedule a walk-through with our staff prior to your move out. If you do not, you agree to accept our assessment of damages and charges when we inspect. In addition, our maintenance staff may not inspect your bed space or apartment until after you have moved out and will make the final determination of damages.

Property
If the resident leave any of your property in the premises after you leave or after the end of this Agreement, that property is deemed to be abandoned by you and we can, without delay, take such action as we desire and charge you with costs incurred to keep, sell or dispose of such property without liability to the college. Timing is very important in the performance of all matters. Your execution of this Agreement confirms that we or any of our representatives have made no oral promises, representations or agreements. We make no representations or warranties that all residents of the Property will be students. Our representatives (including college and leasing personnel, employees, and other agents) have no authority to waive, amend or terminate this Agreement or any part of it and no authority to make promises, representations or agreements which impose duties of security or other obligations on us unless done in writing and signed by us. Unless this Agreement states otherwise, all sums owed by you are due upon demand. Our delay or non-enforcement of our rights shall not be a waiver under any circumstances of our future right to enforce such rights.

Right of Entry
The Coordinator of Student Housing and or College Officials and our respective agents, employees, repairers, servicers and representatives may, without notice, at any time, enter the premises for any reason that we or the Coordinator of Student Housing deem to be reasonable. Some reasons for our entry include, but are not limited to, the following: responding to your request, repairs, estimating repair or refurbishing costs, pest control, preventive maintenance, filter changes, testing or replacing smoke-detector batteries, retrieving unreturned tools or appliances, preventing waste of utilities, exercising contractual lien, leaving notices, delivering, installing, reconnecting, or replacing appliances, furniture, equipment, or security devices; removing or rekeying unauthorized security devices, removing unauthorized window coverings, stopping excessive noise; removing health or safety hazards (including hazardous materials) and items prohibited under the Community Policies; removing unauthorized pets, retrieving property owned or leased by former residents, inspections when immediate danger to person or property is reasonably suspected, entry by a law-enforcement officer, without notice, or in the execution of a search warrant, when an emergency threatens health and safety, with the consent of the occupant of the room or in hot pursuit, showing apartment to prospective residents, or showing apartment to government inspectors, fire marshals, lenders, appraisers, prospective buyers, or insurance agents. The entry can be gained by use of a pass key or other means (to include disarming any intrusion alarm, if applicable, or by breaking a window or other means if locks have been changed in violation of this Lease, and you will be liable for any damage caused thereby). The Coordinator of Student Housing and/or College Officials can also enter the premises, upon giving you prior notice to show a bed space or the apartment to government inspectors, fire marshals, lenders, prospective buyers, prospective residents, other residents, or insurance agents.

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

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

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

Thank you for choosing Rivers Ridge Apartments as your home. If, at any time, you have suggestions for improving the quality of life here, please contact the Coordinator of Student Housing or one of the RAs.
RIVERS RIDGE APARTMENTS GUARANTY

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

Three Rivers College (hereafter known as Three Rivers, College or Owner)
Rivers Ridge Apartments Contract
Date of Contract ____________________
Contract Start Date: 9 a.m. _____/_____/_____
Contract End Date: 4 p.m. _____/_____/_____

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

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

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

Guarantor’s Name:________________________________________

Address: ____________________________________________________________________________

City/State/Zip: _______________________________________________________________________

Phone Number: __________________________ Social Security Number: _____________________________

Driver’s License Number: __________________________ State: _____________________________

Date of Birth: __________________________

___________________________________________
Signature of Guarantor (not the Student) Date

NOTARY ACKNOWLEDGEMENT

This Instrument was acknowledged before me on __________________________________________________________________________________

By __________________________________________________________________________________

Notary Signature __________________________________________________________________________

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

My commission expires: __________________________

Revised 4/23/2013
REQUIRED MENINGITIS NOTIFICATION

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

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

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

A new Missouri State law (SB 686) states that:

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

**Therefore:**

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

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

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

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

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

Three Rivers College
Poplar Bluff, Missouri

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

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

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

_______________________________  ______________________________
Signature                     Printed Name

_______________________________
Date

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

Three Rivers College
Poplar Bluff, Missouri

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

Allergies:

Vaccinations:

Pre-existing Conditions:

Current Medications:

Insurance Provider:

Emergency Contact Information:

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

__________________________________  __________________________________
Signature  Printed Name

__________________________________
Date
## CONFIDENTIAL CONTACT INFORMATION

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**Confidential Contact Name**

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

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

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

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

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

### Student

Signature: ____________________________ Date: ______/_______/_______

Printed Name: ________________________ Time: ______________ AM PM

### Confidential Contact

Signature: ____________________________ Date: ______/_______/_______

Printed Name: ________________________ Time: ______________ AM PM
EMERGENCY PROCEDURES FOR INCLEMENT WEATHER
For Rivers Ridge Apartments

Emergency Telephone Numbers
Resident Assistant: 573.772.2015
Three Rivers Police: 573.840.9713 or 573.718.0108

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

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

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

In the event of a tornado, emergency bells will ring in continuous short bursts. Stay calm and quickly follow these steps:
- If you are in a vehicle, exit the vehicle and seek shelter in the nearest ditch.
- If you are in the apartments, go to the “A” building as soon as possible. (Go through the Gym then work yourself up to the A building).

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

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

POWER OUTAGE
Remain in your apartment/unit until weather conditions are safe. Staff and Resident Assistants will be available.

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

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

Do not panic. Follow the directions given by Staff and Resident Assistants. Do not drive your vehicles.
STUDENT RESIDENT HOUSING ADVISORY COMMITTEE

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

The Committee makes recommendations for changes and improvements to the housing department, in order to maintain a quality experience for the residents.

The Committee is comprised of: The Resident Assistants, the Housing Coordinators, students selected for their expressed interest in improving residence life, and an officer from Campus Police.

Together we can unlock the door for opportunities!
WHAT TO BRING TO RIVERS RIDGE

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

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

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

What NOT to bring

- Alcoholic beverages or containers
- Candles
- Deep fat fryers, Fry Daddies, or any other appliance used to fry foods
- Fireworks
- Halogen lamps
- Heater/heating units
- Hot plates
- Illegal drugs or paraphernalia
- Incense
- Pets
- Tobacco products (other than cigarettes)
- Waterbeds
- Weapons (or any item that may be construed as a weapon)