



Housing Handbook &
Community Living Standards
The Landings at Terra Village

2024-2025

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A. Welcome from the Housing Office

Welcome to The Landings at Terra State Village! We are honored that you have chosen The Landings as your place of residence during your time at Terra State Community College. We hope that the time within this community creates opportunities for friendship, fun, and personal growth.

1. Housing Handbook & Guests

The contents of this Handbook, including the Community Living Standards, are applicable to all residential students as well as their guests they host while living on campus. Guests are expected to know and adhere to the policies found in this Handbook. Residential students may be held accountable for any violations of policies outlined in this Handbook committed by their guests.

2. Legalized Marijuana

The State of Ohio passed Issue 2, legalizing the possession and use of marijuana for people aged 21 and older in Ohio. Medical marijuana has been legal since 2016 in the state of Ohio.

While medical and recreational marijuana are legalized under Ohio law, they remain illegal under federal law. The Federal Drug-Free Schools and Communities Act requires Terra State Community College to establish and maintain policies that address unlawful possession, use, or distribution of alcohol, illicit drugs, and controlled substances as part of its responsibility to maintain a drug-free community.

Under federal law, cannabis is still considered a controlled substance; therefore, the use or storage of medical and/or recreational marijuana by students, faculty, staff and visitors remains prohibited:

On all property or buildings, including residence halls, owned, leased, operated, controlled or managed by Terra State Community College, including all regional and extension campuses, regardless of their location.

During all College-sponsored activities and programs, both on-campus and off-campus, under any circumstances.

Use, possession, or distribution of marijuana and other controlled substance on the college premises is a violation and will result in referral to Student Conduct.

B. Residential Student Rights

For many, living on campus is a learning experience. Residence halls are places where a diversity of experiences and student needs can occur. In keeping with this, students have certain rights when living in the residence hall. These rights include:

1. the right to privacy
2. an atmosphere conducive to study and academic pursuit
3. the protection of personal and public property
4. respect for the needs and values of each individual
5. freedom from discrimination and harassment on the basis of race, color, creed, religion, national origin, gender, gender identity, gender expression, age, disability, or sexual orientation.

C. Residential Student Responsibilities

While it is true that students are provided with certain rights when living in a residence hall, it is also true that with those rights come certain responsibilities. The college believes that in as contributing members living in a residential community, student's responsibilities include:

1. knowing and adhering to all College policy and the Community Living Standards
2. respecting others right of privacy
3. creating an atmosphere conducive to study and academic pursuit
4. respecting the safety and security of the hall, and personal and public property

5. treating others with equal respect and dignity regardless of race, color, creed, religion, national origin, gender, gender identity, gender expression, age, disability, or sexual orientation.

D. Violation of the Housing Agreement (Contract), Housing Handbook, & Community Living Standards

Members of the Colleges residential community are responsible for their own actions as well as for the actions of their guest(s). Showing consideration for others and respect of College and personal property are the basic foundations of community living. At times, it may be necessary for the College to hold community members responsible for their actions that violate College and Housing policies. Any resident who violates a College policy, including the Community Living Standards, may be held accountable via the Terra State Community College Student Code of Conduct. The Student Code of Conduct can be found at <https://terra.edu/codeofconduct>.

E. Housing & Assignment Policies

1. Acceptance Agreement & Housing Contract

All students living in The Landings sign the Landings Housing Contract for the full academic year. This agreement establishes the contractual terms and conditions of occupancy in the College residences between the room occupant and Terra State Community College. All residents are expected to review and understand the obligations outlined in this agreement. The Housing Contract is binding.

2. ADA Accommodations

Inquiries for disability-related housing accommodations should be made to the Office of Disability Services. Current students are expected to renew their status with Disability Services on an annual basis prior to the beginning of the housing sign-up process. Upon review of the Student's documentation, Accessibility Services will make a recommendation to the Housing Office regarding the Student's approved accommodations.

3. Administrative Reassignment

Under the terms of the On-Campus Housing and Dining Agreement, Terra State Community College reserves the right to permanently move and re-assign students should it be deemed appropriate to do so. Students may be moved or reassigned in response to a bias incident, student conduct, safety and security, roommate conflicts, facility needs, consolidation, and any other reason deemed appropriate by the Housing Office.

4. Assigned Space

Each student is assigned one Desk, Bed, Dresser, Chair, and Closet/Wardrobe. Residents must confine their personal belongings to their assigned furniture/space. Should a roommate move out, the remaining resident may not appropriate additional furniture or space not allocated to them as a new roommate may be assigned at any time.

5. Renting & Subleasing Assigned Rooms

Students assigned to a residence hall room have entered into a License Agreement (The Landings Housing Contract) with the Housing Office. As such, residence hall rooms are for the use of the assigned occupant(s) (Licensee) only. The assigned occupant or Licensee may not, under any circumstance, sublease, charge rent, or other fees to any third party for use of the space assigned to the Licensee under terms of the License Agreement. The use of Airbnb or similar services is expressly prohibited.

6. Room Assignments

When making room assignments, the Housing Office cannot discriminate on the basis of race, color, religion, national origin, age, disability, sexual orientation, gender identity, or gender expression. The Housing Office reserves the right, if the need arises, to reassign students to other residences or rooms/apartments within a building for room consolidation, vacancies, maintenance or safety issues, policy violations or disruption of the living environment.

7. Room/Apartment Changes

Room/apartment changes, including moves made within the apartments, must be initiated with the supervisor of the residence PRIOR to moving. Room changes between College residences must be initiated with the supervisor of a residence before a new room assignment will be offered. A short period is established at the opening of each semester during which no room/apartment or residence changes are made. Requests for room assignment changes will not be honored for reasons involving age, race, ethnicity, color, national origin, sexual orientation, gender identity, gender expression, orientation, disability or religion. Those found to be non-compliant or occupying a space other than their own may be charged for all rooms affected by the unapproved room change.

F. Fire Safety Policies

1. Candles & Incense

Candles of any kind, incense-burning candles or sticks, candle or wax warmers, lanterns, or similar open flame devices (whether lit or unlit) are not permitted in any residential building, including but not limited to student rooms and all common area space, at any time, for any purpose whatsoever.

2. Damage to or Loss of Personal Property

The Housing Office and Terra State Community College are not responsible for stolen, lost or damaged personal property. All residents are encouraged to properly insure such items of value via home owner's or renter's insurance policies.

3. Decorative Trees

- a. Live or cut trees or greens (branches, boughs, etc.) are not permitted in College-owned buildings.
- b. Artificial trees must be of a certified slow-burning or fire-resistant material. Trees not meeting this standard will not be permitted.
- c. Artificial trees may be located in student rooms as long as the tree does not exceed two feet in height.

- d. Metallic trees shall be lit only by indirect lighting. Lighting sets are not to be hung on metallic trees (possible shock hazard).

4. Electrical Appliances & Electronic Equipment

Limitations in the availability of power to each room/apartment as well as concern for fire hazards place restrictions on the types of equipment allowed in student rooms/apartments. For this reason, cooking is only permitted in student rooms/apartments in approved combination microwave/refrigerators, or in microwave ovens using 900 watts or less. Residents will be held responsible for ensuring that their electrical appliances and electronic equipment conform to the following guidelines:

1. Approved Electrical and Electronic Equipment

- a. Power strips with surge protectors. Do not plug one power strip into another.
- b. Televisions, stereos, CD players, computers and peripherals and other sensitive electronic equipment.
- c. All electrical appliances must be UL or CSA approved and used with a surge protector.
- d. Coffee Makers with no exposed hot surface (Such as Keurig)
- e. Window Fans
- f. Hair Dryers
- g. Curling/Flat Irons

2. Un-approved or Restricted Electrical and Electronic Equipment

- a. Air Conditioners
- b. Electric Fryers/Broiler/Convection Ovens
- c. Extension Cords
- d. Electric heaters/space heaters
- e. Electric Skillets
- f. Grills
- g. Halogen Lamps/LED Lights
- h. High wattage spot/flood lights
- i. Hoverboards
- j. Multi-plug adapters
- k. Potpourri burners
- l. Sun/Lava Lamps
- m. Tattoo gun/machine/utensils
- n. Smoke Machines
- o. Hot plates

5. Fire Drills/Alarms and Emergency Evacuation

Fire drills are scheduled periodically in College residences in compliance with state regulations. Every time the fire alarm sounds it must be treated as a real fire and you must evacuate immediately. All persons must vacate the residence any time the fire alarm is sounded or an emergency situation arises that requires the evacuation of the building. All individuals in the building must follow the directions of the staff and other emergency personnel and may not re-

enter the building until the supervisor of the residence gives permission. College, state or city officials may enter rooms to verify evacuation of residents.

6. Fire Safety Equipment

Fire extinguishers, smoke detectors, sprinklers, and fire alarm systems are there for the protection of residents and should be treated with the well-being of all residents in mind. All fire safety equipment (e.g., pull stations, fire extinguishers, smoke detectors, sprinklers) should be used for emergency purposes only. Smoke detectors and sprinklers throughout the residence hall are not to be disconnected or covered under any circumstances, nor should anything be hung from them. Tampering with fire safety equipment is a crime and will result in College conduct action, possible criminal action, fines, and fees.

7. Lighting

- a. Crepe paper or other materials are not to be wrapped around lights.
- b. Building light bulbs are not to be painted or moved.
- c. Only use lighting sets that show Underwriters Laboratories, Inc. (UL) or Canadian Standards Association (CSA) label.
- d. Decorative lights used inside buildings must be “miniature” types.
- e. Lighting sets can wear out or become damaged and should be checked closely before installation for bare wires, worn insulation, broken plugs, loose sockets, etc.
- f. Extension cords are not permitted in student residences. Power strips with surge protectors must be used in place of extension cords.
- g. Be sure circuits are not overloaded with too many lights. If circuit breakers shut off or fuses are blown, there may be a short or an overloaded circuit.
- h. Lighted decorations must not be left on and unattended. They also cannot be daisy chained together.
- i. There should be no pinch in electrical cords. For instance, electrical cords should not be run through door openings.
- j. Decorative lights must not be tightly coiled, wrapped around or pinched, such as under or around a bedpost.
- k. The use of LED lights is strictly prohibited within rooms/apartments. Please note, if LED lights are used, the resident(s) will be charged a fine of \$200.

8. Removal of Fire Hazards

The College reserves the right to eliminate all potential fire hazards in any residence if deemed necessary or appropriate by a College official or by other authorities that have jurisdiction.

9. Roofs

Safety concerns restrict access by students to roofs of College residences. Access to roofs is prohibited outside of their use as fire evacuation routes. In addition, radio and television antennae, satellite dishes or similar devices are not permitted on the roofs, ledges or any building exterior without College approval.

G. Residence & Room Environment Policies

Residents are expected to treat all residence hall common spaces and individual rooms/apartments with respect and care and may be held accountable for damages, other than normal wear and tear, found in the room/apartments. In order to protect the health and safety of all residents, it is expected that all rooms/apartments be kept at an acceptable level of cleanliness.

1. Bunk Beds / Lofts

Homemade or rented lofts of any kind are not permitted in any residence hall, as the furniture provided is already "loftable." Placing beds in the bunked/lofted position is entirely optional on the part of the resident. Should a resident wish to bunk/loft a bed, assistance may be requested from the staff at the front desk of the residence hall or the Housing Staff. Should beds be lofted, bed frames must be securely supported on both sides by College bed ends. A guardrail is provided with every College bed which should be utilized when the bed is in the bunked/lofted position. Should residents utilize their bunked/lofted bed without using the guardrail, they do so at their own risk.

2. College Furniture Storage

All College furniture must remain in the room in which it is originally located. The Housing Office does not provide storage facilities for furniture. All furnishings must be returned to the original position in the room before the student checks out of the room. You may be asked to deloft your bed at the end of the academic year regardless of the position of the furnishings at move-in.

3. Decorations

In an effort to maintain an environment that is safe and free of potential fire and other life safety hazards, residents are asked to adhere to the following decoration guidelines within the residence, whether within their own rooms/apartments or within the common areas of the building:

- a. General requirements a. All decorations shall be fire resistant, or noncombustible (Ohio Fire Code, FM-306.1-5). Decorations must have the label of Underwriters Laboratory (UL) or similar standard.
- b. No decorations may be hung from the ceiling, placed in rooms or lounges in a manner that will interfere with safe passage or evacuation. No decorations shall be placed in hallways, aisles, stairwells or exit routes. Room doors may have a minimal amount (<20%>) of decorations and must comply with paragraph 3a above.
- c. Exit signs, fire extinguishers, smoke detectors, fire alarm pulls, emergency lights, PED boxes and audible fire signals/ strobe lights cannot be decorated, covered or obstructed in any way.
- d. Straw, hay, leaves, corn shocks and dry vegetation are not permitted in any building. e. Excessive dirt or sand is not permitted in any building.
- e. Further information on College policies regarding the use of decorations in College residences is available from the Resident Assistant or Housing Staff.

4. Room Entry

College officials, including Housing Office and Resident Assistant staff members, are authorized to enter, search and/or inspect student rooms, suites, apartments and public rooms in the residence halls and small group living units. There are three occasions when room entry may be necessary:

a. **Room Inspections**

Routine and mandated inspections may be necessary to verify the following: acceptable standards of safety and hygiene, observance of College residence policies and procedures, College regulations and requirements of public law, and maintenance and repair of equipment. The time and date for building inspections will be posted 24 hours in advance.

b. **Room Searches**

Searches of student rooms by College officials shall be authorized and conducted under one or more of the following conditions:

- i. By the consent of the occupants of the room.
- ii. By warrant issued by an appropriate legal body/agent.
- iii. Upon reasonable cause to believe that there is a violation of the Code of Student Conduct, the Ohio Revised Code, or the Community Living Standards.

c. **Performance of Duty**

College officials reserve the right to enter a student room/ apartment, locked or unlocked, at any time it is deemed necessary for immediate resolution of policy violations, addressing disruptive behavior, maintenance problems, illness, hazards and other similar emergencies or potential crises.

5. Check Out

Students are responsible for returning their room key upon checkout. When checking out of a room/apartment at the end of the semester or at any time during the semester, the resident will follow the check-out procedures provided by Housing Staff. The resident is responsible for properly completing the check-out procedures and leaving the room/apartment clean, including vacuuming and dusting. A student who fails to check out of their residence by the deadline/closing date and time may be subject to a late checkout charge. Belongings left at checkout will be considered Abandoned Property and will be treated as such.

6. Non-College Furniture

Upholstered furniture used in the College residences must meet strict fire-retardant codes (fabrics must meet the class I requirements of U.S. Department of Commerce Commercial Standard 191-53, California Flammability Bulletin 117, class A-ASTM-E84) or Upholstered Furniture Section Council [UFAC] [Gold tag]). Only furniture that meets this fire-retardant code will be permitted in College residences. Other prohibited furniture includes:

- i. Vinyl furniture.
- ii. Inflatable furniture.
- iii. Bean bag chairs or bean bag-like chairs.

- iv. Any upholstered furniture that is not classified as fire retardant or does not meet the above fire-retardant standards.

It is the student's responsibility to ensure that any furniture brought into the building meets these standards. Possession of or bringing of furniture into College residences which is in violation of these requirements subjects the student to disciplinary action as well as the cost of the removal and disposal of the furniture.

7. Wall and Door Decorations

You may make your room feel more like home by putting posters and pictures on the wall. Nails, thumbtacks, tape of any kind, non-3M command strips, and any other items that damage any paint or surfaces is not permitted.

8. Water Beds

Water beds are not permitted in College residences because of weight restrictions in the halls and possible water damage to the buildings.

H. Residential Maintenance & Housekeeping Policies

1. Damage Policy

Damage may lead to curtailment of services, loss of ability to make repairs and/or increased room rates. The actions of individual residents have a profound impact on the community as a whole. In light of this, the College has established the following measures of accountability for damage incurred to College residences.

Room occupants are required to complete and/or review a room inventory form at check in. The room inventory form should be completed and checked for accuracy as it will be used to assess the condition of the room during or after the checkout process. The cost of repair or replacement of College property damaged since the completion of the inventory form will be charged to the room resident(s). Room furnishings must be in their proper location at checkout. Students are expected to behave in a manner that is respectful of the environment in which they live and which reduces the risk of damage occurring.

Damage may be classified as either accidental or malicious. Accidental damage is damage occurring through unintentional, chance happenings. Malicious damage is damage occurring through intentional happenings, happenings related to alcohol use, or through disruptive behavior resulting in damage. Damage includes any occurrence which necessitates surplus and/or unreasonable custodial and/or maintenance services.

While students are liable for all damages to College residences resulting from negligence, vandalism, accidents or misuse—in the case of malicious damage, disciplinary action, as well as financial restitution, may be initiated.

1. Damages in Student Rooms/Apartments

Charges for damage to individual student rooms or apartments will be the responsibility of:

- I. The student who accepts responsibility or is found to be responsible for the damage or,

II. The residents of a room/apartment where the damage occurred.

2. Common Area Damage's

A common area is defined as any space other than individual student rooms/apartments. Such spaces would include hallways, stairwells, elevators, lounges, kitchens, bathrooms, lobby areas, stairwells, etc. Charges for damage to common areas in a College residence may be the responsibility of:

- I. Any individual who accepts responsibility or is found to be responsible for the damage or,
- II. All the residents of the apartment where the damage occurs. The Housing Office will determine the appropriate action to be taken related to common area damages.

3. Damage Billing & Appeals Process

Whenever possible, individuals will be held accountable for damage to their room or common area of their living unit. When an individual cannot be identified for damage to a room or common area, then the residents of the apartment may be billed. Damage billing is typically done at the closing of the living units for break periods. However, excessive or unusual damage may be billed during the semester.

- I. A letter outlining the damages, costs, and appeal process will be sent to the individual student.
- II. The individual will be able to submit an appeal to the Housing Office during a two week period beginning from the date of the letter.
- III. A member of the Housing Office will review the appeal and damage billing documentation and make a decision about the appeal. The decision is final.

Final costs will be billed to the individual account. Any bill that is not paid in full will be sent to collections by the Cashier's Office. Once a bill has been sent to collections, the Housing Office cannot reverse the charge.

4. Replacement Cost for Damage or Lose

It may be necessary to bill students for damages, misuse or loss of items.

2. Maintenance Requests

Concerns regarding maintenance or custodial conditions in your residence and maintenance reports for your room should be reported to your Resident Assistant, who will submit a maintenance request.

3. Pest Control

Terra State Community College may at times treat the residence hall for pests (Ants, bats, cockroaches, bed bugs, rodents, etc). If residents become aware of pests in their room or in common areas, the resident must notify the Manager or Assistant Manager of Housing and Student Relations to have the room/area inspected/treated for pests. Housing staff will provide the occupants with instructions for preparing the room for treatment. Failure to abide by the treatment instructions may result in a referral to student conduct and/or financial responsibility for the treatment. If a pest problem continues, the resident must inform Housing Staff.

Residents are prohibited from using personal pesticides or any chemical product that could be considered poisonous in their room.

4. Trash

In College residences, trash must be removed by the student from the building and placed in the dumpsters provided. Trash may not be taken to or left in the lounges, outside building doors, restrooms, laundry rooms, containers or hallways. Failure to remove trash properly may result in disciplinary action or improper checkout charges when moving out of the room.

5. Use & Misuse of Equipment or Property

Expectations and standards for behavior in College residence communities are outlined in these Community Living Standards. When resident behavior does not meet these standards, Housing Staff will address the behavior with the resident. When appropriate, staff will provide notice to residents on misuse of equipment or property and residents will be given the opportunity to rectify the situation prior to fees being assessed. Charges for items vary depending on the scope of the loss, damage or mess. The amount to be charged to the resident is determined by the supervisor of the residence in conjunction with custodial and maintenance personnel.

I. Residential Network & Computer Lab Policies

a. Residential Network Policy

It is the responsibility of residents to use residential computing facilities and services in compliance with College, city, county, state, and federal laws and regulations. Violation of policies governing the use of residential computing resources may result in the suspension of network or lab use privileges, or other disciplinary action by the College. In an effort to ensure proper use of facilities and services, the following rules are in place to promote responsible use of the residential computing network.

- a. Residents must comply with Terra State Community College IT Policies including the ITS Security Policy and Acceptable Use Policy. These policies may be found at https://www.terra.edu/about_us/institutional_policies/institutional_policies_2023.php
- b. Residential computing network services and wiring may not be modified or extended beyond the area of their intended use. This applies to all network wiring, wireless, hardware and data jacks.
- c. The residential network (in-room connections or computer lab connections) may not be used to provide Internet access to anyone outside of the College community for any purposes other than those that are in direct support of the academic mission of the College.
- d. Residents utilizing in-room Ethernet connections will receive a network address for their computer. Use of a network address other than the one assigned may cause network problems and is prohibited.
- e. The residential network is a shared resource. Thus, network use or application use which inhibits or interferes with the use of the network by others is not permitted. For example, applications which use an unusually high portion of the bandwidth for extended periods of time, thus inhibiting the use of the network by others, are not permitted. Residential computing reserves the right to terminate any in-room or cluster

computer connection without notice should it be determined that network traffic generated from that connection drastically inhibits or interferes with the use of the network by others.

b. Computer Lab Responsible Use Policy

The residential computer labs are provided as work environments for students and members of the residential community. The primary use of these resources is for academic related work. All other uses are considered secondary.

- a. During the academic year, residential computing resources are for use of the on-campus student population. The only exceptions to this policy are use by College faculty and staff for presenting classes or seminars to on-campus students.
- b. Academic work by students takes precedence over all other uses of the lab computers (such as games, non-academic email, non-academic Internet browsing, etc.). When the lab is full and other residents are waiting to use a lab computer, non-academic use is prohibited.
- c. Printing to lab printers is limited to academic work and to single copies of the material.
- d. Usage of the lab is governed by the Community Living Standards (for example, Quiet Hours) and by any specific lab rules approved and posted by Housing Staff.
- e. Anyone whose use of the computer lab hampers, endangers or otherwise disrupts other students' use of the computer lab may be asked to leave by Housing Staff.
- f. Anyone who is using a computer to display material that is offensive to other members of the community may be requested to move to another computer.
- g. Accessibility to a residential computing lab is conditional upon:
 - I. NO THEFT of equipment or residential computing materials.
 - II. NO DAMAGE to the lab or any items in the lab.
 - III. NO TAMPERING with security systems, computer software, etc.
 - IV. NO ABUSE of the lab or of posted lab rules.
 - V. Possession of food and drink, and the use of all tobacco products, including smokeless tobacco, is prohibited in residential computing labs

J. Safety & Security Policies

Safety is a priority at TSCC. Within the residence halls, there are Resident Assistants and Campus Safety & Security Officers who make rounds throughout the buildings. However, all residents play a role in maintaining a safe environment in their living units. Educational initiatives in the residences may include sessions on safety precautions ranging from making sure to lock your door when you leave your room or when you are sleeping to not propping open exterior doors. Residents are also encouraged to immediately report any suspicious behavior in or around the residence hall to Housing Staff or Campus Safety & Security. All exterior doors are equipped with a key fob access system. Students will use their key fob to gain access to their place of residence. In keeping with the College's commitment to providing students with a healthy and safe environment conducive to intellectual pursuits and personal development, students are expected to know and abide by the following safety policies:

1. Bathrooms

Community bathrooms within residence hall are designated as gender neutral.

2. Electronic Door Access System (PED)

The Landings has been equipped with an electronic door access system. The effectiveness of this system is dependent upon its proper use. Misuse and mismanagement of Personal Entry Device (PED) reduces the system's effectiveness and places the safety of all residents at risk. Propping of doors that are electronically supervised is a violation of this policy. Tampering with the electronic door access system makes for an unsafe living environment, is strictly prohibited and will result in disciplinary action.

3. Elevators

The residence halls have passenger elevators. Use of the elevators may be limited on occasion in order to accommodate residents or guests with a disability, the moving of belongings or for emergencies. Use of the elevators is a privilege and students are expected to make use of them in a responsible, safe and respectful manner. In keeping with this expectation, tampering with the alarm, misuse or defacing of the elevators, or entering the elevator shaft is prohibited.

4. Keys & PEDs

Students will be issued a room key, mail key, and a personal entry device. They are expected to be used responsibly, considering the safety, security and privacy of other residents. Keys and PEDs are for personal use only, and students are not to duplicate, loan or share these with others at any time. Keys and PEDs are the property of the College and may not be duplicated or modified in any way. Keys and PEDs must be returned when a student checks out of the room and/or apartment or at the request of the supervisor of the residence. A person suspected of duplicating or sharing their keys or PED may be subject to disciplinary action.

5. Lost or Stolen Keys/PEDs

Should a key or PED be lost or stolen, students are responsible for reporting these item(s) to the Housing Staff immediately so that appropriate steps can be taken to prevent illegal entry. Students will incur a cost for obtaining a replacement(s). New locks for either the room/apartment will be installed depending upon which keys have been lost or stolen. The cost of replacing locks and keys will be incurred by the responsible party.

6. Lock-out Key Policy

Students who are accidentally locked out of their rooms/apartments can call the RA on duty

To encourage students to use their keys responsibly and to protect College property as well as all persons and property of persons that may be at risk due to lock outs, the following schedule of charges applies for lockouts each semester.

a. Fee Schedule

- I. 1st and 2nd time: No Fee
- II. 3rd time: \$5
- III. 4th time: \$10
- IV. 5th time: \$20 and student shall face conduct action

- V. 6th time: \$40
- VI. 7th or more: All subsequent lock-outs during the semester will be assessed at \$80 per lock-out.

7. Mercury Thermometers

Mercury thermometers are prohibited in all residential buildings as they pose a serious health and safety hazard if broken.

8. Misplaced Keys/PEDs

If a key or PED is misplaced, residents are responsible for reporting the misplaced key or PED to the front desk or supervisor of the residence. If the misplaced key is not found, it will be considered lost and a lock change will be ordered and charged to the party responsible.

9. Missing Person

All students residing in College Housing shall be given the opportunity to provide a confidential contact person to notify should they be missing for 24 hours or more. In instances where the missing student is under 18 years of age, parent(s) or legal guardians will be contacted in addition to the confidential contact person. Individuals should report anyone believed to be a missing person to a member of the Housing Staff and Campus Safety (419-559-2253). If a student is believed to be missing, Housing Staff will contact Fremont City Police (419-332-6464) to begin an investigation.

10. Personal and Community Safety Expectations

In order for safety measures to be effective, students must make proper use of these features. Residents are encouraged to lock their doors when leaving the room/apartment for any reason and while sleeping. Residents are also reminded that propping open exterior doors for any reason is also a safety hazard since it may allow unwanted visitors access to the building and is a policy violation subjecting the resident to disciplinary action. Residents may not allow others to enter the residence via any locked door other than the main entrance.

11. Reporting Misuse

It is an expectation for all community members to take an active role in ensuring the safety of the residential living spaces on campus. Misuse of keys or personal entry devices (PEDs) must be reported to a Housing Office staff member immediately.

12. Tornado Procedures

a. Tornado Watch

A tornado watch indicates that weather conditions are such that a tornado could develop in this area. Should a tornado watch be issued, residents are asked to follow the accompanying procedures.

- I. Residents should make certain they are familiar with the location of the shelter area in their building so that should the need arise, they will know where to find appropriate shelter.
- II. Residents should be prepared to move to that area in the event that a tornado warning is issued.

- III. Residents are encouraged to look for emails, listen to a radio/TV or county sirens indicating the need to take shelter. Residents can also watch for a text from the Terra Alert notification system, and if they have signed up for this service.
- IV. Residents should use their best judgment when deciding whether to leave the building during a Tornado Watch.

b. Tornado Warning

A tornado warning indicates that a tornado has been sighted in the area. Should residents hear the county tornado warning sirens or otherwise be advised that there is a tornado warning in effect for the region, residents are to seek shelter immediately and follow the directions of Housing Office staff regarding emergency evacuation and remain in the shelter areas until the all-clear is given by the appropriate staff member or official.

K. College Residence Policies

As with all large residential communities, there are behavioral parameters within which all community members are expected to conduct their affairs. Individuals who choose not to act responsibly and violate the College Residence Policies, Code of Student Conduct, and/or local, state and federal laws will be held accountable for their decisions. The regulations and policies contained in this section should not be regarded as a comprehensive code of desirable conduct; rather they describe the minimum standards needed to reconcile the principles of maximum freedom and necessary order to achieve the basic purposes and goals of the College. By forming a code of ethics and rules and regulations, the College does not absolve each student from accepting responsibility for his or her own behavior. Indeed, the College reaffirms the principle of student freedom coupled with an acceptance of full responsibility for individual action and the consequences of such action. Residents have the right to file a complaint in the event that their rights within the residential community are being violated by another's failure to follow these policies. Such complaints may be registered through Housing Staff or through the Dean of Students.

Students are expected to respect the rights of others within their residential community. Residents will be held responsible for their actions and decisions, as well as the actions of their guests. In striving to provide an environment for all residents to study, sleep and interact, it is expected that students be familiar with, and abide by, the policies which appear in this publication.

1. Alcohol

Terra State Community College is committed to maintaining an academic and social environment conducive to the intellectual and personal development, safety and welfare of all members of the College community. While alcohol is a widely accepted part of American culture, students under the age of 21 may not consume or possess alcohol. Students who are of legal age may drink in their rooms or in the rooms of people who are also 21 or older. Students under 21 who choose to drink are violating policy and breaking the law. Offenders may be subject to the campus conduct process, legal prosecution or both.

- a. The College adheres to and enforces all federal and state legislation governing alcohol. In a college residence, alcoholic beverages may be possessed or served only in a student room where a resident of the room is of the legal drinking age.
- b. Alcohol may not be sold or purchased in college residences.

- c. If residents 21 years of age or older share an apartment with anyone under the age of 21, alcohol is not permitted in the apartment, whatsoever.
- d. Using or storing alcohol is not permitted in common areas including apartment kitchens, living rooms, refrigerators, hallways, lounges, recreation areas or outside of a student room or suite.
- e. Common containers including beer balls, kegs, wine boxes, and containers of mixed punch are not permitted.
- f. Devices that allow for the drinking of large quantities of alcohol, such as a beer bong, are not allowed in College residences.
- g. Games that promote or involve excessive drinking, are not permitted in the College residences.
- h. Alcohol containers (whether full, partially full or empty) may not be possessed or used as decorations by those under the age of 21 in College residences.

2. Animals – Service & Emotional Support

In order to provide reasonable accommodations and in compliance with federal law, the Housing Office allows qualified students to have one Service or Emotional Support Animal (ESA) in the residence halls. Students must first contact the Office of Disability Services (Building B, Room 105, 419.559.2139) for approval.

a. Definitions

i. Emotional Support Animal

An “emotional support animal” (“ESA”) is an animal that provides comfort to an individual with a disability upon the recommendation of a healthcare or mental health professional. An emotional support animal does not assist a person with a disability with activities of daily living but rather its role is to live with a student and alleviate the symptoms of an individual’s disability to provide equal opportunities to use and enjoy residential life at the College. Emotional Support Animals must remain in the owners assigned room at all times.

ii. Service Animal

Any animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Service animals may accompany its owner anywhere in the residence halls.

iii. Pet

A pet is an animal, other than a fish, kept for companionship and does not assist an individual with disabilities or act as an emotional support animal. For this reason pets are not covered by this policy and are not allowed in College residence halls.

b. Owner Care & Handling

- i. Animals must be properly licensed in accordance with all federal, state, and local laws.
- ii. Service and Emotional Support Animals must be in good health and have all vaccinations.

- iii. Service animals may accompany the owner to any location at any time. Emotional Support Animals may not leave the owners room, with the exception of allowing the animal to relieve itself, and must not create a disturbance while the owner is away from the room.
- iv. Service and Emotional Support Animals must be under the control of the owner at all times.
- v. Owners of a Service or Emotional Support Animal will maintain a clean, healthy, and odor free living space.
- vi. Owners of a Service or Emotional Support Animal are responsible for cleaning up after your animal's waste, and should carry sufficient and appropriate equipment to clean up after the animal. Waste must be bagged and discarded in waste receptacles located outside of the residence halls.
- vii. Owners of a Service or Emotional Support Animal must assure the animal doesn't interfere with the daily routine or activities (ability to sleep, enter or exit the hall, study, etc.) of residents who reside in the hall.
- viii. The owner of the animal is financially responsible for any damage caused by the animal. This includes bodily injury or property damage.

c. Non-Owner Care & Handling

- i. Individuals other than the owner should never touch or handle an animal unless invited to do so.
- ii. Individuals other than the owner should not feed the animal.
- iii. Individuals other than the owner are not to intentionally startle the animal.
- iv. Individuals other than the owner are not to attempt to separate the animal from the owner.
- v. Individuals are not to inquire for details about the owner's disability or reason for having a Service or Emotional Support Animal.

d. Removal of Approved Animal

The Housing Office may exclude or remove any animal that;

- i. Poses a direct threat to the health or safety of others,
- ii. The animal's presence requires an unreasonable alteration of the College's normal functions,
- iii. If the owner consistently fails to comply with the policy governing animals in the residence halls, or
- iv. The animal's presence creates an unreasonable and unmanageable disturbance to the community, the student conduct process will be utilized.

3. Bicycles, Mopeds, and Motorcycles

Campus regulations regarding the parking and storing of bicycles, mopeds and motorcycles must be observed. Motorcycles and mopeds are not permitted inside a College residence. If a resident brings a bicycle into the residence, the bicycle may not be parked or stored in corridors, restrooms, lounges, entryways, trunk rooms or in any area of the building other than the owner's room/apartment. The owner is responsible for any damages or soiled carpet caused by bringing a bicycle into a residence. Riding bicycles inside a building is prohibited. Bicycles, mopeds and motorcycles must be registered with the Bowling Green City Police, 175 W. Wooster St. For more information please call 419-352- 2571. Bicycles and mopeds may only be

locked to bike racks and not to ramps, stairwells or other stationary objects. See the Parking and Services publication regarding designated parking areas and bicycle registration.

4. Personal Kitchen Products

While each apartment is equipped with a refrigerator, students can possess a personal refrigerator. Refrigerators no larger than 5.0 cubic feet, 36 inches in height and 1.5 amps are also allowed. For fire safety considerations, however, hot plates, toasters, toaster ovens, "George Foreman Grills", waffle irons/makers, air fryers, crock pot, and similar devices are not permitted in student rooms/apartments.

5. Drugs

The use and/or possession and/or provision of a place for the use of illegal/controlled drugs is governed by local, state and federal laws. All cases or evidence of use, possession, cultivation or sale of drugs in College residences will be handled by the appropriate law enforcement agencies and reported to the Housing Office. This includes the possession of prescription drugs not prescribed to the student in possession of them.

6. Explosives, Firearms, Fireworks, and Weapons

Explosives, firearms (actual, or novelties/toys reasonably resembling actual firearms), fireworks, firecrackers and similar devices, and weapons of any kind create a potential safety hazard and, therefore, the use or possession of these items is prohibited in College residences. Weapons include, but are not limited to, knives with blades over three inches, guns, bb/pellet guns, airsoft guns, paint guns, tasers, bows and arrows, machetes, Ninja stars, nunchucks, grenades and swords.

7. Guests

a. General

A **visitor** is defined as any person who is a student and is not an assigned resident of the College hall or house being visited.

A **guest** is defined as any person who is not a student and is not an assigned resident of the College hall or house being visited.

A **host** is defined as a person who is assigned to the particular College student room being visited. In order to maintain a living environment that respects the privacy of all residents, guests, and visitors must adhere to the following specific policies:

- i. Guests and visitors are subject to the same rules, regulations and expectations as a resident, and the host is responsible for informing his or her guests of the rules, regulations and expectations in advance.
- ii. The needs of roommates to sleep, study and otherwise be free from interference and disruption as well as the right to privacy are paramount and supersede the right to host a guest and/or visitor. Roommates reserve the right to reasonably refuse guests at any time.
- iii. Hosts assume full responsibility for the behavior and activities of their guest(s) and/or visitor(s) regardless of whether the host is present to observe the behavior of the guest(s) and/or visitor(s). However, hosts are expected to, whenever

reasonably possible, and in compliance with these Community Living Standards, accompany their guests at all times.

- iv. For safety and security reasons, guests must be escorted at all times and in all areas of the residence by his/her host of the building.
- v. Visitors may only enter the building if they are accompanied by a host who is a resident of the building. Guests and visitors will be required to present a picture ID and sign in to gain entrance to the building regardless of their time of arrival to the building. Guests may only enter the building if they are accompanied by a host who is a resident of the building.
- vi. During the course of their visit, guests and visitors are expected to behave in a way that positively contributes to the residence community, showing respect and consideration for others and for property.
- vii. Guests and visitors who are acting inappropriately may be asked to leave the residence.
- viii. Guests and visitors will not be issued keys or PEDs, nor are residents to permit guests or visitors to use keys or PEDs.

b. Overnight Guests

Overnight guests or visitors are allowed to stay in College residences with the prior consent of both the host and the host's roommate(s). However, the needs of roommates/suitemates to sleep, study and otherwise be free from interference and disruption as well as the right to privacy are paramount and supersede the right to host an overnight guest and/or visitor in the room/apartment. Given the roommate(s)'s prior consent, guests/visitors can stay a maximum of three (3) consecutive nights in a ten (10) day period. Guests/visitors may not sleep in lounges or on lounge furnishings and may not sleep in any bed without the prior consent of the individual assigned to those beds.

8. Identification

Residents are expected to carry their Student Identification Card with them at all times. Residential students may be asked to produce their ID in a number of instances including but not limited to, entering the building during posted hours, checking out equipment, during a lock-out, or during documentation of policy violations. Failure to produce College identification, at the request of a College official, may result in denial of services or referral to student conduct.

9. Kitchen Use

Each apartment is equipped with a kitchen and is intended for use by residents of the apartment. These kitchens are typically equipped with a stove, refrigerator, sink, dishwasher, garbage disposal, and cabinets. After use, each kitchen must be thoroughly cleaned (stovetop, countertop, sink, dishes, floor, trash, etc.). Dry goods should be stored in sealed containers in upper level kitchen cabinets to prevent pests. Cold/wet items are to be stored in the refrigerator. Students using the kitchen should be familiar with the location and use of the Fire Extinguishers around the building. Dishware, drinkware, cookware, and utensils should be washed and cleaned after use and should not be left in sinks for periods of more than 24 hours. Students using the Kitchen, do so at their own risk and the College will not be liable for lost, stolen, or disposed of items including but not limited to food and cooking utensils.

10. Laundry

Laundry facilities are provided in the residence hall. Use of the laundry facilities by residential students is paid for as part of the room fee. Use of the laundry facilities by non-residents is prohibited. Violators of this policy will be referred to the student conduct process. Do not leave your laundry unattended. If clothes are left in the laundry room for more than 48 hours they should be taken to the front desk Lost and Found. Residents should always clean the dryer filter trap after every use.

11. Lost & Found and Abandoned Property

Abandoned items will be disposed of or donated. Hall staff will generally attempt to store abandoned items as lost property for up to one month, depending on available space. Attempts to contact students will be made first by phone, then by e-mail, and finally by certified letter. Each residence hall will maintain a Lost and Found system at the front desk. Items brought to the lost and found will be kept for one month. If the individual owner can be identified, hall staff will make attempts to contact the owner to return the item. At the end of the one month period, unclaimed items will then be disposed of, destroyed or donated in the appropriate manner.

12. Lounges and Common Areas

Every residence unit contains a variety of common area spaces. Some are designated study or computer lounges, while others are used for program events and meetings. Residents wishing to reserve space in a building must contact the supervisor of the residence. All lounge furniture and wall hangings should remain in their assigned location for use by all community members. Lounges are not to be used to provide overnight accommodations for residents or guests.

13. Mail

Every Landings Resident will receive a locking mailbox and key upon moving into The Landings. Student mailboxes are located on the first floor of The Landings, near the main front desk. Mail is usually delivered by 4 P.M., Monday thru Friday. The mailbox number is assigned to you corresponding to your apartment number. Your student mailbox is used by many offices on campus. Please check it often and clean it out regularly. It is not a storage box and should be used for Mail only. Please keep your mail attached on the same key ring as your apartment key. There is a replacement fee of \$50.00 to duplicate lost keys or if the key is not returned once you graduate. The correct address for all student mail is:

Student Name
Landings at Terra Village
3070 Terra Way & **APARTMENT NUMBER**
Fremont, OH 43420

Please do not use "P.O. Box" in your address. This mail may not be delivered to The College. Packages which are too large for the student mailbox will be available for pick-up Monday-Thursday from 8 AM- 5 PM and Fridays from 8 AM-4 PM and you will be notified on your Terra e-mail account. Your Student ID is required to pick up the package in the Housing Office. If you receive mail that is not yours, please return it to the Mail Center which is located in the Housing Office.

14. Musical Instruments

Because different musical instruments can be played at different volumes, some may not be appropriate for use in the residence halls. Acoustic guitars, non-amplified electric guitars and electronic pianos are some examples of instruments that can be played at a reasonable level and are permitted in the residence halls. Building D has practice rooms that may be reserved for those choosing to bring wind, orchestral, percussion or amplified instruments to the College. To the extent that such instruments violate the courtesy or quiet-hours policies, they are not permitted in the residence halls.

15. Pets

Pets are not permitted in College residences, including student rooms/apartments, except fish in an aquarium no larger than 20 gallons. Electrical aquarium accessories must be unplugged during extended vacation periods. If any unauthorized pet is kept in a resident's room, disciplinary action will be taken, and a cleaning fee may be charged to that resident.

16. Posting Policy

Posted or distributed materials do not necessarily reflect the opinions of Terra State Community College.

The Manager of Housing or the designee must approve materials distributed through campus mail and flyers. Any materials from off-campus businesses or organizations will not be distributed through the mail. They may however be posted on campus bulletin boards or distributed to central locations within the campus center and academic buildings with prior approval from the Manager of Housing, or in their absence, the Dean of Students or designee.

Sponsors of printed materials must boldly display their names on all said literature. Posters regarding sales, rental properties, job listings, etc. must identify the name of the sponsoring person in addition to the phone number and expiration date for the information. Must also include a contact person to whom questions should be directed.

Posted Materials and Distribution - Posting is limited to designated bulletin boards provided by Terra State Community College in public areas of academic buildings, the campus center, residence hall lobbies, television lounges, vending areas, etc.

Floors, tabletops, trees, interior walls, exterior walls, lampposts, doors, windows, cars, trash receptacles, signposts, and telephone poles are NOT designated posting areas. (Areas around individual offices and residence hall rooms may be excluded - check with the Manager of Housing or designee if there is a question).

- A. Permission for any exception to this policy must be obtained from the Manager of Housing, the Dean of Students, or their designee.
- B. Only registered campus organizations and college departments may post materials in classrooms.
- C. One piece of printed literature per event will be allowed in any one designated posting area.
- D. All posted literature is to be removed by the sponsor within 24 hours following the conclusion of the event.

- E. Posters and other printed literature other than banners will be limited to dimensions of 11" x 17" or smaller unless authorized by the Manager of Housing.
- F. Yard signs are not permitted on campus property.
- G. Large signs, banners, or displays of any kind may not be posted outside of campus buildings without prior approval of the Manager of Housing.

17. Quiet Hours and Consideration of Others

The College strives to provide its residents with a living environment that is conducive to learning. Residents and their guests are thus expected to respect the rights of others with regard to quiet for studying, sleeping and individual lifestyle choices. Quiet hours and courtesy hours are the vehicles for achieving this environment. In each residence, a program of "quiet" hours is established initially by the supervisor of the residence. That program of "quiet" hours must fulfill the following minimum requirements:

1. Sunday through Thursday: Quiet hours begin at 11:00 pm and end at 10:00 am.
2. Friday and Saturday: Quiet hours begin at midnight and end at noon.

(Note: Quiet hours may be adjusted, as deemed necessary, by the Manager and Assistant Manager of Housing)

During quiet hours, the noise level in the living unit must be kept at a minimum. Music, talking or other sounds are too loud if the sound can be heard by neighbors, in the corridor or outside the building. At no time is a person to create a disturbance or noise that disrupts the activities of another person within the residence. All requests for quiet are to be immediately complied with by discontinuation of the activity causing disturbance or noise. In the spirit of community, stereo speakers/subwoofers and stereos must not be directed out the windows/doors or used outside the residence without permission.

The use of headphones is also strongly encouraged. Repeated disregard for the noise level in use of sound equipment may result in the removal of the equipment from the student room/apartment. Courtesy hours (24/7 at The Landings): defined as hours of reasonable quiet, are to be maintained at all times, even during those times not designated as quiet hours. During courtesy hours, residents are expected to keep noise and activities at a level which will not disturb neighboring residents, including those living on other floors. All requests for quiet are to be immediately complied with by discontinuation of the activity causing the disturbance or noise. Residents are expected to anticipate and respect the needs of other students; specifically, the need to live in an environment with minimum annoyances or obstacles to academic pursuits and student wellness

Failure to comply with both courtesy and quiet hours could result in a Student Conduct violation.

18. Roommate Agreements

Since sharing living accommodations is a new experience for many students, all roommate pairs will be asked to complete a roommate agreement. This agreement encourages honest and open communication between roommates and establishes agreement for standards to be followed in the room. No agreement is permitted to contain clauses that allow for the violation of any

College or Housing policy. If assistance is needed in establishing this agreement, you are encouraged to meet with your Resident Assistant. Since the needs and routines of roommates change during the year, it is recommended that the roommate agreement be modified as needed. Failure to adhere to the roommate agreement may result in referral to student conduct.

19. Smoking

Terra State Community College creates and promotes a healthy, first-and second-hand smoke-free and sustainable environment for the College community and to model the same for the community-at-large. Terra State Community College prohibits smoking or inhaling any substance, by any method, including, but not limited to, tobacco products, e-cigarettes, vaping devices and aromatic smoking products, such as clove cigarettes, herbal cigarettes, aerosol devices or any other similar device(s). Tobacco use is prohibited in all defined locations/areas at all times. Smoking is prohibited in any Terra State Community College building or immediate surrounding property with the exception of designated outdoor smoking areas. This policy applies to all Terra State Community College employees, students, vendors, and visitors.

The areas designated for smoking on Terra State Community College Campus will be the following:

- a. The smoking huts located in the quadrangle outside of building A, D, and E 2
- b. The parking lots
- c. Truck Driving/ Motorcycle pad

Terra State Community College will adhere to the State of Ohio Smoking Laws. Violations will not be tolerated. Employees that violate these laws are subject to disciplinary action, up to and including termination of employment. Students who violate these laws are subject to the student code of conduct violations. State of [Ohio Smoking Laws](#) can be found at Ohio Smoking Laws . Terra State Community College Student Code of Conduct can be found at [Student Code of Conduct](#).

20. Soliciting/Selling

Soliciting in residences is not permitted. Solicitation is defined as any activity designed to advertise, promote or sell any product or commercial service or encourage support for or membership in any group, association or organization and includes door-to-door canvassing. Soliciting/selling includes conducting a business in a College residence such as baby-sitting, beer distribution or selling such items as cosmetics, food, hair supplies or hair cutting/styling, raffle tickets, magazines, bagels, candy bars, etc. Advertising signs, posters and fliers in connection with such solicitation or selling may not be distributed or posted in College residences. Fundraising events/soliciting are not permitted in residences unless authorized by the Manager of Housing or his/her designee. Voter registration (although not door-to-door) may be authorized with the specific approval of the Manager of Housing as per the College policy on Political Campaigning

21. Sports and Roughhousing

Indoors Sports and roughhousing are prohibited in all areas of the residence halls/apartments, as such activity may disrupt the living/learning environment and is considered unsafe relative to persons and property. Prohibited activities include (but are not limited to) tossing, bouncing, or kicking of balls or objects, wrestling, the use of roller blades, Nerf guns, and the use of water guns or water balloons.

22. Storage

When a student checks out of their residence hall room but does not remove personal belongings from his/her room, the items become the property of the College and will be disposed of after 30 days. Students claiming items within the 30- day time period may be assessed a storage and packing fee. There is no storage of personal items at any time. This includes temporary storage of lofts or personal furniture. Personal items may not be stored in the hall common areas (hallways, study lounges, kitchenettes, trash rooms, bathrooms, custodial closet, etc.)

23. Wall and Door Decorations

You may make your room feel more like home by putting posters and pictures on the wall; 3M Command Strips are the only acceptable way to do this. Please note, the use of non-3M command strips, tape, colored putty, nails, and thumbtacks are STRICTLY PROHIBITED. No more than 20% of the surface area may be covered.

L. Conclusion

The provisions, statements, policies, and procedures communicated in this Student Handbook & Community Living Standards remain the property of Terra State Community College and cannot be reproduced without the express written authority of The College. Terra State Community College reserves the right to make, at any time, the changes it deems advisable in the services, procedures, regulations, and policies in this handbook. Each student has the obligation to become familiar with the contents of this Handbook and follow the directives as stated. This applies to students who are enrolled in classes through post-secondary options, undergraduates, graduates, online, or in a seated environment.

This document has been developed and adapted from the Bowling Green State College Community Livings Standards.