The following policies and procedures shall govern the social, behavioral, and living standards expected of all students in order to respect others, and enjoy a successful college experience. The purpose and intent of the following policies and procedures is to foster a pleasant housing experience that enables students to live in an environment that is enjoyable and conducive to successful college life. Loud noise, juvenile behavior, minor or criminal behavior and disruption of other’s peace will not be tolerated. Students are expected to exhibit good morale behavior and to be respectful of college property. All policies and procedures are under the control of College Park Management, with assistance from Campus Security.

Scholarship Philosophy

It is the philosophy of Mineral Area College to assist students financially for merit achievement or economic need, and ensure each student a safe, comfortable and quiet environment in which to live and study while attending college and participating in areas and activities directly related to receiving a scholarship. Students who have been gifted a full or partial housing scholarship have earned a benefit not afforded other self-paying students, and as such are held accountable and are expected to be excellent role model students and citizens. It is a privilege to live in College Park with all or part of the living expenses paid for by the college operating funds. Residents on full or partial housing scholarships are expected to perform well academically and participate in student related activities associated with the scholarship. *Text that is italicized applies specifically to scholarship students.*

1. Noise and Quiet Time

   A. The primary purpose of College Park is to offer a temporary home away from home, with conditions conducive to reasonable relaxation, study and sleep while away at college.

   B. It is difficult to set specific standards regarding levels of noise which will satisfy all residents. Individual levels of noise tolerance vary widely. Given widely varying schedules and needs, students must be able to work, study, and rest at all times without undue interference or disturbance. **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 which will disturb or offend other residents from any outside yard area, or through any roommates’, or neighbor’s adjacent floors or walls.

   C. Residents may not practice musical instruments in College Park at any time. Arrangements for practice and the storage of musical instruments should be made in the College Park Clubhouse or practice rooms located in the Music Department (Fine Arts Building).
D. Residents may not play a television, VCR-DVD, CD, radio, or stereo system so loudly as to disturb or offend any roommates’, or neighbors from any outside yard area, or through any neighbor’s adjacent floors or walls.

E. Incidents involving residents who violate the Noise and Quiet Time Policy will be addressed as follows:

1st Offense—Written Warning
2nd Offense—$50 fine
3rd Offense—$100 fine and loss of eligibility to participate in one or more scholarship-related activities as designated by College Officials
4th Offense—Eviction, loss of security deposit, and loss of scholarship at the end of the current semester

II. Non-Resident Visiting guests

A. Non-resident visiting guests of College Park are defined as individuals who are not affiliated with Mineral Area College (i.e. non-students) or who are students of Mineral Area College, but do not reside in College Park.

B. The rules regarding inviting and socializing with non-resident visitors of College Park residents will be strictly enforced. College Park residents are permitted to have non-resident visiting guests in their assigned spaces as long as the guests do not infringe on the primary rights to privacy of others, and guests do not violate College and College Park policies including, but not limited to noise, visitation hours and quiet hours. Visitation may also be conducted in the College Park Clubhouse during the published hours.

C. It is the responsibility of the resident to familiarize their non-resident guests with College Park regulations and be with their guest at all times. The resident of College Park is responsible for the actions of a guest; including damages caused by respective guests, and may be subject to fines, penalties and disciplinary action if the guest violates College or College Park policies. Guests violating any policies will be required to leave Campus, and may be permanently banned from returning for any reason or referred for possible legal action. The College Park Manager and Mineral Area College Campus Security reserve the right to refuse visitation rights of any non-resident.

D. Non-resident visiting guests will be required to leave the residence of any resident of College Park as soon as Visiting Guest Visitation Hours are over. No non-resident guests may remain at College Park from 12:00 midnight to 8:00 a.m. All guests must leave College Park by 12:00 midnight. Visiting residents must return to their own residence by 12:00 midnight.

E. All non-resident visitors must be at least 18 years of age or older.

F. Published Non-Resident Guest Visitation Hours are daily from 8:00 a.m. -12:00 p.m. midnight.

G. Quiet Time for residents is from 12:00 midnight to 8:00 a.m.
H. Incidents involving residents who violate the Non-Resident Guest Visitation Hour Policy will be addressed as follows:

1st Offense - Removal of guest and written warning
2nd Offense - Removal of guest and $50 fine
3rd Offense - Removal of guest and $100 fine and loss of eligibility to participate in one or more scholarship-related activities as designated by College Officials
4th Offense - Removal of guest, along with eviction, loss of security deposit and loss of scholarship at the end of the current semester

III. Overnight Guests of the Same Gender

A. Overnight guests of College Park are defined as individuals who are not affiliated with Mineral Area College, (i.e. non-students) or who are students of Mineral Area College, but who do not reside at College Park.

B. Inviting guests/visitors overnight will be strictly enforced. When a resident invites a guest for an overnight stay in College Park, the resident must each time register them with College Park Management in the Club House prior to the overnight stay. Information required to register an overnight guest will include such information as guest name, length of stay, purpose of stay, and automobile information.

C. All overnight guests must be at least 18 years of age or older.

D. College Park Management reserves the right to refuse any overnight guest(s) request or remove any violating guest.

E. Any resident’s overnight guest not registered with College Park Management will be asked to leave the College Park premises, and the resident may be disciplined with a fine.

F. A resident, as host of overnight guests, will be responsible for his/her guest’s adherence to all Mineral Area College and College Park policies, and therefore will be held personally responsible for damages caused by respective overnight guests.

G. Overnight guests of the same gender are allowed on Friday and Saturday nights only. Exceptions may be made for the same gender parent. As determined by the College Park management, consideration will be given to overnight guests trapped in a snow or ice storm.

H. Under no circumstances will more than one overnight guest of the same gender be permitted to stay in the resident’s bedspace. And, no more than one overnight guest per residence is allowed at any one time. Guests may remain at College Park for up to 48 hours per visit.

I. Parents are welcome to visit their son or daughter at any time and may rent a guest room at the rate of $25.00 per night, pending availability, and may remain at College Park for up to 48 hours. Parents are also required to observe the rights of others living at College Park and to observe Mineral Area College and College Park Visitation and Noise and Quiet Hour policies.
J. Incidents involving residents who violate the Overnight Guest Registration and other Guest Policies will be addressed as follows:

1st Offense-Removal of guest and written warning
2nd Offense-Removal of guest and $50 fine
3rd Offense-Removal of guest, $100 fine, and loss of eligibility to participate in one or more scholarship activities as designated by College Officials, immediate eviction, and loss of security deposit

IV. Overnight Guests of the Opposite Gender

A. Overnight Guests of the opposite gender including residents of College Park and non-residents and non-students of Mineral Area College will not be permitted within any College Park Residence (including bedroom or commons/community areas) at anytime under any circumstances.

B. Incidents involving residents violating the policy of overnight guests of the opposite gender will be addressed as follows:

1st Offense-Removal of guest, $50 fine, and loss of eligibility to participate in one or more of the remaining scholarship related activities for the rest of the semester, as designated by College Officials
2nd Offense-Removal of guest, immediate eviction, the immediate loss of eligibility to participate in scholarship related activities, and loss of scholarship at the end of the current semester

V. Vandalism

A. Any resident found destroying Mineral Area College, College Park, or other resident’s property will immediately be cited by College Park officials and/or Campus Security, and referred to the Dean of Student Services for eviction from College Park, and dismissal from any team or activity group, and loss of eligibility to participate in all the remaining scholarship related activities for the rest of the semester. Other consequences and penalties may include dismissal from Mineral Area College with the loss of any Security Deposit along with restitution for the amount of damage, and the loss of scholarship at the end of the current semester, and referral for prosecution.

VI. Theft

A. Any resident found stealing Mineral Area College, College Park, or other College Park resident’s property will immediately be cited by College Park officials and/or Campus Security, and referred to the Dean of Student Services for eviction from College Park, and dismissal from any team or activity group, and loss of eligibility to participate in all the remaining scholarship related activities for the rest of the semester. Other consequences and penalties may include dismissal from Mineral Area College with the loss of any Security Deposit along with restitution for the amount of the theft, and the loss of scholarship at the end of the current semester, and referral for prosecution.
VII. Room Condition Standards

A. For safety and health reasons, and continuous maintenance and repair of College property, residents will always keep rooms and porch areas in clean and good condition throughout the term of the residents housing agreement. Clean and good conditions include but are not limited to dust, litter and trash control, vacuumed carpets, and sanitized kitchen and bathroom appliances and fixtures. Unacceptable conditions include, but are not limited to excessive messiness, garbage, or abandonment of personal property at move-out time.

B. When each resident moves in, a room inspection will be completed by the resident and College Park Management. Together both parties will agree on and list the original room conditions.

C. When each resident gets ready to check out, there will be a room inspection completed by the resident and College Park Management, and compared with the “Move In” inspection. Necessary charges will be assessed for any extraordinary cleaning and maintenance, missing or damaged College-provided equipment, furniture or property.

D. When damage occurs, the incident must be reported immediately (within 24 hours) in order to facilitate repair to prevent additional damage and possibility of additional assessments of the resident or residents assigned to the Residence.

E. If damage occurs in the community areas of any residence, the porch area, or the Club House, and no one accepts responsibility, all residents of the assigned room (or the complex) will be charged equally.

F. Any odor detected from inside or outside of the confines of all or an individual resident’s room and community/common area is prohibited. Causes of such odors may include cigarette smoke, burning incense, candles, dirty laundry, dirty dishes, trash, garbage, body odor, etc. Every resident has the right to live free of health risks and intrusive odors so as not to offend or disturb others.

G. Room inspections will occur regularly and frequently throughout the term of the housing agreement. Unsatisfactory conditions that are observed by the College Park official may result in the apartment’s resident(s) being assessed and fined immediately. Necessary charges will be assessed for any extraordinary cleaning and maintenance, missing or damaged College-provided equipment, furniture, or property. Students will receive written notification of the costs of damages, and these costs will appear on the student's account with the Business Office.

H. Because of the level of safety involved, disabling or tampering with Fire Protection Equipment and/or College Park appliances will result in a $200 fine.

I. Residents who violate Room Conditions Standards will be addressed as follows:

1st Offense—Written incident report by College Park Management or designate, plus applicable restitution

2nd Offense—Written incident report by College Park Management or designate, and a $50 fine assessed, plus applicable restitution

3rd Offense—Written incident report by College Park Management or designate, a $100 fine assessed, plus applicable restitution and loss of
eligibility to participate in one or more scholarship-related activities as designated by College Officials

4th Offense - Written incident report by College Park Management or designate, plus, applicable restitution, along with eviction, loss of security deposit and loss of scholarship at the end of the current semester

VIII. Room Entry and Searches

The resident’s right to privacy while living at College Park is important to the faculty and staff of Mineral Area College, however, the College, reserves the right to enter and check the rooms for, but not limited to, room inspection, maintenance, health and sanitation, emergencies, and violations of College or College Park policies and/or the Safe Schools Act.

IX. Smoking in College Park Residences

A. College Park is a Non-Smoking Facility, therefore smoking a cigarette, pipe, or cigar is prohibited in any residence.

B. Residents may smoke outside a residence, but must properly dispose of cigarette butts. It is the prerogative of College Park Management to fine all the residents of an assigned residence if cigarette butts are found thrown on the ground outside an apartment. They are considered litter.

C. Residents who violate the Non-Smoking Policies will be addressed as follows:

1st Offense - Written Warning
2nd Offense - $50 fine
3rd Offense - $100 fine and loss of eligibility to participate in one or more scholarship related activities as designated by College Officials
4th Offense - Eviction, loss of security deposit and loss of scholarship at the end of the current semester

X. Alcohol and Drug Abuse

A. Drinking or possession of any alcoholic beverages is prohibited in College Park buildings, College buildings, on College premises, and during College activities

B. This policy is extended to include any College Park bedroom and community areas including refrigerators or storage areas, inside the College Park Club House, and on the grounds and parking areas.

C. Residents who violate the alcohol policy will be subject to appropriate action in accordance with the following established procedures:

1st Offense - Written warning and participation in "Choices", a program designed to provide awareness of drug and alcohol abuse
2nd Offense - $50 fine and loss of eligibility to participate in one or more scholarship related activities as designated by College Officials
3rd Offense - $100 fine and loss of scholarship at the end of the current semester
semester

4th Offense-Immediate eviction and forfeit of lease and security deposit

It should be noted that Mineral Area College Department of Public Safety reserves the right to proceed with prosecution for underage drinking in addition to issuing a College fine. The College reserves the right to impose College suspension and/or dismissal as part of the disciplinary process.

D. Also prohibited are:

1. Unlawful or unauthorized use and/or possession of narcotics, drugs, drug paraphernalia, and/or chemicals.

2. The unlawful or unauthorized distribution and/or sale of narcotics, drugs and/or chemicals.

E. Residents found in violation of the above will receive disciplinary action up to and including eviction from College Park, forfeiture of the security deposit, dismissal from any team or activity group, and loss of eligibility to participate in all the remaining scholarship-related activities for the rest of the semester, and immediate loss of scholarship, dismissal from Mineral Area College, and referral for prosecution.

XI. Possession of Firearms, Ammunition and other items considered a weapon

A. Possession of weapons, firearms and ammunition inside any residence assigned to any resident at College Park is strictly prohibited.

B. Residents who violate the weapons, firearms, and ammunition policy will be subject to appropriate action in accordance with the following established procedures:

1st Offense-$200 fine, immediate eviction and forfeiture of security deposit, dismissal from any team or activity group, and loss of eligibility to participate in all the remaining scholarship-related activities for the rest of the semester and immediate loss of scholarship.

XII. Possession of Fireworks, Explosives, and Chemicals

Use of Fireworks is prohibited in the City Limits of Park Hills, Missouri and will be punishable under Park Hills City Ordinance.

Fireworks, explosives and chemicals such as gasoline, paint thinner; acids, etc. are not allowed on College premises and are prohibited at College Park. Staff members will confiscate all types of fireworks, explosives and chemicals and the violators will be subject to disciplinary action.
A. Possession of fireworks, explosives and chemicals of any kind inside any residence assigned to any resident at College Park is strictly prohibited.

B. Residents who violate the fireworks, explosives and chemical policy will be subject to appropriate action in accordance with the following established procedures:

1st Offense - $50 fine  
2nd Offense - $100 fine  
3rd Offense - $200 fine and loss of eligibility for one or more scholarship related-activities as designated by a College Official  
4th Offense - Eviction, loss of security deposit and loss of scholarship at the end of the current semester

XIII. Pets

A. Pets are not allowed in the residences. Visiting pets are not allowed either. The only animals that are allowed are service animals and should be registered with the Housing Office. Residents with service animals will be subject to a pet deposit. Any resident found in violation of this policy is subject to disciplinary action, fines, and/or removal of the pet without notice.

B. $25.00 fine plus a per day charge if the pet is not removed.

XIV. Fines and Due Process

A. College Park Management in coordination with Mineral Area College and Campus Security has the authority to assess monetary fines and penalties. As in all judiciary procedures, a student has the right to appeal to the Dean of Students, the Student Welfare and Conduct Committee, and to the President of the College, in that order.

B. All fines are to be paid by the end of the semester they are issued. Failure to pay fines by the end of the semester will prevent the resident from enrolling in future semester courses. The resident will not be able to receive grades, and a hold will be put on their account so that the service of mailing of official transcripts will not be available. A resident may not be eligible to participate in one or more scholarship related activities as designated by College Officials, and the scholarship will be lost at the end of the current semester.

Please note: All statements in this publication are announcements of present policy and are subject to change at any time with prior notice. For more detailed information, consult the College Park Housing Stipulations and Understandings.
After you have read and reviewed the College Park Policies and Procedures, please sign and remove this page and return it to the College Park Office to be put in your resident file.

Signature Page for Policies and Procedures for Students Residing at College Park

My signature signifies that I have read and understand the Policies and Procedures for residents residing at College Park.

___________________________  ______________________
Residents Signature          Date