



CAMPUS LIVING

Lewis & Clark College

Lewis & Clark Residential Handbook

2024-2025

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Our Foundations

Campus Living focuses its program development and delivery on 4 key foundations:

Social Justice, Diversity, Equity, & Inclusion

Campus Living works to foster an environment where students of all backgrounds and lived experiences will find belonging, support, and growth. Campus Living is committed to creating, and collaborating on, opportunities for communities and individuals to explore topics related to social identities, power, privilege, and oppression.

Purpose

When you do something with purpose, you do it with determination. When your activities have a purpose, you have an aim or intention in mind. Whether it is extracurriculars a student engages in, the experiences they seek on or off campus, their academic pursuits, or their professional path, Campus Living seeks to help students reflect on, discover, and express their “why?”

Wellness

Finding balance, and caring for oneself, encompasses many areas of a student’s day to day life. Through living on campus, Lewis & Clark students will be engaged in a diversity of wellness dimensions that can assist them in thriving during their educational journey. These include social, physical, emotional, occupational, spiritual, intellectual, environmental, and financial wellness. All of which are interconnected and important to a well-rounded and balanced lifestyle.

Relationships

Students are part of a myriad of communities. From being neighbors, to sharing a room, to being part of the larger Lewis & Clark Campus relationships are present in every aspect of student life and are at the heart of Campus Living. During their time on-campus Campus Living endeavors to help students navigate new and continuing relationships that will form the bedrock of their academic, co-curricular, and personal lives.

Campus Living Professional Staff

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Residential Experience Managers (REMs)

The Residential Experience Manager (REM) role is a live-in student leadership position within the Office of Campus Living. Working under the direct supervision of a Campus Living professional staff member and/or graduate assistant, REMs collaborate with their supervisor and staff team to support community development and resident engagement. REMs will provide role modeling, mentorship, and peer support for Resident Advisors (RAs) within their assigned community. The REM also plays a key role in supporting Living Learning Community (LLC) program development and delivery efforts and participates in Campus Living committees.

Resident Advisors (RAs)

Resident Advisors (RAs) are current Lewis & Clark College students (sophomores, juniors, and seniors) who have gone through a rigorous selection and training process. These student leaders live in the residence halls with you; they are there to help facilitate community, mediate roommate conflicts, help with housing questions, and get you connected with the appropriate resources around campus, etc. There is at least one RA on call during the following times:

7pm-7am Monday-Sunday and 24 hours on Saturday and Sunday

What to call the RA on call for:

- Lockouts during on-call hours
- Noise Complaints
- Policy Violations
- Hazardous Conditions in the Building
- Non-life threatening Mental or Physical Health Concerns

What NOT to call the RA on Call for:

- Immediate or Urgent/Life Threatening Emergencies
 - Call Campus Safety Emergency Line at (503)768-7777
- Minor roommate conflict: email your RA
- Work Orders: submit through our [website](#)

Campus Phone Numbers

Campus Living: (503)768-7123
Resident Advisor (RA) On Call: (503)768-8999
Admissions: (503) 768-7040
Alumni: (503) 768-7950
Associated Student Body (ASB): (503) 768-7148
Bon Appétit Food Service: (503) 768-7890
Bookstore: (503) 768-7880
Campus Activities Board (CAB): (503) 768-7121
Campus Safety (EMERGENCY): (503) 768-7777
Campus Safety (non-emergency): (503) 768-7855
Career Center: (503) 768-7114
Center for Social Change and Community Involvement: leadserve@lclark.edu
College Advising Center: (503) 768-7600
College Outdoors: (503) 768-7116
Counseling Service: (503) 768-7160
Community Accountability & Conflict Resolution (CACE): (503) 768-8181
Dean of the College of Arts and Sciences: (503) 768-7100
Dean of Students/ VPSL: (503)768-7110
Financial Aid: (503)768-7090
First Year Experience: (503) 768-7191
Health Promotion and Wellness: (503) 768-8225
Inclusion & Multicultural Engagement (IME): (503) 768-7051
Information Technology Help Desk: (503)768-7225
International Students and Scholars (ISS): (503) 768-7305
Intramurals and Club Sports: (503) 768-7121
Library: (503) 768-7274
Mail Services:(503) 768-7867
Center for Spiritual Life: (503) 768-7082
Office of Student Accessibility (OSA): (503) 768-7192
Overseas and Off-Campus Programs: (503) 768-7295
Physical Education and Athletics: (503) 768-7545
Title IX Coordinator: lmakin-byrd@lclark.edu
Registrar: (503) 768-7335
Sexual and Interpersonal Violence Confidential Advocates: (503) 768-7107
Snow Closure Line: Emergency Notification System
Student Engagement: (503) 768-7121
Student and Departmental Account Services: (503) 768-7829
Student Health Service: (503) 768-7165
Symbolic and Quantitative Resource Center (SQRC): sqrc@lclark.edu
Veterans Services: (503) 768-6030
Writing Center: (503) 768-7505

Housing Agreement

The Housing Agreement is a binding legal document when completed, signed, and submitted to the College with a deposit (returning residents). The Housing Agreement is non-transferable. You can find a copy of the agreement at the end of this document.

Residency Requirement

A full academic year Agreement, which includes room and board, is required of all first and second year students. Students on leave during their first two years will be required to fulfill the remaining residency requirement upon returning to Lewis & Clark. Students studying abroad for a semester or more through the Overseas and Off-Campus Programs Office will be able to count that time towards their residency requirement progress.

Exceptions to the four-semester residency requirement include: students who are living at home with parents, are married, are over the age of 21 at the beginning of Fall semester, or have 61 credit hours (new transfer students only). The College does not intend to offer a release from the Residency Requirement in 2024-2025 to students who do not fall under one of these exceptions.

Once you have moved into your room, you are held to the terms of the Housing Agreement unless you withdraw for the semester, or take a leave of absence from the College.

Breaks, Early Arrivals, and Late Stays

The housing Agreement extends from September through early May and does not include housing during Winter Break. Residents of all communities must vacate their room for Winter break unless you have an approved Winter Break application. A limited amount of housing will be made available during Winter Break for an additional fee. You may elect to stay in your regularly assigned room during Thanksgiving Break and Spring Break for no additional fee. However, no meal service and only limited shuttle service is available during these breaks. Students are required to move in no earlier and move out no later than the dates listed in the agreement or on a date agreed upon by the student and Campus Living in advance. Arrivals before the agreement period begins (early arrivals) and departures after the agreement period ends (late stays) need to be approved by the Office of Campus Living in advance. There is a \$30/day early arrival and late stay charge. Some exceptions apply. Unapproved early arrivals and late stays are subject to a \$150/night fine and may be referred to the Office of Community Accountability and Conflict Resolution.

Winter break housing for 2024-25 will be located in Stewart, Odell, Akin, Holmes, Hartzfeld, and the East, West, and Roberts Apartments. Students must have an agreement for both the Fall and Spring terms to be eligible for Winter Break housing. Students approved to participate in college sponsored winter programs (Winterim, Athletics, Wilderness First Responder, Speech and Debate) will work with the sponsoring office to determine winter housing needs. Learn more about winter break housing [here](#).

Summer Housing

Summer housing is not included in the academic year Housing Agreement (September through early May). Students have the opportunity to apply for summer housing when the application opens in mid-March.

One Semester Housing

All one semester students will be assigned to Stewart and Odell Halls for the 2024-2025 academic year. Exceptions will be made for Seniors who can still select where they want to live if they are graduating that academic year, and for students whose housing accommodations can not be met in Stewart Hall. One semester students assigned to Stewart Hall will receive advanced room selection for the following academic year if planning to live on campus.

Roommates

We strongly encourage roommates to complete a **Roommate Interview or Apartment Interview** during room selection in April, and at the latest, during the first few weeks of fall semester. We have found that this interview reduces the possibility of irreconcilable differences throughout the year. It is also a tool RAs will use to help you resolve any conflicts that may arise throughout the year. Roommates may update interviews throughout the year. It may be useful, even during your initial contact with your new roommate(s), to talk about the following topics. It will give you a solid basis on which you can begin your relationship.

- What to bring (refer to pages 7 & 8)
- Conflict Resolution
- Alcohol/Drug use (refer to pages 20 & 21)
- Borrowing/Loaning personal belongings
- Room cleaning schedule
- Privacy and visitors (refer to page 24)
- Sleep/Study hours

If you have roommate difficulties, you should first try to resolve the issue directly with your roommate(s). If that is unsuccessful, your RA will help you and your roommate(s) work through the conflict. However, in the event that a solution cannot be found, it may be possible to change rooms, sometimes within your current hall, depending on the amount of space available. You will need to work with your RA and AD to initiate that request. If a move is approved, you must complete a **Room Condition Report (RCR)** for your new room online.

Roommates for Returning Students

The preferred method of assignment to specific rooms/units is by mutual request. During spring semester, you and your roommates will have the opportunity to sign up for housing on our housing portal and request each other in a roommate grouping. Then, during room selection, roommates will be able to select their desired room.

Room Condition Verification (RCVs)

Before you move-in, Campus Living staff reviews the condition of the room and inventories items in the space. Once you check in to your room, you will be able to review all inventory items and their conditions on the housing portal. You will be given the opportunity to review and confirm the status of inventory items, making notes if you find additional damage. These inventory conditions will be used to assess damage charges when you vacate your room space. Learn more about logging into the housing portal and completing your room condition verification [here](#).

Room Consolidation

In the event that your assigned roommate never moves into the room or moves out during the year, the following things may happen: (1) you may have another roommate assigned to you or (2) you may be moved to another room where a vacancy exists.

Agreement Release

Continuing student deposits may be returned only if written notice of Agreement termination is received by the Office of Campus Living. Mid-year Agreement releases are granted only to residents withdrawing or taking a leave of absence from the College or by petition. If you wish to petition to be released from your Housing Agreement, you must submit a petition request via [this link](#). A committee will determine whether to grant a release. Complete information is available on [our website](#).

Furnishings

Your room is supplied with a bed, mattress with mattress cover, dresser, desk, chair, window screens, blinds, trash can and recycling bin. Rooms in Forest and Copeland have some form of built-in overhead desk lighting. **Disassembling or removing College issued furniture from the assigned room is not permitted.**

Bed Adjustment

For the 2024-2025 academic year, we will be approving limited bed adjustment requests. We have limited bed parts and labor and will prioritize adjustments that are based on accessibility needs. Not all halls are eligible for lofting and bunking. Review the bed modification for 2024-25 form [here](#).

At standard bed height, the top of the mattress is 22" off the floor, at raised height, the top of the mattress is 37" off the floor. A lofted bed means that the surface of the mattress is 68" off the floor. Lofted beds are not permitted in Hartzfeld, Juniper or the campus apartments.

Residents may purchase bed risers no taller than 8" if they wish to create additional storage space under an un-lofted bed. Campus Living and Lewis & Clark Facilities do not provide bed risers and are not responsible for damages or injuries resulting from the use of bed risers.

For safety and liability reasons, and without access to proper tools and bed parts, you should not attempt to raise or lower your bed without the assistance of Facilities Services.

Lounge Furniture

Lewis & Clark supplies lounge furniture so that students may enjoy group settings and be comfortable in common areas. **Furniture may not be removed from common areas for use in sleeping rooms.** Fines may be assessed to the occupants of rooms where lounge furniture is located.

Room Care (General)

In order to keep your room in good condition and avoid charges after you check out, please consider the following as you settle into your new space.

Duct tape leaves adhesive residue and will peel paint off of walls when removed. Even light adhesives like cellophane tape may leave a residue and remove paint. While damage can result from the use of any adhesives, blue painters tape is typically the least likely to harm painted/treated surfaces. If you decide to make any non-permanent changes to your room, please keep in mind that your room must be returned to its original condition when you move out. If furniture is missing from your room at the time of check out, you will be billed for replacement. Please do not use nails, push pins, or other sharp objects to hang items on walls.

You are encouraged to clean your room regularly. This includes wiping down hard surfaces, cleaning your floor space, and taking out your trash and recycling. Please remember that vacuums are not intended to pick up loose change, metal, plastic, scraps of paper, socks, and any other such items — if you have these items on your floor, please pick them up before vacuuming. All communities have access to vacuums for student check-out - ask your RA if there are any available in your building for student use.

Damage Responsibility

You are held financially responsible for damage to the room, its furniture, its fixtures, any missing or disassembled furniture, and the condition of the areas in and around your residence hall. Your AD and a Facilities Services staff member will inspect the room following your departure to determine if any damage has occurred and what the expense may be for the repair. They will use the RCR, completed after you check-in, to account for any pre-existing damage to the room.

Common Area Responsibility

All members of the community have access to use and the responsibility to preserve the condition of the common areas (lounges, kitchens, bathrooms, etc.). The cost of repairing damage and/or replacing missing items (furniture, fire safety equipment, etc.) in common areas is shared among the residents unless it is known which person(s) are responsible. Residents may also be charged for excessive cleaning. If you know who is responsible, please inform your RA or AD so the appropriate people will be charged.

Common area lounges can be reserved by residents. Information about lounge reservations can be found in residence hall lounges. If you have questions about a lounge reservation, please contact your area director.

Window Posting and Privacy Films

Items may not be placed, stored, displayed or hung on, in, or outside your window(s). Privacy film in windows is allowed and must meet the following requirements:

- Static cling film only, no adhesive film
- Can not be completely opaque (must allow natural light to pass through into the room).
 - “Frosted” style is fine. Stained glass style is fine.
 - The film must be non-reflective
- No messages, slogans, emblems on the film
- Film can not interfere with the operation of window hinges or cranks
- Film must be removed at the time of move-out.

Door Decorations

Residents choose their door decorations and:

1. Will receive an annual door decoration from their Resident Advisor (RA)
2. Must not display or hang the following items on the exterior of Room doors: decorative lighting, large combustible items, items that hang from door frames, and items that cover over fifty percent of the door, the Room number or the peephole.
3. Are expected to ensure decorations comply with all College policies related to bias and harassment and laws related to protected and unprotected speech;
4. Are advised to:
 - a. be mindful of the importance of maintaining a welcoming and supportive environment for all community members, and how some content may elicit more curiosity or questioning and require greater consideration (i.e., elections, social/global issues);
 - b. consider posting a message on the door welcoming other community members to ask for further info or insight into door decor content (a college provided one is available);
 - c. be willing to engage community members in good faith dialogue about any pieces of content on their door;

Health and Safety Inspections

Around midterms each semester, the Campus Living Staff in each building will inspect each room to identify and address any health, safety, sanitation, and maintenance issues that may be present. Campus Living respects your right to privacy and believes the inspection program is an important measure that benefits all students living in the residence halls by addressing facilities and safety issues regularly.

There are several reasons we perform health and safety inspections:

- To encourage students to become engaged in maintaining the condition of their living environments;
- To assist students in learning how to maintain a clean and safe environment in their room and promote a better understanding of the expectations the college has for students living on campus;
- To assist in the prevention of rodent and pest infestations, damage problems, fire risk, and other issues that impact the health, safety, and the quality of life for all students living in the residence halls;
- To assist us in properly maintaining the condition of our residence halls.

Each Area Director, Residential Experience Manager, and Resident Advisor will provide additional information about the inspection process and also provide residents with a checklist of things they should do to prepare for the room inspection. In addition, each RA will be holding floor/community meetings in advance of the inspection to answer questions and communicate information about the health and safety inspection program.

The following is a sample checklist of preparations to make prior to the inspection program. The actual checklist will be made available shortly before inspections.

- Properly dispose of trash and recycling in the dumpsters and recycling bins located outside your building.
- Sweep, vacuum, or mop all floors in your living space.
- Check your smoke detector to see if it is properly attached, uncovered, and in operational condition.
- Check electrical outlets, cords, and surge protectors to make sure they are not overloaded.
- Ensure that items in the room are not blocking emergency egress and/or heating and ventilation units.
- Identify any maintenance problems in your room, and report them to the staff during inspection.
- Wash dirty laundry and properly store clean clothes when finished.
- Make sure screens are properly installed on windows (they should only be removed in the case of an emergency).
- Walls, windows, ceilings, doors, and college furnishings should be free of stickers, graffiti, stains, etc.
- Clean up any spills and messes and dispose of any leftover food sitting around the room.
- Do a light dusting around the room.
- Kitchens - dispose of spoiled food, wipe down surfaces and appliances, wash dishes and store them.

It is okay for your room to look a little bit “lived in,” but it is expected that some effort will have been made to clean the room and to ensure that no health or safety concerns exist. Staff will be doing a quick visual check of your room that should only last a minute or two. Any policy violations (listed in this document) found during an inspection will be documented at that time. Students can expect to receive communication from the Office of Community Accountability and Conflict Resolution for a follow-up conversation should policy violations be noted.

Maintenance & Repair

If your room or another area in your residence hall is in need of maintenance or repair, you can visit our online work order page and submit a request. The online form is located at college.lclark.edu/student_life/campus_living/work_orders/php. Please include as much information as you can. You can also inform your RA of the issue, and they will work with you to complete a work order. When a repair has been made in your room, a form will be left indicating the date and time of entrance by a Facilities Services employee and the service performed. If you are

present during repair, you may be asked to step out of the room temporarily.

Bed Bugs

Bed bugs do not discriminate and will infest a five-star hotel just as readily as they will a college residence hall. They are one of nature's most adept hitchhikers and are introduced into buildings by people, either on their person or on an infested item. The Office of Campus Living takes this potential problem very seriously and as a result has established a partnership with a local pest control company with expertise in the control of bed bugs.

We have an established protocol that is employed every time we believe there is a potential risk of infestation in any of our residence halls. As a preventive measure, we provide a bed bug "proof" mattress encasement on each of our beds. While this does not eliminate the possibility of a bed bug infestation, it will help to reduce the likelihood.

You can further reduce the chances of becoming a victim of the bed bug by:

- Avoid bringing second-hand clothing or furniture items in your room prior to laundering.
- Reducing clutter in your room (don't save cardboard boxes under your bed).
- Cleaning and sweeping your room on a regular basis.
- Washing your bedding regularly and using the hottest wash and dry cycles possible.
- Inform your Hall Staff immediately if you suspect bed bug activity.

Stink Bugs/Shield Beetles

With the transition from summer to fall, we experience Stink Bugs/Shield Beetles attempting to find a comfortable indoor spot to settle in for the approaching cooler weather. These harmless bugs weasel their way indoors through small cracks and crevices and love campus buildings. Here are tips and tricks for mitigating stink bugs from entering your space or capturing the ones who are currently living rent-free in your room:

- Don't kill them! While these bugs are annoying, their smell is far worse than their presence.
- Stink bugs don't bite and don't want to hurt humans. If you find some in your room, you can remove and release them outdoors. An easy way to do this is with a handheld vacuum.
- If you open your windows to let in fresh air, keep your screens closed. But beware- stink bugs are infamous for finding a way indoors even when windows and doors are properly sealed shut
- Stink bugs don't like dryer sheets. You can hang a dryer sheet near your window or wipe down windows and screens with the dryer sheet to deflect them from entering into your room.
- Keep food and perishable items properly sealed. Stink bugs are always looking for a snack.
- If you already have some stink bugs in your room, you can capture them by mixing warm water and dish soap in a jar or cup. The bugs are attracted to the scent and will fall in but can't swim. After a few days, you can dump the contents out and make a new cup.
- Report missing screens or large window gaps to your Area Director if the bug problem persists in your room.
- You are allowed to use painters tape to seal your windows. Do NOT use any other type of tape as it might cause damage to the screen and windows. Please reach out to your RA or Campus Living for a roll of tape.

Mold Prevention

The Pacific Northwest is a moisture rich environment, and mold and mildew are naturally occurring. Both are common in the Pacific Northwest, and most varieties of mold and mildew do not pose a risk to your health. Many people think that any black colored mold or mildew they find is a toxic variety of mold known as "black mold." However, toxic black mold is very rare. Most of the black-colored mold that you find is likely to be common mildew, which can be cleaned up without much difficulty. Learn more from the [US Environmental Protection Agency's page on Mold and Mildew](#).

A common source of mold/ mildew is condensation. This happens when the outside is cold, the inside is warm, and there's a lot of moisture in the air. (Basically, winter in Oregon!) If conditions are right, water drops will form on the wall

or window that is next to the cold air. Then, if the water isn't cleaned up, mold or mildew can grow on the wall, the window, or anything that comes in contact with the wall or window.

Please help maintain your living environment by following these suggestions:

- Leave a window open, even slightly during the winter months, for at least 20 minutes a day. When weather permits, open windows fully on opposite sides of the apartment, if applicable, to allow for a good exchange of air.
- Leave a window open, even slightly, when boiling water or doing any cooking. If you live in an apartment, turn on the exhaust fan over the stove.
- Curtains or blinds should be left open whenever possible to allow air circulation over the window. Areas exposed to sunlight are usually too dry for mold growth.
- Leave interior doors (i.e., bathroom, room) open whenever possible for better air circulation.
- Use a clothes dryer to dry your laundry. Hanging wet clothes in your room can significantly increase moisture levels in the room.

- Allow space between furniture or personal items and walls. Furniture or personal items placed too close to walls limit the airflow and may encourage the growth of mildew.
- For suites and apartments, use the bathroom exhaust fan when taking a shower or bath.
- If the mold/ mildew is on a hard surface (walls, windows, floors, doors), use soap and warm water to clean it off. There are also commercial products available specifically for mold. Just wipe the area down, throw out the sponge or rag you used for cleaning, and then (this is important) let the area dry. If necessary, put a fan nearby to make sure that the area dries out.
- If the mold/ mildew is on something soft, like fabric or upholstery, you can wash the item in hot water and dry it thoroughly. If that's not possible, you can try wiping the item off and then drying the item out (for instance, use a hair dryer on furniture). That can be enough if the mold/ mildew hasn't penetrated too deeply. However, in many cases, you may have to throw the item away.

If, after taking the above steps to keep your space mildew/ mold free, you find you are experiencing severe moisture problems, place a work order.

The Key to Mold Control is Moisture Control

Mold... no one wants it in their home. Mold produces allergens and can cause health problems. Although mold is naturally found in the indoor environment, it won't grow without moisture.

Take steps to control mold and moisture indoors:



Reduce humidity; use exhaust fans or open windows in kitchens and bathrooms, and use air conditioners or dehumidifiers as needed.



Prevent condensation by reducing humidity, increasing ventilation, or raising the indoor air temperature.



Completely dry any damp or wet surfaces within 24-48 hours, and fix the source of the water problem or leak.

If mold does grow in your home...



Promptly fix the source of any water problems or leaks.



Clean mold off of hard surfaces with water and detergent, and dry completely.



Absorbent materials that have mold growth may need to be replaced — e.g. ceiling tiles, carpet, furniture.



If you are experiencing symptoms that you think are caused by mold, consult a medical professional.

 Visit epa.gov/mold to learn what personal protective equipment to wear to limit your mold exposure. If mold or water damage is extensive, or the water is not clean, consult a professional.


epa.gov/mold

Food Service

Bon Appétit Food Service

Bon Appétit believes in serving only the freshest food. It is prepared almost completely from scratch, using primarily local ingredients. Food created in a socially-responsible manner, alive with flavor and nutrition, is available every day. The staff is willing to assist you in a variety of ways. Refer to [their website \(www.cafebonappetit.com/lewisandclark\)](http://www.cafebonappetit.com/lewisandclark) for menu lists and other information. All on-campus students are required to select a meal plan. Each meal plan assures one meal per meal period.

Meal Plan Options

- **19 Meal - All Access Plan**

This is a meal plan that allows students to enjoy all meal periods on campus. If the meal is taken in Fields Dining Room, the student may enter during any meal period as many times as they wish. If a meal equivalency is taken in the Trail Room, students cannot combine the equivalency meals with an unlimited meal in Fields during the same period. **Cost: \$3,500 per semester**

- **14 Meal Plan**

Any 14 meals served per week in the dining room or used as meal equivalency in the Trail Room. **Cost: \$3,252 per semester**

- **14 Meal Plan - With Flex**

Any 14 meals served per week in the dining room or used as meal equivalency in the Trail Room plus \$200 worth of flex points per semester. **Cost: \$3,396 per semester**

- **100 Block with Flex (250)**

Students can have any 100 meals per semester at any time in Fields Dining Room or for a meal equivalency in the Trail Room. **Cost: \$2,319 per semester**

- **Flex Only (750)**

Students have 750 flex points that can be used at any time in Fields Dining Room, the Trail Room, or The Dovecote. **Cost: \$800 per semester**

Meal Plans for Upper Division Students

Students who have completed the four-semester residency requirement and wish to remain on-campus are eligible for one of our special meal plans designed for Juniors and Seniors. Please check out the Campus Living webpage for details on our 100-Block and Flex Only (apartment residents only) meal plans.

Flex Points

You may buy additional flex points to use in Fields, the Trail Room, or the Dovecote. Bon Appetit gives a 10% bonus on a purchase of \$75 or more. **NOTE:** If you move off-campus after fall semester, any unused Flex Points from your meal plan are forfeited. Meal Plan flex points carry over from the fall to spring semester for students remaining on-campus, but any unused flex points are forfeited at the end of the academic year. You may not purchase flex points in lieu of a meal plan if you are required to have a meal plan.

Selecting/Changing a Meal Plan

To select a meal plan or make a change to your plan, please do so on the [housing portal](#). Changes to an existing plan must be made by 5pm on the first Friday of the semester. **Reductions or special allowances are only made for medically prescribed diets that Bon Appétit is unable to accommodate.**

Application forms for exception to the meal plan are available from the Office of Campus Living and at [this site](#). Class or employment schedules, finances, or vegetarian/vegan diets are not acceptable reasons for changes to or exception from the meal plan.

Bon Appetit Hours of Operation

Please see the Bon Appetit [website](#) for up to date information regarding their hours of operation for each of the different dining halls on campus.

Other Campus Services

Campus Mail

The campus mailroom is located in the McAfee Building, across from East Hall. It is open for full service (stamps, mailing/pickup of packages) 9:30am-4:00pm Monday through Friday, 11:00am-2:00pm on Saturdays. Each student is assigned a campus box for receiving letters and packages. You will have the same box number as long as you remain at Lewis & Clark. The College maintains that your L&C email and campus box are the primary means of communication for College business and information. Therefore, it is your responsibility to check and monitor them regularly.

Heat and Cooling

Each residence hall room is equipped with a heating unit. Heat comes on when the outside air temperature falls below 60 degrees. The heat is dispersed periodically throughout the day on the following schedule. It is important to keep belongings and other items off of the top and from underneath the heating unit to provide adequate circulation. **Please note that Stewart and Odell Halls are the only residence halls with air conditioning.**

Approximate hours of operation are as follows:

The steam heating system in **Akin/Platt-Howard/Forest/Copeland:** Operates 24/7 when it's less than 60 degrees outside. **Stewart/Odell/Holmes/Hartzfeld/East/Roberts/West Halls:** Thermostat controlled 24-hours a day.

Allowing swamp coolers and personal air conditioners (even non-window units) will cause a large electrical load increase to the system that is unsustainable. **Therefore we are not able to permit swamp coolers or portable AC units in the residence halls.** Most of our residence halls have large circuit runs (multiple rooms on one circuit) and were designed before AC in the PNW was a factor. Therefore adding the extra loads of an AC unit in multiple rooms will, best case, cause breakers to trip or, worst case, create a condition for a fire hazard on the aging wiring. We encourage residents to open windows and leverage fans to create airflow in their rooms. Fans are absolutely allowed in the halls.

Housekeeping

The public areas of each residence hall are cleaned on a regular basis by A&A Housekeeping staff. Students are responsible for cleaning up after themselves in their private space as well as in the kitchen and lounge. Students are responsible for disposing of their own garbage and recycling in the large trash receptacles and recycling bins located outside each residence hall. Please do not leave personal trash or recycling in the kitchens or other common areas. If you see an A&A staff member in the halls, tell them thank you! They are a big part of keeping your residence hall safe and clean.

Laundry

Each residence hall has free laundry facilities for resident use. Please be mindful of others when doing laundry, and promptly remove your clothes from the machines when the cycle is complete. Please DO NOT place clothes on top of the washing machines or dryers. It will cause them to become unbalanced and to over heat. Always follow the posted instructions with regard to capacity and the amount of soap used in machines. To submit any work orders for laundry machines, please click [here](#). You are able to check for available machines and remaining time on your cycle via the CSC Serviceworks digital laundry system.

Kitchens

Each residence hall has at least one kitchen available for student use. Some halls are designed with a kitchen on each floor. If you like to cook, you may want to bring pots, pans and utensils for your personal use, since they are not supplied. Residents are responsible for cleaning the kitchen after each use. Bin liners and paper towels are provided by Facilities and basic cleaning products are provided at the beginning of the year. There are also microwaves conveniently located in each residence hall. Please do not leave the kitchen at any time while using the stove, oven, microwave, or personal appliances to cook. Unattended cooking triggers fire alarms far too often, resulting in hundreds of dollars of avoidable costs each year and an inconvenience to all residents who must evacuate the building, as well as to the firefighters who must respond to false alarms as though they are real. Students do have access to communal refrigerators and freezers and are responsible for the cleaning and upkeep of the refrigerator and freezer. In some communities, certain kitchens are designated for allergen and/or religious needs. Only approved residents are authorized to utilize these spaces. Approval is granted through the accommodations processes with the Office of Student Accessibility or The Center for Spiritual Life.

We use a progressive approach to resolving kitchen use and cleanliness issues that starts with communication to resolve issues.

- Campus Living staff (e.g., RAs) will do outreach to a specific student, if known, to discuss kitchen usage and care.
- If a specific person has not been identified, Campus Living staff will facilitate a conversation among the residents of the floor/wing associated with the kitchen, to discuss strategies to improve kitchen usage and care.
- If a specific person consistently affects kitchen usability for others then they may lose kitchen privileges and any additional associated cleaning charges may be passed on to that student.
- If a specific person has not been identified and there are consistent kitchen issues despite community dialogue(s), charges for additional cleaning by facilities are passed onto the floor/wing associated with that kitchen.
- If, after the above steps, issues with a kitchen persist then the kitchen may be modified (locking storage), or even be closed or taken off-line until another community conversation can be held.

Trash & Recycling

Lewis & Clark College is committed to recycling. Each residence hall is equipped with recycling receptacles, which are located outside near the dumpsters. Each room is equipped with a recycling bin and a trash bin. It is expected that you recycle in your room and then empty your bin into the larger bins outside. We encourage students to dispose of their trash into the outside dumpsters on at least a weekly basis. Kitchen recycling is the collective responsibility of all members of each community. In an effort to control costs and remain ecologically-responsible by reducing waste, we ask all residents to recycle. Trash can liners are not provided by the college.

MicroFridge® Rental Program

A MicroFridge® is a small refrigerator and freezer (big enough for ice cream!) with a microwave attached to the top.

These units are EnergyStar rated and are designed specifically for residence hall use. They are available for rental through Collegiate Concepts, Inc. (CCI). If you are interested in renting one, you can contact CCI directly at www.collegefridge.com. It is your responsibility to prepare and move your rented fridge for collection at the end of the academic year to avoid fees.

Mini-Fridges (Personal)

If you wish to bring a personal mini-fridge to campus, it is your responsibility to take it with you when you leave the College each year. Abandoned fridges are costly to dispose of, the freon must be drained and the different parts of the fridge must be recycled. There will be a \$75 fine for any personal fridges that are abandoned at the end of the year. The maximum fridge size permitted is 4.3 cubic feet.

Internet

All of the residence halls on campus have wireless internet access. Information about required system software is available from Information Technology at 503-768-7225 or via this [LINK](#). If you are experiencing difficulties with your computer, contact Information Technology for an appointment.

Safety

Although Lewis & Clark College is fortunate to be located in a neighborhood with a relatively low crime rate, optimal safety can only be assured through a community effort. Everyone must assume responsibility for a safe community.

- LOCK YOUR DOOR when you are sleeping and whenever you leave the room.
- Do not allow individuals you do not know into the residence halls.
- Carry your room key and ID card at all times.
- Don't lend your key or ID card to others.
- Report missing personal items promptly to Campus Safety at 503-768-7855. Missing keys must be reported within 24 hours to your Area Director; stolen keys should be reported immediately (see next page).
- Report unusual activities or suspicious individuals immediately to Campus Safety (503-768-7855). Emergency phones are located outside of each residence hall for this purpose.
- Avoid carrying unnecessarily large amounts of money.
- Keep valuables in a safe place.
- Do not prop or block outside doors open.
- Review the evacuation assembly point for your residential area.
- Investigate renter's insurance coverage through family homeowners insurance (if applicable) or a private plan for students such as [Grad Guard](#)).
- Sign up for L & C's emergency notification system which provides rapid notification to students, faculty, and staff in the event of an emergency and what actions to take in response. It is used ONLY for emergency communications and for periodic testing and drills. Participants have a choice of receiving emergency alerts via text message, cell phone, office phone, home phone, Lewis & Clark email, other email, or ANY COMBINATION of the above. More information can be found [HERE](#).
- Respect and abide by all college policies, regulations, and procedures.

Theft

Theft is most likely to occur during the first and last few weeks of the semester since students are preoccupied with moving in/out, getting settled and becoming acclimated to campus. Remember to lock bikes and room doors and to keep backpacks and bookbags with you. You may want to make an inventory of your belongings. Write down serial numbers for bikes, computers, stereo equipment, etc. We strongly recommend purchase of renter's insurance (example: [Grad Guard](#)) if you are not covered by a homeowners' insurance policy. Information about purchasing an insurance policy is available through the Office of Campus Living.

Video/Audio Recording

Setting up recording devices inside of residential facilities (shared bedrooms/apartments/common areas) is prohibited. This includes (but is not limited to) the use of security cameras, video doorbells, and personal electronics for filming others. This does not apply to the use of personal electronic devices for video phone calls, telehealth, and attending remote courses. Relevant campus policies include:

- [Security Camera Policy](#)
- [Filming and Photography at L&C](#)

Keys and Lock Outs

When you arrive on campus to move into your room, you will be issued one key to your assigned room and are required to retrieve it in person from a Campus Living staff member at the time of check-in. All new students will receive an official Lewis & Clark picture identification card which you should carry, along with your room key, at all times. Your L&C ID card enables you to check out books from the library, access your meal plan, and enter the residence halls.

If you lock your key inside your room:

- For daytime lock-outs (10:00 AM to 7:00 PM), please visit the Campus Living Odell Annex Front Desk
- For after-hours lock-outs (7:00 PM to 7:00 AM), please contact the Resident Advisor (RA) On-Call (503-768-8999).
- For mid-morning lock-outs (7:00 AM to 10:00 AM), please contact Campus Safety. (503-768-7855)
- In the event of a campus closure, or if there are no representatives available in the Odell Annex, please contact the Resident Advisor On-Call (503-768-8999)

Odell Annex Front Desk Lock-out Key Check Out Process (10:00 AM to 7:00 PM every day)

- A temporary lock-out key will be issued for one hour if checked out by 6 PM.
- The last lock-out key will be issued at 6:45 PM. Lock-outs occurring after 6:45 PM must wait to be handled by the RA on Call.
- The lock out key must be returned in one hour, or by 7 PM if checked out after 6 PM
- If the lock out key is not returned after one hour, but is returned by 7 PM, then one of the three no cost lock-outs will be forfeit
- If the lock out key is not returned by 7 PM, a re-key will be requested for the room, and the student will incur the \$150 re-key fee
- Students must show their issued room key to a Campus Living staff member within 24 hours of receiving lock-out assistance. Keys may be shown in-person or by email photo (living@lclark.edu), to verify that it is not lost. If a student is unable to show their room key, a re-key will be submitted, and the student will incur a \$150 re-key fee.
- **If unable to go in person to the front desk (mobility concern, not wearing shoes, etc...), please call the following:**
 - 7 AM to 7 PM (Daytime): Campus Safety (503-768-7855)
 - 7 PM to 7 AM (Evening): Resident Advisor (RA) On-Call

For lost or stolen keys, please inform the Office of Campus Living no later than 24 hours after your key is identified as lost or missing.

- There will be no charge to re-key a room for a stolen key if a police report or Campus Safety report are provided to Campus Living.
- If you lose your key or it is stolen, the College requires a re-core of your door and cutting of new keys for each occupant of the room as a safety precaution. \$150 is charged to the occupant to whom the lost or stolen key belonged. Re-keying will occur within 24 hours of the report (except on weekends).

Lock-Out Charges

Students are responsible for the safety of their key and are encouraged to be in the habit of carrying it when leaving the room. Students will receive three lock-outs, per semester, at no charge. In order to cover the administrative costs of assisting with lock-outs, after three lock-outs a \$15 lock-out fee will be assessed for each successive lock-out, and students will be required to meet with their Area Director. If a student fails to meet with their Area Director, they will be referred to the [Community Accountability and Conflict Education](#) office for possible disciplinary action.

- Lock-outs on move-in day will not be recorded as we understand students are acclimating to a new routine, but students still must demonstrate that they are in possession of their assigned room key.

Card Access System

Lewis & Clark uses a card access system on all residence hall exterior doors for the safety of the residents. Your Lewis & Clark ID card, in addition to being your meal card and library card, is the key to the exterior doors of your residence hall. Residential students only have access to their assigned hall and the hall where their Area Director is located if you are assigned to Forest, Hartzfeld, or the apartments. If an outside door is left open, an alarm will sound. Should you misplace your student ID card, please report its loss immediately to Campus Safety and visit their office to get a replacement. Replacement cost is \$25. Our card access system provides only as much safety and security as the people who use it. If you notice anyone trying to get into the building who you do not recognize, ask them who they are and ask them to please use their ID to enter. This will help to minimize theft, vandalism, and unwanted visitors.

Emergencies

In the event of a personal or family emergency, there are several campus resources available to you: **The Office of Student Accessibility (OSA)** can be contacted at 503-768-7192 Monday - Friday: regular business hours; **Campus Safety** can be contacted at 503-768-7855 or 503-768-7777 (emergency) 24 hrs/day; **Counseling Service** can be contacted at 503-768-7160 from 8:30am.-4:30p.m, Monday - Friday; **RA On Call** can be contacted at 503-768-8999, 7pm.-7am. Sunday-Thursday and 24 hours Friday-Saturday

In the event of an emergency on campus, information will be posted on the website at www.lclark.edu, and recorded information will be available on the emergency phone line, 503-768-7669. Lewis & Clark also has a text message/email/phone emergency notification system that provides information to the campus community in the event of an emergency. Information is ONLY sent to those that sign up for the system on WebAdvisor, so please sign up to maximize your awareness of emergency situations.

Fire Safety

Over the years, many students on college campuses have experienced incidents of fire, resulting in student injury and even death. These incidents can result from everyday activities that, when not managed properly, can cause major damage to a community. Fires in Residence Halls at L&C have been caused by cigarette ash, grease and unmonitored food in common kitchens, unapproved appliances/decorations (including candles), and more.

Observance of fire safety measures in the residence halls is imperative. If the residence halls are to be safe, livable environments, then everyone must pay attention to the dangers of fire. **Periodically check your battery-operated smoke detector.** You will be held responsible if it is not working. Contact your RA if your smoke detector needs new batteries or is not functioning properly. You should know the location of the nearest fire extinguisher and pull station in our residence hall.

Please use extra caution and do not leave the kitchen when using a microwave, stove, or oven. Food should never be left unattended while you are cooking. Unattended cooking triggers fire alarms often, resulting in hundreds of dollars of avoidable costs each year.

It is also important to avoid the accidental triggering of fire safety equipment. For this reason, we ask that students do not play sports in the residence halls or allow anything to touch or hang from the sprinkler heads. Accidental or careless impact to a sprinkler head can, and has, caused thousands of dollars of damage to student possessions, rooms and room furniture, and common spaces. Sprinkler heads release hundreds of gallons of water when released, and will not stop until the system is cleared.

In the event of a fire and/or fire alarm, students are required to exit the building, even if there is no observable evidence of fire. Please note where your building's [Evacuation Assembly Area](#) is located.

Ignition of fire in an unauthorized location or an unauthorized manner is prohibited. This includes outdoor wood-burning fire pits, grills, or wood-burning open fireplaces without the permission of Campus Safety and Campus Living. Acts which result in the ignition or potential ignition of a fire which causes property damage, or which could be reasonably expected to cause damage are prohibited. Aiding another in such acts is prohibited. Open flame or embers of any kind (e.g. candles, lanterns, incense sticks, lit coals, etc.) are prohibited in campus buildings, unless specifically approved by college officials. Possession or use of fireworks is prohibited on campus.

Fire Alarm Charges

Students are responsible for fire alarm activation due to smoke or fire from cooking and will be charged for costs associated with the response by fire safety personnel.

Damage to Fire Equipment Charges

According to the College's Emergency Equipment and Procedures Policy, tampering with, damaging, or misusing emergency equipment is prohibited. Along with facing possible disciplinary action by the College, students who are responsible for damage to fire equipment may be charged for costs associated with repair of equipment and response by fire safety personnel. Costs associated with emergency equipment damage may vary depending on the extent of the damage and response needed, and these will be determined by Campus Living staff on a case by case basis.

Fire Safety (cont.)

If **fire is suspected**, remain calm. Please know the location of the exits, fire alarm pull stations, and fire extinguishers in your area. Preplanning and training to prevent fires or explosions are encouraged for all. Consultation is available through Campus Safety (503-768-7855), or Facilities Services (503-768-7872).

- In all cases of fire, call 911 and Campus Safety's Emergency Line (503-768-7777). Give your name and describe the location of the fire.
- If you have been trained and are able to safely extinguish the fire, do so. Use the proper fire extinguisher for the type of fire. Keep your back to an exit and, depending on the size of the extinguisher, stand 10 to 20 feet away from the fire. Follow the four-step PASS procedure:
 - **Pull** the pin. This unlocks the operating lever and allows you to discharge the extinguisher.
 - **Aim** the extinguisher nozzle or hose at the base of the flame.
 - **Squeeze** the trigger while holding the extinguisher upright.
 - **Sweep** the extinguisher from side to side, covering the area of the fire with the extinguishing agent.
- Watch the fire area. If the fire reignites, repeat the process. If the fire does not begin to go out immediately, leave the area at once. *NOTE: Portable fire extinguishers discharge faster than you think- many within 15-30 seconds.*
- If the fire is large, very smoky, or spreading rapidly, leave the building immediately. Pull the fire alarm and clear the area. Evacuate all affected rooms, closing all doors and windows to contain the fire and reduce oxygen. **DO NOT LOCK DOORS.**
- Offer assistance to others that may need it, or ask for it.
- Do not use elevators.
- If there is a closed door in your exit path, touch the door lightly with the back of your hand. If the door is **not warm**, open slowly. Be prepared to close the door quickly if smoke or flames are present
- leave immediately if clear and be prepared to crawl if you encounter smoke; cooler, cleaner air is near the floor. If the door is warm, do not open it. Seek an alternate route.
- If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc) outside the window as a marker for emergency personnel. If there is no window, stay near the floor where the air will be more breathable. Cover your mouth with a dampened cloth. Shout at regular intervals to alert emergency personnel of your location.
- If your clothes catch fire, **STOP, DROP, & ROLL** to extinguish flame. **DO NOT RUN!**
- Proceed to the designated Evacuation Assembly Area (EAA). Notify emergency personnel if you suspect someone is trapped inside.
- Do not re-enter the building until you have been told specifically to do so by a College official. **The silencing of an alarm does not indicate that the building is safe to enter.**
- Never enter a burning building to save your personal possessions.

Campus Safety Escort Program

Although the campus is well-lit, students may feel more comfortable using the Campus Safety escort program when returning to their residence hall anytime day or night. Officers will answer requests for escorts to ensure the safety of anyone walking alone on campus. Dial 503-768-7777 and an officer will meet you anywhere on campus. This system can also be accessed for anyone seeking mobility assistance.

A Sampling of Campus Policies

For a full list of campus policies, please visit: https://college.lclark.edu/student_life/community-accountability/

Alcohol

In accordance with Oregon law, providing alcohol to any person who is under the age of 21 or who is visibly intoxicated is prohibited. Any person under 21 years of age is likewise prohibited from possessing or consuming alcohol. Public visible intoxication at any age is a violation of this policy; intoxication to the point of incapacitation at any age is a violation of this policy, regardless of location.

Alcohol in Private Spaces

Private space is defined as a student's room in a residence hall. Participants in a gathering that takes place in a private space, and that space's occupants, are responsible for abiding by federal, state, and local laws as well as College policies. Providing alcohol to a person under 21 years of age, the consumption of alcohol by a person under 21 years of age, the possession of alcohol by a person under 21 years of age, or hosting an event where such activities occur is prohibited in private spaces. Persons under 21 years of age are not permitted to host events involving alcohol in private spaces. Common source alcohol containers (e.g. kegs, vats, etc.) and the devices commonly known as beer bong are prohibited in private spaces

Alcohol in Public Spaces

Public space is defined as any location on campus other than student residential rooms. Public spaces include but are not limited to hallways, kitchens, lounges, bathrooms, and study rooms in residential facilities; campus grounds; athletic fields; student organization offices and facilities; and all other College buildings, grounds, and vehicles. Alcohol may only be served or consumed in public spaces at a registered event, with prior approval from the authorized official for the College of Arts and Sciences (Dean of Students), the Graduate School of Education and Counseling (Dean), or Law School (Associate Dean), and in accordance with applicable policies and procedures.

Lewis & Clark prohibits any person from carrying open containers of alcohol in public spaces, outside of specifically approved areas at registered events. Violations of the alcohol policy will result in disposal of all alcohol present. Students who are present, but not hosting, providing, or consuming alcohol will also be included in an Information Report and will proceed through the student conduct process.

Cannabis

Starting July 1st, 2015, Oregon law permits those over the age of 21 to consume cannabis in a private setting, possess up to one ounce of cannabis in public, possess up to eight ounces of cannabis in a private home, and grow up to four plants in a private home. **However**, cannabis and associated paraphernalia are still illegal according to federal law, and are prohibited by College policy both on- and off-campus. Lewis & Clark expects its students to follow both state and federal laws, as well as College policy, at all times.

Chalking

Lewis & Clark supports students who wish to express their creativity in a variety of ways. One way that is often popular is chalk drawings and/or murals near residence halls. However, chalk is only permitted on non-brick, horizontal surfaces, like sidewalks (no asphalt). Chalk on brick destroys the brick by staining it. Facilities Services will immediately remove any chalk not in accordance with these guidelines. If the responsible party is identified, charges may be assessed.

Disorderly Conduct

Loud, aggressive, or other behavior which disrupts the orderly functioning of the College or disturbs the peace of person(s) on campus, on College owned or controlled property, or at College sponsored or supervised functions is prohibited.

Drugs and Drug Paraphernalia

Use, possession, manufacture, cultivation, promotion, sale and/or distribution of narcotics or other controlled substances, including sharing with friends, except as expressly permitted by law, is prohibited. Distribution of controlled substances includes any method of providing another with the controlled substance, regardless of whether or not money changes hands (e.g. selling, sharing, gifting, etc.). Paraphernalia related to illegal drugs or any other items containing illegal residue are prohibited on campus and will be confiscated and destroyed. Use, sale, distribution, and or possession of prescription drugs not prescribed to the individual is also a violation of this policy.

Emergency Equipment

Tampering with, damaging, or misusing emergency devices, or blocking of fire exits or other means of impeding traffic is prohibited. Use of fire escape, ground level fire door, fire hoses and extinguisher, and alarm equipment in non-emergency situations is prohibited. Failure to comply with fire drill procedures or emergency building evacuation is prohibited. See Fire Safety (page 18) for more information.

Fire Alarms and Building Evacuation

All residents are required to participate in building evacuation, whether a drill or otherwise. During building evacuation, residents are not to return to buildings until a College official gives authorization. Students who fail to comply with fire alarm procedures or emergency building evacuation are subject to a fine, disciplinary action, and/or criminal prosecution by public authorities.

Fire Safety

The presence of flammable materials and open flames poses a significant danger to the Lewis & Clark community, particularly our residence halls. The following items are examples of prohibited items in the residence halls unless specifically approved by College officials:

- Candles, incense sticks, combustible sage, potpourri burners, or oil burners
- Lit goals, open flame, or embers
- Flammable materials (e.g. gasoline, charcoal, lighter fluid, propane, butane, white gas)
- Torches (e.g. butane torches, welding torches, torch lighters)
- Corrosives such as acids and bases, or other chemicals that could cause harm
- Unattended heat generating sources (e.g. leaving ovens or hair dryers on while not present)
- Fireworks or other explosive materials

This list is not exhaustive, and the College reserves the right to apply the policy to non-listed items. Prohibited items are subject to confiscation and destruction.

Ignition of fire, as well as aiding another person or persons in the ignition of fire, in an unauthorized location or in an unauthorized manner is prohibited. In our residence halls, the use of wood-burning outdoor fire pits, grills or wood-burning open fireplaces in College buildings requires advance permission in coordination with **Campus Safety**. All outdoor fires will be restricted during periods of **local or statewide burn bans**. All community members must report any unattended or unintentional fires on campus to Campus Safety by dialing 503-768-7777.

Hammocking and Other Recreational Activities

Certain recreational activities are permitted on the Lewis & Clark campus for Lewis & Clark College community members only. Participants in these activities participate at their own risk, and they are responsible for conducting these activities in a safe and respectful manner. These activities should not disrupt or obstruct our residential communities at any time. Campus Living may choose to restrict these activities to certain hours or locations or ask that an activity ceases if it becomes disruptive or harmful.

A full list of guidance for recreational activities can be found in the College's [Recreational Activities Policy](#). However, we would like to highlight that hammocking is only permitted in the designated Hammock Grove located on the Pacman Lawn located near [Tamarack Hall](#).

Noise

Residence hall living requires mutual respect and consideration for others in the community. Activities inconsistent with posted quiet hours in residence halls and academic buildings, or that violate City of Portland noise ordinances, are prohibited. Amplified and percussion instruments cannot be used in the residence halls. Stereo systems may be used at a courteous volume. Sleeping and studying are prioritized over other activities. When conflicts occur, it is best to address the issue with one another and resolve it at the earliest opportunity. If this is not possible, or is unsuccessful, concerns can be referred to your RA or AD.

Quiet Hours

- 10 pm – 10 am Sunday through Thursday
- 12:00 am – 10 am Friday and Saturday
- **Courtesy Hours are in effect 24 hrs/day**

Beginning on the last day of classes of each term, Quiet Hours are extended to 24-hours/day to support the students' successful completion of final exams, papers, projects, as well as the necessary sleeping that occurs during this time. 24-hour quiet continues from 11:59 pm on the last day of classes until the residence halls close for the semester. Courtesy Hours are enforced by a reasonable standard, meaning, if behavior causes undue impact to your neighbors or community, you may be asked to lower your volume or stop any activity. This is typically defined in-practice as noise that can be heard from more than two rooms away with your room door closed. If repeated noise complaints are generated during Courtesy Hours, the situation may be documented.

Off-Campus Behavior

The Student Code of Conduct and the student conduct process apply to the conduct of individual students and to Lewis & Clark-affiliated student organizations. Because the Code is based on shared community values, we are accountable for our actions at all times. When private choices become public, and those choices are a violation of one or more College policies, any member of the campus community, in particular College staff, will respond. As such, the Student Code of Conduct will apply to behaviors that take place on College premises, at College-sponsored events, and may also apply off-campus, when the administration determines that the off-campus conduct has a direct impact on the educational mission or other interests of the College.

For more information, please refer to Section V, 'Jurisdiction,' of the Student Code of Conduct:
college.lclark.edu/student_life/student_conduct/

Paint Policy

Private areas such as your room may **NOT** be painted other than by the Lewis & Clark painting staff. This includes walls, ceilings, windows, and college issued furniture. If you feel the need to paint, creating a mural in your lounge may be an option. Painting is a great way to turn your hall into a place you and your floormates can be proud of. If you are interested, contact your AD for more details and a copy of the written policy. This policy includes procedures and an application which must be completed before the painting can commence. The earlier in the semester you apply, the better your chances for approval.

Pet Policy

Pets are prohibited from being inside of the residence halls. Incidents involving unauthorized pets in the residence halls will be documented and forwarded to the Office of Community Accountability and Conflict Resolution. Students can expect to receive a charge of \$100/per incident. Please inform visitors that they may not bring pets into the residence halls when visiting you.

Residential students are allowed one fish tank of up-to 10 gallons of water. Tanks are only allowed to contain non-carnivorous fish, and may not be used as a terrarium for other species, such as tarantulas, lizards, etc. If a tank is found being used in an unapproved manner during the school year, you will be required to remove it from the hall.

"Animals are not allowed in any campus building with the exception of guide or service dogs, animals used specifically in academic or research programs, or by special permission." (Animal Control Policy)

"Pets must be registered with the appropriate government agency, under the direct control of their owners at all times and remain outdoors. Pets may not be tethered and left unattended. Pets may not be left in closed vehicles on campus."

"Lewis & Clark College (LC) is committed to serving, supporting, and reasonably accommodating students with disabilities. LC students who plan to bring a Service Animal to LC are strongly encouraged to contact and partner with OSA. Advance notice of the impending arrival of a Service Animal may allow more flexibility in meeting a student's potential housing preferences and possible academic accommodations."

"Students considering bringing an Assistance [Emotional Support] Animal to LC are required to make an appointment with the Office of Student Accessibility (OSA) well in advance of their arrival to discuss their request. OSA will determine, on a case-by-case basis, whether bringing an Assistance Animal to campus is a reasonable accommodation for the student. In making this determination, OSA will consider the needs of the student with a disability as well as the impact the Assistance Animal may have on the campus community." (Service and Assistance Animal Policy)

For more information please visit the following:

<https://www.lclark.edu/live/profiles/5911-service-and-assistance-animal-policy>
<https://www.lclark.edu/live/profiles/3650-animal-control-policy>

Posting

Areas for posting items of interest to residential students are available in each residence hall via your RA. Fire Code prohibits the posting of notices over the windows of glass entrances. **Approval for fliers must be obtained from Campus Living prior to posting.**

Posting in common spaces is only permitted on approved surfaces by Campus Living staff. All postings in common spaces of this sort must display either the date of the event being advertised, or the date two weeks from the time of posting, or the posting's expiration date. Individuals responsible for postings must remove them after the latest of those dates has passed. All postings will be removed at the end of each semester. Items not approved may be removed without notice. **To have posters approved and distributed, bring them to the Campus Living Office during business hours, and they will be placed in staff mailboxes to be brought to the halls.** To conserve paper, and with the closing of the Campus Print Center (Paw Print), consider using digital marketing techniques.

Room Entry

College staff may enter a residence hall room, after knocking, in the performance of their administrative duties or in the case of a health or safety emergency. If there is no response to the knock, if admission is denied, or if entry is not granted within a reasonable time, the staff member may use whatever means are deemed appropriate and necessary to gain entry. Such duties include, but are not limited to, those made to perform an occupancy check, verify residency, inspect for damages, clear a room for fire alarm, or to perform routine or requested maintenance. In the event of routine entry for repairs, etc., the College employee will leave a note indicating the entry purpose.

Sexual Misconduct

Lewis & Clark College is committed to providing a learning environment free of all forms of abuse, assault, harassment, and coercive conduct, including sexual misconduct. Please refer to the Sexual Misconduct policy at www.lclark.edu/offices/human_resources/employee_resources/policies/institutional/employee_conduct/sexual_misconduct.php for detailed information about the sexual conduct policy, including definitions of terms, prevention information, procedures, and resources available in the event of sexual harassment, sexual exploitation, sexual assault, or rape. Survivors of sexual misconduct may contact the Confidential Advocates at 503-768-7112.

Smoke and Tobacco

The use of tobacco products and inhalant delivery systems, including cigarettes, is prohibited on campus. There are cigarette disposal containers located on campus at the Lower Fowler parking lot, Lot E by Olin Hall, and in the gravel area just north of Gate 6.

Solicitation

Solicitation of resources (e.g. money, donations, etc.) or distribution of literature or goods for sale by external organizations is not permitted on campus except as authorized by College officials. All door-to-door solicitation is prohibited. If a sales person approaches you in a residence hall, report the incident to Campus Safety (503-768-7777).

Private Business

The housing agreement prohibits students using their room or any other College Housing facility for commercial purposes or financial profit.

Individuals who are not employees are not permitted to distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions for any other cause or conduct any activity on College property which is not specifically authorized and directly related to College business.

<https://www.lclark.edu/live/profiles/3664-non-solicitation-policy>

Visiting Privileges

Off-campus visitors and guests will be allowed during the 2024-25 academic year. Overnight visitors are allowed to stay for a maximum of three consecutive nights, not to exceed 10 days per semester, except with the permission of your Area Director. Overnight visitors are not permitted over Winter break. Visitors may not sleep in lounges or any other common areas of residential facilities.

Overnight guests are not allowed during Winter Break and during early arrival and late stay periods, unless approved on a case by case basis through Campus Living. Students hosting guests may be held responsible for any violation of College policies, rules, regulations and other standards of conduct by my guests in College Housing.

Hosts will:

- Meet guests at the entrance of my building and accompany them at all times while in the building.
- Not allow guests to stay overnight in their Room unless obtaining the prior consent of a Roommate.
- Will not pressure a Roommate to consent to my guests staying overnight.
- Will ensure that the presence of guests will not restrict Roommates from free access to our Room or any Common Area, or create a situation that would infringe on my Roommate's right to remain undisturbed
- Will not allow guests to occupy the Room unless the host is also present.

Students assume responsibility for the conduct of their visitors. If a visitor is asked to leave a specific area on campus, it is the responsibility of the student host to cooperate with the College official making the request. Lewis & Clark may exclude all visitors from campus in times of impending or actual crises or emergencies, and may exclude any visitors from any area of the campus for any reason deemed appropriate.

A person who has been suspended or dismissed from Lewis & Clark for disciplinary reasons, or whose record prohibits admission without special clearance, does not have visiting privileges on campus. Violators of this policy may jeopardize their readmission status and/or may be subject to legal or disciplinary action.

College residence halls are not public facilities. Only Lewis & Clark students, faculty and staff, authorized personnel, and authorized guests of students are permitted in the residence halls.

Campus Safety Officers may issue visitors a written Trespass Warning if presented with reasonable cause, including but not limited to:

- Illegal activity (including minors in possession of alcohol, illegal drug use, etc.).
- Failure to comply with staff directives.
- Other violations of College policy.

Visitors who have been issued a Trespass Warning will be escorted off campus and instructed not to return, with the explanation that returning will result in arrest for Criminal Trespass. Trespass Warnings may only be rescinded by the Director of Campus Safety or the Provost.

The College has the authority to require that any guest leave College Housing and may prohibit any guest from being on College premises. Hosts will cooperate with any request by the College that their guest(s) leave, and agree not to allow anyone who they know to have been prohibited or excluded from College Housing premises by the College to be present in their Room or on College Housing premises.

Weapons

It is the policy of Lewis & Clark to prohibit illegal or unauthorized possession of weapons, explosives, or dangerous chemicals on-campus. For the purposes of this policy, the definition of a weapon is:

- Any item or instrument described as a weapon in Oregon, Multnomah County, and/or the City of Portland statutes and ordinances;
- Any instrument, article, or substance which is specifically designed for or presently capable of causing death, incapacitation, or serious physical injury;
- Any item used to harass, threaten, intimidate, assault, or batter; and
- Any item deemed dangerous by the College. This includes but is not limited to firearms, ammunition, paintball guns, airsoft guns, explosive devices (both incendiary and chemical), knives having a blade that swings into position by force of a spring or centrifugal force (commonly known as switchblades), any knives with blades longer than three and one-half inches (excepting those specifically designed and used for food preparation), metal knuckles, straight razors, blackjacks, saps, sap gloves, bludgeons, martial arts stars, and weapons of the type commonly known as nunchakus.

Additional information is available on the Lewis & Clark College website, from the Office of Community Accountability and Conflict Resolution.

Packing List

What To Leave At Home

To reduce risk to health and safety, the following items are prohibited:

- Controlled substances (ex. cannabis, non prescription drugs)
- Firearms, sling shots, and weapons of any kind - See Weapons Policy
- Blades longer than three and one half inches
- Orbeeze, Air, spud/potato, airsoft, and paintball guns
- Fireworks, sparklers, and matches
- Camping fuel (propane), gasoline, charcoal, or other flammable liquid
- Butane torches
- Candles, incense, or sage
- Christmas lights or “rope” style lights (string lights that produce heat are prohibited, but **battery operated or LED bulbs are acceptable**)
- Halogen lamps
- Pets (with the exception of fish) (emotional support animals must be approved by the Office of Student Accessibility)
- Appliances with open coils (ex. hot plates, heaters, toasters)
- Air Fryers are allowed to be stored in rooms but must be used in a kitchen (apartment or communal).
- Any other item which may possibly threaten the health or safety of residents.

Note: If you bring drums and amplifiers for instruments to campus, please note they may NOT be used in the residence halls - per the Noise Policy.

What To Bring

- Hand-held vacuum
- High-Efficiency laundry detergent
- Surge protector
- Clothing hangers and other desired closet organizers
- Alarm clock
- Posters (and blue painters tape)
- Plants (please consider their care if you will be away from campus over winter break)
- An [emergency kit](#) as recommended by the American Red Cross
- Umbrella and/or rain gear
- Towels & washcloths
- Study lamp (LED or fluorescent preferred, halogen prohibited)
- Flashlight with batteries
- Ear plugs or noise canceling headphones
- Headphones or ear-buds for listening to media when a roommate need to sleep or study
- Your own bedding (i.e. sheets, pillow case, pillow, blanket(s), mattress pad & comforter).

Note: All beds are extra-long twin (39"x 80) with the exception of Juniper in Forest Hall.

Additional information can also be found on the First Year Experience (FYE) webpage:

https://college.lclark.edu/student_life/new_student_orientation/what_to_bring/

Resident Organized Student Engagement Sessions (ROSES)

In each of our 5 residential areas we have volunteer groups of residents involved in putting on social events for residents of that area. We call this the ROSES Initiative, although each area has its own name for its group (i.e., Platt-Howard has the Platypus Pals). These groups are great ways to build connection to, and have a positive impact in, your residential area. You supply the ideas and energy and Campus Living will provide funding and the support! So whether you want to help out all year, or just have one great idea you'd really like to see happen, we hope to meet you. This is also a great opportunity to get more involved with Campus Living if you are considering applying for an RA role for this next year. Please reach out to your buildings [Area Director](#) to get connected!

2024-2025 Academic Calendar

An up to date Academic Calendar is always available on the Lewis & Clark website. You can find that calendar [here](#). You can also find a full housing calendar on the Campus Living website [here](#).

2024-25 Housing Agreement

2024-25 9-Month Housing Agreement

September 1, 2024-May 9, 2025

I. Definitions

For purposes of this *Agreement*, the terms below have the following meanings:

9-Month Housing: Residence hall and apartment-style housing that is on an *Agreement Period* aligned with academic dates.

Agreement: The *9-Month Housing* agreement for 2024-25.

Agreement Period: From 9AM on Sunday, September 1st, 2024, or beginning on the assigned *Check-in* date, through 12 noon on May 9, 2025 for All-Year residents. From 9AM on Sunday September 1st, 2024, or beginning on the assigned *Check-in* date, through 12 noon on December 19, 2024 for Fall *Single Semester Housing* residents. From 9AM on Sunday January 19, 2025, or beginning on the assigned *Check-in* date, through 12 noon on May 9, 2025 for Spring *Single Semester Housing* residents

Agreement Termination, Terminate: Ending the *Agreement* after *Check-in* and before December 19, 2024 for Fall *Single Semester Residents*, and before May 9, 2025 for Spring *Single Semester Residents* and *All-year residents*. For terminations before *Check-in*, see *Cancellation*.

Apartment: Units in the *Residence Hall System* with *Rooms* that share a living area, private restroom(s), and kitchen or kitchenette space.

Cancel, Cancellation: Ending the *Agreement* before *Check-in*. For cancellations after *Check-in*, see *Agreement Termination*.

Check in, Check-in: Obtaining *Room* keys from *Campus Living* regardless of whether or not the student is physically occupying the space.

Check out, Checkout: Returning keys to the location designated by *CL*.

CL: Campus Living, a department of Lewis & Clark College.

College: Lewis & Clark College.

College Housing: The entire network of *College* housing operations including the *Residence Hall System*, 9-Month Apartments, and any facilities operated in a public-private partnership with the *College*.

College Dining: The College's dining vendor, Bon Appetit

Common Areas: All areas in an apartment or suite other than the student's *Room* including, but not limited to, lounges, living rooms, bathrooms, balconies, hallways and kitchens.

Defer, Deferment: Requesting to postpone assignment start date to a future semester.

Deposit: A payment of \$200 required to occupy a *Room* within the *Residence Hall System*. For new students, the \$500 nonrefundable admission reservation deposit also serves as the *deposit*. Continuing students are required to submit their deposit when completing their housing application and *Agreement*.

Dining Meal Plan: Meal swipes and Flex points specifically allocated for use within *College* dining facilities based on the *Dining Meal Plan* selected by the student.

LC-ID: A *College* identification card with many uses including access to *CL* facilities and the *Dining Meal Plan*.

NSO: New Student Orientation for newly admitted first year and transfer students to the *College*.

NST: New Student Trips for newly admitted first year and transfer students taking place prior to the start of *NSO*.

Occupancy Period: The period commencing at *Check-in* through 12 noon on May 9, 2025, or through *Checkout*, whichever occurs first.

OSA: The Office of Student Accessibility, a department of Lewis & Clark College

Overflow Housing: Overflow room spaces are regular rooms that can host an additional student during high occupancy periods (eg., a double room becomes a triple) or spaces in the residence halls that can be converted into a residential room space (eg., a former lounge space becomes a quad room).

Residence Hall System: Akin Hall; Alder Hall; Copeland Hall; East Hall; Hartzfeld Hall (A, B, C, & D); Holmes Hall; Howard Hall; Juniper Hall; Manzanita Hall; Odell Hall; Platt Hall; Ponderosa Hall; Roberts Hall; Spruce Hall; Stewart Hall; West Hall; or any space assigned by *CL*.

Residency Requirement: A consecutive 4-semester on-campus housing requirement, to be completed by all undergraduate students when they enroll at the *College*. Exceptions can be found at:

https://college.lclark.edu/student_life/campus_living/residency-requirement-and-exemptions/

Room: A space assigned to the student within *College Housing*.

Room/Apartment Condition Report: The form used to identify the condition of *Rooms* and *Common Areas*.

Room Change: Moving from one *Room* to another *Room* within *College Housing*.

Roommate: Students assigned to share a *Room* and/or *Common Area* (i.e., roommates, suitemates and apartmentmates).

Single Semester Residents: Students who have applied for Fall-only or Spring-only housing. Fall-only housing is from 9AM on Sunday

September 1st, 2024 to 12PM on Thursday December 19, 2024. Spring-only housing is from 9AM on Sunday January 19, 2025 until 12PM on Friday May 9, 2025.

Single Semester Housing: The area of *College Housing* designated by Campus Living for Single Semester Residents.

Suite: Units in the *Residence Hall System* that have *Rooms* with a living room or restroom shared between them, and that have no kitchen or kitchenette.

Winter Break: The range of dates extending from the Friday after the final day of Fall semester finals until the Sunday prior to the first day of Spring semester classes.

II. General Provisions

- A. I agree to all terms and conditions of this *Agreement* and acknowledge this *Agreement* is binding once I electronically sign and submit it online.
- B. This *Agreement* is entered into by and between the *College* and me, a *College* student, for my use and occupancy of a *Room* in the *Residence Hall System* according to the terms specified herein. This *Agreement* is a legal and binding document between the *College* and me.
- C. If I am younger than 18 years of age at the time I submit my housing application and *Agreement*, my parent or legal guardian must complete a cosigner agreement, provided through the housing application, within two weeks of my application submission.
- D. The *College* and I intend for this *Agreement* to constitute a license for the use of a *Room* and *Common Areas* in the *Residence Hall System* as assigned by CL, and further intend that this *Agreement* will not constitute a lease and will not create or transfer an interest in or a lien upon real estate. The relationship created by this *Agreement* between the *College* and me is that of licensor and licensee, not that of landlord and tenant. My use and occupancy is being provided incidental to the provision of educational services by the *College*.
- E. I may not transfer or assign this *Agreement*, or the right to occupy my assigned *Room*, or any other rights or benefits granted hereunder, to another person.
- F. This *Agreement* is for the entire *Agreement Period*, including fall semester 2024 and spring semester 2025, or if entered into after the start of the semester, for the balance of the *Agreement Period*. Exceptions will be made for students participating in Lewis & Clark College sponsored domestic or overseas programs outside the Portland area, students entering at mid-year, or anticipating Fall semester graduation.
- G. The information provided by me in my housing application is true, complete and accurate. If the *College* determines that I have provided untrue, incomplete or inaccurate information, the *College* will have a basis to declare me in breach of this *Agreement*, take disciplinary action against me, and/or require that I *Check out* of *College Housing* immediately.
- H. All charges in this *Agreement* for the related service or action represent a reasonable approximation of the *College's* administrative costs, and I will be financially responsible for all payments as stated in this *Agreement*.
- I. I understand that I am expected to provide my cell phone number to the *College* for use by the emergency alert system. More information can be found at https://www.lclark.edu/about/campus_safety/emergency_notification/.
- J. My failure to comply with any term of this *Agreement* shall be grounds for the *College* to declare me in breach of this *Agreement* and require that I *Check out* of *College Housing*, and may result in other action against me by the *College* including, but not limited to, disciplinary action, termination of this *Agreement*, future ineligibility to reside in *College Housing*, and collection of outstanding debt and recovery of collection agency fees as stated in Section XIV.L.
- K. CL will not disclose information relating to my student record, housing application and assignment information as required by state and federal law, including but not limited to FERPA, except as stated in Section X.G. I may authorize the release of information at <https://college.lclark.edu/offices/registrar/ferpa/student-authorization-to-release-educational-information/>.
- L. If I am seeking a housing or dining accommodation for a disability, I must email the Office of Student Accessibility (OSA) Housing Accommodation at access@lclark.edu by the deadline shown at http://college.lclark.edu/student_life/campus_living/housing-accommodations. Additional information is available at <https://www.lclark.edu/offices/student-accessibility/>. CL cannot proceed with a disability accommodation without direction from OSA.
- M. If I have a special dietary need, I will schedule a dining consultation with *College Dining* Management. Additional information is available at https://college.lclark.edu/student_life/campus_living/dining-changes-and-exemptions/.
- N. I am required to adhere to vaccination requirements established by CL, the *College*, and/or Public Health–Portland & Multnomah County.
- O. I must verify that I understand the inherent risk in living in congregate housing, notwithstanding health and safety measures, and that I am assuming such risk by signing this agreement.
- P. I must verify that I understand how the *Agreement* has been, or might be, impacted by different scenarios related to COVID-19 or similar public health crisis, by reading the CL Public Health Agreement found at <https://college.lclark.edu/live/files/35724-24-25-lc-public-health-agreement> as part of my housing application.
- Q. This *Agreement* may be amended with a 30-day notice by the *College* during the term of this *Agreement*.

III. Eligibility

I represent and warrant that I am eligible to reside in the *Residence Hall System* because I meet and will maintain for the *Occupancy Period* all of the following eligibility criteria and expectations:

- A. I currently am or have been accepted as a student at the *College*, and I will maintain my status as a registered student for a minimum of 12 semester hours.

- B. I am or will be at least 17 years of age at the time I *Check in*.
- C. I have not been dismissed from any *College Housing* facility nor has the *College* ever terminated my agreement, contract or lease, or filed an eviction or unlawful detainer action against me for any *College Housing* facility.
- D. If at any time after I have submitted this *Agreement* I become ineligible under the eligibility criteria stated above to reside in the *Residence Hall System*, I agree to inform CL in writing at living@lclark.edu of my ineligibility within 24 hours of becoming ineligible, and to *Check out* as described in Section XXI within 72 hours of becoming ineligible, unless I am required to vacate earlier as described in this *Agreement*.

IV. Criminal Offenses

- A. If I have been arrested for, with prosecution ongoing, or convicted of a sex offense; or have entered a deferred adjudication agreement relating to a sex offense; or have been or am under active supervision by any state, territory or foreign country related to a sex offense; or have been or am required to register as a sex offender; I must notify CL in writing at living@lclark.edu at the time this *Agreement* is submitted and I acknowledge that the *College* has the discretion to determine whether my application to reside in *College Housing* should be accepted, and to assign me to a particular *Room* deemed appropriate by the *College*.
- B. If after submitting this *Agreement* and my housing application I am arrested for, convicted of, or found to have committed a sex offense; enter a deferred adjudication agreement relating to or am placed under active supervision by any state, territory or foreign country relating to a sex offense; or am required to register as a sex offender; I will inform CL of my offense in writing at living@lclark.edu within 24 hours. I further agree that I will provide CL with all requested information regarding the event(s) at issue. CL has the discretion to require that I *Check out* within 24 hours of said notification unless CL provides me with written permission to remain in *College Housing*. Even if I am given written permission to remain in *College Housing*, CL retains the ability to change that determination and require I *Check out* as additional information is obtained.
- C. I will provide the *College* with any information it requests related to my offense(s) in order for the *College* to make a determination of my eligibility to reside in *College Housing* based on the best interests of the *College*.

V. Agreement Period and Check-in Dates

- A. The duration of this *Agreement* and the charges outlined in this *Agreement* are for the period of September 1, 2024, through 12 noon on May 9, 2025. Exceptions will be made for students participating in Lewis & Clark College sponsored domestic or overseas programs outside the Portland area, students entering at mid-year, or anticipating Fall semester graduation.
- B. *Check-in* dates and times for each semester covered by this *Agreement* are:

Academic Semester	Check-in Date and Time
Fall Semester	Off-campus NST August 27, 2024, New Students August 28, 2024, Returning Students at or after 9 a.m. on September 1, 2024
Spring Semester	At or after 9 a.m. on January 19, 2025

- C. Any request to *Check in* after 12 noon on the second day of instruction must be submitted in advance to CL at living@lclark.edu.
- D. If I am assigned to a *Room* after the *Agreement Period* begins, my *Agreement* will begin on my assigned *Check-in* date. My *Check-in* date will be provided with my assignment information.

VI. Apartments & Juniper Hall Eligibility & Priority

- A. Applicants to *Apartments* and Juniper Hall must have junior class standing or above, or be at least 21 years of age if not a junior or above, and have either lived on campus for four semesters or be considered to have completed or been exempted from the residency requirement.
- B. Priority will be given to students with junior or senior class standing (or students with sophomore class standing who have completed the residency requirement) who have remained in College owned housing (or Lewis & Clark sponsored overseas/domestic programs) prior to their 2024-25 housing application.

VII. Single Semester Housing Assignments and Eligibility

- A. To be eligible to apply for single semester housing, students must:
 1. have only 1 more semester to complete my academic program or graduate; or,
 2. be participating in a *College*-sponsored study abroad program for *College* credit; or,
 3. be participating in an internship program for *College* credit located outside of commuting distance as defined at https://college.lclark.edu/student_life/campus_living/residency-requirement-and-exemptions/;
 4. returning from a leave of absence for the Spring 2025 semester
- B. I understand that *Single Semester Residents* will be assigned to *Single Semester Housing* unless the following exceptions apply:
 1. I will have senior class standing and be expecting to graduate during the 2024-25 academic year, or
 2. CL is unable to provide me a room in *Single Semester Housing* that meets my OSA approved housing accommodations.
- C. Students that meet one or more of the criteria for an exception listed in Section VII.A will be able to select room spaces from among any spaces in Campus Living they are eligible for with their class standing.
- D. 2024-25 *Single Semester Residents* who live in 2024-25 *Single Semester Housing* that apply to live on campus for the 2024-25 agreement period will receive priority room selection for the 2024-25 agreement period and select their room in the first time slot for their class standing.

VIII. Early Arrival and Late Stay Housing

- A. I may request to move in prior to halls opening in September and January, or stay after halls close in December and May, if I have a College-approved requirement to be on campus prior to formal *Check-in* (e.g., international student orientation, athletics, approved housing accommodation from OSA, CL staff). Information about early arrival and late stay housing can be found at https://college.clark.edu/student_life/campus_living/early-arrivals-and-late-stays/.
- B. I must request and pay for early arrival and late stay housing separate from the *9-Month Housing* application and payment.
- C. CL will notify me via my College email address as to whether or not my early arrival or late stay housing request is approved.
- D. If I am assigned for early arrival or late stay housing, I must agree to pay for early arrival and late stay housing and dining charges for that period as shown at https://college.clark.edu/student_life/campus_living/early-arrivals-and-late-stays/.
- E. If my early arrival or late stay request is approved, I may be assigned to a temporary space for some or all of that period and must comply with *Room Change* instructions and deadlines sent by CL to my College email address.
- F. If I request early arrival or late stay housing after the deadline shown at https://college.clark.edu/student_life/campus_living/early-arrivals-and-late-stays/, an expedite charge will be assessed. A list of incidental housing charges can be found at https://college.clark.edu/student_life/campus_living/housing-contracts-and-release/.
- G. If I am approved for early arrival or late stay housing and *Check in* before the *Agreement Period* begins or *Check out* after the *Agreement Period* ends, the provisions of this *Agreement* begin on the date I *Check in* and extend to the date I *Check out*.
- H. If I am approved for an early arrival or a late stay I understand that overnight guests are not permitted during early arrival and late stay periods.
- I. If I *Cancel* my early arrival or late stay housing request I will be charged based on the schedule linked at https://college.clark.edu/student_life/campus_living/early-arrivals-and-late-stays/.
- J. If I *Cancel* my 2024-25 housing application after *Checking in* to my early arrival housing assignment but before the semester begins, I will be subject to *Cancellation* charges per Section IX of this *Agreement*.

IX. Application Cancellation or Deferment

- A. I may *Cancel* or *Defer* my housing application and *Agreement* before I *Check in*.
- B. Deposits from continuing students may be returned only if written notice of contract termination is received by the Office of Campus Living on or before July 1 for a contract beginning Fall semester, or 60 days prior to the beginning of Spring semester if it is the first semester of occupancy during the academic year.
- C. Details about *Cancellation* and *Deferment* can be found at https://college.clark.edu/student_life/campus_living/move-in/leaves-and-withdrawals/.
- D. If I wish to *Terminate* this *Agreement* after *Check-in*, I may do so as described in Section XIX.

X. Room, Apartment, and/or Suite Assignment

- A. Submission of a housing application or *Agreement* does not guarantee me a *Room* in *College Housing*.
- B. I will be assigned based on my assignment priority to any available *Room* within the *Residence Hall System* regardless of rate including, but not limited to, a triple *Room*, apartment or temporary housing space. Information about temporary housing can be found at https://college.clark.edu/student_life/campus_living/overflow-and-temporary-housing/.
- C. I may be assigned to any available *Room* regardless of assignment preferences expressed by me including, but not limited to, building, *Room* type, Living Learning Community and *Roommate* request.
- D. I will accept my assigned *Room* in the *Residence Hall System* through the end of the *Agreement Period*.
- E. Every effort will be made to hold the original assignment if CL is notified of an anticipated delay of arrival. No adjustments in, or proration of, housing fees will be made for late arrivals or early departures.
- F. I understand that CL will audit housing applications with the College's Office of Overseas and Off-Campus Programs and that CL will adjust my housing application and assignment as needed if I am found to have accepted a placement with a College abroad program for either Fall or Spring terms.
- G. CL will release my name, email address and telephone number to my assigned *Roommate*.
- H. No specific room is provided by this contract. CL reserves the right to reassign me to a different *Room* at any time for any reason that is reasonable under the circumstances including, but not limited to, the welfare of residents, a violation of Community Standards or the Student Conduct Code, to accommodate facility operations or repair, to accommodate students with disabilities, to use available space more efficiently, or to further the best interests of the College and/or its community. I may be required to move with a 48-hour notice.
- I. If an unanticipated vacancy occurs the remaining occupant/s will have 5 business days from the date of notice to find a new roommate. If a replacement is not identified, the Office of Campus Living reserves the right to reassign the space.
- J. If a space is available in my *Room*, *Apartment*, or *Suite* I may be assigned a *Roommate* without prior notification.
- K. If a space is available in my *Room*, *Apartment*, or *Suite* I will keep the available space(s) clean and accessible. If I fail to do so, I will be charged the daily *Room* rate for both the unavailable space and my assigned space until the space is clean and accessible, and I may be subject to disciplinary action.

- L. Requests to under assign a *Room, Apartment, or Suite* will not be honored without payment of the full housing fees for the *Room, Apartment, or Suite* by the remaining occupants, subject to availability.

XI. Winter Break Housing

- A. Students must have an agreement for both the Fall and Spring terms of the *Agreement Period* to be eligible for *Winter Break* housing.
- B. I agree to pay the *Winter Break* housing rate that can be found at https://college.lclark.edu/student_life/campus_living/winter-housing/ if I am assigned to a non-apartment space and intend to stay for the *Winter Break* period.
- C. If on my housing application I indicate that I require *Winter Break* housing, and I am not eligible for the apartments stated in Section XI.A., CL will place me in the 2024-25 *Winter Break* residence hall for the *Agreement Period*.
- D. I understand that if my assigned space is in the apartments stated in Section XI.A., or the 2024-25 *Winter Break* residence hall, I am not allowed to have other students use my space in my absence over the *Winter Break* period.
- E. I understand that overnight guests are not permitted during *Winter Break*.
- F. I understand that if I need *Winter Break* housing and am not already assigned to the apartments or the 2024-25 *Winter Break* residence hall, I am not guaranteed *Winter Break* housing unless I am participating in one of the following *College* sponsored activities: (1) *College Athletics*, (2) *Winterim*, and (3) *Wilderness First Responder training with College Outdoors*.
- G. I understand that if I need *Winter Break* housing and am not already assigned to the apartments or the 2024-25 *Winter Break* residence hall, CL will offer *Winter Break* housing to me in one of these locations, subject to availability, and that I will be expected to move into and vacate that space on specific transition dates.

XII. Dining Meal Plan

- A. I must select and pay in advance for a *Dining Meal Plan* level that I am eligible for. Information about the *Dining Meal Plans* can be found at https://college.lclark.edu/student_life/campus_living/dining/. Failure to select a meal plan shall be deemed selection of the "14 with flex" meal plan, and the student agrees to pay in accordance with that selection.
- B. My *Dining Meal Plan* may be used only in *College* dining facilities.
- C. My *Dining Meal Plan* will be active for each semester on the following dates:

Semester	Board Dining Meal Plans Available for Use
Fall Semester	September 1, 2024 - December 18, 2024
Spring Semester	January 19, 2024 - May 8, 2025

- D. *Dining Meal Plan* Flex points and Block Plans works like a debit card, with the semester allotment of Meals and Flex points deposited into my *Dining Meal Plan* at the beginning of each semester on the first date of meal plan availability stated in Section XII.C.
- E. My *Dining Meal Plan* Flex points are nonrefundable and nontransferable to any account including my *College* student account.
- F. *College Dining* will provide dining service from the first day of the semester through dinner on the last day of final examinations for each academic semester. During Thanksgiving Break, *Winter Break* and Spring Break there will be limited or no service in the dining facilities.
- G. The *Dining Meal Plan* I select will continue for each semester through the end of this *Agreement Period* unless I change it by contacting living@lclark.edu.
- H. If I wish to lower my *Dining Meal Plan* level, I must do so by the fifth business day of the semester:

Semester	Deadline to Lower Dining Meal Plan Level
Fall Semester	September 6, 2024
Spring Semester	January 24, 2025

- I. If I wish to increase my *Dining Meal Plan* level, I may do so at any time.
- J. As long as I remain in residence, any Flex point balance remaining in my *Dining Meal Plan* at the end of fall semester 2024 will carry forward to the next semester. In addition, the next semester's *Dining Meal Plan* level allotment will be added to my account.
- K. Any balance of Flex points remaining in my *Dining Meal Plan* will be forfeited at 12 noon on May 9th, 2024.
- L. If I *Check out* prior to the end of the *Agreement Period* and remain registered for classes, my *Dining Meal Plan* will remain available for use through the final meal period of that semester, at which point any Flex points remaining in my *Dining Meal Plan* will be forfeited.
- M. If I *Check out* prior to the end of the *Agreement Period* and am no longer registered for classes, the cost of my *Dining Meal Plan* will be prorated based on my *Checkout* date and any Flex points remaining in my *Dining Meal Plan* will be forfeited.
- N. If I have junior or senior status, or am a graduate or law student, I will have the option to select a block meal plan.
- O. If I am assigned to apartment style housing, I will have the option to select any *Dining Meal Plan*.
- P. Students with special diets will not be exempt from the *Dining Meal Plan*.

XIII. Charges

- A. Deposit
1. I will pay a *Deposit* of \$200 at the time I apply for housing.

2. For new students, the \$500 nonrefundable admission reservation deposit also serves as the *deposit*.
3. For Davis Scholars, the *deposit* is waived.
4. The *Deposit* is applied towards applicable housing or dining payments.

B. Room Charges

1. I will be charged for and will pay the *Room* rate for the *Room* type to which I am assigned. Housing rates are established by the Lewis & Clark College Board of Trustees and can be viewed at https://college.lclark.edu/student_life/campus_living/housing.php.
2. My *Room* rate includes electricity, gas, internet access, laundry, water, sewer and garbage services. A temporary failure in utility service is not a breach of this *Agreement*.
3. If I am assigned a *Room* before the *Agreement Period* begins and do not *Cancel* as provided in Section IX, I must pay the entire semester of housing charges regardless of the date I *Check in*.
4. If I am assigned a *Room* after the *Agreement Period* begins, I must pay prorated housing charges based on my *Check-in* date assigned by CL, even if I do not *Check in* on that date.
5. If I *Cancel* my application, I will be subject to *Cancellation* charges as stated in Section IX.
6. If I terminate my *Agreement*, I will be subject to *Agreement Termination* charges as stated in Section XIX.

C. Dining Charges

1. I will be charged for and will pay the *Dining Meal Plan* rate for the plan I select. *Dining Meal Plan* rates are established by the Lewis & Clark College Board of Trustees and can be viewed at https://college.lclark.edu/student_life/campus_living/dining/.
2. If I am assigned a *Room* before the *Agreement Period* begins and do not *Cancel* as provided for in Section IX, I must pay the entire semester of dining charges regardless of the date I *Check in*.
3. If I am assigned a *Room* after the *Agreement Period* begins, I must pay a prorated dining amount based on my *Check-in* date assigned by CL, even if I do not *Check in* on that date.
4. Any Flex points or remaining meal swipes on my *Dining Meal Plan* will be forfeited at 12 noon on May 9, 2025, except as stated in Section XII.L.

D. Other Charges

1. Incidental charges: I will pay any incidental charges by the end of the month in which they are charged unless I *Check out* before the end of that month, in which case I will pay them before I *Check out*.
2. A list of incidental housing charges can be found at https://college.lclark.edu/student_life/campus_living/housing-contracts-and-release/.

XIV. Payments

- A. I will pay my CL and *Dining* charges according to the dates shown at https://www.lclark.edu/offices/account_services/settling_your_account/due_dates/.
- B. If I fail to make payments as required by this *Agreement*, my *Agreement* and assignment may be terminated. If my *Agreement* is terminated by CL, I will be required to move out and will be charged a termination charge as shown in Section XIX.
- C. During my *Occupancy Period*, all billing adjustments and incidental charges placed on my account after the due date are considered due immediately.
- D. I may view my Statement of Account at any time at <https://lclark.afford.com/>.
- E. CL will submit charges directly to my student account.
- F. I will make payments in one of the following manners:
 1. Online auto withdrawal from a checking or savings account, or credit card payment using a VISA, MasterCard, Discover or American Express at Students may log into the Student Account Center portal through WebAdvisor: Student Finance Self Service to remit online payment; or,
 2. Online international funds transfer via Flywire through <https://lclark.afford.edu/>; or,
 3. In person with a check or debit card at Student and Department Account Services, lower level of Templeton Campus Center. Hours of operation are available at https://www.lclark.edu/offices/account_services/.
- G. I will be assessed a late payment charge by the *College* if my student account is not paid in full by the payment due date. A list of incidental housing charges can be found at http://college.lclark.edu/student_life/campus_living/housing-contracts-and-release.
- H. If I have any questions about my student account, I will connect with my Student Account Specialist before the semester due date has passed. Staff information is available at https://www.lclark.edu/offices/account_services/staff/.
- I. If I fail to make payments after *Check-in* as required by this *Agreement*:
 1. My *Dining Meal Plan* and/or *LC-ID* may be inactivated until my student account is paid in full; and,
 2. Student and Departmental Account services may contact the person(s) I have designated as authorized to receive my financial account information; and,
 3. The *College* may declare me in breach of and terminate this *Agreement*, cancel my assignment and require that I *Check out*, and/or take further action against me including, but not limited to:

- a. Denying future applications for *College Housing*; and,
 - b. Placing a hold on *College* registration, transfer of credits, transcripts and graduation; and,
 - c. Assessing collection agency charges as outlined in Section XIV.L; and,
 - d. Assessing legal fees and moving and storage costs; and,
 - e. Obtaining a legal judgment against me for any balance due.
- J. If I wish to dispute any housing or dining charges posted to my account, I must submit a fee waiver petition within 60 days of the charge being posted to my account. The petition can be found at https://college.lclark.edu/student_life/campus_living/housing-contracts-and-release/. I understand that petitions submitted more than 60 days after charges have been posted will not be considered, and I will be responsible for full payment of those charges.
- K. After I *Check out*, all charges are due immediately.
- L. The *College* reserves the right to the recovery of collection agency fees, which may be based on a percentage at a maximum of 40 percent of the debt in addition to the recovery of any outstanding balance, attorney fees, court costs and other collection costs including moving and storage costs.
- M. I authorize the Student and Department Account Services and their respective agents and contractors to contact me regarding outstanding charges or repayment of outstanding charges at the current or any future number that I provide for my cell phone or other wireless device using automated telephone dialing equipment or artificial or prerecorded voice or text messages.

XV. Community Standards

- A. I agree to abide by the Community Standards, which are appended hereto as Appendix A. I acknowledge that the Community Standards apply to me not only when I am in the building in which my *Room* is assigned but also while I am on any *College Housing* premises, which includes, but is not limited to, *Common Areas*, community centers, entry areas, hallways, parking areas, courtyards, terraces, decks, grounds, elevators, stairwells, playfields and dining facilities.
- B. I agree to abide by all regulations, policies and standards of the *College* and *CL*. Should my guests or I fail to comply with the conduct regulations, policies and standards of the *College* and *CL* including, but not limited to, the Community Standards, College Policies, and the Student Conduct Code, the *College* may take disciplinary action against me pursuant to the Student Rights & Responsibilities Conduct Process and/or the Student Conduct Code. For allegations that, if true, would constitute sexual misconduct, the *College* may take disciplinary action against me pursuant to the Student Rights & Responsibilities Conduct Process, the Student Conduct Code, and/or the Sexual Misconduct Policy. The Student Rights & Responsibilities Conduct Process may be found at https://college.lclark.edu/student_life/our-departments/student-rights-responsibilities/resolution-pathways/student-conduct-pathways/.

XVI. Room Changes

- A. I may only make a *Room Change* with prior written approval by an authorized *CL* staff member.
- B. If I wish to change my *Room*, I must follow all *Room Change* procedures, which can be found at https://college.lclark.edu/student_life/campus_living/room-change-information/
- C. If *CL* approves my *Room Change* request or I am required to make a *Room Change* as part of a disciplinary process, I will be assessed a nonrefundable *Room Change* charge. A list of incidental housing charges can be found at https://college.lclark.edu/student_life/campus_living/housing-contracts-and-release/.
- D. If I do not follow proper *Room Change* procedures, I will be charged an *Improper Room Change* charge in addition to the *Room Change* charge.
- E. I will be required to pay the *Room* rate for the new *Room* effective the date my *Room Change* begins.
- F. I must return my originally assigned *Room* keys to the location designated by *CL* by my *Room Change* deadline. If my keys are not returned by the deadline, I will be assessed the daily rate for both *Rooms* until the keys to my originally assigned *Room* are returned and I will be charged an improper *Room Change* charge.
- G. If I make a *Room Change* without prior approval from an authorized *CL* staff member:
- 1. I will be assessed an *Unauthorized Room Change* charge; and,
 - 2. I will be charged the daily *Room* rate for both *Rooms* until I have *Checked out* of my originally assigned *Room* or I have moved back to my originally assigned *Room*; and,
 - 3. I will be charged a *Room Change* charge if *CL* approves my *Room Change* request; and,
 - 4. I may be assessed an *Improper Room Change* charge if I do not follow proper *Room Change* procedures.
- H. Prior to my *Room Change* deadline, I will remove all of my personal belongings from my *Room* and *Common Areas* and follow the cleaning guidelines at https://college.lclark.edu/student_life/campus_living/move-in/move-out/. If I do not remove my personal belongings, *CL* may pack and store and/or dispose of them at my expense. While *CL* intends to make reasonable efforts to protect my belongings, I will not hold the *College* liable for any damage or loss.
- I. If my keys are not returned by my *Room Change* deadline, I may be assessed a lock change charge in order to secure my *Room*, plus an additional charge for each unreturned key.
- J. A list of incidental housing charges can be found at https://college.lclark.edu/student_life/campus_living/housing-contracts-and-release/.

XVII. Entry and Inspection

- A. When performing routine inspections and maintenance, the *College* will give me at least 24 hours' notice of its intent to enter my *Room* or *Common Area*, and will enter only at reasonable times.
- B. *College* custodial staff will routinely enter *Common Areas* in order to clean.
- C. *College* staff, contractors and designees have the right to enter my *Room* and *Common Area* and I will not be given prior notice:
 - 1. In the event of an emergency, or other circumstances that necessitate inspection or maintenance without 24 hours' notice;
 - 2. If I request or if my *Roommate* requests repairs or maintenance, which includes but is not limited to the submission of a work order;
 - 3. If my *Roommate*, including any person sharing my *Room*, apartment or suite, moves out, for cleaning or maintenance.
 - 4. If *College* staff and/or Campus Safety Officers are entering areas outside my *Room* unannounced to conduct rounds concerning health, safety or security checks, to enforce Community Standards and other policies, or to perform a room search and/or investigate possible criminal activity.

XVIII. Cleaning, Alterations and Damages

- A. Within one week of *Check-in*, I will inspect and, if necessary, update the *Room/Apartment Condition Report* and submit it to CL. Any damage or missing items not declared on the *Room/Apartment Condition Report* will be my responsibility and will be charged to me when I *Check out*.
- B. I will report lost *Room* and/or apartment keys to my regional desk immediately. If, after 72 hours, I have not demonstrated to CL that I have located my keys, any affected locks will be changed at my expense. I may be assessed a lock change charge in order to secure my *Room*, plus an additional charge for each unreturned key or building access card. A list of incidental housing charges can be found at https://college.clark.edu/student_life/campus_living/housing-contracts-and-release/.
- C. I will keep my *Room* and *Common Areas* clean, orderly and in good condition at all times and will properly dispose of garbage, recyclables and compost items in designated collection sites. I will be responsible for any charges that result from my failure to keep my *Room* or *Common Areas* clean, orderly and in good condition.
- D. If I am assigned to a *Room* with a private or semiprivate bathroom, I will cooperate with my *Roommate* to care for and maintain the bathroom, including providing cleaning supplies.
- E. I will not make any repairs or alterations to any *College Housing* premises. If repairs are required, I must submit a work order at https://college.clark.edu/student_life/campus_living/work_orders.php.
- F. If I or any guest of mine damages any CL property, I will be responsible for the reasonable cost of repair, replacement and/or cleaning as determined by CL.
- G. If any damage occurs in the *Common Areas* and/or shared areas of my *Room* and the responsible person cannot be determined, any charges for repair, replacement and/or cleaning as determined by CL will be divided equally among me and my *Roommates*.

XIX. Agreement Termination

I may terminate my *Agreement* after I *Check in*. If I wish to terminate this *Agreement* prior to *Check-in*, I may do so as described in Section VIII.

- A. The duration of this *Agreement* and the housing and dining charges contained within this *Agreement* are:
 - 1. From 9AM on Sunday September 1st, 2024, or beginning on the assigned Check-in date, through 12 noon on May 9, 2025 for All-Year residents.
 - 2. From 9AM on Sunday September 1st, 2024, or beginning on the assigned Check-in date, through 12 noon on December 19, 2024 for Fall Single Semester Housing residents.
 - 3. From 9AM on Sunday January 19, 2025, or beginning on the assigned Check-in date, through 12 noon on May 9, 2025 for Spring Single Semester Housing residents.
- B. If I *Check out* during fall semester 2024 or spring semester 2025, between September 1, 2024 and May 9, 2025:
 - 1. I must submit an *Agreement Termination* notice in advance of my *Checkout* date at https://college.clark.edu/student_life/campus_living/move-in/leaves-and-withdrawals/; and,
 - 2. I will be responsible for paying all charges for my assigned *Room* for the entire *Agreement Period*; and,
 - 3. I will be responsible for all dining charges for the semester during which I *Check out*; and,
 - 4. I will not be assessed dining charges for future semesters; and,
 - 5. I must *Check out* no later than the deadline shown below for the semester during which I *Check out*; and,
 - 6. I may be subject to additional daily *Room* charges if I move out during *Winter Break* or spring break.
- C. If I *Check out* during fall semester 2024 or spring semester 2025 without submitting an *Agreement Termination* notice:
 - 1. CL will terminate my *Agreement* for current and future semesters; and,
 - 2. I will be responsible for paying the full agreement's housing charges; and,
 - 3. I will be responsible for paying the current semester's dining charges; and,
 - 4. I will not receive a prorated refund of any of the current semester's dining charges; and,
- D. If I file for a formal withdrawal or take a leave of absence from the *College* during the *Agreement Period*, I will not be charged an early termination charge or late notice charges. My housing and dining charges will be prorated as of my *Checkout* date provided that date is more

than ten days before the end of the semester. Information on withdrawals and leaves of absence are at https://college.lclark.edu/offices/registrar/leave_of_absence_or_withdrawal_from_lc.php

- E. I will not be charged an early termination charge or any *Room* charges for future semesters if I provide documentation within five days of my *Checkout* date to CL at living@lclark.edu that establishes one of the following:
 - 1. I have completed my academic program or am graduating at the time of *Checkout*; or,
 - 2. I am participating in a *College*-sponsored study abroad program for *College* credit for the next academic semester; or,
 - 3. I am participating in an internship program for *College* credit located outside of commuting distance as defined at https://college.lclark.edu/student_life/campus_living/residency-requirement-and-exemptions/ for the next academic semester.
 - 4. I am eligible based on Armed Forces exceptions. I must provide CL with copies of any such military orders at living@lclark.edu.
- F. If I *Check out* between March 31, 2025 and May 9, 2025:
 - 1. I do not need to submit an *Agreement Termination* notice; and,
 - 2. I will not be charged an early termination charge or late notice charges; and,
 - 3. I will be responsible for the full semester's housing and dining charges except for reasons described in section XIX.D.; and,
 - 4. I must complete the *Checkout* procedures as described in Section XIX by 12 noon on May 9, 2024; and,
- G. If CL terminates my *Agreement* before the end of the *Agreement Period* for any breach of this *Agreement*:
 - 1. My *Agreement* will be terminated for the current semester and future semesters; and,
 - 2. I will be responsible for paying the \$200 early termination charge; and,
 - 3. I will be responsible for paying the current semester's housing and dining charges; and,
 - 4. I will not receive a prorated refund of any of the current semester's housing and dining charges.
- J. If I leave my *Room* permanently without formally *Checking out*, CL will begin abandonment procedures, which includes contacting *Roommates*, neighbors, the registrar and other LC departments to try to determine my whereabouts and intentions. Charges associated with abandonment include lock change and key replacement, moving, handling and storage of belongings, and cleaning or repair charges, in addition to any *Room* payment owed. *Room* charges may be prorated if CL determines I am no longer a student at the LC.

XX. Checkin

- A. I will not be permitted to check in before my approved move in time unless approved for an early arrival as described in Section VIII.
- B. I must complete the check in process with CL before moving personal belongings into my room.
- C. To complete the check in process, I will retrieve my assigned room key from Campus Living or a CL designee (e.g. Campus Safety, Athletics). I cannot designate another individual to retrieve my assigned room key for me.
- D. Failure to complete the check in process before moving items into a room may result in associated fees as shown in the incidental housing charges table at https://college.lclark.edu/student_life/campus_living/housing-contracts-and-release/ and referral to Student Rights & Responsibilities.

XXI. Checkout

- A. When I *Check out* of my *Room*, I will follow proper *Checkout* procedures as described at https://college.lclark.edu/student_life/campus_living/move-in/move-out/.
- B. If I am *Checking out* prior to the end of the *Agreement Period*, I will follow *Agreement Termination* procedures stated in Section XVIII.
- C. Prior to my *Checkout*, I will remove all of my personal belongings from my *Room* and *Common Areas* and follow the cleaning guidelines at https://college.lclark.edu/student_life/campus_living/move-in/move-out/. If I do not remove my personal belongings, I understand that I cannot defer responsibility for my belongings to anyone else, and CL reserves the right to make decisions around packing, storing, and/or disposing of my belongings at my expense. While CL intends to make reasonable efforts to protect my belongings, I will not hold the *College* liable for any damage or loss.
- D. If I do not return my *Room* keys by the date I provided on my *Agreement Termination* notice or at the end of the *Agreement Period*, whichever comes first, I will be assessed other applicable charges for unreturned items and/or labor charges as shown in the incidental housing charges table at https://college.lclark.edu/student_life/campus_living/housing-contracts-and-release/.
- E. If my keys are not returned, I may be assessed a lock change charge in order to secure my *Room*, plus an additional charge for each unreturned key. A list of incidental housing charges can be found at https://college.lclark.edu/student_life/campus_living/housing-contracts-and-release/.
- F. When I *Check out*, I will leave my *Room* and *Common Areas* and all furnishings in good order and repair except for reasonable wear, and pay any repair, replacement and/or cleaning costs as determined by CL.
- G. I understand my *Check out* is not complete and I will still be charged for my assigned space until all personal items have been removed from the space and the key I was issued to my assigned space has been received by CL.
- H. I understand that once I have communicated to CL that I have vacated my assigned space that any remaining personal items in the space may be disposed of, a rekey charge will be assessed if my key was not received by CL, and I will be responsible for any cleaning and damage charges as well as incidental charges that are applicable if I did not properly follow *Checkout procedures* as described at https://college.lclark.edu/student_life/campus_living/move-in/move-out/.
- I. If I *Check out* and have a pending application or future assignment I must immediately pay any additional charges assessed after I *Check out*.

- J. If I *Check out* and do not have a pending application or future assignment I will pay any outstanding balance immediately.
- K. If any refund remains uncashed, it will be managed in accordance with the College refund policy and guidelines set by Oregon's Unclaimed Property regulations.
- L. It is my responsibility to keep my local address and permanent address current through https://www.lclark.edu/about/campus_safety/emergency_notification/.
- M. Any balance in my *Dining Meal Plan* will be forfeited at 12 noon on May 9, 2025.
- N. Any balance in my *students account* will remain in my account when I *Check out*, and will be refunded to me upon written request from my College email account to lclark.afford.com.

XXII. Emergency Closures

- A. The College's inability to make a *Room* available to me for any reason beyond the College's control including, but not limited to, natural disaster, fire, flood, earthquake, condemnation, pandemic, quarantine, utility malfunction, infestation, or other emergency or force majeure event shall not constitute a breach of this *Agreement* by the College. In such circumstances, the College shall have no liability to me in any way for injuries, reimbursement, damages, inconvenience, annoyance or compensation of any kind. The College may attempt to find, but cannot guarantee, an alternative space for me.

XXIII. Injury or Property Loss

- A. The College shall not have any responsibility or provide any compensation for any injury to me or any guest of mine, or for loss or damage to my property or that of any guest of mine, except to the extent caused by the College's negligence. I acknowledge that the College recommends that I carry appropriate insurance against such injury, loss or damage. I acknowledge that the College does not promise, warrant or guarantee the safety or security of me or any guest of mine, or of my personal property or the personal property of any guest of mine against the actions of other parties.
- B. Nothing in this *Agreement* shall be construed as being intended to protect any person or class of persons from injury or harm.
- C. If there is loss of or damage to my property or that of any guest of mine for any reason beyond the College's control including, but not limited to, natural disaster, fire, flood, earthquake, condemnation, pandemic, quarantine, utility malfunction, infestation, or other emergency or force majeure event, the College shall have no liability to me or any guest of mine for reimbursement, damages, inconvenience, annoyance or compensation of any kind.

XXIV. Severability and Choice of Law

- A. The provisions of this *Agreement* are intended to be severable. If any term or condition is determined to be invalid for any reason, the remaining provisions of this *Agreement* shall continue to be valid and enforceable.
- B. This *Agreement* shall be governed in all respects by the laws of Oregon State. The parties agree that any legal action related in any way to this *Agreement* shall be brought exclusively in Multnomah County, Portland, Oregon.

Appendix A: Community Standards

A. Conduct

- 1. I will refrain from any conduct that, in the College's sole judgment, would violate any city, county, state or federal laws. This conduct includes, but is not limited to, theft; robbery; possession of stolen property; damage to or unauthorized possession, use or removal of College property; gambling or wagering activities, directing lasers at any person or mode of transportation; and unauthorized use of any service (e.g., *LC-ID Card*, building access cards, authorization codes).
- 2. I am subject to all College policies for Lewis & Clark College, which may be found at https://college.lclark.edu/student_life/our-departments/student-rights-responsibilities/student-code-of-conduct/college-policies/.
- 3. I will respect the rights, privileges and property of other members of the College community and visitors to campus.
- 4. I will refrain from any conduct that would interfere with College operations or endanger the health, welfare or safety of other persons, myself or animals used by persons with disabilities.
- 5. I will comply with the directions of College officials and their authorized agents acting in the performance of their duties.
- 6. I and my guests will present *LC-ID Cards* or other identification to authorized College staff upon request.
- 7. During posted Quiet Hours, I will refrain from making noise (e.g., loud talking, volume of electronic equipment) that can be heard beyond the boundaries of my *Room*, apartment, or any space I am visiting. Quiet Hours begin at 10 p.m. on the evenings before College classes are in session and at midnight on all other nights. Quiet Hours end each day at 10 a.m. Quiet Hours are in effect 24 hours a day beginning the Wednesday before Finals Week of each semester and extending through the end of Finals Week.
- 8. I will refrain from making excessive noise (e.g., loud talking, volume of electronic equipment) even outside the designated Quiet Hours and areas.
- 9. I will refrain from engaging in sports activities and/or using recreational equipment including, but not limited to, bicycles, skates, skateboards, drones, balls, Nerf guns and Frisbees within all College Housing buildings including, but not limited to, *Rooms*, *Common Areas*, lounges, terraces, decks, bathrooms, hallways, stairwells and dining areas.
- 10. I understand that single-occupant bathrooms, individual toilet stalls or rooms, and individual showers or shower rooms are intended for use by no more than one occupant at a time.

11. I will not participate in any action or situation involving physical or mental abuse, harassment, bullying, cyber-bullying, intimidation, hazing, pranks and/or other conduct that recklessly or intentionally endangers or threatens the health, safety or welfare of any person or results in damage to *College* property.
12. I will not use my *Roommate's* possessions or their personal or *College Housing* provided furniture without their prior consent.

B. Substance & Tobacco Use

1. I will not possess, use, purchase or be under the influence of alcohol if I am less than 21 years of age.
2. I will not be visibly intoxicated even if I am of legal drinking age.
3. I will not knowingly be in the presence of alcohol if I am less than 21 years of age. Exception: If my assigned *Roommate* is 21 years of age or older, they may possess or consume alcohol in my *Room* or apartment in accordance with applicable policies.
4. I will not provide or serve alcohol to anyone less than 21 years of age, nor will I host or promote an event where alcohol is present and any guest who is less than 21 years of age is in attendance.
5. I will not possess alcohol containers if I am less than 21 years of age.
6. I will not possess or consume alcohol in public places including, but not limited to, lounges, *Common Areas* within suites, study rooms, hallways, entryways, elevators, stairwells, balconies, terraces and decks. If the door of a *Room* is open, the *Room* is considered a public place.
7. I will not manufacture or sell alcohol either directly or indirectly.
8. I will not display advertisements of alcohol that are visible outside my *Room*.
9. I will not possess, share, sell or use kegs, beer bongs, beer balls or other common-source containers of alcohol, nor will I possess a large quantity of alcohol or alcohol containers intended for or used by a group rather than an individual.
10. I will not allow possession, consumption or storage of alcohol at any time in my *Room* or apartment if I am less than 21 years of age. Exception: If my assigned *Roommate* is 21 years of age or older, they may possess or consume alcohol in my *Room* or apartment in accordance with applicable policies.
11. I will not use, possess, possess with intent to deliver, deliver, manufacture, purchase, sell, share, distribute, transport, or be under the influence of illegal drugs or controlled substances as defined in the United States Code Title 21 Section 802 found at <https://www.govregs.com/uscode/21/802> including, but not limited to, any quantity of marijuana. Possession of a medical marijuana license or prescription does not provide exemption from this policy.
12. I will not be knowingly in the presence of marijuana, illegal drugs or controlled substances.
13. I will not possess any drug paraphernalia.
14. Lewis & Clark prohibits smoking, the use of tobacco products and the use of inhalant delivery systems. These prohibitions extend to all Lewis & Clark spaces including, but not limited to, buildings, private vehicles on Lewis & Clark property, on sidewalks, in parking lots, in recreational areas and athletic venues, in other outdoor areas managed by the institution, and in Lewis & Clark-owned or leased vehicles (collectively "Lewis & Clark Property").

C. Guests

1. I understand that only I and my assigned *Roommate* may reside in my *Room*, apartment or suite.
2. I understand that I am expected to register overnight guests via the Campus living website prior to their stay at https://college.lclark.edu/student_life/campus_living/visitor-policy/.
3. Overnight guests are not allowed during *Winter Break* and during early arrival and late stay periods, unless approved on a case by case basis through Campus Living.
4. I understand that I may be held responsible for any violation of *College* policies, rules, regulations and other standards of conduct by my guests in *College Housing*.
5. I will meet my guests at the entrance of my building and accompany them at all times while in the building.
6. I will not allow my guests to stay overnight in my *Room* unless I obtain the prior consent of my *Roommate*.
7. I will not pressure my *Roommate* to consent to my guests staying overnight.
8. I will not allow my guests to stay overnight more than three consecutive nights and no more than a total of ten nights during a semester.
9. I will ensure that the presence of my guests will not restrict my *Roommate* from free access to our *Room* or any *Common Area*, or create a situation that would infringe on my *Roommate's* right to remain undisturbed.
10. I will not allow my guests to occupy my *Room* unless I am also present.
11. The *College* has the authority to require that any guest leave *College Housing* and may prohibit any guest from being on *College* premises. I will cooperate with any request by the *College* that my guests leave, and I agree not to allow anyone who I know to have been prohibited or excluded from *College Housing* premises by the *College* to be present in my *Room* or on *College Housing* premises.

D. Safety and Security

1. I will not provide building access to someone I do not know.
2. I will not lend or give my *Room* keys or my *LC-ID* to anyone nor will I use the *Room* key or *LC-ID* of another student.
3. I will not duplicate or misuse a *College* key or *LC-ID*.

4. I will report the loss or theft of my key within 24 hours of determining my key is not in my possession.
5. I will not enter any residential *Room* areas within *College Housing* other than the one I am assigned to unless I am accompanied by a resident of that community/public
6. I will not possess candles. (For ceremonial candle use, please contact The Office of Spiritual Life for accommodation requests at spirituallife@lclark.edu.)
7. I will not burn incense or anything with an open flame or do anything to violate Oregon State & Portland Fire Codes at <https://www.portlandoregon.gov/fire/48127>.
8. I will not sleep or allow my guests to sleep in the lounges or other *Common Areas*.
9. I will not use, store or possess fireworks, ammunition, explosives, flammable liquids, propane, other compressed gases, spray paint or other hazardous materials.
10. I will not:
 - a. Possess, use, manufacture, transport, display, sell or distribute any firearms, electroshock weapons, air powered guns (e.g., BB guns, air soft guns, pellet guns, paint guns), or other weapons or replicas of any of the above-mentioned items.
 - b. Possess any knife having a blade longer than three and one-half inches (excepting those specifically designed and used for food preparation)
 - c. Possess any knife having a blade that projects or swings into position by force of a spring (e.g., switchblade).
 - d. Intentionally wield or brandish any item capable of producing bodily harm in a manner that intimidates another person or warrants fear for safety of another person.
11. I will not under any circumstance use outside of the intended purpose, hang anything on, or tamper with any safety device, sign or equipment including, but not limited to, fire pull stations, smoke detectors, heat detectors, sprinklers, sprinkler valves, sprinkler pipes, water pipes, fire extinguishers, alarm systems, asbestos materials stickers, or any areas labeled by an asbestos materials sticker. I will report safety equipment malfunctions to *College* staff immediately. I may be charged for costs associated with the response by *College* personnel needing to address life safety equipment and systems damaged or tampered with by my actions.
12. If I am responsible for fire alarm activation due to smoke from cooking, I may be charged for costs associated with the response by fire safety personnel.
13. I will not enter or exit through any window except as a health or safety emergency egress out of a building.
14. I will not throw, drop, propel or pour anything from windows, balconies, ledges, landings or stairwells.
15. I will not access roofs or climb on the sides of buildings or be on the outside ledges of buildings.

E. Pets and Animals

1. I will not allow or keep any pets or animals on the premises with the exception of fish, except animals that are an accommodation approved by OSA for the current *Agreement Period*.
2. Fish tanks must be no larger than 10 gallons.
3. *College* restroom facilities are not to be used for the bathing or grooming of animals.
4. I understand that if I have an approved accommodation for an animal that I will review and acknowledge the guidelines for having animals in *college housing* located at <https://www.lclark.edu/live/profiles/5911-service-and-assistance-animal-policy>.

F. Communication and Computing

1. I will read all correspondence and information sent by CL to my *College* email account or mailbox, or posted on my *Room* door, and I will promptly respond if requested.
2. I will keep my local address and permanent address current through https://www.lclark.edu/about/campus_safety/emergency_notification/.
3. I will use *College* computer resources in accordance with all *College* policies and applicable laws including, but not limited to, the *College's* Guidelines for Appropriate Use of *College* Resources at https://www.lclark.edu/information_technology/policies/.

G. Facilities

1. I will not use or possess prohibited equipment or appliances as listed in the Resident Handbook at https://college.lclark.edu/student_life/campus_living/handbook/.
2. I will not cook in any lounge, lobby, television room or other public area except for designated kitchens and kitchenettes.
3. I will not leave cooking equipment unattended while in use.
4. I will not tamper with or interfere with the operation of security systems, locks or elevators, unlock doors designated to be locked or prop any door.
5. I will familiarize myself with and abide by emergency evacuation instructions and procedures including, but not limited to, evacuation drills.
6. I will keep my *Room* and shared areas clean, orderly and in good condition at all times, and will comply within 24 hours with any *College*-prescribed corrective action. I will be responsible for any charges that result from my failure to keep my *Room* or shared areas clean, orderly or in good condition.

7. I will not obstruct any walkway, hallway, stairwell, door or any part of the premises and grounds.
8. I will not put any decorative lighting, decoration, object or equipment in the hallways, stairways or exits.
9. I will not display or hang the following items on the exterior of *Room* doors: decorative lighting, large combustible items, items that hang from door frames, and items that cover over fifty percent of the door, the *Room* number or the peephole.
10. I may have artificial, nonmetallic trees and living potted trees and plants in my *Room*. I will not display trees or plants in any lounge or public area.
11. I may decorate only with miniature, low-heat producing electric lights that are Underwriter Laboratories, Inc. (UL) approved or with nonelectrical decorations. LED lights are recommended.
12. I will not allow light bulbs or lighted decorations to come in contact with combustible materials.
13. I will turn off all electrical decorations when my *Room* is unoccupied.
14. I will not place, store, display or hang any items on, in, or outside the windows of my *room* or any *common area*. Nor will I place, store, display or hang any items on, in, or outside roofs, outside ledges, stairwells, landings, hallways or any other *Common Area*.
15. I will not vandalize, destroy, damage or tamper with or move from their designated locations materials posted by or the property of the *College*, of *College* contractors or vendors, or of other residents or their guests.
16. I will not operate, park or store motorcycles or motorized scooters inside any building, or on stairwells, patios, porches, walkways, terraces or decks.
17. I will not use my *Room* or any other *College Housing* facility for commercial purposes or financial profit.
18. I will not post any materials outside my *Room* except as allowed in the Student Life Posting Policy at https://college.clark.edu/student_life/our-departments/-student-rights-responsibilities/student-code-of-conduct/college-policies/freedom-of-expression-academic-inquiry-policy/student-life-publicity-procedures/, and the Resident Handbook at https://college.clark.edu/student_life/campus_living/handbook/.
19. I will not solicit or distribute promotional materials except as allowed in the Campus Living Solicitation Policy at https://college.clark.edu/student_life/campus_living/advertising-and-solicitation-policies/.
20. I will place garbage, recyclables and compostable items in specifically designated collection sites. I may be required to pay any applicable City of Portland fines for disposing of recyclables in improper waste containers.
21. I will not install, alter or remove any fixtures, mechanisms, or locks in *College Housing* premises. This includes, but is not limited to, removing windows or screens, installing shelves or hooks, damaging walls, painting or paneling surfaces, removing doors, removing drapes or blinds, replacing light fixtures or tampering with the heating system. I will not paint or make any permanent changes to my *Room* or apartment.

