

The Landings

at Terra Village

Student Housing Handbook

2018-2019

INTRODUCTION

Welcome to The Landings at Terra Village! Students who live on campus are able to have the full college experience at Terra State Community College. As a student housing resident, The Landings at Terra Village expects you to be student leaders, friends, student employees, program participants, but most importantly, a Terra State Community College community member. We look forward to you being a part of our community here in The Landings at Terra Village.

You are responsible for all the information in this handbook. Please read it carefully, and feel free to ask any Student Housing staff member if you have questions.

Every effort has been made to ensure the accuracy of the information contained in this document; however, Terra Village Holdings or their agent, reserves the right to make corrections, additions, and/or updates. An up-to-date copy of this handbook can be found on The Landings at Terra Village website, www.terra.edu/housing. The Residential Housing Agreement and Student Code of Conduct should also be referred to frequently as they contain additional information, policies, and regulations that will be of value to you. Additionally, all students are expected to obey federal, state, and local laws and directives issued by an administrative official in the course of his or her duties. Failure to do so, may result in a violation of the Residential Housing Agreement and Student Housing Handbook.

If you have any questions about the information contained in this document, contact the Student Housing Office at 419.559.2160. The RA on-call may be contacted for urgent matters that occur after business hours. In case of emergency contact Campus Security at 419.559.2253 or dial 911.

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STUDENT HOUSING STAFF RESPONSIBILITIES

The Landings at Terra Village's primary mission is to provide housing and support for students to help them be successful at Terra State Community College. Like many other campus offices, there is staff available to assist you with Student Housing related issues. There are other campus offices and staff that can assist with questions, concerns and issues such as academic advising, tutoring, financial aid, etc.

Director of Student Housing and Residence Life

The Director of Student Housing and Residence Life (Director) is a full-time administrative staff member who provides leadership and supervision for all aspects of Student Housing. The Director serves on various committees across campus focused around student retention and success of Terra State Community College students, particularly residents in The Landings at Terra Village. Students who want to meet with the Director should schedule an appointment by emailing the Director or calling his or her office. Scheduling a meeting in this manner ensures the Director is available to meet with the resident.

Assistant Director of Residence Life

The Assistant Director of Residence Life (AD) is a full-time, live-in administrative staff member who assists the Director in the everyday processes and functions of Student Housing. They have primary responsibilities in the following areas: room assignments, room changes, Resident Assistant recruitment, selection, and training. The AD serves in an on-call rotation for the purpose of crisis management at night and on weekends.

Resident Assistant (RA)

Resident Assistants are Terra State Community College students with leadership responsibilities within The Landings at Terra Village. The primary role of the RA is to create and maintain an environment that promotes academic success along with personal growth and development of residents. They promote and assist in organizing Student Housing programs and services, serve as an informational resource, and are trained in conflict management. RAs also are empowered to enforce policies and procedures within the student housing building and can assist with maintenance and service requests. RAs serve in an on-call capacity at night and on weekends.

ACADEMIC REQUIREMENTS

The Landings at Terra Village staff have a vested interest in your academic success and recognize the challenge associated with transitioning to college and living on your own. The Student Housing Handbook is designed to ensure the community fosters personal development and academic progress. Additionally, our Housing staff is prepared to provide referrals and direction to the various campus resources that are available to you.

Academic Warning

A resident will be placed on Academic Warning if the resident's cumulative grade point average falls below the established minimum of a 2.0. If a resident on warning does not raise his/her cumulative grade point average above the require minimum or does not earn at least a 2.0 term grade point average, the resident will no longer be eligible to live in student housing.

AMMENITIES

Wireless Internet

A wireless network is provided for use and is shared among all residents within The Landings at Terra Village. Please be considerate of other residents trying to use the network. Large downloads or other bandwidth intensive items will affect the performance and connectivity of others using the service. Although best effort has been made to make the wireless network compatible with all electronic devices, we cannot guarantee compatibility. The Landings at Terra Village does not provide support for student-owned devices. Personal wireless networks are not allowed in The Landing at Terra Village as these will conflict with the performance and/or availability for others. It is recommended that firewalls, anti-virus, and anti-spyware products be utilized on personal computers. Students are expected to comply with all local, state, and federal laws, as well as the policies established by the internet provider. Students who violate the Wireless Internet policy will be subject to the housing judicial process.

Apartment Furnishings

The Owner offers bedrooms furnished with a twin bed frame and mattress, a dresser, desk chair and a closet. Apartments include a full-size refrigerator, stove, microwave, living room furniture, and dining table and chairs.

Suggested items to bring include:

- Bed linens, blankets and pillows
- Toaster & other small kitchen appliances (UL approved)
- Dishes, drinkware, flatware, utensils, pots & pans
- Television
- Area rugs
- Food items
- Personal items: towels, toiletries, cleaning supplies, and trash can

Heat and Air Conditioning

The temperature in The Landings at Terra Village is controlled through a central heating and cooling system. As a result of this system, there are times of the year that the building temperature can fluctuate depending on the temperature outside. Switching the system in the fall (from cooling to heating) and spring (from heating to cooling) will occur in a time that is closely monitored by The Landings at Terra Village Maintenance staff. The residents in each apartment are responsible for the heating and cooling units and will be charged accordingly if repair or replacement is required due to negligent use or failure to manage settings accordingly.

Laundry Facilities

A laundry room is located on each floor and is accessible 24 hours a day, seven days a week. Please do not attempt to wash large items such as sleeping bags and comforters or overload the washers and/or dryers. The Owner is not responsible for damage to your personal belongings while using the laundry equipment or when left unattended in the laundry facility. Students may be assessed charges if damage is done to the laundry machines. Contact the Housing Office for maintenance requests.

MAILBOX AND EMAIL COMMUNICATION

Residents are expected to check their Terra State Community College email and their mailbox on a regular basis for important information sent out by Housing staff and other offices on campus. Important information may also be posted on residents' doors and around the building.

Mail Service

The U.S. Postal Service delivers all student mail to The Landings at Terra Village. The student mail will be sorted into student mailboxes located in the Housing Office, located in A106. Students may pick up their mail, with a valid picture ID, during normal business hours.

Residents who receive packages larger than the mailbox allows will receive a notice via their Terra State email address. They can then pick up their package by bringing their student ID to The Landings at Terra Village Office.

Please have your mail directed as follows:

Resident's Name
The Landing at Terra Village Box # _
2830 Napoleon Rd
Fremont, OH 43420

When moving out the resident must change their mailing address. Failure to do so will result in disrupted mail service or returned mail. All mail received for vacated residents will be returned to sender.

SAFETY & SECURITY

The Landings at Terra Village is committed to the safety and security of its students and visitors. Safety and security are the responsibility of all members of the campus community. Residents are encouraged to get to know their neighbors and other members of the community. When you see suspicious or inappropriate behavior, or see someone who doesn't live in the community and is not escorted by a resident, report it immediately. No security system is failsafe. The best safety measures are the ones you perform as a matter of good judgement and habit in all locations. Promptly report any incident of theft, vandalism, or unsafe conditions to Student Housing and/or Terra State Community College Campus Safety. Student Housing staff are on call 24 hours a day. Additionally, the Terra State Community College Campus Safety patrol the campus property regularly. In the event of an emergency, remember to always call Campus Safety at 419.559.2253.

Apartment Access

The Landings at Terra Village provides safety measures to protect the welfare of all residents and safeguard their personal belongings. However, The Landings at Terra Village cannot be held responsible for loss of personal property. Residents are encouraged to take proper precautions themselves. Residents should not leave their apartment or their bedroom door open or unlocked if they are not present in the room. Doors should not be propped open using the deadbolt; in addition to being a safety hazard, it may also damage the door lock. Residents are responsible for lost or stolen key cards. Lost or stolen cards should be reported to the front desk immediately. Upon request from a Housing official, key cards can be replaced for a fee. Keys should only be in the possession of the rightful owner. Anyone found with keys of which they are not the owner will be subject to the judicial process.

Keys, Locks, Student ID Usage

When residents move in, they are issued a key fob that provides specific access to their building and a key that provides access to their apartment and bedroom. The student key fob is an integral part of our security system, so it is important that the student keep their key fob in their possession at all times.

Unauthorized possession, duplication or use of keys or key fob is prohibited. Keys and key fob must remain in the possession of the person to whom they are issued and may not be used by another person. Any resident that loans or is in possession of another student's keys or key fob will be subject to the judicial process.

If you lose your key, *immediately* inform a Housing staff member so that your room can be secured and your old key deactivated. Keys needing to be replaced will result in a replacement ID being made and the student will be responsible for associated costs. Additional locks (keyed locks, chain locks, deadbolts) may not be installed. Residents may use their own portable safes or lockboxes to keep valuables safe.

Fire Alarms

When an alarm sounds, residents and guests within the housing building are required to evacuate the building immediately. Students who fail to comply with this will be documented by staff and can be issued state and/or local fines and tickets from police. Students must stay in their given areas until the building is given an all-clear signal to be reopened and residents allowed to re-enter. Re-entry into a building before an "all-clear" signal is given by staff is prohibited. State law prohibits the use of elevators during a fire alarm. If you see fire, please pull the fire alarms as you evacuate the building. The alarm will automatically alert the proper authorities. Falsely pulling a fire alarm can result in judicial sanctions or fines. Tampering with building fire detection systems is a violation of the Housing Residential Agreement and is grounds for discipline up to and including removal from The Landings at Terra Village.

Insurance

The Landings at Terra Village is not liable for the loss of money or valuables by any person or for any loss sustained on the premises. It is the resident's responsibility to ensure they have insurance to cover their personal items. Your parents' or guardians' homeowner's insurance policy may cover private property away from home, or a rider may be attached to the policy. If not, you may wish to obtain renter's insurance.

RESIDENTIAL HOUSING AGREEMENT

Students are required to apply for Student Housing and go through the appropriate application process, concluding in the signing of a residential housing agreement for a space. Students who are minors at the time of the residential housing agreement signing are also required to have a parent or guardian sign the agreement prior to move-in.

Your residential housing agreement is not transferrable, which means you may not transfer your residential housing agreement to any other individual or semester. Only the individual student who signs the residential housing agreement is permitted to reside in the room/suite during the assigned semester. The residential housing agreement is legally binding, and you will be held responsible to the terms of the residential housing agreement for the entire contract period. You are responsible, as is the Owner, for all items outlined in the residential housing agreement.

The Landings at Terra Village is committed to providing students a safe living and learning environment; consequently, The Landings at Terra Village reserves the right to deny or terminate housing for any person whom they feel may pose an unreasonable risk, would cause disruption to the community, or violates rules or policies. The Landings at Terra Villager reserves the right to deny, modify, or cancel residential housing agreements or assignments. The Landings at Terra Village will hold any student who breaks their residential housing agreement financially responsible for their entire housing fee.

Early Move-In/Late Stay

There are special circumstances that require Student Housing residents to move-in prior to or stay longer than the Residential Housing Agreement listed dates. To obtain information about this option, contact the Housing Office. Additional charges will be assessed.

End-of-Semester Check Out

Based on the selected contract term, residents must vacate the residence hall within 24 hours of their last exam. Residents must sign up for a check-out time with a Housing staff member and follow the check-out policy described herein. Failure to follow the check-out policy will result in an improper check-out fee of \$100. Additional information about move-out policy and procedures will be provided during the semester via email, floor meetings and hall postings.

Check-Out Policy

The check-out process is required upon departing The Landings at Terra Village. The following check-out criteria must be met:

1. The student must contact their RA or another Housing staff member to schedule a time to complete their check-out process. The student must schedule their checkout time at least 24 hours in advance.
2. The student must remove all of their belongings, clean their space, and return all furniture back to its original location prior to checkout. All trash and unwanted items must be removed from the student's apartment.
3. The student must be present in their assigned space at the scheduled time to meet with the Housing staff member. The staff member will accompany the student to their room and complete the check-out inspection.
4. The student must return all keys that were issued by The Landings at Terra Village to the Housing staff member.

Room Change Requests

Housing staff is available to assist you in your transition to living in The Landings at Terra Village. The Housing staff will work with you to resolve any roommate difficulties including a room change if necessary. Room changes may not be made without prior approval of the Director of Student Housing and Residence Life or his/her designee.

A resident may be required to move when a conflict between roommates occurs and all mediation attempts have been exhausted. Residents may also be required to move in cases where open spaces need to be consolidated or any other circumstance that Student Housing deems appropriate.

All room change arrangements are coordinated by Student Housing staff. Students may not switch/trade assigned rooms without permission of the Director of Housing and Residence Life. Doing so will result in

finer and can result in removal from The Landings at Terra Village. A fee of \$75 may be assessed for all room changes.

Roommate Agreements

Roommate agreements are required to be completed by each apartment and will be discussed at floor meetings. An RA will meet with each apartment to ensure completion of the roommate agreement within the first two weeks of the semester. All residents must be present for this meeting. The roommate agreement provides an opportunity for residents of an apartment to discuss specifics relating to how they will manage cleaning, noise, and guests, etc.

Routine Health and Safety Inspections

In order to ensure apartments are being maintained properly and to check for unreported damage, The Landings at Terra Village staff will complete health and safety inspections. Residents will be notified 24 hours in advance of inspections.

Residents are expected to keep their apartments and rooms clean and safe. Inspections will be for unsanitary conditions (accumulated trash or concerns with cleanliness) and for fire safety violations. If an apartment or room does not meet health and safety specifications, the residents will have 48 hours to correct the situation, at which time another inspection will be completed. Residents who fail the second inspection will be subject to the housing judicial process.

Student Housing staff reserves the right to remove from the room, without the resident's permission, any objects or materials which constitute a health or safety hazard, or are the property of The Landings at Terra Village. The Landings at Terra Village does not assume responsibility for items of a personal nature that are damaged, lost, or stolen.

Safety checks are conducted in the residence halls during breaks and occasionally throughout the semester to ensure the space has been left in a safe condition. In such cases, residents are notified 24 hours in advance of check. Policy violations in plain view will be documented and will be referred to the housing judicial process.

Meal Plan

The Landings at Terra Village policy requires that all residents for the fall and spring semesters purchase meal plans. Students who fail to purchase a meal plan will be deemed ineligible for residency within The Landings at Terra Village.

Contract Termination

The Landings at Terra Village may terminate a resident's residential housing agreement and take possession of a student's assigned space at any time for violation of any of the provisions herein or when it is in the interest of the community or College. The student's residential housing agreement will be cancelled if the student's enrollment at Terra State Community College is terminated through withdrawal from the College, academic suspension, conduct removal, or administrative dismissal. If the residential housing agreement is terminated, the student must vacate The Landings at Terra Village within 24 hours unless written permission has been obtained from the Director of Student Housing and Residence Life or their designee, or the resident has a pending appeal.

Payment of Housing Charges

Once a resident has been assigned a tentative apartment, the Housing fees will be charged to the student's Terra State Community College account. Payment must be received by the payment dates outlined, or the residential housing agreement will be cancelled and the space will be reassigned. New residents with unpaid housing charges will not be permitted to move in until full payment has been made or a payment plan is in place. Residents may have their residential housing agreement cancelled for failing to make required payments. Returning residents with outstanding payments will have their access revoked until payment has been made and/or have their residential housing agreement cancelled.

Non-payment and/or cancellation of contract due to non-payment does not release the student from the financial obligations of the residential housing agreement.

Financial Aid

Residents wishing to utilize financial aid to pay for housing must have sufficient verified financial aid (i.e. federal, state, local scholarships, grants, Pell Grant, loans, etc.) to cover tuition, fees, and housing on file in the Terra State Community College Financial Aid Office prior to the date that housing payments are due. Outstanding tuition, fees, and housing payments will be deducted from available financial aid prior to aid being disbursed to the student. The availability of financial aid does not relieve the student of financial responsibility for the balance due under the Residential Housing Agreement. Any amount not covered by financial aid is due in accordance with the payment dates in the Residential Housing Agreement. If you have questions regarding financial aid refer to the financial aid website at www.terra.edu/AdmissionsandFinancialAid/FinancialAid.html or visit Financial Aid Office. Applicants should note that the financial aid process can take several weeks, and proper time should be allotted for applications to be reviewed and approved.

The Landings at Terra Village

In the event that The Landings at Terra Village be destroyed or damaged sufficiently to prevent the use of the facility, in the event of a public emergency or other unforeseen occurrences beyond the control of the Owner which result in residents being displaced, the residential housing agreement may be immediately terminated. In this event the resident is responsible for charges up to the date of termination. The Owner shall not be liable for any expenses, damages or loss which you incur for relocation or inconvenience because of such termination. We encourage residents to purchase renter's insurance as a protection for personal belongings.

ADDITIONAL STUDENT HOUSING INFORMATION

Community Living

All residents and guests of The Landings at Terra Village are responsible for conducting themselves in a manner that does not infringe on the rights of others or interfere with the educational mission of the College. By signing your Residential Housing Agreement, you agree to make yourself aware of and abide by all Housing policies and expectations; the Student Code of Conduct; and applicable state and federal laws.

Violations are subject to disciplinary action, criminal prosecution, removal from The Landings at Terra Village, and/or payment of replacement fees as deemed appropriate by The Owner. Residents are responsible for the conduct of their guest(s) and may be subject to disciplinary action as a result of

misconduct of their guest(s). The Landings at Terra Village staff reserve the right to contact the individual(s) listed as emergency contacts on the Housing Application.

Meetings – Building, Floor, Individual and Suite, Orientations, etc.

During the year, Housing staff will host meetings to share information and discuss community events and issues. Attendance at these meetings is mandatory to ensure that all individuals are aware of pertinent information, upcoming events, and deadlines. Residents who are unable to make these meetings are expected to make arrangements with the appropriate staff member to get the information provided at the meetings.

HOUSING POLICIES

All residents must respect and comply with lifestyle expectations and all policies and procedures outlined in the Student Housing Handbook. A member of the Student Housing staff or Campus Safety may key into a room to assess imminent danger to the health and safety of any person or a clear indication that established conduct standards or health and safety regulations are being violated.

The following Student Housing Policies have been created for the safety and well-being of the members of the Student Housing community:

1. ALCOHOL

Students may not possess, purchase, or consume any alcoholic beverages unless they are 21 years of age. Students 21 years of age or older may not purchase or provide alcohol to underage persons. Students of age are not to consume alcohol in any room in the presence of any Students under the age of 21.

Any student suspected of being intoxicated: exhibiting impaired motor skills, aggressive behavior, slurring speech, smelling of alcohol, etc. may be reported to the local authorities if it is deemed that they may be a danger to themselves or others by housing staff or security or in the event such reporting to local authorities is deemed reasonable and advisable.

2. COMMUNITY SPACES

Community lounges, hallways, and other public areas are meant to be used by everyone with care and respect. Therefore, disruptive behavior, disrespect for others, and any other circumstances deemed a hindrance will not be permitted.

2.1 Sleeping

Community lounges are not to be used for sleeping.

2.2 Furniture

Common area furniture is not to be taken to student rooms or apartments. Common area furniture should not be moved from one common area to another. This deprives other residents of the furniture and is considered theft of property. If common area furniture is found in rooms or suites, costs to relocate the furniture may be assessed to the residents of the space where the furniture is discovered. In addition, if the condition of any public area is altered or abused, the person(s) responsible may be subject to the disciplinary process.

2.3 Appropriate language/behaviors

Residents are expected to use appropriate language and behavior at all times in public areas. Any behaviors deemed inappropriate by The Landings at Terra Village Staff will be addressed, and the individual may be asked to stop the behavior or to leave the area. Failure to comply with a request by a staff member may result in disciplinary action.

2.4 Sports

Due to the high risk of property damage and personal injury, sports, water fights, wrestling, and other high-risk activities are prohibited in indoor residential areas.

3. DECORATIONS

Residents are permitted to decorate bedrooms and suites within the following guidelines:

3.1 Wall Damage

No nails or tape of any kind should be used on the walls, doors, mirrors, or other surfaces. Students will be charged for damages to the walls.

3.2 Hanging Decorations

Decorations may not hang from the ceiling due to it being a fire safety concerns.

3.3 Graffiti

No writing, drawings or other markings may be done to walls, doors, windows, mirrors, or any property. The Housing Office has the right to remove any and all inappropriate decorations and charge for damages caused.

4. DRUGS

The Landings at Terra Village is a drug-free zone. Illegal drugs are not permitted on the campus. Students may be removed and banned from Student Housing for violation of this policy. Students or residents suspected of drug use may be referred to the Director of Student Housing and Residence Life, Campus Safety and/or the police department for investigation and prosecution if appropriate (this includes any suspicious odors from apartment, bedrooms and/or common areas).

4.1 Use/Possession

The use, possession of and/or possession with intent to deliver, transport, sell, distribute, exchange, or manufacture illegal drugs in The Landings at Terra Village or on any property owned or controlled by the College is prohibited and strictly enforced.

4.2 Paraphernalia

Possession of drug paraphernalia is also prohibited (e.g., smokeless cigarettes, marijuana bong, pipe and/or hookah pipe).

4.3 Under the Influence

Any student suspected of being under the influence of illegal drugs - exhibiting impaired motor skills, aggressive behavior, slurring speech, smelling of marijuana, - may be reported to Campus Safety and/or the local authorities.

5. ELECTRICAL EQUIPMENT

Any electrical equipment residents bring for use in Student Housing must have an approved “UL” rating for indoor use. Unapproved Electrical Equipment consists of grills, halogen lamps, space heaters, and air conditioners.

6. FAILURE TO COMPLY WITH AN OFFICIAL

Behavior or conduct that disrupts the living and learning environment or the safety of the residents within the residence hall will be addressed by Student Housing staff and/or security. Any behavior that obstructs residence life, security, or any other staff members from performing their official duties is prohibited. This may include, but is not limited to, physical and verbal abuse and/or threats of violence toward or failure to adhere to the lawful directive or order of an official.

6.1 Filing a False Report with an Official

The Landings at Terra Village expects that all reports and complaints submitted to them are true and without omission. If a student is found to have submitted a report that is false, or files a police report with conflicting information, that student may be subject to the judicial process.

7. FIRE SAFETY

Fire safety is very important in The Landings at Terra Village. Due to the high occupancy rate, fires are more likely to occur than in single family residences. The following policies have been designed to provide a safe environment in Student Housing:

7.1 Flammables

At no time may any flammable/incendiary/combustible items be stored or used in or around living areas. Hot plates, fryers, and lava lamps are also prohibited.

7.2 Open Flames

Open flames are not allowed and may include, but are not limited to: burned/burning candles, incense, and potpourri pots. If candles have never been burned or the wicks are cut out they are permissible. All residents residing in a suite where burnt candles/incense are present in a common area will be documented for this policy violation regardless of ownership.

7.3 Combustibles

Gun powder, laboratory chemicals, acid, gasoline, oil, kerosene, propane, charcoal, turpentine and other combustibles fireworks, oil-burning lamps, or other items which may easily catch fire or accelerate a fire are prohibited.

7.4 Mopeds and Motorcycles

No motorcycles, mopeds, or gasoline-operated machines of any type are allowed inside buildings; if found, these will be removed at the owner's expense. Any damage caused by or expenses incurred because of use, storage or placement of the bike, moped or motorcycle will be the responsibility of the owner.

7.5 Live Plants

Live wreaths, pine or evergreen trees, and branches are prohibited due to fire hazard. Potted plants are allowed as long as they are well cared for.

7.6 Electronics

All electronics must be UL approved for indoor use.

7.7 Hoverboards

Hoverboards are not allowed in the Student Housing facility.

7.8 Hanging Decorations

Nothing may be hung or attached to the ceiling, fire alarms, smoke detectors; no decorations may block any doorway.

7.9 Fire Safety Equipment

Firefighting equipment is located throughout the residence hall. Pulling false fire alarms, causing a fire, tampering with a smoke detector or any fire-fighting equipment, are violations of the Residential Housing Agreement and state law. The individual(s) involved may be prosecuted and fined.

7.10 Smoking

Smoking is prohibited in The Landings at Terra Village. Students wishing to smoke may do so in designated areas, in their personal vehicle, or off campus.

7.11 Blocking Passageways

No personal belongings may be kept in the hallways of the residence hall as they pose a fire safety hazard and can impede evacuation in the case of fire or other emergencies.

7.12 Emergency Protocol

Fire drills are scheduled as required by state regulations and are conducted periodically throughout the calendar year. Whenever an alarm sounds in The Landings at Terra Village, persons within the building are required to evacuate the building immediately. Residents will be directed to rally points.

Students that fail to comply with this will be documented by staff and can be issued state and/or local fines or tickets from police.

If a fire is seen or suspected, please pull a fire alarm as you evacuate the building. The fire alarm will automatically notify the appropriate authorities.

8. GAMBLING

Gambling is the wagering of money or other valuables on the outcome of events. This includes, but is not limited to, card and dice games, sport pools, lotteries, raffles, and Internet gambling. This includes gambling devices and machines all of which are prohibited in or surrounding Student Housing facilities or activities.

9. GUESTS

A guest is considered anyone who does not reside within the student housing apartment. Guests must be escorted by their host at all times. Guests are held to the same standard as each resident and the person hosting the guest is responsible for ensuring they do not violate policies or disrupt the community. If policies are violated, the host of the guest(s) will also be held responsible.

9.1 Number of Guests

No apartment should have more than four guests at any given time, whether a current resident of The Landings at Terra Village or a non-resident guest, present in their suite at any given time. Violation may result in removal of guest privileges.

9.2 Overnight Guests

During their Roommate Agreement meeting, roommates discuss guests and visitation within their suite. This includes: hours for guest visitation, times or days of the week in which no guests are permitted, how they will manage guest issues and/or behavior. Guests may not stay over more than two consecutive nights

9.3 Total Number of Overnight Stays

A guest cannot stay overnight more than ten total times a semester in any room.

9.4 Responsibility

The resident host is responsible for all the actions of their guests while they are present in the residence hall. The host may be subject to disciplinary action when guests (while present in the residence hall) violate residence life policies or local laws.

9.5 Minor Guests

All guests under the age of 18 must have completed the Permission Form for minors including written permission from a parent or legal guardian. Residents are permitted to have guests under the age of 18 only during the hours of 8:00 a.m. – 8:00 p.m.

10. ILLEGAL ACTIVITIES

Students involved in illegal activities (local and federal laws) on campus will result in judicial and/or civil and/or criminal action. It is the student's responsibility to be aware of all federal, state and local laws. Staff members are expected to take action against a violation of a regulation or the law. Students found to be breaking city ordinance or state statute within The Landings at Terra Village may be required to vacate their housing assignment pending an investigation of the circumstances surrounding the incident. If the student in question is indeed found to be in violation of the law, he or she may be permanently removed from The Landings at Terra Village.

11. MUTUAL RESPECT

Student Housing residents are expected to be respectful of the individual rights and freedoms of others within the living area. Even if a shared sense of understanding does not exist between community members, residents are still expected to exhibit an outward sensitivity to the diversity inherent within the residential community.

11.1 Unruly Behavior

Any behaviors that are inappropriate, disruptive or destructive to the community or its members will not be tolerated. This may include, but is not limited to: yelling or causing a disturbance; using inappropriate language towards another community member, a staff member, or guest; destruction of property, or online bullying or harassment, etc.

11.2 Physical Violence

Any violence towards another individual of any kind will not be tolerated and will result in disciplinary action including removal from student housing.

11.3 Pranks

Activities which may present a danger to the health, physical, psychological, or emotional wellbeing of another student or their property, whether intentional or unintentional, will not be tolerated and will be treated as a violation of policy.

11.4 Hazing

Initiation practices which may present a danger to the health, physical, psychological, or emotional wellbeing of another student or their property, whether done voluntarily or against the wishes of the other student, will not be tolerated and will result in disciplinary action including removal from student housing.

11.5 Harassment

Terra State Community College does not discriminate on the basis of race, color, religion, national origin, ethnicity, age, sex, gender identity, genetic information, gender expression, sexual orientation, marital status, disability, pregnancy, military status, or special disabled or Vietnam-era veteran status in provision of educational programs and services or employment opportunities and benefits pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act of 1990, the Age Discrimination Act of 1976, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, and Chapter 4112 of the Ohio Revised Code.

All members of the faculty, staff, administration, student body, and volunteers to campus have the right to be free from discrimination. All members of the above mentioned groups are expected to conduct themselves in a manner that does not infringe upon the rights of others. The policies listed below have been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. The policies serve as a measure to determine, after the fact, if behaviors have violated policy.

11.6 Assault and Battery

Assault and battery is intentionally or recklessly touching another person in a hostile, insulting, or angry manner, resulting in bodily harm; these behaviors are prohibited. The intentional engagement in conduct that causes another to be reasonably apprehensive of immediate bodily harm is also prohibited. An assault and battery is a zero-tolerance offense. Students will be removed from The Landings at Terra Village for violation of this policy.

11.7 Sexual Assault

Sexual assault is any nonconsensual sexual act. A sexual act is nonconsensual if it is inflicted upon someone who cannot grant consent (due to cognitive disability, age, incapacitation because of drug/alcohol use including intoxication, etc.) or compelled through the use of coercion, intimidation, threats, or physical force. When notified of a sexual assault – or an attempt of sexual assault – Housing Staff will make reasonable efforts to protect the rights of both the reporting party and the responding party. The Housing Staff will respect the privacy of the reporting party, the individual(s) against whom the complaint is filed, and the witness (es) in a manner consistent with the College’s legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations by required law. Housing Staff will attempt to honor the wishes of the victim regarding notification of police and will make available College/community resources. The College reserves the right to investigate and resolve a complaint or report of discrimination and/or harassment regardless of whether the complainant ultimately desires the College to pursue the complaint. In such cases, parties shall be informed of the status of the investigation at reasonable times until the College’s final disposition of the investigation.

12. NOISE

Student Housing is intended to be a living and learning community. As such, the residents must be able to study and sleep when necessary. Housing staff members have the right to confront and address what they deem to be excessive, disruptive behavior that is disrespectful to others in the immediate outside vicinity of the living area (e.g. sidewalks or entryways). Residents may be asked to quiet down, may be referred to professional staff members, may be subject to the disciplinary process, and/or individuals and groups may be asked to leave the area.

The following policies have been developed to ensure the residents of Student Housing are free to live and study peacefully:

12.1 Courtesy Hours

The Landings at Terra Village has a 24-Hour Courtesy policy, which means that the right to study and sleep supersedes the privilege to entertain oneself or others. A “24-Hour Courtesy” policy upholds Student Housing’s commitment to providing an environment where students may experience academic success. Noise, which is audible beyond the confines of one’s room/apartment, is prohibited and may result in disciplinary action. Students are free to have radios, stereos, televisions, etc. in their rooms, but the amplification should be controlled so that neighbors both inside and outside of the building are not disturbed. Speakers must not face or be placed in windows. The use of headphones or earbuds is encouraged. Failure to keep the noise level of sound equipment reasonable may result in removal of the equipment from the student’s room and/or other appropriate sanctions.

12.2 Quiet Hours

Student Housing also has “Quiet Hours” from 10 p.m. to 8 a.m. Sunday-Thursday, 11 p.m. to 8 a.m. Friday-Saturday. During this time no noise should be heard outside of an individual apartment. Students in public areas should refrain from making any unnecessary noise or being disruptive.

12.3 Finals Week

Quiet hours also apply the week of finals, 24 hours a day.

13. PARKING

The parking lots adjacent to The Landings at Terra Village are maintained by Terra State Community College. Any concerns regarding the parking lot should be directed to Campus Security.

13. PETS

Residents are not allowed to keep pets of any kind (except fish in a clean, odor-free aquarium that is less than 10 gallons) on campus. No birds. No reptiles. No rodents. Feeding and temporarily keeping of animals in or around living areas is also prohibited. Residents who do so will be subject to a fine, cleaning and fumigation fees, as well as disciplinary action.

A pet addendum must be completed for a service or companion animal prior to the animal being brought into The Landings at Terra Village. If you have a disability and believe you need accommodation(s), please contact Disability Support Services at 419-559-2342.

14. POSTINGS

Registered student organizations may request information to be distributed to each resident by obtaining authorization and written approval from the Director of Student Housing and Residence Life or designee.

Any postings, flyers or advertisements from a non-registered Terra State Community College student organization or any outside entity will need stamped/written approval from the Director of Student Housing and Residence. The Director reserves the right to deny approval for postings deemed inappropriate for the residence hall and may take down any non-approved postings.

Only authorized Housing personnel are permitted to post or distribute materials. At no time may postings be slid under room doors, except for those authorized by the Housing Office.

15. RECREATIONAL EQUIPMENT, HORSEPLAY OR SPORTS

Bicycles, skateboards and inline skates may not be used inside Student Housing or campus buildings. In addition, students may not play basketball, football, hockey, Frisbee, participate in wrestling, boxing or any other type of physical activity inside the facility as these activities may injure others or damage property. Under no circumstance is building property to be used in horseplay in the halls (wet-floor signs, carts, chairs, trash cans, etc.)

16. SOLICITATION AND MEDIA IN THE BUILDINGS

In order to maintain a comfortable and safe living and learning environment the Housing Office must approve all individuals looking to solicit in the building and must be notified of any media (e.g. newspaper, television reporters) visits to the building.

Resident students may be contacted by media sources that have not been scheduled through Student Housing or Terra State Community College. If unscheduled media will be in the Student Housing building or resident(s) are planning to be interviewed, they are required to obtain permission from the Housing Office by calling 419.559.2160.

17. LOCK-OUT

Any resident that request entry into their suite/room will be required to provide Housing staff a legal form of photo identification. If residents cannot provide a proper ID, they will not be allowed entry into their suite/room. At no time will the Housing staff grant entry into another resident's apartment or room.

18. TRASH AND LITTERING

Under no circumstances is trash to be placed outside of a suite in the hallway. All residents must take their trash outside to the dumpsters on a regular basis. More than two full trash bags (13 gallon or larger) are not allowed in an apartment at any given time. Trash must be placed in the dumpsters, not next to the dumpsters. Trash cans in public areas are not to be used by residents to dispose of personal trash.

Residents will be charged for improper trash disposal including trash left outside suites, hallways, beside dumpsters, around public trash cans, etc. Charges will result in a minimum \$25.00 fine to the resident.

19. TRESPASSING

Entry into any completely or partially closed Student Housing area (including any area that is locked) is prohibited. Residents will be issued a key fob and an apartment key which will provide student access to appropriate doors. Any guests who have been banned from Student Housing and attempt to re-enter are trespassing.

20. WEAPONS AND HAZARDOUS SUBSTANCES

The display, possession, use, or intent to use firearms, ammunition, firecrackers, dangerous weapons, explosives, or other hazardous objects or substances is prohibited in The Landings at Terra Village and is a zero-tolerance offense. Students will be removed from housing for violation of this policy. Weapons, explosives and other hazardous objects/substances covered by this regulation shall include, but are not limited to, the following: gasoline, biological hazards (human excrement/vomit), pepper spray or Mace, Taser, handguns, rifles, shotguns, BB guns, pellet guns, air/CO2 guns, paint guns, soft air guns, blow guns, or sling shots, longbows, compound bows, crossbows, and arrows, all knives (with the exception of culinary knives used solely in kitchen areas or for cooking purposes), and martial arts weapons (e.g., nun chucks, swords and throwing stars).

24. WINDOWS AND WINDOW SCREENS

For safety purposes, windows and screens must not be removed. To protect residents and maintain the environment, do not throw or drop anything out of an apartment window. No one is permitted to exit, enter, or pass items in or out of the building via a window. The Landings at Terra Village has screens which are permanently secured in place. A replacement charge will be assessed if screens are removed. Out of respect for other residents, speakers and sound systems may not be placed on window sills or aimed out windows.

25. APARTMENT / ROOM UPON CHECK-OUT

Apartments are to be cleaned and in their original state upon move out. All furniture must be in the original location within apartment/room and assembled in the same manner as it was prior to the students move-in. Failure to meet these requirements will result in a minimum fee of \$50.00. The fee may be increased based upon the condition and hours required returning the room to its initial move-in state.

26. FAILURE TO VACATE

Residents are responsible for personal property at all times. When residents have not vacated as scheduled (internal transfers, removals, as well as the end of a contract period) or have not removed personal property, Housing staff will make a reasonable attempt to contact the residents via phone, email, and physical mail. In the event that any item(s) of personal property are left in The Landings at Terra Village after the Residential Housing Agreement has been terminated, these item(s) will be considered abandoned and discarded at the Resident's expense. A \$250/day fee may be added for Resident's failing to check out by the published deadlines or failing to check-out after otherwise becoming ineligible for occupancy.