

Residential Life  
Summer 2024

# Student Guide



Minnesota State  
University **MANKATO**

# SUMMER HOUSING ELIGIBILITY

Housing is available for students enrolled in at least one summer course at Minnesota State University, Mankato. **Space is limited and assignments are made on a first-come, first-served basis.**

Interim 1 Housing is available from Saturday, May 4 through Friday, May 10 for individuals currently living in the residence communities. Interim 2 Housing is available for individuals with a 2024-25 Housing Contract who are **also** enrolled in a course ending on or after Friday, July 19.

## SUMMER HOUSING DATES

### Interim 1 Housing

Spring residents may contract to stay in the residence communities from Saturday, May 4 to Friday, May 10 and move to their summer session rooms on Saturday, May 4 and Sunday, May 5.

### May 4-5

Interim 1 residents move to their summer assignments between the hours of 9 a.m. and 7 p.m. on Saturday, May 4. Residents must checkout of their spring room assignment by 2 p.m. on Sunday, May 5.

### May 11

Summer Housing begins for students enrolled in summer session.

### July 19

End of summer housing for students without a fall housing contract.

### Interim 2 Housing

Residents living on campus Friday, July 19 who also have a 2024-2025 Housing Contract may register to stay on campus from Saturday, July 20 through Wednesday, August 21. Residents move to their Fall Semester room on Friday, August 9. The residence communities open for Fall Semester on Thursday, August 22.

### August 9

Interim Move Day: residents move from their summer room assignment to their fall room assignment.

### August 21

Last day of summer housing.

# WELCOME TO MINNESOTA STATE UNIVERSITY, MANKATO

The Department of Residential Life welcomes you to Minnesota State Mankato and Crawford Residence Community. We hope to help make your summer experience a good one.

Summer school residents are housed in Crawford D Hall. There are approximately 25 rooms on each floor with a centrally located kitchen, lounge, and bathroom. Each room has air conditioning.

The Crawford Front Desk serves summer residents, provides mail service, and has small equipment items available for residents to check out. Summer residents also have access to a TV in the main lobby. Laundry facilities are available in the lower level of Crawford.

## TABLE OF CONTENTS

Contract Information .....	2
The Staff .....	3
Fire Equipment and Safety .....	4
Severe Weather Safety .....	7
MavCARD Access System.....	9
Facilities & Services.....	11
Policies & Procedures .....	16
Campus Information.....	29
Phone Numbers .....	Back Cover
Summer Staff.....	Back Cover



**Minnesota State University**  
**MANKATO**

## RESIDENTIAL LIFE

# CONTRACT INFORMATION

## Rates and Payment

A \$100 prepayment is due in full at the time of application. The remaining balance is due per the payment option you arrange with Student Financial Services.

Housing is billed at a weekly rate (Saturday to Friday).

Room Type	Double	Single
Renovated	\$157/week	\$208/week

## Check-in Procedures

When moving into your room, you will be given a Room Condition Report (RCR) to complete. You should inspect your room for any damages, and be sure any damages in your room are listed on the RCR. If at any time during the summer you change rooms, you must be sure to properly check out of your old room and complete a new Room Condition Report for your new room. Completed Room Condition Reports should be returned to the Crawford Front Desk within 10 days of moving in.

## Check-out Procedures

When checking out of your room, contact your CA. They will inspect your room in your presence. Your room key must be returned to the CA or the Crawford Front Desk at the time of checkout. Students failing to follow the above procedure for proper check-out will be charged a \$50 improper check-out fee and a \$50 key replacement fee.

## **Crawford Assistant Director of Residential Education, Hannah Konrad, 507-389-1011**

The Assistant Director is responsible for all activities within the residence community. This person directs, in conjunction with other Residential Life Staff, programmatic planning for summer residents, administrative duties within the residence community, disciplinary issues, and is a general liaison with the rest of the University community.

## **Summer School Hall Director, Sergio Flores, Jr., 507-389-2732**

The Summer School Hall Director is a full-time, live-on staff member who is responsible for working with Summer School CAs to assist residents. This person coordinates programs and disciplinary hearings for summer residents.

## **Front Desk Services, 507-389-6711**

The Crawford Front Desk is open May 6 to August 9 from 4 p.m. to 10 p.m. Monday through Friday, and 10 a.m. to 10 p.m. on Saturday and Sunday.

## **Summer Community Advisor**

Community Advisors (CA) are students selected to assist residents. They are responsible for check-in and check-out, conducting floor meetings, disseminating information, organizing activities and serving as a resource about campus services. The name of your CA and their room number is posted in the lobby and in the D Hall entrance.

## **Repair Staff**

If a maintenance or repair problem arises in your room or on your floor, complete a Maintenance Request (MR) online at <https://link.mnsu.edu/repair>. One of our repair staff will complete the work.

## **General Maintenance Workers**

General Maintenance Workers provide cleaning and maintenance services in public areas of the residence community. However, they are not required to clean up after sickness, parties, hall pranks, student rooms or excessive personal messes in the community kitchens and lounges. Please help the maintenance workers keep the halls clean!

# FIRE EQUIPMENT AND SAFETY

## Fire Alarms

In order to protect yourself, and possibly save your life and the lives of others, you must assume that there is a fire when an alarm sounds.

All students must evacuate the building when a fire alarm is sounded. If you are unable to evacuate the building, contact University Security at 507-389-2111. Failure to evacuate during a fire alarm will subject the student to University disciplinary action and/or civil action.

Pulling a false alarm is a violation of both University policy and civil law. Anyone found pulling a false fire alarm will be subject to University sanctions and/or civil action. If your smoke alarm is inoperable, submit a Maintenance Request.

## Fire Extinguishers

Fire extinguishers are located in all hallways. They are to be used only in the event of fire.

## Sprinkler System

Sprinkler heads are installed in the trash rooms and lower level of Crawford D Hall. Extreme heat or trauma directed toward a sprinkler head will activate the sprinkler system and fire alarm system. When the fire alarm system is activated, the area must be evacuated. Large volumes of water will flow out of the sprinkler head. Damage to the surrounding area will occur.

## Smoke Detectors

Smoke detectors are an essential part of the fire safety system. Residents' bedrooms are equipped with smoke detectors that sound independently.

Residents are responsible for ensuring their smoke detectors are connected and operational at all times. Disabling or removing smoke detectors will result in disciplinary action. If your smoke detector is inoperable, submit a Maintenance Request (MR).

## Tampering with Fire Equipment

Fire safety equipment that has been tampered with or covered may fail to operate correctly in an emergency. This could prove fatal. Tampering with fire safety equipment (including, but not limited to fire alarm pull stations, fire extinguishers, smoke detectors, sprinkler heads, and exit signs) when there is not a fire or any reason to believe that one exists will result in disciplinary action, civil penalties, and possible eviction.

## Fire Safety Regulations

All residents are expected to observe the following fire safety regulations.

- **No candles, incense, open flame, e-cigs or other electronic smoking devices are allowed in the residence communities.**
- Appliances with an open coil or that can bring oil to a boil are not allowed.
- Smoke detectors are to be connected, uncovered, and operational at all times.
- Light fixtures, outlets, and switches are not to be altered or have items hung from their surfaces.
- Motorbikes or other motorized vehicles are not allowed in the residence communities.
- Access to windows, smoke detectors, or doorways is to be unobstructed.
- Excessive use of flammable substances on walls is not permitted.
- Residents are encouraged to use metal or flame-retardant wastebaskets.
- Items posted on room doors may cover only 20 percent of a door's surface.
- Residents are not to leave cooking food unattended.

## Fire Safety Tips

- Make a fire escape plan and practice it. Locate two fire exits close to your room and count the number of doors between your room and each exit.
- Make a plan to assist others who are unable to evacuate on their own. Even if it is a temporary disability, plan ahead for fire emergencies.
- Turn off all appliances when leaving a room and check any electrical equipment that is not working properly or smells odd.
- Do not overload electrical circuits.
- Keep all areas clear of trash.
- Use fire equipment for fire prevention only.
- Participate in fire drills.
- Do not leave cooking food unattended in rooms or kitchens.

## Fire Evacuation Procedures

At the first indication of a fire, whether it is a persistent smoke or fire alarm, smoke, or flames, follow the procedure outlined below. Be familiar with this procedure. It could save your life.

### If You See A Fire

- Leave the area immediately.
- Contact the Fire Department (911).

# FIRE EQUIPMENT AND SAFETY

## When The Fire Alarm Sounds

- Always assume there is a fire. Don't ignore it.
- If time permits, take a jacket and shoes, and a towel to cover your face.
- If smoke is visible stay low and crawl to your door. Smoke fills a room from the ceiling down.
- Test the door with the back of your hand.
- If the door is hot, keep the door closed and stay in the room.
- If the door is cool, open it slowly. Walk quickly and calmly to the ground level, closing all doors behind you. Do not use an elevator. An elevator may open at a floor on fire or stop working, trapping you inside.
- If there is smoke in the hallway, crawl to the stairs. Count the doors as you go so you do not get lost. If the smoke and heat are too great, try an alternate escape route. If both escape routes are blocked, return to your room.

## If You Are Trapped Inside Your Room

- Close the door between you and the fire.
- Stop up cracks and vents to keep smoke and toxic gases out.
- Put a wet cloth over your nose and wait at a window.
- Open the window a few inches for fresh air. DO NOT break the glass.
- Hang a sheet or some other article out your window to signal the Fire Department.
- DO NOT panic. DO NOT jump. Wait for help.

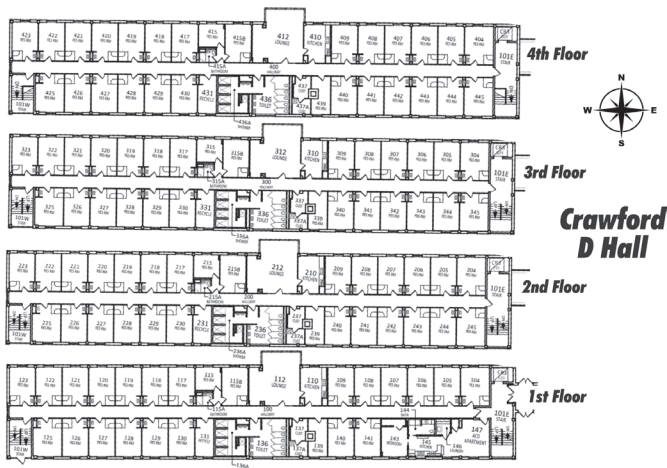
## Once You Have Evacuated The Area

Notify civil authorities of anyone that may not be able to physically respond to the fire alarm or use sound judgment to evacuate the area (e.g. wheelchair users or someone under the influence of alcohol or drugs). Do not re-enter the building until you are told to do so by civil authorities.

## If Your Clothes Catch Fire

- **STOP. DO NOT RUN.** DROP to the ground or floor immediately and cover your face with your hands. ROLL over back and forth to smother the flames.

## Fire Evacuation Route: Crawford D Hall





## Weather Safety Information

Local radio and television stations announce severe weather watches and/or warnings. The broadcast systems listed below carry weather information for the Mankato area.

FM Radio	Television
KMSU 89.7	CBS KEYC-HD 12.1
KATO 93.1	FOX KEYC-HD 12.2
KXLP 94.1	
KDOG 96.7	
KEEZ 99.1	
KYSM 103.5	
KTOE 102.7	

*Civil defense sirens are tested on the first Wednesday of every month.*

*When the test sirens sound, do not be alarmed.*

## Tornado Watch

A tornado watch is issued when weather conditions in the area are such that the formation of a tornado is possible. You are alerted of a tornado watch via broadcast media - public civil defense sirens are not sounded. During a tornado watch, be alert for approaching storms.

## Tornado Warning

A tornado warning is issued when a tornado is approaching or has been sighted in the immediate area. You are alerted of a tornado warning via broadcast media, an emergency tone followed by specific weather information, and civil defense sirens. During a tornado warning, seek shelter immediately.

## Storm Alert

A storm alert is issued when weather conditions in the area are such that the formation of a severe storm is possible. You are alerted of a storm alert via broadcast media — public civil defense sirens are not sounded. During a storm alert, be alert for approaching storms.

## Severe Weather Procedures

- At the first indication of a tornado or severe weather warning:
- Go to the nearest severe weather shelter area. Do not go outside. Do not use an elevator. Electrical service could be disrupted, trapping people between floors.
- Stay away from windows and areas with wide free-span roofs (e.g. main corridors, cafeterias).
- Take a communication device (portable radio, cell phone) and/or flashlight to the shelter area.
- Remain in the severe weather shelter area until the warning has expired or has been canceled according to the broadcast media. No public “all-clear” siren will sound.

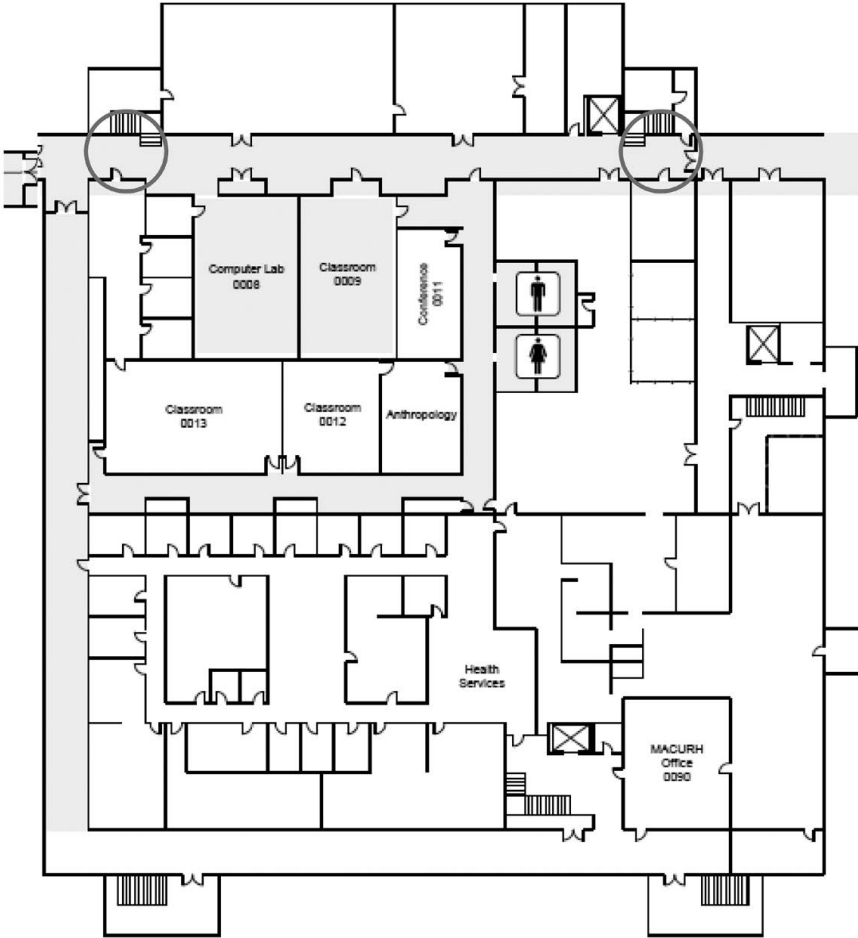
# SEVERE WEATHER SAFETY

## Severe Weather Shelter Areas

If you are inside a building when severe weather strikes, stay away from windows and areas with wide free-span roofs (e.g. main corridors, cafeterias). While no shelter area can be described as entirely safe, the shelter areas listed are the most secure shelter areas in the residence halls.

## Carkoski Commons

The shelter area is the lower level corridor of Carkoski Commons. Enter the shelter area through any stairwell leading into the lower level of Carkoski Commons.



The card access system allows residents of a community to enter designated doors of their residence community with their MavCARD.

It's important for all residents of a community to be considerate and cooperative and make sure that doors are closed, not only for the safety and security of all the residents, but so that other residents aren't disturbed by alarms that sound when doors are held or propped open.

## Caring for Your MavCARD

MavCARDS contain an antenna coil that communicates to a proximity reader. Special care must be taken with your MavCARD. Any of the following will damage the card and are not considered natural wear and tear. There will be a replacement fee charged for a new MavCARD.

- Do not leave your MavCARD in direct sunlight or on the dash of a car.
- Do not expose to extreme heat or open flame. For example, clothes dryers or clothes irons.
- Do not machine wash.
- Do not use as an ice scraper or scraping tool.
- Do not crimp, bend, or twist card.
- Do not re-laminate.
- Do not pound with a pen or tool.
- Do not punch a slot or hole in the card.

## Help Keep Our Campus Secure

The card access system works only if everyone follows the guidelines that promote safety. To make sure everyone in your community and the communities you visit remains safe and secure, remember:

- Do not prop doors open.
- Do not lend your MavCARD to someone else or borrow someone else's card.
- Do not let someone else into the community just because that person is standing right behind you as you let yourself in — or is standing outside the door as you let yourself out. Also, when entering or exiting the community, don't allow a person outside to catch the door and hold it open to let themselves in. The only way to ensure safety is to make sure the door closes behind you, so that everyone entering the community has to either use an access card or call a resident to be let inside. Not holding the door open for others may seem rude, but it's the only way to make sure that everyone who enters the building has a legitimate reason to be there.
- Do not expect or ask people entering or leaving a community to hold the door open for you. Use your MavCARD if you live there, or, if you don't, call a resident to let you in.
- Be alert and aware. Report any strange, suspicious or unusual behavior or events to University Security.
- If the card access system is not working, or if a door won't secure, report the problem (see Card Not Working) and be patient until it is working again.

# MAVCARD ACCESS SYSTEM

## Card Operation

The card access system is easy to use. Simply pass your MavCARD in front of a proximity reader (black box located near designated entrances). The red light will change to green. At the same time, you will hear a click of the mechanism, which enables you to open the door. You may then enter the building. As the door shuts and locks, the system resets automatically.

## Card Not Working

When your MavCARD is held near a card reader, you should hear a beep and see the light on the card reader change from solid red to solid green. If the light flashes, your MavCARD was not recognized or access has not been granted to that area. If a card reader denies you access to an area you are authorized to enter, remove your MavCard from anything that might cover it (your pocket, your wallet, lanyard case, etc.) and try again.

If access continues to be denied, note the following:

- Date and time of the problem.
- Building and door.
- Response from card reader – does the reader beep and flash, stay solid red, or do nothing at all?

**During summer business hours** (M-F 7:30 a.m. - 4:00 p.m.) report it to the Residential Life Office (111 Carkoski Commons).

**After business hours** report it to University Security at 507-389-2111.

## MavCARD Replacement

**During business hours** you must go to the MavCARD Office (117 Centennial Student Union) to obtain a replacement card. Replacement fees apply and a new card will be issued upon receipt of the replacement fee. Replacement card fees cannot be billed to a student account. Make sure you bring a driver's license, state ID, or passport for identification purposes.

**After business hours** contact University Security at 507-389-2111 to report your card as lost, stolen, or damaged. When business hours resume, go to the MavCARD Office to obtain a replacement card. Until a replacement card is issued, you may go to the Crawford Front Desk to check out a temporary access card. If the Front Desk is closed, you may contact the CA on Duty.

## Personal Items

Students must provide their own bedding, pillows, towels, lamps, metal or fire-retardant wastebaskets (for fire safety reasons), and other personal items.

## Bike Storage and Maintenance

Bicycle racks are located near main entrances or rear entrances of each residence community. In addition, bicycles may be kept in student rooms. Bicycles may not be stored in hallways, laundry facilities, lounges, or floor kitchens. Students will be held responsible for any damage caused by their bicycles; therefore, exercise caution in bringing them into buildings. The University assumes no responsibility for the theft of, or damage to, any personal property. This includes bicycles. Bikes left in other areas may be removed and stored by the University. Bicycles left at the end of the contract period will be considered abandoned property and will be removed by the University.

A free standing bike repair station is located between Preska Residence Community and Carkoski Commons. It has tools needed for basic bicycle repair, including air pumps.

## Cable Television and Stream2

Each bedroom is equipped with a cable television jack. The cost of basic cable service is included in your room rate. Additional cable information and the Channel Guide are available online at the QR code. For more information, visit <https://link.mnsu.edu/cable>.



Live TV streaming service is provided through Stream2. Stream2 includes 20 hours of recording ability through DVR and access to over 80 channels. Scan QR code to setup your Stream2 account and start streaming! For more information, visit <https://link.mnsu.edu/streaming>.



## Cooking Facilities

Food may be prepared in the kitchens located on each floor. Floor kitchen amenities include a sink, microwave, stove/oven, table, and chairs.

## Door Viewer (Peephole)

The door viewer is a safety feature that enables you to identify visitors before opening your door to them. You should avoid opening your door to strangers or at any time when the door viewer is covered. If you need your door viewer replaced, submit a maintenance request (MR) online at <https://link.mnsu.edu/repair>.

## Floor Lounge Usage

The purpose of the residence hall floor lounge includes studying, socializing, and floor/hall events. Floor lounges cannot be reserved by student organizations or departments and may not be used for commercial solicitation.

# FACILITIES & SERVICES

## Front Desk

The Front Desk is the information center of the residence community. Services available at the Front Desk may include cooking equipment and utensils available for checkout, administrative forms, and flat-bed carts. In addition, the Desk Assistants provide information to visitors and offers residents assistance in emergency situations. Residents who have questions or need assistance and cannot determine whom to direct their inquiry should seek assistance at the Front Desk. Staff offices are located near or adjacent to the Front Desk. Regular desk hours are from 4-10 p.m. Monday-Friday and 10 a.m. - 10 p.m. on Saturday and Sunday.

Crawford Front Desk – 507-389-6711

## Elevators

D Hall elevator access is located within the main entrance to D Hall. Misuse is strictly prohibited and disciplinary action will be taken against anyone misusing an elevator. A malfunctioning elevator should be reported immediately to the Front Desk. If stranded in an elevator, do not climb out. Use the emergency alarm or telephone to request assistance from University Security.

## Internet Connection

Residence hall rooms and common areas are equipped with WiFi and Ethernet. To connect to the wired network, plug your Ethernet cable into the wired jack in your room.

To connect to the residence hall internet, scan the QR code. 24/7 support is available through the methods below. For more information, visit <https://link.mnsu.edu/internet>.

- CALL: 833-548-4743
- TEXT: “ResNet” to 84700
- CHAT: MyResNet.com



## Laundry

Washers and dryers use is included in your room rate. Manufacturers recommend the use of liquid detergent for the best results. Washers and dryers are available in the lower level Crawford laundry room.

If a washer or dryer is not working properly, report the problem by going to <https://www.cscsw.com/request-service>. Include the 6-digit code that is listed on the laundry machine, describe your issue, and submit your request.

## Light Bulbs

Submit a maintenance request (MR) online at <https://link.mnsu.edu/repair> and a maintenance worker will install it for you.

## Lofts

The University provides adjustable lofts for beds. Neither beds or mattresses may be removed from the room.

## Lost and Found

Individuals who have lost an item should check with the Front Desk to see if the missing item has been found. Similarly, any item found in the public areas of the community should be brought to the Front Desk.

## Mail Service

In order to receive mail and packages, a resident's name (as listed in E-services) and complete address needs to appear on items being sent. Mail and packages not accurately addressed will be returned to sender. Brochures, flyers, etc. that are wished to be delivered to students through mailboxes must follow USPS guidelines.

Resident Name

Crawford Residence Community

740 Maywood Avenue, D Hall << **your room number**>>

Mankato, MN 56001-7019

## Mailboxes

Room keys open mailboxes in the Crawford Lobby.

The following items will not be placed in mailboxes:

- Unaddressed advertising of any nature
- Items which are not personally addressed

## Packages

Package delivery notifications are emailed to the resident's MavMAIL. Packages are picked up at the Front Desk.

# FACILITIES & SERVICES

## Meal Service

An optional Summer Meal Plan is available for summer residents.

Scan the QR code for information and to register.



The locations and hours of service are posted at <https://mnsu.sodexomyway.com/dining-near-me/open-now>. If you have questions, contact University Dining Services at 507-389-2613.

## Motorized Vehicles

Motorized bicycles, mopeds, or other motorized vehicles are not allowed in the buildings. Additionally, electric mobility devices (such as hoverboards, electric skateboards and scooters, drones, remote control devices or other motorized and/or battery-powered devices) are not allowed in the buildings. A personal assistive mobility device (e.g. motorized wheelchair, Segway, etc.) may only be used in order to accommodate a disability or on University business or to be moved directly to and from storage or recharging areas. Outdoor parking is available on a limited basis in designated areas.

## Parking

Parking for summer school residents is available in Lot 14 green stalls. Additional information on parking rules and regulations is available from Parking - <https://mankato.mnsu.edu/about-the-university/maps-and-transportation/parking/>.

## Pest Control

Occasionally there is a problem with insects, even in the cleanest of buildings. The Department of Residential Life contracts with a commercial pest control company to address this occasional problem.

If you see any insects in your living unit complete an online maintenance request (MR) at <https://link.mnsu.edu/repair>. If service is required it may be necessary for staff from the pest control company to enter your living unit. A room entry waiver is completed as part of your online maintenance request.

## Recycling

The Department of Residential Life recycles aluminum cans, tin cans, plastic, cardboard, glass, and paper (all types). Recycling containers are located throughout the residence communities.

## Repair and Maintenance

Your assistance in reporting maintenance or custodial conditions in a living unit or common area is essential. If you have concerns regarding maintenance or custodial conditions in a living unit or common area submit a maintenance request (MR) online at <https://link.mnsu.edu/repair>. If a requested repair is not completed within seven days, contact the Residential Life Office for assistance.



## ResTech Services

Residents have access to help from ResTech Services. The ResTech Office is located in the lower level of Carkoski Commons and summer hours are 7:00 a.m.–3:30 p.m. Monday through Friday. For a ResTech appointment call 507-389-6654 or request online at <https://outlook.office365.com/owa/calendar/ResTechServices@MinnState.edu/bookings/>.

## Storage

Residential Life does not provide storage space. All University-owned furnishings must remain in the assigned room.

## Televisions

A public area television is located in the Crawford Lobby. This television is for the use of all students in the community and may be used for video/computer games when it is a part of a Residential Life sponsored event.

## Vending Machines

Vending machines are located within the residence community. Requests for refunds of money lost in these machines can be made at the Cashiers Office located in Wigley Administration Center.

## Wireless Network

A wireless network is available in living units and public areas of the residence community. Devices that use a wireless signal will need to connect to the network by following the instructions at the QR code. For more information, visit <https://link.mnsu.edu/internet>.



## POLICIES & PROCEDURES

In order for the residence communities to run smoothly, efficiently and safely, policies and procedures have been developed by students, staff members and state legislators for the purposes of safeguarding the rights and property of residents and of maintaining the condition of the residence communities. Living in a residential community requires the cooperation and understanding of every individual. It is important to recognize your rights and responsibilities as well as the rights of others. These policies and procedures apply to all residence communities.

### Alcohol and Other Drugs

The possession, use, consumption, and/or distribution of alcohol, drugs, or synthetic marijuana are prohibited in the residence communities on the Minnesota State Mankato campus (regardless of age).

Students are responsible for noting their surroundings and immediately removing themselves from any situation in which a policy violation is occurring.

Alcohol-related violations include the following:

- Possessing or consuming alcohol on campus.
- Possessing empty alcohol containers on campus (this includes all alcohol bottles, cans, beer bongs or other containers).
- Hosting other people in your living unit with alcohol present or being consumed.
- Being in a living unit where alcohol or alcohol containers are present (regardless of whether you are consuming).
- Disrupting or disturbing others in the residence communities related to alcohol use on or off campus.
- Engaging in criminal activity in the residence communities related to alcohol use on or off campus. Examples include, but are not limited to theft or destruction of property, vandalism, physical assault, and sexual assault.

Drug-related violations include the following:

- Possession or use of illegal drugs on campus.
- Possession or use of drug paraphernalia on campus.
- Hosting other people in your living unit with illegal drugs.
- Being in a living unit that smells like marijuana as a result of either 1) use on or off campus 2) being present around marijuana on or off campus. Marijuana odor can negatively impact the experience of others.
- Being in a living unit where drug paraphernalia and/or illegal drugs are present or in use (regardless of whether you are using the drugs).
- Engaging in criminal activity in the residence communities related to drug use on or off campus. Examples include, but are not limited to, theft or destruction of property, vandalism, physical assault, and sexual assault.

Residential Life staff members are responsible for addressing alleged violations of these policies. Alcohol will be disposed of at the time of the incident. Kegs, taps, and beer bongs will be confiscated.

Incidents will be documented and the students involved will participate in a conduct meeting to determine responsibility. For students held responsible for a violation of the University's Statement of Student Responsibilities, University responses may include, but are not limited to, the following:

- Housing contract termination (removal from the residence communities). This sanction may result from a first offense that threatens personal safety, a second hosting offense, or repeated lesser offenses.
- Alcohol and drug education program mandated completion. See Sanctions for additional details.
- Suspension or expulsion from Minnesota State Mankato.
- The following situations may result in police transport to a detoxification unit, hospital, or jail:
  - A student's health or safety is at risk, as identified by police or emergency response personnel
  - The student threatens the health and safety of others
  - A crime is alleged

These procedures also apply to guests.

## **Audio Equipment**

Students must be courteous when using audio equipment. Audio equipment should be played at a volume that will not interfere with other residents' reasonable right to study and sleep.

Equipment which is heavily amplified and capable of producing penetrating sounds even at low volume, must be used at a level consistent with courtesy and quiet hours. Speakers played from windows will not be tolerated. Failure to comply with this responsibility could result in the required removal of audio equipment or, if the problem persists, contract termination.

## **Candles and Incense**

Candles, incense, and open flames are not allowed in the residence communities. Wax warmers are allowed.

## **Check-In Procedures**

Upon moving into your living unit, you will be given a Room Condition Report (RCR) to complete. Be sure that any damages in your room are listed. The information listed on the RCR is the basis for determining if damages are to be charged to you at check-out. You should make sure you are thorough in the completion of the RCR when you initially occupy your new room. Students who have not turned in their RCR 10 days after check-in are subject to a \$25 administrative fee, and staff will enter the room to complete the RCR.

# POLICIES & PROCEDURES

## Check-Out Procedures

When checking out of your room for contract termination, contract release, relocation, an approved room change, or at the end of the contract term, contact your CA to arrange for a check-out appointment to inspect your room in your presence. Your key must also be returned before you leave the residence community. Students failing to follow the above procedures for proper check-out will be charged an administrative fee of \$50. Students failing to return their key will be charged an additional \$50 per key. The return of a key after official check-out may result in a \$10 reduction of the charge, but will not negate the entire charge.

## Community Bathrooms

Community bathrooms are to be used as posted based on your gender identity. Utilizing a bathroom that does not align with your gender identity is considered misuse of University facilities. Public restrooms are available in the lobby.

## Compliance with University Policies

Knowingly acting as an accessory or being present while any violation of University policy is occurring is in violation of the Statement of Student Responsibilities. You are expected to remove yourself from situations where University policies are being violated. Failure to do so may result in disciplinary action.

## Cooking

Residents using kitchen facilities are expected to clean these facilities after use. In addition, residents should clean and remove personal belongings (dishes, pans, etc.) from the floor kitchen after use. Failure to do so could lead to the facilities being closed or hours of operation limited. For safety reasons, do not leave food cooking and unattended in the kitchens.

While students cannot possess and use in their room an air fryer or instapot, these are available for checkout at the Front Desk to be used exclusively in the floor kitchen.

## Cooperation with University Staff

Students are expected to comply with the directions of Residential Life Staff and University Staff acting in accordance with their duties. Failure to do so may result in disciplinary action.

## Copyright Infringement Enforcement

The law requires all residence community residents respect copyright holders materials that may be available through the Internet. Internet user agreements between Minnesota State Mankato, residents and the residence community Internet provider, Apogee, are included in this law. When downloading a copyrighted item (including music, videos, movies, books, are work, etc.) it is the responsibility of the downloader to make sure that they are legally downloaded, frequently requiring a fee.

Upon notification of a copyright infringement, Apogee will notify Residential Life. Residential Life will notify the resident and access to the residence community internet system for that individual will be removed. Access will be restored to the affected resident when all copyright infringement notice requirements are met. Those requirements often require paying for the copyright, removing the items from the computer, and viewing a website with copyright information.

More information on the topic of copyrights is available at: [www.riaa.com](http://www.riaa.com)

## Damages and Vandalism

Students are expected to treat University property with respect and care and to keep rooms and common areas at an acceptable level of cleanliness. Students can be held financially responsible for damages to University property and for unacceptable levels of cleanliness.

Charges for damages/unacceptable levels of cleanliness in student rooms will be the responsibility of those who accept responsibility, are found to be responsible, or if responsibility is unknown, will be equally divided among students assigned to the space.

Students charged for damages/unacceptable levels of cleanliness may appeal the charge to the Assistant Director of Residential Education within the time limit specified in the damage billing letter. A hold may be placed on a student's University record until payment is made or an appeal is granted.

Damage price lists are available on the Residential Life website.

## Data Privacy Policy

In accordance with Minnesota State Mankato's policy, a student's name (legal and/or preferred name), field of study, attendance dates, degrees received, grade level classification, previous college/university attended, awards and honors, individual or group photos and videos, height and weight for athletic participants, performance and participation in competitive events, and participation in officially recognized activities, sports, and organizations are public information and may be disclosed by the University without the student's prior consent. Students may request that directory information be kept private by contacting Registration and Academic Records, 132 Wigley Administration Building, 507-389-6266, [registrars-office@mnsu.edu](mailto:registrars-office@mnsu.edu). Copies of the complete university data privacy policy may be obtained from Registration and Academic Records.

## Door Locking

Residents may not allow others to enter a residence community via any locked door; and door propping for any reason is a safety hazard. Tampering with door hardware is strictly prohibited and will result in disciplinary action.

# POLICIES & PROCEDURES

## **Living Unit Doors**

The primary responsibility for ensuring living unit doors are secure rests with residents. Residents are encouraged to make sure their door latches (locks) when leaving for any reason and while sleeping.

## **Community Bathroom Doors**

Floor bathroom doors are to be closed and locked at all times (except when being cleaned by staff).

## **Interior Entrances**

Floor entrances operated by card access are locked at all times.

## **Crawford Main Entrance**

The main entrance of Crawford Residence Community will be unlocked Monday – Thursday from 6:00 a.m. – 7:30 p.m. On Fridays it will be unlocked from 6:00 a.m. – 4:00 p.m. The main entrance remains locked during all other times.

## **Exterior Doors**

Exterior entrances operated by card access are locked at all times.

## **Doors**

Residents are not to detach the automatic door closer device from any door. Students who prop their room door open are responsible for damages caused to the door.

Memo boards may be put on living unit doors. All writing or marking on doors is prohibited. Residents are expected to maintain clean doors.

Items posted on doors may cover only 20 percent of the door due to fire safety regulations. The Department of Residential Life reserves the right to require the removal of signs or other inappropriate displays from the outside of living units.

## **Emotional Support Animals**

An Emotional Support Animal (ESA) is an animal that provides comfort to an individual with a disability in their living environment and is a housing accommodation authorized by Section 504 of the Rehabilitation Act of 1973 and the federal Fair Housing Act. Applications for an ESA as an accommodation must be approved through Accessibility Resources and Residential Life prior to arrival on campus. Please contact Accessibility Resources at ar@mnsu.edu or 507-389-2825 for further information. A summary of the Residential Life process and the current ESA Agreement can be found on the Residential Life website.

## Electrical Appliances

The Department of Residential Life reserves the right to restrict appliances that pose a danger to the residence community. Specifically, the following personal appliances are not allowed: air fryers, instapots, halogen lamps, halogen bulbs, charcoal grills, gas grills, toaster ovens, freezers, space heaters, air conditioners (see “Air Conditioners” under Policies), and appliances with an open heating element or open flame. While lava lamps are allowed, a halogen bulb is not allowed in lava lamps. While students may not possess and use air fryers or instapots in their rooms, these appliances are available for checkout at the Front Desk to be used exclusively in the floor kitchen.

Students are strongly encouraged to use a power strip (15 amp, UL approved, 3 wire, grounded).

Refrigerators must be in good working condition and are subject to inspection. Compact refrigerators should not exceed 4.3 cubic feet capacity. Students may not bring full-size refrigerators to campus.

## Furnishings

Furnishings provided by the University must remain in the space in which they are originally located. All furnishings must be returned to the original position in the living unit by the time the student checks out. Residents will be held financially responsible for furnishings removed from their living unit.

## Grilling

Open flame cooking devices such as barbecue/roasting grills, pits, and camp fires are prohibited. Contact the Department of Residential Life to request an outdoor grill for a University-sanctioned event.

## Guests

A guest is defined as any individual who is not assigned to your living unit. It is your responsibility to inform your guests of the policies and procedures of Minnesota State Mankato. Guests are expected to observe the same residence community policies and procedures as their host. Guests who exhibit inappropriate behavior may be required to leave. You are personally and financially responsible for the actions of your guests.

Residents must escort guests, including residents from other floors, at all times. Overnight guests may be allowed for up to three consecutive nights with the mutual agreement of your roommate(s). This limitation is designed to prevent abuse of roommate rights and the Housing Contract. Residents violating this policy and/or the spirit of this policy may be subject to disciplinary action. Contact your Hall Director to request an extension of the three day limit.

Guests may only use floor community bathrooms that align with their gender identity. Public restrooms are available in the lobby.

# POLICIES & PROCEDURES

## Harassment and Assault

Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regards to public assistance, or sexual orientation has no place in a learning or work environment. Verbal, physical, or sexual harassment/assault will not be tolerated.

## Indoor Sports

The main corridors, lobbies, hallways, and other commons areas of the residence communities are designed specifically for access to student rooms and public areas. In order to ensure safe passage, and to protect the buildings, indoor sports of all types (playing catch, bouncing a ball, a toy gun game, etc.) and the use of sports equipment are not permitted. Bicycles and like items (roller blades, skateboards, etc.) may not be ridden in any building, due to safety and property concerns. Electric mobility devices (hoverboards, electric skateboards, electric scooters, drones, remote control devices, or other motorized and/or battery-powered devices) are not allowed in the residence communities.

## Keys/Lock-Outs

Students are issued a living unit key upon check-in. **Students are not to loan or share a room key at any time.** University keys are the property of the University and may not be duplicated. Keys must be returned when students check out of a living unit, or at the request of the University. Crawford D living unit keys provide access to student rooms, the residents mailbox and community bathrooms on their floor.

## 24-Hour Loaner Key/Access Card

Students who are locked out of their room can obtain a 24-hour loaner key and/or temporary access card from the Front Desk. If the Front Desk is closed, students should contact University Security (507-389-2111).

Students are required to provide proof of identity when a loaner key is issued. Students are charged a \$5 fee for a loaner key. If a loaner key and/or temporary access card is not returned within a 24-hour period, a lock change will be ordered and the student will be billed \$50 for this service. If a temporary access card is not returned within a 24-hours, the temporary access card will be deactivated and the room will be recored. The cost of replacing keys and temporary access cards is incurred by the responsible student.

## Lost or Stolen Keys

Students are responsible for reporting a lost or stolen key to the Front Desk. If the Front Desk is closed, students should contact the Community Advisors (CAs) on duty.

All locks in the affected unit will be replaced when the key loss is reported. The cost of replacing locks and keys is incurred by the responsible student. The student who lost their room key will be billed \$50 to have the lock changed on the room door.

## If your MavCARD will not allow you entry

During business hours (M - F 7:30 a.m.- 4:00 p.m.), report it to the Residential Life Office (507-389-1011). After business hours, contact University Security at 507-389-2111.



## Lost or Abandoned Property

During the summer, found property is turned in at the Front Desk. The property is then tagged and turned over to University Security. Any personal items discovered in the residence communities after a student has left the residence community are turned over to University Security.

## MavCARD/Identification Card

Each student is provided with an identification card (MavCARD) upon enrolling at Minnesota State Mankato. This card is for official University identification purposes and must be shown to a staff member upon request. You should carry your MavCARD at all times.

**If you lose your card during business hours**, go to the MavCARD Office (117 Centennial Student Union) to obtain a replacement card. Replacement fees apply and a new card will be issued upon receipt of a replacement fee. Replacement card fees can be paid for with cash, check, or credit card. Bring a driver's license, state ID, or passport for identification purposes.

Services such as building access will be activated with the new replacement card. Other services will not be activated until the next business day. If you have a meal plan, contact University Dining Services (7 Centennial Student Union or 507-389-1165) to inform them of your new card.

**If you lose your card after business hours**, contact University Security (507-389-2111) to report your card as lost, stolen, or damaged. University Security will notify Residential Life that your card is lost, stolen, or damaged. You may obtain a 24-hour temporary access card from the Front Desk. If the Front Desk is closed, students should contact the Community Advisor (CA) on duty. Students are required to provide proof of identity when a temporary access card is issued.

For more MavCARD information see pages 9-10.

## Media Release

While attending a residence hall community event your image likeness and/or voice may be recorded for future use on a Residential Life media platform.

## Missing Residence Community Student

### Emergency Contact Information

The Missing Residence Community Student Emergency Contact Information form is available on the Residential Life website. The purpose of this form is to allow residential students to register a confidential emergency contact to be used in the event they are reported missing. University Security is responsible for investigating reports of missing persons on campus and will use the information provided only in the event a residential student is reported missing under the policy. This information will be accessible to local law enforcement. No later than 24 hours after determining that a student is missing, the Vice President for Student Affairs and Enrollment Management, or designee, will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

## POLICIES & PROCEDURES

You are not required to supply this information. If you do not supply the information, the University may be delayed or unable to make appropriate contacts if you are reported missing. If you prefer that the University contact your next-of-kin as entered in your University student record, completing this form is unnecessary. Next-of-kin and other address information can be viewed online through the Account Management menu in University E-services.

The information you provide will remain active until August 15 of the following year unless changed by you. To change your confidential emergency contact, contact Residential Life to register a different contact. For other questions on the use of the form, or the University's missing person policy, contact University Security at 507-389-2111.

### Online Communication Guidelines

Students are encouraged to become actively engaged in the University community. Social networking platforms, such as TikTok, Instagram, Snapchat, Facebook, X, and others, provide additional means for students to connect with one another. Communication on these sites is considered a public forum and can be viewed by anyone. To support personal safety and guard against identity theft, students are cautioned against including class schedules, birth dates, cell phone numbers, and addresses on their profiles. While the University does not monitor such sites, suspected violations of law or University policy posted online may be submitted to campus officials for investigation and used as evidence in a disciplinary proceeding.

### Perishable Foods

Perishable foods may not be stored in living units unless they are kept refrigerated. Window sills are not considered proper storage areas. Any other food items kept in rooms should be stored in closed containers to avoid attracting insects.

### Pets

For reasons of health and sanitation, pets are not permitted in the residence communities. Fish kept in an aquarium (one tank up to 30 gallons) and service animals are the only exceptions to this regulation. Emotional Support Animals (ESAs) need advance approval by Accessibility Resources.

### Posting/Advertising in the Residence Communities

Minnesota State Mankato residence communities are restricted access facilities open only to residents and their guests, individuals conducting University business, and those who are granted access for specific, limited purposes. University individuals or groups, non-profit organizations, and commercial enterprises may advertise in the residence communities in accordance with these guidelines. These guidelines reflect the commitment of Residential Life to assure their residents some degree of privacy by restricting access to student living areas.

## **Promoting an event in the Residence Communities**

### **at Minnesota State Mankato:**

To advertise your event on the bulletin boards in the residence communities, bring up to one (1) posters, flyers, or other printed materials for each event to the Residential Life Office. After approval, these materials will be posted in the lobby. Only one posting per event is allowed and posters may only advertise activities that occur within fourteen days.

Printing of pre-posted stamps will not be recognized as approval. If you wish to preserve the aesthetic quality of the poster, a 2 1/4" wide by 1 1/2" tall white space can be left at the bottom of the poster for visible placement of the approval stamp. Any poster not displaying the dated Residential Life approval stamp will not be permitted on Residential Life bulletin boards and will be removed by Residential Life Staff.

In most instances, Residential Life Staff will not post information for non-residence community events and activities on residence community floors. Residential Life Staff will remove materials that do not meet these guidelines and items that promote the use of alcohol or other drugs or that discriminate on the basis of race, religion, color, veteran's status, national origin, gender, sexual orientation, age, marital status, disability, or status due to receipt of public assistance.

Unauthorized posting in the Residence Communities includes but is not limited to sliding publicity under resident doors, posting flyers on bulletin boards without approval, and leaving unapproved advertisements in floor lounges. Residential Life will follow up for unauthorized postings.

## **Property Loss**

The University does not accept liability for the damage or theft of personal property or for the loss of money. Please be sure that your room door is secured. In the event that property is lost or stolen, notify Mankato Department of Public Safety at 911, immediately.

It is recommended that students either carry their own personal property insurance or determine if property loss is covered by their guardians' insurance policy.

## **Quiet and Courtesy Hours**

Every attempt is made to provide you with an environment where you can sleep and study. As such, you are expected to be courteous of others by monitoring your noise level and by responding politely when asked to be quiet. A student's right to sleep and study takes precedence over someone else's desire to make a lot of noise. During quiet hours, noise should reasonably be contained within your room.

Quiet Hours are from 10:00 p.m. to 8:00 a.m. Sunday through Thursday and from 11:00 p.m. to 8:00 a.m. on Friday and Saturday.

## **Receiving Devices**

Receiving devices (antennae, satellite dishes, etc.) that must be fastened to the outside of the building and devices that broadcast standing WiFi signals (routers, repeaters, range extenders, etc.) are not permitted.

# POLICIES & PROCEDURES

## Restricted Access Areas

Access to maintenance and service areas within Residential Life facilities (including roof areas and basements) is restricted to authorized staff and personnel at all times. In order to maintain the safety and security of the residence communities, students should refrain from entering non-residential, restricted access areas of all Residential Life facilities. Students who enter or attempt to enter restricted areas are subject to disciplinary action.

## Room Changes

Residents are allowed to change rooms after the first 5 calendar days of the summer session. Students who wish to change rooms or roommates should contact the Residential Life Office at 507-389-1011.

Approval from Residential Life Staff will be needed. No changes may be made without such written confirmation. Failure to properly check out of the room, including an improper room change, will result in the assessment of a \$50 charge in addition to any other damage charges.

## Room Entry/Use

Your room is your private domain, and you can be assured that it will not be entered without your permission except for the following reasons:

1. If there is reason to believe that there exists a danger to the health, safety and/or welfare of any persons or property.
2. To ensure proper maintenance of the facility.
3. Inspection and repair.
4. Preservation of quiet.
5. When there are reasonable grounds to suspect that laws or University policies are being violated.

Residents are required to live in the room to which they have been assigned. Residents are expected to comply with the request of a University official (e.g. Residential Life Staff or designated staff, University Security Staff), a Mankato Police Department official or a Mankato Fire Department official in the performance of their duty when it necessitates entry into a living unit. If, in the normal course of repairs or service, the staff member observes a possible violation of University or Departmental regulations or Federal, State or Local laws, such information shall be reported to the Assistant Director of Residential Education who shall forward the information to the appropriate law enforcement officials. Violations will not be ignored.

The Internet and cable equipment sometimes require the attention of the phone or cable company. If service is required, it may be necessary for staff or the service provider to enter your living unit. A room entry waiver is completed as part of your online maintenance request (MR).

## Safety and Security

Safety and security entail certain responsibilities for all of us. The Department's activities in providing for your safety and security are described throughout this guide. Your responsibilities in supporting a safe and secure environment in the residence communities include:

1. Making sure your belongings are covered by insurance, either under your guardians' policy or your own.
2. Locking your room door.
3. Being alert when walking around after dark and using the Safe Walk service
4. Reporting lost keys immediately.
5. Cooperating with University personnel and their designees.

## Sexual Assault, Dating/Relationship Violence, Stalking, Sexual Harassment or Discrimination

Minnesota State Mankato has developed a clear set of guidelines dealing with sexual harassment and sexual violence, and regards these types of behavior as reprehensible. If you would like assistance with a situation that you feel constitutes sexual harassment or discrimination, sexual assault, dating/relationship violence, or stalking, you are encouraged to contact the Office of Equal Opportunity and Title IX (MH 014, 507-389-2986), Violence Awareness and Response Director (CSU 218, 507 389-5127) or Counseling Center Director (CSU 285, 507-389-1455).

## Sharps Containers

Syringes and other sharp objects must be placed in a rigid container for disposal. These items should never be placed in a plastic trash bag, which would permit the object to penetrate, resulting in the possibility of a puncture wound to another individual. Personal use syringes (e.g., insulin, medication, etc.) should be placed in a sharps disposal container. Containers are available for purchase at the pharmacy in Health Services (lower level in Carkoski Commons). Containers for disposal are available in restrooms located in the lobby.

## Smoke and Vape-Free Residence Communities

A student's right to live, sleep, and study in a smoke and vape-free environment takes precedence over someone's desire to smoke or vape. As such, all residence communities and adjoining buildings are 100% smoke-free and vape-free environments. Smoking is defined as carrying a lighted cigar, cigarette, pipe, or any other lighted smoking equipment, including electronic cigarettes. Vaping is defined as using an electronic delivery device that generates aerosol or vapor for the purpose of inhaling.

## Smoke Detector

University Security monitors smoke detectors and will enter your room if the device is removed or triggered. Smoke detectors must remain connected and uncovered. Tampering with a smoke detector puts residents and housing facilities at risk. Violations of this policy may result in contract termination.

# POLICIES & PROCEDURES

## Solicitation

To support resident safety, the department has adopted the following guidelines for those individuals or groups who wish to engage in solicitation.

### Commercial Solicitation

Commercial solicitation is defined as any activity which is based on the primary function of promoting any type of business, program or event which is conducted for profit.

- No commercial solicitation is permitted in the residence communities either by company representatives or students acting on their behalf.
- Advertising for commercial enterprises is restricted within the residence communities.
- Residents may invite a representative of a commercial enterprise to visit them in their room. Use of a public space for said activity is not allowed.

### Non-Commercial Solicitation

Non-commercial solicitation is defined as any activity not conducted for profit which has as its primary function the promotion of a business, program, or event.

Examples include, but are not limited to:

- Donations without products or services being rendered
- Activities which raise funds through the direct sale of merchandise or services for the benefit of University or non-University charitable organizations
- Door-to-door promotion of University related activities or events

Non-commercial solicitation may occur subject to the following regulations:

- Charities may have to verify their non-commercial standing to the satisfaction of the University.
- Solicitors must be members of a Minnesota State Mankato student government association, a recognized student organization or a University department.
- Solicitation must be limited to designated common areas of the residence communities.
- Approval must be granted by the Assistant Director of Residential Education at least 48 hours in advance.
- Solicitation is restricted to the hours of 8:00 a.m. - 11:00 p.m.

### Political Campaigning

As a state institution, and in support of the Minnesota State Student Association (MSSA), specific guidelines are established for both MSSA elections and for the campaigning on behalf of candidates for local, county, state, and national offices. Residents can choose to post a “no campaigning” sign on their room door. Specific political campaigning guidelines are available on the Residential Life website.

## Staff Member on Duty

Community Advisors are on duty daily from 4 p.m. – 7:30 a.m. between May 5 and August 11. CAs are available if you need assistance, information, if there is an emergency, or if you just need to talk with someone. The name of the CA on duty is posted daily at the Front Desk. For more information, ask your CA or the Summer School Hall Director.

## Trans\* Inclusive Statement

Residential Life is committed to providing a safe and comfortable living environment for all students, including those whose gender identity and/or expression differs from the sex assigned at birth. For trans\* students looking for a supportive living arrangement in the residence halls, contact Residential Life. Residential Life respects and affirms a student's gender identity and/or expression, prioritizes our student's physical and emotional safety, and will find the best match between the student's needs and the options available. Students seeking additional support in the University environment are encouraged to contact the University's LGBT Center (194 CSU or 507-389-5131).

## University Security (phone 507-389-2111, 222 Wiecking Center)

University Security, a unit of Student Affairs, is responsible for the security of the main campus. Specific responsibilities include:

1. Locking all buildings, except the residence communities.
2. Parking on campus.
3. Responding to emergency situations (fire, alarms, injuries, tornadoes) on campus.
4. Responding to incidents such as theft and assault on campus.
5. Working with the Mankato Police and fire departments.

University Security personnel respond to certain situations in the residence communities. University Security personnel will be easily identified by their uniforms. Residents are expected to respond appropriately to requests from University Security personnel.

## Walls

Use removable adhesives, such as command strips, to hang items on doors and walls. Use in accordance with proper instruction. Damage caused to the wall from improper removal of the adhesive will be billed to the responsible student.

### Weapons and Explosives

Possession and/or use of items defined as dangerous weapons under Minnesota statute\*, realistic replicas of such weapons, and “toy weapons” (e.g. paintball guns, water guns, dart guns, nerf guns, and Air Soft guns), is prohibited in the University’s residence communities or on surrounding property or at activities sponsored or supervised by the Department of Residential Life. Any other article or substance used as a weapon is also prohibited, including tasers. In addition, the possession of any type of explosives, hazardous chemicals (e.g. mace) and fireworks is strictly prohibited. Although the Department of Residential Life does not endorse the use of Pepper Spray as a reliable means of self-protection, students may opt to carry and/or have in their possession a one-ounce container of Pepper Spray. However, misuse of this chemical will result in severe disciplinary sanctions due to the temporary bodily harm caused by its discharge.

\*Minnesota Statute 609.02, Subd. 6: “Dangerous weapon’ means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm.”

### Windows

Screens must be left on windows and there must be a screen covering all open windows. You may not open, lean, or reach out of windows where screens are not in place. If a screen is not present on a window, submit a maintenance request (MR) online at <https://link.mnsu.edu/> repair.

Common sense use of windows is expected. Residents who throw or drop items from their window are engaging in a potentially life endangering situation. Students found responsible will be subject to disciplinary action. Leaving windows open for extended periods of time when the temperature is below freezing may cause radiator pipes to freeze and burst. Students found responsible will be charged for damages.

The Department of Residential Life has the right to require the removal of signs or other inappropriate displays from residence community windows.

Windows and screens are considered to be a part of a student room. Any damage to either item will result in a charge being assessed to the occupants of the room. In addition, there is a \$30 charge assessed to any student who removes a screen from the room window. If the screen is returned \$25 may be refunded.



# SUMMER HOUSING CONTRACT

## 2024 Summer Housing Contract

### DEPARTMENT OF RESIDENTIAL LIFE, MINNESOTA STATE UNIVERSITY, MANKATO

Notice: Read all provisions of this Contract before signing. You are legally bound by these Contract terms. Any exceptions to provisions contained therein must be approved by the Department of Residential Life. All notices required under this Contract shall be sent to: Director of Residential Life; 111 Carkoski Commons, Mankato, MN 56001. You may also email this contract to [reslife@mnsu.edu](mailto:reslife@mnsu.edu).

#### 1) Parties:

- a) This Contract is made by and between Minnesota State University, Mankato's Department of Residential Life, and the student, referred to as Resident, signing the Contract. Minnesota State University, Mankato, and Resident, in consideration of the rents, covenants, and considerations which follow, do hereby agree with each other as follows:

#### 2) Eligibility:

- a) Any person who is an enrolled student at Minnesota State Mankato may enter this Contract.
- b) Resident agrees to vacate the assigned room within 24 hours upon loss of status as an enrolled student during the Contract period. Exceptions to this policy must be approved by the Director of Residential Life or their designee.

#### 3) Duration:

- a) This Contract is binding for the dates indicated on the application accompanying this Contract.
- b) Room charges under this Contract are billed at a weekly rate (Saturday through Friday).
- c) The University may immediately terminate this Contract, reenter, and retake the premises upon Resident's failure to make payments as required under this Contract or for any other violations of the terms of this Contract or any violation of University or Departmental rules and regulations.
- d) The University may deny an application for university housing or terminate an existing housing agreement if it determines an individual's conduct and/or criminal convictions indicate an actual or perceived threat to the University community, including students, faculty, staff, and guests.

- e) If Resident elects to remain in the residence halls during interim periods, all policies and regulations as outlined in this Housing Contract and the Residential Life Summer Student Guide will apply, and Resident will be held responsible for adhering to all such policies and regulations.

#### 4) Premises and Services:

- a) The University agrees to assign housing in one of the residence communities under the terms stated in this Contract and described in the Residential Life Summer Student Guide, which are, by reference, made a part of this document.
- b) The University further agrees that it will provide housing staff in accordance with university policy to provide a living experience that complements the academic interest of Minnesota State University, Mankato.

#### 5) Resident Agrees:

- a) Resident agrees to abide by the terms of this Contract.
- b) Resident agrees to observe all rules and regulations of Minnesota State University, Mankato, and the Department of Residential Life as listed in the Residential Life Summer Student Guide.
- c) Resident agrees to conduct themselves in a manner that allows the quiet enjoyment of the residence communities by other residents.
- d) Resident agrees to make payment of all fees as specified by the Minnesota State Colleges and Universities and Universities Board of Trustees.
- e) Resident agrees to receive notices of housing reservations, changes, housing facility information, emergency notices, and other Residential Life information via telephone or text message to the mobile number provided in the housing application.

#### 6) Rates and Payments:

- a) Payments are due when invoiced or, if necessary, payment in installments can be arranged with Student Financial Services. Account information is available in E-services. Bills will not be mailed.
- b) Failure of Resident to satisfy the financial obligations stipulated under this Contract may result in suspension of services, a hold on registration and official records, and/or eviction from the residence communities.
- c) If in default of payment, Resident is liable for all legal costs and collection fees which accrue in obtaining payment.
- d) All rates are subject to change at any time due to decisions made by the Department of Residential Life, the Minnesota State Colleges and Universities Board of Trustees, or the State Legislature.

#### 7) Prepayment:

- a) A prepayment of \$100 must be submitted prior to occupancy. This prepayment will be applied to summer room charges.
- b) The prepayment is refundable only under the provisions of Section 9 of this Contract.

#### 8) Room Assignment:

- a) The University will not discriminate in room assignment based on race, color, creed, national origin, disability, or status regarding public assistance.
- b) Room assignments will be made according to Departmental procedures and, when possible, in accordance with preferences that the student requests. No specific assignment based on Resident's request is guaranteed. Failure to honor preferences will not void this Contract.
- c) The University reserves the right to consolidate vacancies by requiring any Resident to move from single occupancy of double rooms to double accommodations in the same residence community.
- d) The University reserves the right to change room assignments for reasons of health, safety, or repair services; for disciplinary reasons caused by the Resident; or for unresolvable incompatibility of roommates.
- e) Resident may be temporarily removed from a student room if Resident is deemed a threat to themselves or to the residence community. A resident so removed has recourse as described in the Residential Life Summer Student Guide.

#### 9) Contract Cancellation:

- a) This Contract is in effect as indicated in Section 3 of this Contract except under stipulations contained in this section and in Section 10.
- b) Resident may cancel the Contract only before occupancy. Written notice of cancellation must be provided to the Department of Residential Life according to the following schedule:
  - Cancellations received by April 19, 2024, will receive a full refund of prepayment (\$100).
  - Cancellations received two or more weeks before occupancy begins will receive half of the prepayment as a refund (\$50).
  - Cancellations received less than two weeks before occupancy will not receive a refund of prepayment.
- c) All cancellations must be in writing to the Department of Residential Life. Notice of cancellation to the Admissions, Financial Aid, Business, Registration and Academic Records, or to other University offices does not constitute notice of cancellation of this Contract to the Department of Residential Life.

# SUMMER HOUSING CONTRACT

## 10) Contract Release:

- a) Resident can request release from the Contract during occupancy, beginning the first day of occupancy. Such releases are subject to the approval of the Director of Residential Life or their designee. Such releases will be considered for the following reasons:
  - Non-admission, withdrawal from all classes, dismissal, or graduation from the University.
  - Serious medical or health problems which impede Resident's ability to fulfill the terms of the Summer Housing Contract.
  - Marriage during the contract term.
  - Affiliation with Minnesota State Mankato programs that are away from the Mankato campus, i.e., internships, practicum, or study abroad.
- b) Written documentation for all these releases will be required by the Director of Residential Life or their designee.
- c) Release for the above reasons will include the following costs:
  - A prorated weekly charge for the period of time that a room was assigned and available to the Resident.
  - A \$30 administrative charge.
- d) If Resident re-enrolls after declining to participate in a MSU program away from campus for which a contract release was granted, i.e., internships, practicum, or study abroad, or after withdrawal or dismissal during the term of this Contract, Resident agrees to fulfill the balance of the Contract.

## 11) Contract Assignment:

- a) Resident cannot transfer this Contract. Neither may Resident sublet any part of the rental premises. Resident may mitigate damages in case of contract non-release. (See Mitigation of Damages section in the Residential Life Summer Student Guide).
- b) Contracts are not transferable from one term to another.
- c) Residents are required to live in the room to which they have been assigned.

## 12) Check-in and Check-out:

- a) Resident agrees to occupy the room no later than the first day of the Contract term unless prior written notification has been received by the Department of Residential Life. The registration status of Resident failing to claim their assigned room by the third day of the Contract term will be checked. Residents who are not registered will lose the assigned space and forfeit the prepayment. Resident who is enrolled for classes will be financially obligated for the full portion of this Contract.

- b) Resident will, upon occupying a room, complete and sign a room condition report, which will be a record of the room condition. Any damages identified at the time of check-out which were not contained on the initial room condition report shall be attributed to the Resident. Resident is financially responsible for any such damage.
- c) Resident must check-out and vacate the room within 24 hours upon loss of student status. Resident must check-out and vacate the room within 24 hours of contract release, last final examination, or by the established hall closing time for the summer term, whichever comes first.
- d) Failure to properly check-out of the room, including an improper room change, will result in the assessment of a \$50 charge in addition to any other damage charges.

## 13) Right of Entry:

- a) The University, its officers, employees, and agents shall have the right to enter upon said premises at reasonable times for the purpose of routine inspection and repair, preservation of health, safety, and quietude, and when there are reasonable grounds to suspect that laws or University policies are being violated by Resident.

## 14) University Non-Liability:

- a) The University is not responsible for damage or theft of Resident's personal property, including money. Residents are encouraged to carry appropriate personal property insurance.

## 15) Unavailability of Premises:

- a) In the event that any of the premises which are the subject of this Contract, which for the purpose of this provision shall include any and all areas, in and about the residence community, should be partially or totally lost, destroyed or otherwise unavailable because of fires, strikes, acts of God, or other events so as to render them unfit or unavailable in whole or in part for the purposes of the Resident, then either the University or the Resident shall have the right to immediately terminate this agreement. The University shall not be liable to the Resident for any damage occurring as the result of such termination.

## 16) Limits of Reservation:

- a) A Contract for a room in a residence community does not indicate admission to the University. Conversely, admission to the University does not guarantee a Housing Contract.

## 17) Complete Agreement:

- a) This Contract and the Residential Life Summer Student Guide represent the entire agreement between the parties and no oral promises between the University and Resident are binding therein. In Witness whereof, the parties have caused this Contract to be duly executed intending to be bound thereby.

**I understand that, if available, space will be reserved for me based on this application. I realize I can cancel my reservation in writing, online, or by email on or before April 19, 2024, to receive a full refund of the \$100 prepayment.**

**I understand that if I submit my application less than two weeks prior to occupancy, I am not eligible for a refund. I certify that I have read the terms and conditions of the Summer Housing Contract and agree to the conditions stated therein.**

**I understand this contract is binding for the dates listed on my housing application.**

Name of Student (Please Print)

\_\_\_\_\_  
Last First MI

Student's Star ID/Tech ID \_\_\_\_\_

Date \_\_\_\_\_

Signature of Student \_\_\_\_\_

Parent's Signature (if student is under 18) \_\_\_\_\_

A copy of your signed Contract is available upon request.

## **Bus Service – Phone 507-389-1866**

The bus schedule will be in effect throughout the summer. Schedules are available at [mnsu.edu/parking/bus\\_shuttle.html](https://mnsu.edu/parking/bus_shuttle.html) and at the Campus Hub in the Centennial Student Union.

## **Counseling Center – Phone 507-389-1455**

The Counseling Center provides short term counseling to assist students in managing personal, social, and academic concerns. Summer hours are Monday-Friday, 8 a.m. to 2 p.m. May 14-July 18. Calls and emails will be answered during this time, however the office will be locked.

Counseling appointments will be available on Tuesdays, Wednesday, and Thursdays. Call 507-389-1455 to schedule. All summer appointments will be on Zoom.

## **Safe Walk Program – Phone 507-389-2111**

The University provides a 24-hour-a-day escort service for students on campus. Dial 2111 from a campus phone or 507-389-2111 from your cell phone and an escort will be sent to meet you and escort you to your desired on-campus location. Due to reduced staff levels during the summer there may be a slight delay in accommodating your request.

## **Student Health Services – Phone 507-389-6276**

Student Health Services is open Monday-Friday 8 a.m. – 2 p.m. when summer classes are in session.

During interim weeks (May 6-10 and July 22-August 15), we are open Tuesdays and Thursdays from 8 a.m. – 2 p.m.

## **University Security – Phone 507-389-2111**

University Security is responsible for the security of the entire campus. Specific responsibilities

include:

1. Locking all buildings except the residence communities
2. Parking
3. Responding to emergency situations (fire, alarms, injuries, tornadoes)
4. Responding to incidents such as theft and assault
5. Liaison with the Mankato Police and Fire Departments.

University Security personnel respond to certain situations in the residence communities.

University Security personnel will be easily identified by their uniforms. Residents are expected to respond appropriately to requests from University Security personnel.

# Minnesota State University

## MANKATO

### RESIDENTIAL LIFE

#### COMMONLY USED CAMPUS PHONE NUMBERS

The Maverick Shop (bookstore) .....	507-389-1649
Campus Hub .....	507-389-1866
Crawford Front Desk .....	507-389-6711
Student Health Services.....	507-389-6276
Kearney International Center .....	507-389-1281
Campus Recreation .....	507-389-6215
ResTech Services.....	507-389-6654
Library.....	507-389-6201
Registration and Academic Records.....	507-389-6266
Residential Life .....	507-389-1011
Security .....	507-389-2111
Student Financial Services.....	507-389-1866

#### FOR FURTHER INFORMATION, CONTACT:

##### Department of Residential Life

111 Carkoski Commons

Mankato, MN 56001

507-389-1011

[reslife@mnsu.edu](mailto:reslife@mnsu.edu)

<https://www.mnsu.edu/university-life/housing/residential-life/>

#### SUMMER STAFF

Hannah Konrad, Crawford Assistant Director

of Residential Education.....507-389-1011

Sergio Flores, Jr., Summer School Hall Director.....507-389-2732



MINNESOTA STATE

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A member of Minnesota State