# Resident Handbook

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INTRODUCTION

Rivers Ridge is a unique residential community for students, faculty, staff, and affiliates of Three Rivers College and other partner institutions of higher education. The property is for residents who appreciate a beautiful environment and the convenience of on-campus apartment living and who will make a strong commitment to caring for the community in which they live. As a community we are 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, as well as the rules and regulations of Three Rivers College and the directives issued by administrative officials in the course of their duties. Students should comply with all reasonable requests and instructions from Rivers Ridge Staff and College Officials.

RIVERS RIDGE HOUSING OFFICE HOURS AND STAFF

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

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

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

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

Office Hours are Monday through Friday 7am to 7 pm
If after-hours issues, concerns, or emergencies arise, residents are to contact:

Student Housing Office (573)840-9106
Resident Assistant (573) 772-2015
School Resource Officer (573) 718-0108
IMPORTANT HOUSING DATES

August 11, 2015        Freshmen Move in
August 12 – 14, 2015   Freshmen Orientation
August 14, 2015        Sophomore Move in
August 15, 2015        Back to School BBQ
August 17, 2015        Classes Begin
October 8- 9, 2015     Fall Break (College Closed)
November 10, 2015      Lease renewals due for spring semester
November 25-27, 2015   Thanksgiving Break (College Closed)
December 10, 2015      Semester ends

RENTAL RATES

Fall/Spring Rate       $1720.00 per semester
Summer Rate           $948.00 per semester
Winter session        $200.00
REQUIRED MENINGITIS NOTIFICATION

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

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

Therefore:
Students who live in Rivers Ridge Apartments at Three Rivers College must present a record of the student’s Meningitis vaccination. Please reference Communicable Disease Policy and Regulation. HSP 5110 and HSR 5110

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.

GENERAL INFORMATION

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

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

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 after you leave.
- Return all keys.
- Complete and sign check-out paper work.
Required Deposits

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

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

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

Internet Access in Rivers Ridge Apartments

Student residents must comply with Three Rivers College Acceptable Use Policy. ITP 8100 and ITR 8100.

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 3 pm – 5 pm Monday - Friday. Mail service is not provided on Saturday or Sunday. Residents should have their mail addressed as follows:

Your Name
Rivers Ridge Apartments

1998 Three Rivers Boulevard # (Resident’s assigned box number)

Poplar Bluff, Missouri 63901

Three Rivers College and the United States Post office are unable to forward mail from the college address.

- Note: The resident assistants notify students receiving a large package/envelope by placing a mail form in their mailbox. The student can pick up his/her package/envelope during River Ridge office hours with a valid ID.

Laundry Facilities

Laundry facilities are located in the clubhouse for use by residents. Three Rivers College and Rivers Ridge Apartments are not responsible for unattended laundry.

Lease renewal

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

Keys

Keys are issued with signed contract and are to be returned at the end of contract. Replacement keys are $60.00 and non-refundable if later found.
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. If parking in the Bess Activity Center parking lot, vehicles should be parked starting at the fourth row and back. Non-compliance will result in a ticket and possible towing at owner’s expense.
- **Motorcycles.** Motorcycles and all other motorized vehicles must be licensed for operation on public roadways 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.

**COMMUNITY RULES**

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

**Anti-Harassment and non-discrimination policy:**

Discrimination, bullying, repeated insults, disrespect, or threatening behavior of any kind will not be tolerated. Disseminating libelous or slanderous information, or any act of harassment or discrimination based on a person’s sex, age, race, color, national origin, native language, physical disability, or sexual orientation will be considered a gross violation of Three Rivers College policies and regulations. Please reference Three Rivers College Harassment Policy GAP 1240.

**Alcohol**

Three Rivers College and Rivers Ridge Apartments is an alcohol-free environment. The possession, consumption, sale, or donation of alcoholic beverages is prohibited in Rivers Ridge buildings and on Three Rivers College property. Empty alcoholic beverage containers may not be used as decoration at Rivers Ridge and use of such constitutes possession of alcohol. Residents participating, possessing, or being present in a room with alcohol are subject to disciplinary action. Residents who violate the alcohol policy will be addressed as follows:

1\(^{st}\) offense: 10 Hours of Community service and referral to Dean of Student Services.
2\(^{nd}\) offense: Referral to Dean of Student Services for eviction and loss of security deposit.

**Banned guest**

Banned guest are not allowed in or around Housing, this includes Apartments, clubhouse, and parking, may be subject to legal action for trespassing.

**Cumulative Penalties**

At the 4\(^{th}\) cumulative offense incurred among any of various categories that allow for multiple offenses, the penalty shall be referral for eviction and loss of security deposit. Greater penalties may be added at the discretion of the administration.
Drugs, Narcotics or Controlled Substances
Use, possession, and/or distribution of drugs and/or illegal substances are strictly prohibited and will result in eviction and referral to the College for disciplinary action. The misuse of legally obtained or over-the-counter medication is also considered a violation. GAP 1206 Three Rivers College Alcohol and Drug Policy.

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

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

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

Residents found in violation of the above will receive the following: Immediate removal from housing, referral to Dean of Student Services for eviction, and loss of security deposit. There is no probation for this violation.

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

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

- All subjects in room with drug paraphernalia will have a drug test done.
  - If drug test is positive—immediate eviction from housing, loss of security deposit, and referral to Dean of Student Services for disciplinary action.
  - If drug test is negative—referred to Dean of Student Services for disciplinary action
    - 1st Offense—disciplinary probation, 15 hours community service and required counseling
    - 2nd Offense—immediate eviction, loss of security deposit and referral to Dean of Student Services

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

Entry to Roommates’ Rooms
Rivers Ridge Staff will not allow non-staff access to a resident’s room without written consent from the resident. This includes, but is not limited to:

- Parents or other family members
- Friends or significant others
- Guests
- Apartment-mates
Fire Safety Equipment
In each apartment a fire extinguisher will be placed under the kitchen sink. A smoke detector is located in each bedroom and 2 in the common area. If the smoke detector battery dies contact Rivers Ridge Staff to replace it. Tampering with or removing the smoke detectors will result in a $50.00 fine per detector.

Firearms or Other Weapons
Hand guns, rifles and shot guns are not allowed in River Ridge apartments. Residents must comply with all federal, state, local laws as well as college policies pertaining to all weapons. This includes without limitation to explosives, bows and arrows, hunting knives (over 4” in length), switchblades, swords, martial arts weapons, air rifles, and BB guns. Water guns and soakers and Nerf guns may be used in the courtyard. Please reference HSP 5120 for more information.

Guests and Overnight Guests

Visitation hours are:

Sunday - Thursday 8 am - 11 pm

Friday - Saturday 8 am - 1 am

• All roommates must approve the visitation on the Overnight Guest Registration Form.
• A Housing staff member will assign a guest parking pass that must be returned at the conclusion of the approved visit.
• Guest must show a photo ID at check-in.
• The guest is the same sex as the sponsoring resident and over 18 years old unless the guest is an immediate family member.
• The guest’s stay does not exceed 2 nights and no more than 2 visits in a 30-day period.
• The sponsoring resident is completely responsible for his or her guest’s behavior and actions during the visit. All Rivers Ridge rules apply to the guest.
• The guest must be in the presence of the sponsoring host at ALL TIMES.
• The Housing office must receive an Overnight Guest Registration Form at least 24 hour before the proposed visit.
• Guests found in violation of the overnight guest rules will be immediately removed from the premises. Residents who violate the Guest and Overnight Guest Registration and other guest rules will be addressed as follows:
  o 1st offense: Written warning and immediate removal of guest and guest banned for 4 weeks.
  o 2nd offense: 5 hours of community service, immediate removal of guest and referral to Dean of Student Services and guest banned for the semester.
  o 3rd offense: Referral for eviction, loss of security deposit, immediate removal of guest, and guest banned permanently.
Hunting
The processing of wild game and fish is prohibited on all Rivers Ridge Apartments property.

Implied Consent
All students in a room/area will be held responsible for their behavior/objects in that room or area. Residents who are not observed participating in misbehavior or in possession of inappropriate items/objects, but are in the presence of a policy violation, can be held responsible. If a resident is not present, he/she may be held responsible unless it can be clearly demonstrated that he/she had no knowledge of the violation. The responsibility for demonstrating this mitigation is borne by each resident of the specific apartment in question, and proof of such must be submitted in writing to the Director of Housing within 3 days from the date of occurrence. The Director of Housing will review the information and render a decision as to the acceptability of the defense claim raised by the resident in question.

Infectious Diseases
Please Reference Three Rivers HSP 5110 Communicable Diseases and HSP 5110 Communicable Diseases.

Noise and Quiet Hours
Noise should be kept to a minimum and should not be audible from outside your apartment. Quite hours are from 10 PM to 10 AM Sunday through Thursday and Midnight to 10 AM on Friday and Saturday. Residents who do not adhere to this policy may be subject to disciplinary action:

- 1st offense: Written warning
- 2nd offense: 5 hours of community service
- 3rd offense: Referral for eviction, loss of security deposit

Non Compliance
Noncompliance will result in a penalty being taken to the next level of infraction.

Pets
Animals may not be kept as pets in Rivers Ridge apartments.

Postings
Posting of any signs or posters must be pre-approved by the Director of Housing and can be posted only in designated areas.

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

Resident Discipline Process
Although eviction through a civil court is always a possible remedy for any violation of the lease and addendum, the Director of Housing reserves the right to use an educational discipline process. It is hoped 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 Director of 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 Dean of Student Services within three school days from the date of the sanction. Please reference Three Rivers College Policy SP 2620.

Right of Entry

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

Room/Apartment Changes

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

Tobacco/Smoking

Tobacco may only be used in approved areas. This includes but is not limited to cigarettes, smokeless tobacco, and vapor products. Proper disposal of cigarette butts is required. Residents who violate the Smoking/Tobacco Policies will be addressed as follows:

Smoking/Tobacco Use

1st offense: 5 hours of community service
2nd offense: 10 hours of community service and referral to the Dean of Student Services.
3rd offense: Referral for eviction, loss of security deposit
*Expectorating (spitting) on sidewalks or building structures is considered vandalism.

Trash

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

- 1st offense: Written warning
- 2nd offense: 5 hours of community service and a fine of $50.00
- 3rd offense: 10 hours of community service, a fine of $100.00, and possible referral to Dean of Student Services.
COMMUNITY LIVING

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

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

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.

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

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

Physical Violence
Physical Violence will not be tolerated. Those involved will be immediately removed from housing, subject to state, local, and civil officials for charges, and will be referred to the Dean of Student Services for further disciplinary action.

Pool
Pool hours: 8 am to 11 pm daily.

Appropriate swimwear shall be worn at all times. Glass containers are not permitted inside the fenced pool area. All rules posted in the pool will be adhered to. The pool is for residents and their registered guests only. Children are not allowed to use the pool without prior approval from Rivers Ridge Director or Assistant Coordinator.
During winter months the pool will be closed and off limits. Violators will be subject to disciplinary action up to and including referral for eviction.

**Refrigerators**

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

**Safety**

It is not possible for any apartment owner/manager or security agency to ensure or guarantee security or safety. The Poplar Bluff Police Department and Butler County Sheriff’s Department also routinely patrol the College campus.

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

**Soliciting**

Outside solicitation is prohibited in student housing for reasons of safety and security.

**Theft**

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

**Video Surveillance**

Video surveillance is used at the apartment complex 24 hours a day. Residents and guests acknowledge their installation and that activity in public areas may be monitored. Tampering with college surveillance equipment will result in a $100.00 fine plus cost to repair/replace equipment.

**Volleyball Court**

Residents must accompany guests and appropriate public behavior should be exhibited at all times. The Volleyball Court is open for use daily from 8 am to 11 pm.

**Winter Break**

Rivers Ridge Apartments will be closed for winter break. Residents needing accommodations need to submit proper documentation to the Rivers Ridge Staff two week prior to the end of the semester. Fees may be applicable.

**COMMUNITY CLEANLINESS**

All common areas are to be kept clean and uncluttered at all times. Common areas include but are not limited to the breezeways, corridors, pool, pavilion, and volleyball court.
MAINTENANCE

Maintenance, Alterations, and Repairs

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

Residents and/or guests who make alterations or whose behavior was negligent or careless thus causing damage to the premises will be required to pay for the cost of all repairs. Including but not limited to damage from waste water stoppages caused by foreign objects in pipelines serving your bathroom, damages to appliances, doors, windows, or window screens. (This includes damages that may have been caused to the apartment by other residents of the apartment if the responsible party cannot be determined). The obligation to pay charges described in this paragraph survives after the ending of this lease.

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

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

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

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

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

**Damages**
Residents will be held responsible for loss of property or damage to individual units and furnishings. As a member of the residential community, residents will share responsibility and repair/replacement for Community damage within common areas. If the person(s) responsible for the damage is identified, the responsible party will be charged for the cost of repair/replacement. Three Rivers College maintenance will determine the cost of the damages and the Director of Housing will determine how the cost of repair/replacement will be distributed among the residents living in the community. Residents will be notified in writing and the cost of the repairs will be billed to their student account. Residents may not conduct their own repairs to damages in a room, apartment, or common area. Residents should contact their RA to report repairs or damages to their room/apartment.
EMERGENCY PROCEDURES

For Rivers Ridge Apartments

Emergency Telephone Numbers

Resident Assistant: 573-772-2015

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 \textit{WATCH} means no funnel cloud(s) have been sighted, but weather conditions exist that are conducive to their formation.

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

In the event of a tornado, emergency bells will ring in continuous short bursts. Stay calm and quickly follow these steps:

- If you are in a vehicle, exit the vehicle and seek shelter in the nearest ditch.
- If you are in the apartments, go to your closest restroom and close the door.

FIRE

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

EARTHQUAKE

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

POWER OUTAGE

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

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

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

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