Residence Life
Handbook 2026 2027



Missouri Baptist UNIVERSITY

Revised Summer 2026

Welcome to Residence Life at MBU! We are thrilled that you have decided to live on campus as you pursue your academic goals. As a Residence Life Team, we want to help you in reaching your goals and provide an environment to support you. We believe that education happens not just in the classroom but also in the residence halls, the dining hall, the quad, on the sidewalk--anywhere you decide to adventure out. We hope you embrace this opportunity to learn how to live in a community with a diverse group of students and how you make an impact on those around you. This will be a time of "firsts" for many of you: the first time you share a room, the first time you make decisions on your own, the first time you do a load of laundry, and so many more. This is an exciting time, but it can also be a time of uncertainty and fear. We are here to help you through this transition, and we want to support you and challenge you to become the person God has intended for you to be. So do not be afraid to ask for assistance or let us know how we can help you.

This handbook lays out the policies and procedures of our Residence Life community. We are excited to have you on campus and look forward to getting to know you.

Best Wishes,
Taira Schertz
Assistant Dean of Student Engagement
Director of Residence Life

Table of Contents

Residence Life's Mission **6**
Mission statement 6
Purposes 6
Learning Outcomes for Residents 6
Residence Life Staff **6**
..... **7**
Important Dates **8**
Calendar for Residents 8
Residence Hall Closed Breaks 8
Summer Housing 8
Missouri Baptist University Residence Life Housing Occupancy Agreement **9**
Communicable and Infectious Disease Notification **17**
Ways to Help Reduce the Spread of Illness Within Residence Halls 17
Residential Living Expectations **18**
Rights and Responsibilities of Residence Students 18
Occupancy 18
Missing Student Policy **19**
Rights of Privacy, Room Inspections, Entry & Search **19**
Building Safety **19**
Windows And Screens 19
Room Access & Safety 20
Life Safety Equipment 20
Parking 20
Floor Meetings **21**
Reporting of Maintenance or Safety Issues **21**
Quiet Hours **21**
Prohibited Items **21**
Contraband Items 21
Alcohol & Drugs 21
Smoking & Tobacco Products 21
Firearms, Weapons, & Fireworks 22
Pets 22
Guests **22**
Responsibilities For Guests on Campus 22
Overnight Guests 22
Late Stay Guests 22

Lobby Hours & Policies 23
Open Hall Hours & Policies (Personal Room Visits) 24
Conduct 24
Non–Sexual Harassment 24
Sexual Harassment 24
Hazing 24
Physical Conflicts 25
Disorderly Conduct 25
Failure To Comply 25
Practical Jokes and Pranks 25
Vandalism 25
Theft 25
Failure To Meet Community Expectations 25
Cleaning 25
Trash 26
Solicitation 26
Media 26
Pornography 26
Indecency & Clothing 26
Gambling 26
Personal Displays of Affection 26
Residential Living Procedures 27
Emergency Procedures 27
Emergency Situations Requiring First Responders 27
Evacuation Procedures for Residence Life 27
Occupancy Adjustment and Consolidation 28
Move-Out Procedure at the End of Semester 28
Closed Break Checkout 28
Withdrawing From Residence Life 29
Readmit Procedure for New Academic Year 29
Changing Meal Plans 29
RA Application Process 29
Health and Safety Inspections 29
Maintenance Requests 29
Complaint Procedure 30
Roommate Conflict Procedure 30
Process for Violations of MBU Student Conduct 30

Mail, Packages, & Deliveries 31
Mail 31
Packages 31
Deliveries 31
Personal Items in Room (What Can I Bring?) 31
Liability and Rental Insurance 31
Room Decorations 32
Holiday Decorations 32
How To Hang Decorations 32
Bicycles 32
Kitchen Appliances 32
Candles, Incense, Halogen Lamps, & Open Flame 33
Iron & Straighteners 33
Space Heaters/Electric Blankets 33
Furniture 33
Electrical Extensions 33
Residential Amenities 34
Dorm Room Furniture 34
Lobby Furniture 34
Recreational Equipment 34
Life Safety Equipment 34
Outdoor Grill/Picnic Tables 34
First Aid Kit 34
Computer Labs/ Study Spaces 35
Laundry Facilities 35
Spectrum U 35
Dining Hall 35
The Perk 35
The Learning Center 35

Residence Life's Mission

Mission statement

To provide a safe and relationally supportive environment that focuses on community development and the educational, social, and spiritual growth of the residents.

Purposes

- Provide an encouraging Christian atmosphere.
- Provide opportunities for character and leadership development.
- Provide an environment conducive to life-long learning and personal growth.
- Provide for the health and wellness of resident students.
- Provide optimal facilities for resident students.
- Provide for the housing needs of an increasingly diverse resident population.

Learning Outcomes for Residents

- Residents living in a diverse community will learn how to build healthy relationships using honorable communication, conflict management, and positive and honest self-awareness.
- Residents will understand the value and purpose of community standards and take responsibility for their actions. When students' decisions do not meet community standards, they will have the opportunity to grow and learn.
- Residents will be able to identify their social, physical, educational, mental, and spiritual needs and take responsibility for seeking guidance or assistance as needed.

Residence Life Staff

Assistant Dean of Student Engagement and Director of Residence Life is a full-time professional staff member who oversees the functions of the Office of Residence Life, the Office of Commuter Life, campus-wide student programs, student clubs, and organizations.

Assistant Director of Residence Life is a full-time professional staff member responsible for the training of Resident Assistants and assisting students with concerns.

Resident Director (RD) is a full-time professional staff member responsible for the general supervision and management of their assigned residence hall. Resident Directors live in their respective areas and are available to assist students with various academic, personal, and social concerns. The Resident Director also supervises the Residence Assistants assigned to their respective housing facility.

Senior Residence Assistants (SRA's) are full-time students employed to assist the professional staff in the daily functions of Residence Life as well as special programming. They assist Residence Directors in general management tasks and assist students with academic, personal, and social concerns.

Resident Assistants (RAs) are full-time students employed as integral members of the Residence Life staff. An RA is by the RDs for this position after completing a formal application and interview process that examines their commitment to serving and leading their peers. An RA lives in a hall with a group of 16-27 residents and works with them in areas of holistic personal growth. RAs plan events to encourage community engagement and fun and foster a sense of belonging. RAs are also charged with responding to incidents and issues that might conflict with community standards. RAs work to create a Christian environment in which students feel safe, valued, and supported in their academic endeavors.

Coordinator of Housing Operations is a full-time professional staff member available to assist students and parents with concerns, issues, or questions that arise throughout the student's college career.

Office of Residence Life	Spartan Village Row, 503	314-392-2262
Taira Schertz	Assistant Dean of Student Engagement and Director of Residence Life	314-485-8475
Ethan Metzler	Assistant Director of Residence Life/Residence Director Pillsbury-Huff Hall	314-392-2331
Emilee Messer	Residence Director – Spartan Village	314-392-2266
Melanie Heflin	Residence Director – North Hall	314-392-8477
Aaliyaha Gladney	Housing Operations Coordinator	314-392-2262
Jenna Jones	Senior Resident Assistant	
Kadin Henderson	Senior Resident Assistant	
Village RA Phone		314-330-0231
North Hall RA Phone		314-330-4613
Pillsbury Huff RA Phone		314-348-3114



Important Dates

Calendar for Residents

August 24	New Student ResLife Mandatory meeting (during orientation in chapel)
August 25	Mandatory Hall Meeting for all new and returning residents at 5 pm.
August 26	First day of semester and Meal Plan changes due
September 11	Room Change Requests open.
October 22-23	Fall Break -Dorms remain open
November 10-13	Mandatory Resident Life Meeting for Break Information
November 20	Dorms close for Thanksgiving Break at 6:00 pm
November 29	Dorms reopen at 1:00 pm
December 1	Students are asked to notify Residence Life of intent to vacate/withdraw.
December 18	Dorms close for Winter Break at 6:00 pm
January 10	Dorms reopen at 1:00 pm
January 11	Meal plan changes due.
January 12	Resident Assistant applications open
March 1	Fall 2027 Housing Applications Open
March 12	Dorms close for Spring Break at 6:00 pm
March 21	Dorms reopen at 1:00 pm
April 12-16	Mandatory Checkout Meetings (specific days/times TBA)
April 30	Dorms Close at 6:00 pm
May 5	Commencement Ceremony

Residence Hall Closed Breaks

November 20 - November 29 (Thanksgiving Break)
December 18 – January 10 (Winter Break)
March 12 – March 21 (Spring Break)
April 30 (Summer Break)

Residents that are required by the University to stay over any portion of the closed break must have a faculty or staff member petition for approval from the Assistant Dean of Student Engagement/Director of Residence Life. Residents that are not required to stay in campus housing during a closed break must submit a Closed Break Request and Agreement Form in the eRezLife system to ask for approval to stay for a closed break. Filling out this form does not guarantee approval. For the Closed Break Request and Agreement Form, residents should log into eRezLife account with their student email and password. On the left side of the website there is a menu, select "Forms" and then click on "Closed Break Agreement Form." Once that form is completed, click "submit," and the Residence Life office will be in contact within a week. No late requests will be granted.

Summer Housing

MBU does not provide summer housing, but exceptions can be made. Students should contact Director of Residence Life.

Missouri Baptist University Residence Life Housing Occupancy Agreement

This is an Occupancy Agreement made by and between the student whose name appears on the statement of confirmation of this Agreement ("Student") and Missouri Baptist University ("University" or "MBU"). It grants the student permission to occupy space in a residence hall on campus for a specific period of time. This Agreement is for **a full academic year**. This Agreement is not a lease, and Student is not a tenant. Living in campus housing is a privilege that is part of the overall educational experience provided by the University. Students who live on campus are expected to make a commitment to contribute positively to the campus community by abiding by the responsibilities outlined in this Agreement and all associated guidelines and policies. Signing this Agreement is a prerequisite to living on campus.

All full-time, undergraduate, degree-seeking, in-person class students are eligible to live in campus housing.

Students that are in online learning may be considered to live on campus if there are other circumstances that require them to live on campus such as an MBU athlete.

All full-time, graduate students may petition to live on-campus and will be considered on a case-by-case basis by the complete discretion of the University. The University will evaluate petitions on a first-come, first-served basis to fill unmet housing occupancy. Graduate students petitioning for on-campus housing will be placed on a waitlist and notified if their petition is granted. If graduate students are granted housing, they must reapply and petition for each academic year.

All full-time Accelerated Bachelor of Science in Nursing (ABSN) students may petition to live on-campus and will be considered on a case-by-case basis by the complete discretion of the University. The University will evaluate petitions on a first-come, first-served basis to fill unmet housing occupancy. ABSN students petitioning for on-campus housing will be placed on a waitlist and notified if their petition is granted.

The University does not provide married or family housing.

THIS AGREEMENT IS LEGALLY BINDING. It incorporates and supports policies stated in the University's student handbook and the Handbook of Residential Living. If Student is under age 18, a parent or legal guardian must sign the Agreement confirmation, along with Student. Students will be held accountable for the information in this Agreement. Please read carefully before signing this Agreement.

Agreement

1. **License Granted.** Missouri Baptist University grants to Student a nonexclusive and nontransferable license to occupy the assigned campus housing space.

2. **Term of License.** The term of this Agreement shall begin at 8:00 a.m. on August 26, 2026 (or upon authorized check-in) through 6:00 p.m. on the last day of the Spring semester (or upon authorized check-out). If Student's assigned campus housing space is in a residence hall, this license will be temporarily suspended while residence halls are closed during the University's Thanksgiving Break,

Christmas Break and Spring Break. Missouri Baptist University reserves the right to, in its sole discretion, suspend this Agreement if necessary to protect the health and safety of its students, staff, or faculty. In addition, MBU may cancel this Agreement at any time if Student violates MBU policies and /or rules concerning occupancy of on-campus housing as set forth in this Agreement, the Student Handbook, The Handbook of Residential Living, or University catalog. These rules and policies are incorporated into this Agreement by reference. A grant of a license under the terms of this Agreement does not imply that Student has the right to occupy campus housing in the future.

3. **Housing Fee.** Student agrees to pay housing fees each semester according to the payment policy in the University catalog. Housing fees will be placed on Student's account before the first day of class of the semester. **The Agreement is for the full academic year** even though the billing is charged per semester. The University reserves the right to remove Student from University housing for non-payment of any charges on Student's account (including but not limited to tuition, bookstore charges, parking fines, and housing charges or fines). Students that withdraw during any portion of the academic year and re-enroll in classes during the same academic year will be responsible for the housing charges for the entirety of the Occupancy Agreement.

4. **Housing Application Fee**. The student will pay a one-time housing application fee of $100. This Application Fee is non-refundable. It must be paid before the student is assigned a room. The housing application is incomplete until the fee is paid. Scholarships and financial aid may not be used to pay this fee.

5. **Enrollment.** As a condition of occupancy, Student agrees to register for and remain eligible to complete a minimum of 12 credit hours each semester.

    a. **Undergraduate.** As a condition of occupancy, Student agrees to register for and remain eligible to complete a minimum of 12 credit hours each semester during the term of this Agreement. Students who drop below 12 credit hours of active study must appeal to the Office of Residence Life to remain in campus housing. Students should contact financial services to see how this would impact their financial aid.

    b. **Online Courses.** Student may take online courses but must maintain a majority of face-to-face courses unless the student does not have an option in the number of online courses.

    c. **Graduate.** As a condition of occupancy and if a Graduate Student is granted permission to live on campus they agree to register for and remain eligible to complete full time enrollment for their program of study each semester during the term of this Agreement.

    d. **Accelerated Bachelor of Science in Nursing (ABSN)**. Students that are enrolled in the ABSN program can apply to live in campus housing. They must maintain their status as a full-time student. Their Occupancy Agreement runs through the Academic Year (Fall and Spring Semester) with options to apply for summer housing. Student will be charged the semester rate during the regular Academic year and will include housing and a meal plan. During the summer months the

students will be charged monthly rent and will not include a meal plan. Summer housing assignments are typically limited and at the discretion of the Office of Residence Life.

6. **Medical Records and Proof of Medical Insurance.** Student is required to provide annual proof of medical insurance and required immunizations to live in residential facilities. Any student who does not have the required immunizations must sign a waiver acknowledging that they are not in compliance with the requirement and agree that they may be removed from housing for an appropriate period of time at their own expense if their immunization status presents a health threat for them or another student.

7. **Cancellation Policy for New Residents.** For purposes of this Agreement, "New Resident" is defined as a student who has not enrolled in MBU housing before the upcoming semester. If this Occupancy Agreement starts in the Fall semester, the duration is for the **full academic year**. If this Agreement starts during the Spring semester, the duration is for the Spring semester only. Students who seek to continue living in campus housing for the next academic year will complete a Resident Intent Contract during the spring semester for the following fall at which point they will be considered a "Current Resident" (see section 8 below).

    a. **Cancellation for Fall for New Residents.** If written notification of cancellation for the Fall semester is received by the Office of Residence Life by July 1, 2026, the student will not have a cancellation fee or fall charges. If the student notifies the Office of Residence Life in writing after July 1, 2026, or fails to notify the Office of Residence Life the New Resident will be charged a $1000 cancellation fee for students that continue to be enrolled at MBU. Any cancellation after August 25 will be subject to the terms of the refund schedule listed below. In an exception to this policy, if a student is denied admission to the University, the student will not be charged any cancellation fees. The housing application fee is non-refundable. The Office of Residence Life can be contacted at residentlife@mobap.edu.

7/1/2026 – 8/25/2026	**$1000 cancellation fee**
8/26/2026 – 9/4/2026	**60% refund of housing and meal plan**
9/5/2026– 9/11/2026	**40% refund of housing (no meal plan refund)**
9/12/2026 – 9/18/2026	**20% refund of housing (no meal plan refund)**
9/19/2026 -4/30/2027	**No Refund**

    b. **Cancellation for Spring New Residents.** A "Spring New Resident" is defined as a student who has not previously lived in MBU campus housing the semester prior to the upcoming or current semester. If written notification of cancellation for the Spring semester is received by the Office of Residence Life by December 1, 2026, the student will not have a cancellation fee or spring charges. If the student notifies the Office of Residence Life in writing after December 1, 2026, or fails to notify the Office of Residence Life the New Resident will be charged a $1000 cancellation fee for students that continue to be enrolled at MBU. Any cancellation after December 1 will be subject to the terms of the refund schedule listed below. In an exception to this policy, if a student is denied admission to the University, the student will not be charged any

cancellation fees. The housing application fee is non-refundable. The Office of Residence Life can be contacted at residentlife@mobap.edu.

Date	SPRING CANCELLATION POLICY for New Students
12/2/2026 – 1/10/2027	**$1000 cancellation fee**
1/11/2027 – 1/15/2027	**60% refund of housing and meal plan**
1/16/2027 – 1/22/2027	**40% refund of housing (no meal plan refund)**
1/23/2027 – 1/29/2027	**20% refund of housing (no meal plan refund)**
1/30/2027 - 4/30/2027	**No Refund**

8. Cancellation Policy for Current Residents.

a. **Cancellation for Current Residents for Fall.** If a Current Resident, wishes to cancel this Agreement but intends to remain enrolled at MBU, or if cancellation is necessitated by one or more of the following events: graduation, full University withdrawal, or academic ineligibility, he/she may cancel the Agreement without penalty provided that written notification is received by the Office of Residence Life by June 1, 2026. The table below outlines a Current Student's financial responsibilities based on the date written notification is received in the Office of Residence Life. Students that are dropped from classes by the University due to outstanding balance issues or failure to register for classes will not be charged the cancellation fee or any housing charges. Please note: This table is independent of the University's refund table for tuition and other fees.

Date	FALL CANCELLATION POLICY
6/1/2026 - 8/25/2026	**$1000 cancellation fee**
8/26/2026– 9/4/2026	**60% refund of housing and meal plan**
9/5/2026– 9/11/2026	**40% refund of housing (no meal plan refund)**
9/12/2026 – 9/18/2026	**20% refund of housing (no meal plan refund)**
9/19/2026 - 4/30/2027	**No Refund**

**Any student removed from MBU housing for disciplinary reasons will be responsible for all housing charges assessed for the semester he/she is removed.

If a Current Resident intends to continue enrollment and chooses to vacate his/her occupancy space, he/she will be responsible for all terms of this Agreement, including housing charges for the academic year. Students who withdraw from classes and then re-enroll in the same academic year will be responsible for the entirety of the Occupancy Agreement.

b. **Cancellation for Current Residents for Spring.** A "Current Resident" is defined as a student currently living in campus housing during the academic year and/or who has lived in campus housing during the spring semester and completed an intent form for the fall semester. The term of this Agreement includes the Spring semester. However, MBU may make the following provisions for cancellation of the Agreement.

i. If a Current Resident wishes to cancel this Agreement for Spring semester without penalty, he/she may do so only if cancellation is necessitated by one or more of the following events: graduation, full University withdrawal, participation in a MBU program that requires Student to live away from the main campus for Spring semester, majority of classes are only offered online, or academic ineligibility. Written notice of cancellation must be submitted by Student to Residence Life by December 1, and Student must be checked out of his/her space no later than last day of the Fall semester.

ii. Students that do not notify the Office of Residence Life in writing by December 1 will be charged a $1000 cancellation fee. Those that move into campus housing on January 11, 2026, are responsible for the full academic year.

iii. Any student removed from MBU housing for disciplinary reasons will be responsible for all housing charges assessed for the semester he/she is removed.

iv. Students that are dropped from classes by the University due to outstanding balance issues or failure to register for classes will not be charged the cancellation fee or any housing charges unless their enrollment is continued in that semester. If a student moves into campus housing for the spring semester without clearing their fall balance, they will be responsible for spring housing charges even if dropped by the University for the spring semester.

v. Students with extenuating circumstances to vacate housing during the contracted time of the Occupancy Agreement may send an email to Taira.Schertz@mobap.edu for further instructions on an appeal process.

9. Assignment of Campus Housing Spaces and Roommates.

The student's housing assignment is solely made by the Residence Life Staff. The Residence Life Staff will attempt to use the preferences found in the housing application to make the best judgement of housing assignments. Student's requests and preferences cannot be guaranteed.

Students should check in and begin occupation of their room within the first week of the semester unless prior arrangements for late occupancy have been made with the Office of Residence Life. Failure of Student to occupy his/her assigned campus housing during the add drop period may result in forfeiture of the assigned space.

MBU reserves the right to make housing and roommate assignments and to require Student to relocate within campus housing when assignments or relocations are necessary to carry out MBU's educational and/or administrative purposes. This right to make alternate assignments and require relocations includes the authority to take such action as part of disciplinary sanctions. Nothing in or to occupy a specific residential space. Occupancy of spaces by fewer or greater number of Students than the intended number requires the approval of Residence Life. Student is expected to only occupy his or her assigned space. Any attempt to move into a space other than Student's assignment will be considered a conduct issue and follow the policies for conduct. If one Student

relocates from his or her assigned space, the remaining Student(s) will maintain the space in a manner that would permit another Student to be assigned immediately. MBU also reserves the right to assign Students to temporary accommodations or place them on a waitlist in the event that occupancy is exceeded.

10. **Meal Plan Requirement.** All students living on campus are required to have a meal plan. The only exception is a documented medical condition that would cause harm to the resident if eating in a cafeteria style setting. Students must work with the Office of Student Disability Services to request an exemption from the meal plan before the first day of the semester.

11. **Student Accommodations**. Accommodations for special needs may be requested through the Office of Student Accessibility Services. If you believe you require housing accommodations due to a documented disability-related condition, you must register with the Office of Student Accessibility Services in addition to submitting your housing application. MBU's Office of Student Accessibility Services is responsible for providing services to students with disabilities and is available to consult with other areas of campus regarding ADA accessibility issues. For further information, please contact (314) 744-5312 or accessibility@mobap.edu

12. **Single Occupancy**. Single occupancy rooms are reserved for students with Accommodations through the Office of Student Accessibility Services. Single Occupancy rooms may share a bathroom and suite area with other students. For further information, please contact (314) 744-5312 or accessibility@mobap.edu

13. **Inventory and Inspection.** A "Room Condition Report" will be completed by the student prior to occupying an assigned residence hall or apartment space. The RCR notes should note the presence and condition of furnishings, fixtures, and equipment, any unusual damage or excessive wear. When Student moves out, MBU staff and Student will review the RCR and note any new damage or unusual wear to the furnishings, fixtures, equipment, and premises. Cleaning and damage charges are assessed by the Resident Director and will be billed to the student's account.

14. **Tripled Occupancy.** Students assigned to a triple room in Pillsbury Huff or North Hall will receive a discount for a portion of their housing cost if they remain tripled until the 8th week of the semester. If a space becomes available for a student to move to a double occupancy room before the 8th week and they opt to not move, all three students forfeit the discount.

15. **Checkout.** Student agrees to follow posted checkout procedures specific to his/her residential facility. MBU reserves the right to require students to move from their residence within 24 hours of Student's last final exam at the end of each semester, or 6:00 pm on the last day of the semester.

    If student withdraws from MBU prior to the expiration of the term of the Agreement, student agrees to notify the Office of Residence Life in writing of withdrawal and complete proper checkout procedures with the Residence Life Staff member within 24 hours of withdrawal from MBU. Failure

to check out within 24 hours of withdrawal or expiration of the license term will result in a $100 per day late charge for each day. Any belongings left after this time period will be disposed of at the sole discretion of MBU. Student should refer to the cancellation policy for costs associated with breaking the Occupancy Agreement.

Students removed from MBU Housing for disciplinary reasons will be required to complete proper checkout procedures up to 24 hours following termination of this Agreement. Students may be required to have a MBU representative present while the individual is removing belongings from housing facility. Failure to properly check out will result in charges.

16. **Furnishings, Additions and Alterations.** Student agrees not to alter, remove, trade, or exchange any furnishings, fixtures, or equipment owned by MBU located in Student's residence hall or apartment space. Student shall make no permanent alterations or additions to residential space(s).

17. **Entry and Inspection.** MBU reserves the right to have duly authorized personnel enter a residence hall or apartment room under reasonable and restrained conditions for such purposes as to provide maintenance; to ensure the personal health, safety and security of residents, staff and guests; to enforce the student conduct policies, rules and regulations, and other established policies of the University when there is reason to believe that such rules are being violated, as determined by the University in its sole judgment.

18. **Personal Property.** MBU assumes no responsibility for, and does not insure against the loss, theft, damage, or destruction of any student's personal property. Student is encouraged to carry personal property or renter's insurance. In addition, MBU assumes no responsibility for any personal property (i.e., clothes, furniture, audio/video equipment, etc.) remaining in the housing space after the termination of this Agreement by student or MBU. Abandoned personal property will be disposed of at the sole discretion of MBU, at student's expense.

19. **Guests.** Student is responsible for the actions of his/her guests while on MBU's premises, including adherence to MBU policies. Student is prohibited from accepting payment of any kind in exchange for use of MBU premises by a guest, either directly or through an online platform including but not limited to Airbnb or Couchsurfing. MBU reserves the right to limit or ban guests in the best interest of the health and safety of the MBU community.

20. **Expenses of Enforcement.** Student agrees that if it becomes necessary for MBU to take action to enforce the terms and conditions of this Agreement, Student will pay all costs and expenses (including attorneys' fees) and any fines associated with its enforcement.

21. **Nondiscrimination.** MBU prohibits unlawful discrimination and harassment against any member of its community based on an individual's race, color, national origin, sex, age, disability, citizenship, veteran status, or genetic information with respect to matters of admissions, employment, housing, or regarding any part of its educational activities. This prohibition is essential to the University's commitment to the value of every person. As a religious institution, MBU explicitly retains the right

to make employment, admission, athletics and educational decisions on the basis of an individual's religious beliefs and conduct consistent with biblical teachings, MBU's Code of Conduct, the Baptist Faith and Message 2000 (or latest edition), MBU's Bylaws, and other policies and procedures as interpreted and applied by MBU based upon its deeply held religious convictions. Any reports or questions should be submitted to the Title IX Coordinator in accordance with the University's Title IX Sexual Harassment Policy.

22. **Assignment.** Student may not transfer or assign the rights and interest granted by this Agreement to any other person.

23. **Amendments.** The Universiy reserves the right to amend the Housing Occupancy Agreement at any time. Students will be required to re-affirm amendments to the Housing Agreement. The most up to date copy of this Occupancy Agreement can be found at https://www.mobap.edu/student-life/campus-life/housing-options/

Communicable and Infectious Disease Notification

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS), including the SARS-CoV-2 (coronavirus or COVID-19) and tuberculosis. Missouri Baptist University may choose to broaden this definition in accordance with information received through the Centers for Disease Control and Prevention (CDC).

Communicable and infectious diseases pose an inherent risk for faculty, staff, and students both on and off campus, while participating in typical daily living, and engaging with others in any public or private settings. This includes University activities and programs such as class attendance, athletics, residential communal living, events/programs, utilizing campus facilities, and other University operations. Faculty, staff, and students have the potential exposure to communicable and infectious diseases both inside and outside of the University setting.

The University will take proactive steps to protect the educational environment in the event of an infectious disease outbreak. It is the goal of the University during such a time to strive to operate effectively and ensure that all essential services are continuously provided, and that students and employees are safe.

The University will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal privacy of persons who have communicable diseases.

The University is committed to providing authoritative information about the nature and spread of communicable and infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

The University will endeavor to provide a clean educational environment, including the regular cleaning and sanitization of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles, and railings. In accordance with the Emergency Management Plan, a committee will be designated to monitor and coordinate events around a communicable and infectious disease outbreak, as well as to create University rules that could be implemented to promote safety through infection control.

We ask all faculty, staff, and students to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategies remain the most obvious—frequent hand washing with warm, soapy water for 20 seconds; covering your mouth whenever you sneeze or cough; wearing a face covering *as instructed*; and discarding used tissues in wastebaskets.

Keeping the MBU campus safe and healthy is a joint effort requiring the contributions of all members of the University community. Thank you in advance for honoring the University's mission by adhering to health and safety guidelines and showing respect for the well-being of our students, faculty, and staff.

Ways to Help Reduce the Spread of Illness Within Residence Halls

1. Keep your room and bathroom clean and disinfected. Health and Safety inspections will be weekly and will be very strict.
2. Wash your hands often. Make sure you have hand soap in your bathroom.

3. Do not keep your personal toiletries in a shared bathroom. Use a small tote to store them in your bedroom.
4. When setting up dorm furniture, keep beds separated as far as possible.
5. When using a common space such as the lobby, take time to disinfect the space and throw away all trash.
6. If you are feeling ill, notify your RA and your professors.

The policies in this handbook may be overruled to comply with health and safety precautions. We will continue to evaluate the health and safety of our campus and will make you aware of any changes through your campus email and posted notices in the housing facilities.

Residential Living Expectations

Rights and Responsibilities of Residence Students

Campus housing is designed to provide an environment that compliments the academic, spiritual, social, and recreational experience at Missouri Baptist University. Students' enjoyment of life in MBU's Residence Community will largely depend on the level of their involvement and thoughtful consideration for others. The basic rights of each resident here in MBU's Residence Life include:

1. The right to sleep, read, study, and participate in leisure activities in your room free of undue interruption. Unreasonable noise and other distractions inhibit the exercise of this right.
2. The right to expect that your roommate(s) and any guest(s) will respect your personal belongings.
3. The right to a clean-living environment.
4. The right to free access to your room and facilities without pressure from your roommate(s) or other residents.
5. The right to privacy.
6. The right to redress for grievances. The Residence Life Staff are available to assist in settling major conflicts.
7. The right to be free from fear of intimidation and physical and/or emotional harm.

Missouri Baptist University reserves the right to vacate any student deemed harmful to the academic, physical, spiritual, emotional, or social environment of the University or any of its constituencies.

Assuming residency in the University residence facilities constitutes complete agreement to abide by the regulations in this Handbook, MBU's Student Handbook, and any other official documents pertaining to being a student here at MBU.

Occupancy

Anyone living in residence housing must be a registered full-time undergraduate student at Missouri Baptist University taking at least twelve hours of classes during the time in which they reside in residence housing. Full-time graduate students may petition to live on-campus and the University will evaluate those petitions on a first-come, first-served basis to fill unmet housing occupancy. Only a student who has entered into a contract with the University is permitted to occupy a room in resident housing. Non-residents are not allowed to store items in student housing. No more than five people can occupy one room per night. For health and safety reasons, beds cannot be pushed together. In addition, no more than one person, resident or guest, may occupy a bed at any given time.

MBU Residential Facilities are set up to house two students per room with the exception of Spartan Village Apartments which have four single rooms per apartment. Spartan Village Apartments are reserved for students that have completed one semester in MBU housing. At times of increased demand for housing, MBU reserves the right to house three people to a room due to housing needs (more can be seen in the triple occupancy portion of this handbook). Students that are assigned to a triple room will be refunded a portion of their housing cost as determined by the business office if they remain in a triple occupancy room by the end of the 8th week of the semester. If a double occupancy space becomes available before the end of the 8th week, the student(s) will be provided with an opportunity to move to a double occupancy room. If the student(s) decline the offer to move to a double occupancy room all residents of that room will forfeit the refunded amount of a triple occupancy room since it is no longer necessary for students to live in triple rooms. MBU reserves the right to make housing and roommate assignments and to require students to relocate within campus housing when assignments or relocations are necessary to carry out MBU's educational and/or administrative purposes.

Missing Student Policy

Federal law requires colleges and universities to establish a missing student notification policy. If a student is reported missing, Residence Life will attempt to contact and locate the student. This form must be completed by the student on eRezLife before they can move into the dorms.

Rights of Privacy, Room Inspections, Entry & Search

A search of a student, a student's possessions or a student's on-campus residence may be authorized by the Vice President for Student Development & Dean of Students, or designee, if there is reasonable cause to believe that prohibited or unlawful activity has occurred. Any items found that violate the Student Code of Conduct or any local, state, or federal laws will be seized and reported to the appropriate authorities. Community agencies may be involved in searches and may include, but are not limited to, county and local police. Students are responsible for items confiscated from their room even if the student denies it belongs to them. Residents are responsible for items in their room that guests of the room have brought into the room. In addition, a student's refusal or interference with such inspections or searches may subject the student to sanctions.

Building Safety

Students who are not residents of a particular complex may enter during approved visitation hours but must follow the visitation procedures. Students are not permitted to grant access to the building to an unknown resident, non-residential students, or off-campus visitor. Rooms should always be locked when residents are asleep or not present. All side doors will be locked to outside entrances and will be alarm-activated. To help preserve the safety and security of all residential students, tampering with the door security systems will not be permitted. Additionally, door-propping and blocking of building exits/entrances or falsely activating an emergency alarm are violations of university policy and will be addressed seriously through the disciplinary process. Students are not permitted to tamper with doors and locking systems in any way. Any damage that occurs due to tampering will be charged to the student. Students should not scale balconies or patio areas to get entrance into buildings.

Windows And Screens

Window screens may not be removed from windows except in an emergency. Windows are not to be used as entrances or exits or to pass items through. Missing or broken screens will result in a replacement fee to the residents of that room.

Room Access & Safety

Missouri Baptist University and its students are committed to the safety of the residential community. Students should note that they are ultimately responsible for their own safety and security. MBU has committed significant resources to establish a safe and secure campus environment. Failure to abide by safety protocols as well as tampering with any safety equipment is a direct violation of the MBU's Student Handbook as well as this Residence Life Handbook and will result in a student going through the conduct process and receiving potential charges/fines. Safety and security measures include, but are not limited to:

- Alarmed emergency doors (may not be used for normal entrance to or exit from residence halls).
- Card access which permits a student to gain access only to his/her designated residence hall or apartment complex.
- Office of Public Safety, which provides escorts to students traveling across campus upon request.
- Office of Public Safety, which provides on-campus patrols 24 hours/day (vehicular, bike, and pedestrian) and emergency response.
- Exterior lighting provides improved visibility along campus walkways.
- Safety awareness programs.
- Students are expected to lock their residence hall/apartment door when they are not present.
- Students are expected to immediately report the loss of their key(s) to Residence Life staff.
- Students shall not loan, duplicate or give their key(s) or MBU University ID card to anyone, for any reason.
- Students should not prop open any outside entrance, lobby, stairwell, or laundry room doors.
- Students are expected to keep windows locked when their residential space is not occupied. Further, they are expected to refrain from using windows as exits or entrances to any room.
- Students are expected to report any suspicious person(s)/activities to the Office of Public Safety or a Residence Life staff member.
- Students are expected to not activate a fire alarm or emergency alarm unless warranted by an emergency. Students should understand that this action is a prosecutable offense and will be addressed aggressively.
- Students are expected to not leave guests unattended in their residential space.
- Students are expected to abide by all Missouri Baptist University Residence Life policies and procedures found within this handbook as well as the Housing Occupancy Agreement, MBU's Student Handbook, or any additional material posted or communicated by MBU Faculty and Staff

Life Safety Equipment

Life safety equipment such as smoke detectors, fire alarms, sprinklers, exit signs, fire extinguishers, security cameras, ID scanners, emergency phones, AEDs, and emergency exit doors are to be used for their intended purposes only. Tampering with, playing with, or removing such equipment is strictly prohibited. Fines will be charged to students for damages incurred and/or for inappropriate use (i.e., using emergency exits at any other time than during an emergency).

Parking

Students are required to park in the lots that are assigned to them. Students are not permitted to park in front of buildings or on the sidewalks by buildings. Vehicles should never be stopped or left in "no parking" zones or Fire Lanes; Vehicles left in these areas will be ticketed by Public Safety as well as addressed in our accountability process. This includes stopping to take your groceries or "running in quickly" for something you forgot. Parking or stopping on Dink Marler Drive in front of Pillsbury-Huff or in any designated fire lane is prohibited, except during official campus move-in days.

Floor Meetings

Attendance at all Residence Life meetings is mandatory unless special arrangements have been made with the Residence Assistant at least twenty-four hours in advance. To avoid schedule conflicts, floor meetings will be announced at least seventy-two hours in advance. Emergency floor meetings may be arranged at shorter notice if there is essential campus information that must be communicated quickly.

Reporting of Maintenance or Safety Issues

Maintenance issues can be reported online through eRezLife. Once logged into eRezLife this form can be found under the menu section "Forms" and then select "Maintenance Request Form." If the need is immediate, such as flooding, please call the RA or RD immediately. Safety issues can be reported to the RA, RD, or Public Safety. **If a resident is aware of a safety or maintenance issue or a possible issue and fails to report it to the Residence Director in a timely manner, they can be held liable.**

Quiet Hours

Campus quiet hours are in effect 10:00 pm – 10:00 am daily. During finals weeks, quiet hours are in effect 24 hours a day. Quiet hours are enforced inside and outside the residence halls. There are certain instances in which the Residence Life staff suspend quiet hours; all official MBU activities held in the halls are exempt from quiet hours. Courtesy Hours are in effect 24 hours a day, 7 days a week, meaning that students are expected to respond positively to any request by another student to lower noise levels to a respectable and reasonable level maintained for sleeping and/or studying.

Prohibited Items

A comprehensive explanation of appliance and typical dormitory item restrictions can be found in the "Personal Items (What Can I Bring?)" Section of this handbook.

Contraband Items

Possession of local, state or federally owned property is prohibited, including street signs, realtor's signs, road signs and equipment owned by the Department of Transportation (unless proof of ownership is provided), and illegal items, included but not limited to other items listed below. Additionally, possession of MBU-owned property such as banners, signs, and furniture is prohibited.

Alcohol & Drugs

The consumption or possession of alcoholic beverages, empty bottles, controlled substances, and drug paraphernalia on campus is prohibited by university policy. Returning to campus intoxicated/under the influence of drugs or alcohol is considered possession.

Smoking & Tobacco Products

Missouri Baptist University is a non-smoking campus. This policy applies to all students, faculty, staff, contractors, vendors, and other visitors to all university property. Prohibited tobacco products include but are not limited to cigarettes, cigars, cigarillos, pipes, hookahs, dip or snuff, all smokeless tobacco and e-cigarettes. Tobacco, vape products, matches and lighters are not allowed to be used or stored in Residence Life facilities. Items found will be disposed of and students will go through the student conduct process.

Firearms, Weapons, & Fireworks

Use or possession of any firearms, explosives, or fireworks is illegal and thus strictly prohibited on Missouri Baptist University property. Possession of said items is grounds for immediate removal and dismissal from the University. Any weaponry that could be used to inflict bodily harm is prohibited in campus housing. This includes, but is not limited to, bow and arrows, any firearms, handguns, rifles, mace, knives with a blade longer than 3 inches, shocking devices, airpower pellet guns, nun chucks, bb or paintball guns, any look-a-like gun, fictional or not, or other personal defense devices. For individuals concerned with personal safety, pepper spray is allowed if it is not misused.

Pets

Students and guests are not allowed to have pets in any residential spaces at any time. Small aquariums (five gallons or less) with non-threatening fish are permitted. Fish cremations are not allowed in residence housing; please find an alternative disposal for your loved one. Students in need of Service or Assistance animals should meet with the Office of Accessibility Services prior to bringing an animal to campus. Residents are not allowed to care for service or assistance animals that do not belong to them.

Guests

Responsibilities For Guests on Campus

Members of the Residence Life community bear ultimate responsibility for the actions and behaviors of the guests they invite into our community. Guests may not be given keys for residence buildings and must always be with a resident. MBU faculty and staff and employees of MBU-contracted companies should not be in any student living spaces without the prior approval of the Director of Residence Life.

Overnight Guests

Residents may occasionally have visitors of the same sex in their rooms overnight. A resident may not have visitors staying in his/her room more than six nights per month. A single visitor may not stay in the residence halls/apartments more than three nights per month. Overnight guests must be at least 18 and provide a photo ID. Failure to properly register a guest may result in the loss of visitation privileges. Habitual failure to comply with the guest registration policy will result in the student going through the student conduct process. Guests, including friends and relatives, are not allowed to enter a residential space without being personally escorted by the resident student. Overnight guests and visitors are not permitted at any time when the residence halls are closed or during scheduled campus breaks. Residents wishing to stay overnight in a room other than their own must register as a guest with the RA on Duty through eRezLife and follow guest policies. Those in intimate/dating relationships that are of the same gender are not allowed to stay overnight and should follow the guest policy for open hall.

Late Stay Guests

MBU students who are not residents may be permitted access to 24-hour lobbies as long as they are in good standing with MBU Residence Life, are accompanied by a resident who has access to that 24-hour lobby and are not staying the night (sleeping or staying the entirety of the night) in the 24-hour lobby. These students must check in with the RA on Duty before their shift ends (11:00 pm Monday – Thursday and 1:00 am Friday and Saturday). This type of guest is only permitted to be in 24-hour lobbies. Late Stay Guests should not be in community spaces (secondary lobbies) or personal bedrooms.

Lobby Hours & Policies

General Lobby etiquette is expected in every public residential space here at MBU. Residents must abide by the policies and guidelines listed in this handbook as well as MBU's Student Handbook.

- Sleeping is not permitted in public residential spaces (lobbies, halls, study areas, or spaces that are not a resident's bedroom).
- Residents are responsible for making sure media, language, and behavior in these spaces is conducive to residence life's mission.
- Trash must be put in a trash bin or dumpster.
- Lobby furniture and recreational equipment should be kept in good condition and returned to their proper place.

MBU Residence Life **has two different styles of lobbies.** Below are the restrictions and guidelines specific to these lobby styles, as well as their locations. Each lobby and its boundaries are labeled to ensure that the guidelines are clearly understood.

- **24-Hour Lobbies:**
  Locations: Pillsbury-Huff Hall's main lobby, North Hall's main lobby, Spartan Village Row 503's main lobby, Spartan Village South 301 & 401's main lobby (located at the bottom of each building), and Spartan Village Apartment 201's main lobby (functions as the 24-hour lobby for both Apartments 101 and 201).

  These lobbies are open to residents of their respective buildings at all times. Resident students from other buildings can also be in these lobbies at all times but must be accompanied by a resident of the building the lobby is located in. Residents may remain in these lobbies as late as they would like to but must abide by the lobby guidelines. Non-resident guests may be in 24-hour lobbies from the hours of 9:00 am – 11:00 pm on Sundays – Thursdays and 9:00 am – 12:00 am on Fridays & Saturdays without checking in as long as they are accompanied by a resident of the building that the 24-hour lobby is located in. MBU Students who are not residents but wish to be in 24-hour lobbies after their permitted hours must check in as a "late stay guest" with the RA on duty before their shift is over (11:00 pm Monday – Thursday and 12:00 am Friday – Saturday) and must abide by the Late Stay Guest policies above. Guests of the same sex who wish to stay through the night must check in with the RA on duty before their shift is over as an overnight guest and abide by all the "Overnight Guest" policies listed above.

- **Community Spaces:** (Sometimes called **Secondary Lobbies**.)
  Locations: Spartan Village Row living rooms, Spartan Village Row entryways, Spartan Village Apartment 101 & 201 living rooms, Spartan Village South 301 & 401 study rooms (located on the top floor) ***Note**. Pillsbury-Huff Hall and North Hall side lobbies (located beyond the double doors), and the hallways of Spartan Village South, Row, and Apartments, **do not fall under these categories.** Guests who are not resident students of the specific building in question should not be in these spaces.*

  Resident Students who have access to these areas due to their room spaces may use them at all times. Any guests, resident student or not, can be in these spaces from the hours of 9:00 am – 11:00 pm on Sunday – Thursday and 9:00 am – 12:00 am on Friday – Saturday. All guests must be accompanied by a resident who has assigned access to that space. Though these spaces may be adjacent to personal rooms, this is not open hall and guests of the opposite sex should remain outside of personal rooms. If any guest (resident student, commuter student, or non-student) of the same sex wishes to be in these spaces after hours, then they must check in as an overnight guest with the RA on duty before their desk shift ends (11 pm Sunday – Thursday and 12 am Friday and Saturday) and abide by all the "Overnight Guest" policies listed above.

Open Hall Hours & Policies (Personal Room Visits)

Open Hall is a scheduled time when guests of the opposite sex, or any romantic partner, regardless of gender, may visit hall floors and residence hall rooms. **Open hall is from 6:00 pm – 10:00 pm daily.** Below are the stipulations for open hall that align with MBU's mission and vision. All MBU students present in a room not following the Open Hall Policy are subject to a fine of $50 per offense. Continual disregard may result in disciplinary action.

- **Visitors must sign in with the Resident Assistant on duty** in the main lobby and leave their MBU ID or Driver's License. The Resident whose room is being visited must accompany the guest from the entrance of the building all the way to their room.
- **Doors of "open" rooms must be propped completely open while visitors are present**.
- **Guests must remain in the spaces they are checked into.** If a resident would like to visit another room or private lobby in the hall, they must go and check in with the RA on duty.
- **Laying down together in a bed or cuddling under a shared blanket is not allowed**.
- **Appropriate lighting must be on in the room.** Secondary lighting is permitted if a Residence Life Staff member agrees it is substantial enough.

Guests of the same sex (resident student or not) over the age of 18 may visit personal rooms during the same hours of the Community Spaces **(9:00 am – 11:00 pm on Sundays – Thursdays** and **9:00 am – 12:00 am on Fridays & Saturdays)** if it is agreed upon by all assigned residents of the room. If guests of the same sex wish to in the room past those hours, they must check in as an overnight guest with the resident they would like to stay with, by going to the Resident Assistant on Duty during their desk hours.

Conduct

Non–Sexual Harassment

Missouri Baptist University believes in dignity and respect for all, recognizing that each person is unique with certain rights and responsibilities; therefore, any form of harassment is contrary to MBU's Student Handbook policies and to the Christian standards of conduct expected of all members of the University community. Employees and students have the right to be free from harassment. Employees and students are prohibited from engaging in harassing conduct toward any other person. More information about harassment can be found in MBU's Student Handbook.

Sexual Harassment

Because of our faith commitment, community values, and obligations of federal law under the Title IX of the Education Amendments of 1972, members of the MBU community, guests, and visitors have the right to be free from sexual misconduct and from retaliation for reporting incidents of sexual misconduct. The immediate first step of an incident is to get to a safe place, such as a Residence Assistant's room, ResLife Office, the Public Safety Office, a trusted friend's room, or off-campus space. If you are off campus and injured, call 911 for immediate help. If you are on campus and injured, call Public Safety at 314-744-5355 for immediate help. Public Safety will come to your aid and contact Creve Coeur emergency responders. More information regarding sexual harassment can be found in MBU's Student Handbook.

Hazing

Hazing is humiliating, degrading or endangering behavior activities that are within the context of a group. Even if a person willingly participates, the activity still constitutes hazing. Hazing is strictly prohibited. If you feel like you have been involved in hazing, please contact MBU public safety or the Dean of Students office.

Physical Conflicts

Students respect the dignity of others, which extends to another's right to be free from the harmful, offensive, or otherwise undesired touching that may occur during a physical conflict. Physical conflicts include actual contact between individuals as well as threatening physical harm (verbally or physically), regardless of whether physical contact occurs or not. A student's intent to initiate physical contact is not necessary for a violation to occur; however, intent will escalate the university's response. Physical contact in the form of recreation is also not allowed.

Disorderly Conduct

Disorderly or unruly conduct is strictly prohibited in the vicinity of campus housing. Failure to comply with the request of a university staff member is considered disorderly conduct.

Failure To Comply

All residents and guests are to comply with the directions of Residence Directors, Residence Assistants, Graduate Assistants, and other University personnel. The intention of all Residence Life staff is to provide a safe and academically nurturing environment for all students. Acts of insubordination include, but are not limited to, verbal abuse, physical abuse, and not acknowledging a request of Residence Life staff or other University personnel.

Practical Jokes and Pranks

Practical jokes and pranks may be offensive or harmful. Living in University housing is a privilege. Remember that a high level of maturity is expected of all residents.

Vandalism

Anyone defacing or vandalizing University or student property (including littering, ecological damage, and tampering with or removing road signs) will be required to pay restitution and may be subject to other sanctions and fines. Missouri Baptist University also reserves the right to prosecute individuals who vandalize University property.

Theft

The University assumes no responsibility for possessions stolen or presumed stolen. All missing property should be immediately reported to Public Safety and the Residence Director. Anyone caught stealing, or in possession of stolen goods, may be asked to vacate campus housing pending a formal hearing. To help deter theft, students should always lock their doors.

Failure To Meet Community Expectations

When residents fail to meet community expectations, there are processes in place to address those shortcomings, and a student will follow the Residence Life Conduct process.

Cleaning

Custodial service is provided for residence hall commons areas. Students are responsible for keeping their residential spaces orderly and sanitary and for cooperating in the upkeep of common areas. Residence Assistants will provide information on cleaning guidelines as well as cleaning sign-ups for bathrooms, kitchens and living rooms. Failure to complete assigned cleaning tasks will result in fines

and/or a meeting with the building's Residence Director. Upon move-in, students will be held responsible for all cleaning of their room and bathroom, including any mold or mildew.

Trash

Trashcans are located in each residence hall lobby. Room and suite trash (including pizza boxes) must be taken to the dumpster. Personal trash found in the public trash cans, including the black outdoor trash cans, will be returned to the student with a potential fine imposed. Students are not allowed to dispose of personal furniture in campus dumpsters.

Solicitation

Solicitation of any type is prohibited in the residence halls except by MBU campus organizations. A campus organization wishing to solicit in the halls/apartments must seek the permission of the Residence Director of the respective hall/apartment. All signs must be approved by the Residence Director. Students are prohibited from running businesses out of the residence halls including, but not limited to, salon services, multi-level marketing, direct selling, etc.

Media

Movies and TV shows rated below "R" rating are allowed for viewing in the hall lobbies. Any film rated "R" or greater cannot be shown in any public area. Pornographic and X-rated movies in public or private rooms are strictly forbidden. Residence Life Staff reserves the right to prohibit viewing of media in public areas that are not in line with the mission and value of the University. Pirated copies of movies, music, musicals, and shows are not permitted. The TV is not to be moved from its location for any reason unless the Residence Director gives permission. Personal video gaming systems are not to be used in the main lobbies without approval from Residence Life. Gaming systems should not be left in lobby areas and graphic games should not be played. Lights can only be turned off in the lobby area with permission from a resident life staff member. If Residents bring streaming devices into their lobbies or secondary lobbies (living rooms), Residence Life is not responsible for those items. We suggest that residents do not leave them logged in and that they return them to their rooms after use. Roku devices are available for student use.

Pornography

Visual materials (movies, books, magazines, pictures, electronic images, etc.) pornographic in nature go against the values of Missouri Baptist University and are, therefore, strictly prohibited.

Indecency & Clothing

Within campus housing public areas students are to be fully dressed, including shirts, pants, and shoes. Clothing cannot be revealing or promote substances, statements, or companies in conflict with the mission and nature of Missouri Baptist University.

Gambling

Any form of gambling is strictly prohibited in residence halls.

Personal Displays of Affection

A hug or kiss can be an accepted gesture to show one's appreciation for another person, but while in campus housing a high level of decency is expected. This includes not lying down with, sharing a blanket with, or sitting on the lap of another person. The interpretation of any PDA will be left up to the Residence Life Staff. The University believes that sexual behavior outside of marriage conflicts with the

community's commitment to self-control. Therefore, students are expected to not engage in any sexual behavior on university property.

Residential Living Procedures

Emergency Procedures

Emergency procedures in case of fire, earthquake, or tornado will be reviewed during mandatory meetings. Periodic drills will be planned. It is imperative that students follow the emergency procedures in the event of an alarm. Failure to follow emergency procedures is considered a serious violation of residence housing policies. Failure to obey the directions given by Residence Life staff or University personnel during a drill or emergency will be taken very seriously. Any resident found in violation of this policy will be referred to conduct.

Emergency Situations Requiring First Responders

In the case of an emergency requiring first responders, you may call 911 from a cell phone and have another person call Public Safety. Residence Life staff members are not allowed to transport students to the hospital during medical emergencies. An ambulance will be called to transport if necessary.

Evacuation Procedures for Residence Life

North Hall

Outside gathering point: Pillsbury-Huff Hall

Inside safety location: First-floor interior hallways

Inside information point: Residence Assistant front desk

Pillsbury-Huff Hall

Outside gathering point: Pillsbury-Huff Hall parking lot

Inside safety location: 100s or 250s Hall away from windows

Inside information point: Residence Assistant front desk

Spartan Village Halls

Outside Gathering point: Parking Lot E near the Blue Light Phone

Inside Safety Location: Lowest level of the building

Inside information point: Office of Residence Life

Refer to the MBU website at www.mobap.edu/student-life/safety.

Occupancy Adjustment and Consolidation

The Assistant Dean of Student Engagement/Director of Residence Life or designee has the authority to reassign students to another housing assignment. For example, single occupants living in double rooms may be required to move in together. Other circumstances may arise, and occupancy adjustment and/or consolidation are at the discretion of the Assistant Dean of Student Engagement/Director of Residence Life or designee.

Move-Out Procedure at the End of Semester

To avoid being charged for an improper check-out when moving out of residential spaces, residents should take the following steps:

1. Make an appointment with the Residence Assistant at least twenty-four hours in advance.
2. Remove all personal property. Any items left in a room or suite area become the property of MBU Residence Life and will be disposed of as seen fit by the Residence Director. This includes all property left in the living room, suite, bathroom, or kitchen areas of any dorm. (Students who leave belongings, trash, etc. are subject to fees for the removal of those items.)
3. Remove all trash and dispose of it in designated dumpsters.
4. Clean, sweep/vacuum, and mop the room, including the bathroom(s) and apartment kitchen areas.
5. Have a Residence Life staff member to inspect the room for cleanliness and damages. The Room Condition Form completed during check-in should be reviewed and returned to a Residence Life staff member.
6. Return the keys. Failure to do so will result in a replacement fee.
7. If not returning to housing, residents should complete a Vacate Form with their RA on eRezLife.
9. Residents should forward their mail with the postal service. Mail will only be forwarded for six weeks.

Closed Break Checkout

Residents are expected to plan appropriately to accommodate the preparations and departure times needed to meet all the following expectations. Students must make plans to be checked out of their rooms by their appointment times communicated to their Resident Assistants. Residents must make an appointment with their Residence Assistant at least twenty-four hours in advance to check out of their room for the duration of the closed break. Failure to be adequately prepared for checkout at the time of appointment will result in a fine on the student's account. The Residence Life staff will also give residents instructions prior to the break concerning expectations upon checking out. This includes but is not limited to a list of cleaning requirements and specific instructions regarding belongings left over break. Failure to complete these requirements will also result in a fine placed on the student's account.

Residents that are required by the University to stay over any portion of the closed break or residents that are requesting to stay over a closed break for personal reasons **must submit a Closed Break Request and Agreement Form on eRezLife by the posted due date**. Room and board costs do not include University Closed Break periods. Students approved for university will not have a charge on their account. Students that do not meet the deadline will be denied and must check out of dorm at assigned time.

Students may request to stay for personal reasons, but may not be approved, and if approved will have a daily charge for their housing. Students that do not submit Closed Break Request by the deadline will be denied. During closed breaks, no guests are allowed in the dorms. Residents staying during a closed break that violate any housing policies or any portion of the policies and expectations in MBU's Student Handbook will immediately be removed from housing for the remainder of the break with. Students removed from housing will not receive a refund for any break costs paid to the

university and will be referred to conduct upon returning when the semester resumes. This includes graduating students, or students assisting with graduation, who may need to stay between the final dorm closing and commencement.

Withdrawing From Residence Life

To officially vacate housing, students must notify their RA that they are vacating campus housing and make an appointment 24 hours in advance to properly check out. They must complete an online vacate form through eRezLife with their RA. Please refer to the Occupancy Agreement for further information about refunds and fees. Students that leave without properly vacating are subject to fees and fines. Students that withdraw from MBU have 24 hours to vacate housing.

Readmit Procedure for New Academic Year

Students that have lived in campus housing must complete a housing application for the Fall semester by the last day of the semester. Students will complete the returning resident application. Residents will also have the option to select a preferred roommate by creating a Roommate Group. If a student does not complete the housing application for the fall semester and does not complete a vacate form, they will be administratively vacated one week after the completion of the spring semester. Residence Life Staff reserves the right to limit the number of returning students per building and to make exceptions in the best interest of the Residence Life program. Mandatory meetings will be in April to discuss the process and answer any questions.

Changing Meal Plans

Students can change their meal plans before the first day of the semester. Meal plan changes can only be done through eRezLife.

RA Application Process

RA applications for the following academic year are made available online in January. Students interested in becoming an RA must complete the application by the assigned deadline. Residence Life Staff will conduct the interviews. Students will be notified by email before the end of the spring semester if they have been selected to be an RA. Students do not have to have previously lived on campus, but they must be a current student to apply.

Health and Safety Inspections

Room checks will be conducted weekly at the time scheduled by the Residence Assistant. Residents will be responsible for their personal side of the room as well as assigned shared living space. Specifics on cleaning and safety will be given to residents upon arrival in the spaces. If students fail a health and safety inspection, they will be charged a minimum of $25 and will still be responsible for meeting community standards. Continued failure of Health and Safety Inspections will result in a referral to conduct.

Maintenance Requests

Maintenance Requests will be found on eRezLife. Residents should log into eRezLife with their student email and password, go to the left-hand menu and select “My Forms,” then select “Maintenance Request.” Residents should complete this form with accurate and adequate information. If a resident is not sure of their room or building numbers or names, they should contact their RA to obtain that information before submitting this form. When completely filled out, residents should be sure to click the submit button to finalize the form.

Complaint Procedure

Within the residence life community, we encourage residents to first address any complaints with the person with whom they have an issue. If a resident were to have a conflict with a roommate or another student, including a Residence Assistant, we ask that they go to that person and verbally address the issue. The desire is that the individuals will be able to discuss the issue with the utmost maturity and be able to resolve the issue among themselves in a civil manner. If the issue cannot be resolved, the next step would be for the appropriate Residence Assistant (RA) to mediate a discussion between the two parties. The RA would encourage them to complete a Roommate Agreement Form to create a shared understanding of expectations as members of the community. If an understanding cannot be reached at this point, the Residence Director, Assistant Director of Residence Life, or Assistant Dean of Student Engagement/Director of Residence Life will intercede and make a decision that will be in the best interest of the residence life community which could include moving residents or referral to conduct.

If a resident has a complaint with a Residence Life staff member, all complaints should be directed toward the Assistant Dean of Student Engagement/Director of Residence Life. The issue will be resolved in a way that creates an environment that upholds the rights and responsibilities of the residents as a whole. Residents also have the option to voice any complaints throughout the year through anonymous surveys.

Roommate Conflict Procedure

Roommate conflict is a regular and common occurrence. As a Christian University we know and understand that as sinful human beings we will, at times, disagree. This could be over something as simple as when to turn off the lights, noise levels in the room or how tidy a student prefers a room to be. Disagreements may also be more complex and nuanced, like politics and religion. As a Christian institution, Missouri Baptist University Department of Residence Life holds to and enforces the Biblical wisdom of Matthew 18 in dealing with roommate conflict. As residents experience roommate conflict, they should be sure to keep their RA informed and updated. Below is the process that will be expected of residents when dealing with roommate conflicts of any kind. Remember, having a roommate means there will need to be a willingness and readiness to compromise. Just as much as one party of the conflict may be irritated, there are likely issues that irritate the other party. Residents are expected to be mindful, self-aware, and humble. These three things will go a long way in enhancing residents' college and roommate experience! Here is how MBU's Residence Life expects residents to approach conflict:

1. **Talk to the involved party:** Residents are expected to respectfully talk to the person they are experiencing conflict with. While the expectation is that residents speak to their roommates, suitemates, or involved parties before a ResLife staff member steps in, they are welcome to ask their RA to help them prepare for that conversation beforehand. *ResLife staff are happy, willing, and able to assist if residents feel they are unprepared, ill-equipped, or otherwise struggling to have a conversation with their roommate.*
2. **Go to the RA.** If speaking to the roommate or involved party left things unresolved, residents should then talk to their RA. This is part of what the RA is there for! As mentioned before, residents can come to their RA or RD before the initial discussion to get advice. The RA can do any number of things to assist, including but not limited to having a meeting with involved residents together, filling out a roommate agreement form, and offering counsel or referring the parties involved to other leadership on campus.
3. **Talk to the RD.** If the situation remains unresolved after the two steps above, residents should contact their RD and request a meeting. Remember that being a good roommate goes both ways and that compromising is important to have an enjoyable and fair experience.

*If a resident feels that their safety or rights are at risk they should contact RA, RD, or Public Safety immediately.

Process for Violations of MBU Student Conduct

MBU's accountability process is designed to be a part of the educational mission of the University, one that focuses on upholding the commitments inherent in the MBU community in a restorative manner. Residents in violation of Residence Life policies will meet with their Resident Director as the first step to restoring the student in the community. The student will have the option to work through the situation in a restorative path or a punitive sanction. The hope is for the student to learn valuable lessons about living in community and making choices that positively impact them in their educational pursuits. Students that have repetitive violations or more severe violations will meet with the Assistant Dean of Student Engagement/ Director of Residence Life.

Mail, Packages, & Deliveries

Mail

Mail is distributed to student mailboxes Monday through Friday. No mail is delivered on Saturdays, Sundays, Closed Breaks, or holidays. Mail during summer break will be forwarded to students' home address. Mail addressed to on-campus students should be addressed in the following manner:

STUDENT NAME
Mailbox #, Building Name
One College Park Drive
St. Louis, MO 63141

It is recommended that students do not send or receive cash through the mail. Outgoing mail can be dropped off at the mailroom on the lower level of the Field Building from 8:30 a.m. to 4:00 p.m.

Packages

Packages must be picked up and signed for at the mailroom in the lower level of the Field Building from 8:30a.m. to 4:00p.m. Residents should have packages delivered to the same address listed above. Students should not have packages delivered to their dorm buildings or room numbers, as it results in many lost items, unfulfilled deliveries, and safety concerns. Resident Life is not responsible for any packages or deliveries that are brought to the residential area and are not able to assist delivery drivers in completing a delivery shipped to any address other than "One College Park Drive, St. Louis, MO 63141." Outgoing prepaid and labeled FedEx or UPS small packages can be dropped off in the mailroom.

Deliveries

Residents should not have food, groceries, or pharmacy deliveries placed and left unattended at building entrances but should instead pick them up directly. Residence Life suggests giving delivery services instructions to meet you at a specific parking lot, an easily accessed public area on campus, or the front of your building. Additionally, it is required that students give their own information to delivery services to call upon their arrival to campus for further instruction. Residence Life staff are not responsible for assisting drivers to find residents and cannot give them information about where a resident may reside. Residence Life is not responsible for lost, stolen, or unfulfilled deliveries.

Personal Items in Room (What Can I Bring?)

Liability and Rental Insurance

The University is not responsible for personal property and is not liable for damage to students' property caused by vandalism, mischief, or other students' negligence. The University is not liable for damage caused by electrical or mechanical failures or difficulties, broken water pipes, flooding, or any other maintenance issues of the sort. Additionally, the University is not responsible for abandoned items and personal items left in common areas. Students are strongly encouraged to obtain insurance through their parent's or guardian's insurance company or purchase individual renter's insurance to

cover possible losses. Coverage should include both losses of university property and losses of property owned by others, which a student may cause.

Room Decorations

Room decorations are limited to personal items that adhere to the rules and intent of the University. Prohibited items include but are not limited to the following: alcohol and tobacco merchandise, lewd signs, city street signs, safety signs and signals, and any other public property. **LED adhesive light strips are not allowed or anything hung from the ceiling.** Decorations should not be visible in windows or railings of balconies. All Residence Directors' discretion is final.

Holiday Decorations

Decorations are to be limited to a resident's respective room. Due to fire and health reasons, only small (4ft. and under) artificial Christmas trees are permitted in bedrooms. Decorations for holidays should only be up during the holiday season. All string lights must be in good condition and turned off when the resident is not in the room.

How To Hang Decorations

General rules: No painting or similar alterations to rooms may be made in campus housing. No duct tape (or tapes considered equally as damaging), clear scotch tape, or screw and wall anchors should be used anywhere in residential life buildings. No objects should ever be hung from the ceiling, sprinklers, smoke detectors, lights, or miniblinds. Students will be held responsible for any wall damages, including but not limited to excessive holes, drywall damage, stains, paint damage, etc. If damages do not clearly belong to a specific student, all students assigned to the space will split charges unless a student communicates responsibility. Students are responsible for damage even if recommended product was used and caused damage.

In North Hall:

North Hall Residents may hang decorations from the tack strip using push pins. Students are permitted to use removable 3M Command strips on the cinderblock walls. Students may also use sticky tack (preferably white) to hang other items on walls. No nails or screws.

In Pillsbury-Huff Hall:

Pillsbury-Huff Hall Residents may use a maximum of 15 push pins per student in each room. Students may also use sticky tack (preferably white) to hang other items on walls. Pillsbury-Huff Hall students are permitted to use removable 3M Command strips on the cinderblock pillars only.

In Spartan Village:

Spartan Village Residents **may not use** removable 3M Commands strips since there are no cinderblock walls. Residents in these areas may use push pins and small 1-1.5" finishing nails – not exceeding 15 holes per student in each room. No large nails or screws.

Bicycles

Bicycles may be stored in a resident's room if their roommate agrees to it or on any MBU bicycle racks, but are not to be stored in hallways, balconies, or public areas.

Kitchen Appliances

The following cooking appliances are not permitted in rooms: hot pots, hot plates, deep fryers, air fryers, crock pots, instant-pots, electric skillets, grills of any type, toasters, toaster ovens, and similar appliances, including any appliance with exposed electrical coils or hot plates. Residents of Spartan Village Row and Spartan Village Apartments will be provided with a refrigerator and stove. Residents

of Spartan Village Row and Spartan Village Apartments are allowed to have coffee pots, toasters, microwaves, and crock pots in the kitchen area only.

Refrigerators:

Students are allowed to have mini refrigerators which meet University standards in their rooms. Refrigerators must be 4.0 cubic feet or smaller and Energy Star® rated.

Microwaves

Students are allowed to have microwaves that meet University standards in their rooms. Microwaves must be between 700–800 watts.

Grills

Personal charcoal, gas grills, and electric grills are **not** allowed in residential housing or on patios. Charcoal and lighter fluid is not allowed to be stored in dorm buildings.

Candles, Incense, Halogen Lamps, & Open Flame

Candles, incense, matches, lighters, and halogen lamps are a fire hazard and are not allowed in campus housing even if not lit. It is the discretion of the Resident Director to have items removed from dorm rooms that are a potential safety threat.

Iron & Straighteners

Curling irons, straighteners, and irons are permitted in the resident's room as long as they automatically shut off after a period of inactivity or if tipped over. Ironing on University furniture is prohibited.

Space Heaters/Electric Blankets

Due to the potential fire hazard, space heaters or any heating fans with exposed heating elements/coils are not allowed in campus housing. Electric blankets must have automatic shut-off and be in good repair. Residence Life may allow students to check out space heaters in the event that the heat isn't working.

Furniture

Students may, in agreement with their roommate(s), bring additional furniture for their rooms (sofa sleepers prohibited); however, all personal furniture must be removed by the student at the end of the school year or the end of their residency in campus housing, whichever comes first. It is the discretion of the Resident Director to have furniture removed or rearranged if it presents a health or safety concern. Disposing of furniture in campus dumpsters is not allowed at any time!

Electrical Extensions

The use or possession of 2-prong extension cords, multiple plugs, or multiple plug converters is prohibited within all residential areas. Students may use Underwriter's Laboratories (UL) approved power strips with circuit breakers.

Residential Amenities

Dorm Room Furniture

Each bedroom is furnished with an extra-long twin bed, desk, desk chair, dresser/wardrobe, and window blinds. Students are allowed to bunk beds with pegs provided by Resident Life but must be taken down before the student checks out of campus housing. Students are not permitted to provide their own loft kit. Furniture provided by MBU in residence rooms must remain in their assigned room for the entire year. Damages to room furniture will be charged to the student responsible for the damage; if no one student comes forward about the damage, charges will be split among all residents of that room. Wardrobes and bunk beds cannot be placed in front of the windows. Residents occupying single rooms are not permitted to utilize both beds, however, they may request permission from their Resident Director to utilize both desks/dressers. If a student in a single room receives a new roommate assignment, they are required to prepare the second dresser/desk for their new roommate within a 24-hour period.

Lobby Furniture

Lobbies in all housing facilities have lounging couches and chairs, study tables and chairs, and televisions. All furniture must stay in lobby areas and be left as arranged by MBU staff. Damage to lobby furniture will be charged to the resident found responsible for damages.

Recreational Equipment

The residence hall recreational equipment is for the enjoyment of all residents. Residents are responsible for the condition of all game tables, equipment, video games, and board games. Any damage caused during use can be charged to the resident. All personal property and gaming equipment must be removed from gaming areas immediately after use or will be taken to Lost and Found in the Public Safety Office.

Life Safety Equipment

Life safety equipment such as smoke detectors, fire alarms, sprinklers, exit signs, fire extinguishers, security cameras, ID scanners, emergency phones, AEDs, and emergency exit doors are in housing facilities. Note: Pillsbury-Huff does not have sprinklers.

Outdoor Grill/Picnic Tables

Located outside of Apartment Building 101 are two charcoal grills that can be used with the utmost amount of caution and maturity. Charcoal and lighter fluid cannot be stored in housing. Picnic tables are also located outside of all housing facilities.

First Aid Kit

First aid kit is available to resident students for minor injuries or immediate needs. Students must follow up with a physician or drug store for persistent needs. The First aid kit is in 503 Spartan Village Row.

Computer Labs/ Study Spaces

Computer labs and study spaces are open twenty-four hours a day for residents of that building unless closed by Residence Life staff. These areas are to be used by residents and are prioritized for academic study.

Locations are as follows:

North Hall Computer Lab – 2nd floor

Pillsbury-Huff Hall Computer Lab – 300s hall

Spartan Village South 301/401 Study Rooms – 3rd floor

Laundry Facilities

Laundry rooms are located in each residence hall. All washers require liquid detergent. High-efficiency detergent is recommended but not required. If a residence hall washer or dryer is not working, please submit a maintenance request online. Residents should ask for assistance if they are unsure how to use a washer/dryer; misuse of machines could result in maintenance repair charges. When using the laundry rooms, residents should remove clothes promptly. **Students must use the sign-up board in the laundry room to identify which machine they are using. Laundry left without identification will be removed by ResLife staff.** Abandoned items will be donated after 24 hours. Residents should not move clothes that do not belong to them.

Spectrum U

Residents will have access to Spectrum U streaming services.

Spectrum U works on the following platforms:

- iPhone, iPad, or iPod touch running iOS 12 or above.
- All major Android smartphones and tablets running Android 5.0 or above.
- Desktop and laptop (Needs Adobe Flash 20)
- Roku 2nd generation or higher
- Apple TV 4th and 5th generation

Dining Hall

Spartan Dining is the food service company for MBU.

- All Residents are required to have a meal plan.
- Meal plans cannot be changed after the first day of the semester.
- Students have $50 a semester that can be used to buy items in the Perk.
- Students can also do a meal exchange in the Perk five times a week.
- If students have special dietary needs, they should contact the manager or chef of Spartan Dining.
- Students that require accommodation should contact the Office of Accessibility Services.

The Perk

The Perk offers coffee drinks, smoothies, teas, and soda. They also have a selection of baked goods, sandwiches, and snacks.

The Learning Center

The Learning Center includes collaborative workstations, ideation labs, a pitch room complete with video conferencing capabilities, and the MBU Makerspace, an area designed to encourage creativity and teamwork. Students with an active ID can scan after hours, until midnight Monday through Friday, and from 10am to midnight on Saturday.

Fines

Fines will be placed on student accounts and should be paid to the Financial Services Office. Unpaid fines can disrupt students' ability to register for classes, receive transcripts and reapply for housing. Damage caused unintentionally or intentionally is still the responsibility of the residents. Excessive violations can result in a student conduct referral. **These fines/fees are <u>minimum</u> amounts and may increase after the evaluation of the offense. The Office of Residence Life reserves the right to add/change fine charges without notice to the resident.**

Charge Item	Fine/Fee Amount (Minimum amounts/starting amounts)
Bed Damage	$100
Blinds Damage	$100
Broken Access Control Door	$500
Broken Doors	$250
Broken Window	$100
Broken, Missing, or Removal of Window Screen	$75
Broken Light Fixture	$50
Broken Toilet	$100
Ceiling Tile Damage	$25
Checkout: Improper checkout (didn't sign up, took key, etc.)	$50
Checkout: Late checkout or missed checkout time	$25
Residence Life Cleaning Fee	$25
Wall Cleaning Fee/Booger Fee	$25 (boogers are gross!)
Damaged Desk Chair	$100
Damaged Desk	$150
Damaged Dresser	$150
Damaged Drywall	$25 – $300
Damaged Pool Stick	$30
Damaged Ping Pong Paddles	$20
Damage to surfaces due to dyes, chemicals, or neglect	$50
Excessive lock out -After three lockouts students will be charged per lockout	$10-25
Failure to Comply	$50
Fire Safety Violation and/or failure to exit during alarm	$100
Giving Keys to Anyone Else	$100
Health and Safety Inspection Failure	$25 (student still responsible for reconciling cleaning/safety issue; fine **will** increase if a student fails to rectify the issue)
Leaving Large Furniture After Checkout	$100
Lost/Damaged Room Keys	$105
Lost/Damaged Mailbox Key	$25
Lobby Furniture Removal/Damage	$25
Mandatory Meeting Absence	$50
Open Hall Policy Violation	$50
Security Violations	$50
Using toilets, sinks, or ice machines as a garbage disposal	$50 (plus any repair charges)
Washer/dryer misuse or damage	$100-400 (can exceed if repairs to the area are necessary)
Other fines	Any damage to university property will be