



**CAMPUS LIVING**

Lewis & Clark College

# Residential Handbook 2025-2026

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## **About Campus Living**

Living on campus is an essential part of the L&C experience—and one of the reasons we have a four-semester requirement for incoming students. In our residence halls, you will learn, grow, and build community with other students. With convenient access to dining, classrooms, athletic facilities, and outdoor spaces, everything you need to make the most of your college experience is just steps away from your residence hall.

### **Mission of Campus Living**

The Office of Campus Living engages students in the residential community and designs programs and processes that encourage student learning. As part of the Division of Student Life, we empower students to learn, lead, and engage with one another.

### **Campus Living's Guiding Philosophy**

Campus Living co-creates a supportive, interdependent, and educationally purposeful residential community for Lewis & Clark.

To this end, we sustain the following principles

- Celebrate the wisdom of diversity and inclusion;
- Promote engagement and citizenship;
- Foster self-advocacy and personal responsibility;
- Champion holistic student development and the betterment of the collective

### **Living Learning Communities (LLCs)**

Campus Living collaborates with other academic and student service partners across campus to enhance the experiences of residential students through our Living Learning Communities (LLCs). Our mission is to foster connections: between peers, across campus, and to learning. We are driven to create a culture that aligns academic experiences with social and residential enrichment. LLCs offer many valuable learning opportunities, resident collaborations, unique amenities, and other perks. Each LLC has a team of student staff dedicated to offering events and programmatic opportunities around the LLC topic. Campus Living offers nine LLCs across the five residential areas, all focused on a unique topic or interest.

Campus Living additionally offers Out of House Memberships into LLCs for students who live outside

of the residential area than the LLC(s) they are interested in. Out of House Members are able to take advantage of the same opportunities as in-house members, including LLC newsletters to learn about events and opportunities, card access into the LLC's host building, and connection to partnered departments and a peer network experienced or interested in the LLC topic.

## **Campus Living's Foundations**

Campus Living strives to use the following foundations as cornerstones of all operational and programmatic endeavors.

### **Social Justice, Diversity, Equity, and 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.

### **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.

### **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.

### **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?"

## **Campus Living Staff**

### **Director of Campus Living**

The Director of Campus Living provides strategic leadership for the Office of Campus Living and supports the Assistant Director, Area Directors, and Graduate Assistant in their execution of Campus Living's mission, vision, and values.

### **Assistant Director of Campus Living**

The Assistant Director of Campus Living provides leadership for the department by continuously planning for and improving the student leader experience and provides direct support for Area Directors and student leaders.

### **Area Directors**

Area Directors supervise student leaders placed in their assigned residential community. They provide support, ongoing training, and coaching. They also assist with program development, facility management, and on-call response. Area Directors are responsible for developing a safe living environment and maximize the living/learning experience for residential students.

### **Graduate Assistant**

The Campus Living Graduate Assistant is a current master's seeking student. They support Campus Living by serving in the on-call rotation, taking lead on many Living Learning Community (LLC) initiatives, and helping provide any other day-to-day assistance needed.

### **Administrative Coordinator**

The Campus Living Administrative Coordinator serves as a resource to students and their parents regarding on-campus living and provides reception/administrative support for the Director of Campus Living, The Manager of Daily Operations, the Assistant Director of Campus Living, and the five Area Directors. Coordinates and manages essential functions for Campus Living operations and programs.

## **Operations Coordinator/Manager of Daily Operations**

The Campus Living Operations Coordinator supports the logistics of Campus Living including move-in and move-out, occupancy maintenance and room assignments, mid-year processes (health and safety inspections, room inventory, etc.), housing applications processes, answering inquiries from students and parents, website maintenance and communication, and other daily logistical concerns.

## **Student Leaders**

Resident Advisors (RAs) and Residential Experience Managers (REMs) are responsible for providing leadership in their assigned residential communities and across campus by: adhering to, and educating peers about, the policies of Campus Living and Lewis & Clark College; supporting the safety of residents and residential facilities; connecting residents to campus resources; working collaboratively with team members; completing administrative tasks; and providing quality customer service to residents and guests.

Desk Representatives are part-time student employees who provide customer service to residents, L&C staff and faculty, and guests in the Odell Annex, over the phone, and via email.

## **Campus Living Contact Information**

Phone: 503-768-7123

Email: [living@lclark.edu](mailto:living@lclark.edu)

Mailing: 615 S Palatine Hill Road, MSC 132, Portland, OR 97219

Physical Location: Odell Annex

## **Occupancy and Agreement Information**

### **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](#).



## Residency Requirement

A full academic year Agreement, which includes room and board, is required of all first and second year students. Students who take 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.

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 2025-2026 to students who do not fall under one of these exceptions.

## Housing Accommodations

Students with a documented disability, who believe that a Housing Accommodation is necessary for them to fully participate in the on-campus residential experience, are strongly encouraged to meet with the [Office of Student Accessibility](#) (OSA) before room selection, for returning students, and by the accommodation deadline (mid-June) for incoming/new students. Please also see the section titled “Pet Policy” for information about Emotional Support Animals and Service Animals in this guide.

## Breaks, Early Arrivals, and Late Stays

### Academic Breaks (Winter, Summer, Fall/October, Thanksgiving/November, Spring)

The Housing Agreement does not include housing during Winter Break or Summer Break. Residents of all communities must vacate their room for Winter break and Summer Break unless they have an approved Winter Break or Summer Break agreement. A limited amount of housing will be made available during Winter Break and Summer Break for an additional fee, and applications for Winter and Summer Housing will be open 1-2 months in advance.

Winter break housing 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 semesters 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](#).

Students may stay in their regularly assigned room during Fall Break, Thanksgiving Break, and Spring Break for no additional fee. However, no meal service and only limited shuttle service are available

during Thanksgiving and Spring breaks.

### **Early Arrivals and Late Stays**

Students are not permitted to move in earlier nor move out 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) must be approved by the Office of Campus Living in advance. There is a \$40/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 Education (CACE).

### **One Semester Housing**

All one semester students will be assigned to Stewart and Odell Halls for the 2025-2026 academic year. Exceptions will be made for Seniors, who can select from all housing options, if they are graduating that academic year, and for students whose housing accommodations can not be met in Stewart or Odell Halls. One semester students assigned to Stewart Hall will receive advanced room selection for the following academic year if planning to live on campus.

### **Room Condition Verification (RCVs)**

Before move-in, Campus Living reviews the condition of each room and creates an inventory of furniture in the space. Once students check in to rooms, they will be able to review all inventory items and their conditions on the housing portal. Students will be asked to review and confirm the status of inventory items, making notes if damage is found. These inventory conditions will be used to assess damage charges after move out. Learn more about logging into the housing portal and completing the room condition verification [here](#).

### **Room Consolidation**

In the event that one or more students do not move into a shared room, or move out during the year, the following may occur: (1) a new roommate may be assigned by Campus Living, or (2) the remaining student(s) may be moved to another room where a vacancy exists. Students with a vacant bed space may make a request to Campus Living to place a specific person into the vacancy beginning the third week of the semester.

## **Roommates**

Campus Living strongly encourages roommates to complete a Roommate Interview or Apartment Interview during room selection in April for returning students and in September for new students. While conflict is a normal part of building relationships and community, proactive conversations about sharing a living space reduces the frequency of elevated conflict throughout the year. The Roommate Interview is also a tool RAs will use to help resolve conflicts that may arise throughout the year. Roommates may update interviews at any time.

Campus Living asks students to try to resolve conflicts face to face as they arise. If that is unsuccessful, Resident Advisors, Area Directors, and staff in the Office of Community Accountability and Conflict Education (CACE) are available to help roommates work through the conflict. However, in the event that a solution cannot be found, it may be possible to change rooms. Students interested in a room change will begin the process by meeting with their Area Director to initiate the room change request. If a move is approved, Campus Living will send an email with the required steps for vacating the former room and moving into the new room. A room change fee may apply.

Campus Living recommends that roommates talk about the following topics.

- What to bring to campus
- Conflict Resolution
- Alcohol/Drug use
- Borrowing/Loaning personal belongings
- Room cleaning schedule
- Privacy and guests
- Sleep/Study hours
- Noise

### **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.

### **Roommates for Incoming/New Students**

Incoming/new students will provide information about themselves and roommate preferences on the housing application and will be matched with roommates by Campus Living. If a student already

knows who they would like to live with, they can build a roommate group on the housing portal..

## **Room Care**

Please keep in mind that rooms must be returned to their original condition before moving out. In order to keep rooms in good condition and avoid charges after moving out, please consider the following.

### **Furnishings**

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

If furniture is missing at the time of check out, students will be billed for replacement.

### **Bed Adjustment**

Campus Living will approve limited bed adjustment requests if submitted in the first two weeks of Fall Semester. Campus Living will approve all bed adjustment requests submitted as part of an approved housing accommodation established with the Office of Student Accessibility. Due to room configuration and ceiling height differences, only some rooms are eligible for lofting and bunking.

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, students should not attempt to raise or lower beds without the assistance of Facilities Services.

### **Affixing Items to Walls**

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 and white hanging putty are typically the least likely to harm painted/treated surfaces. Please do not use nails, push pins, or other sharp objects to hang items on walls.

## **Room Cleanliness**

Students are expected to clean their room regularly. This includes wiping down hard surfaces, keeping clutter off the floor space, removing expired food from mini-fridges, and taking out trash and recycling. Vacuums are not intended to pick up loose change, metal, plastic, scraps of paper, socks, and any other such items — please pick up large items before vacuuming. All communities have access to vacuums for student check-out during RA office hours each night from 7 PM to 8 PM during the academic year.

## **Damage Responsibility**

Students are held financially responsible for damage to the room, its furniture, its fixtures, and the condition of the areas in and around the residence hall. A Campus Living staff member will inspect each room and common area after hall closing each semester to determine if any damage has occurred and what the expense may be for the repair. Campus Living will use the Room Condition Report, completed by each resident after moving in, to account for any pre-existing damage to the room.

## **Window Posting and Privacy Films**

Items may not be placed, stored, displayed, drawn (paint, markers, etc.) or hung on, in, or outside of bedroom or common room window(s). Privacy film in bedroom and on-suite bathroom windows is allowed and must meet the following requirements.

- Static cling film only, no adhesive film
- Must be translucent enough to allow natural light to pass into the room
  - Frosted and stained glass styles are approved
- 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 are permitted to decorate the exterior portion of their bedroom door and must adhere to the following guidelines.

- The following items are not permitted to be affixed to doors or door frames per fire and life safety policy
  - decorative lighting
  - large combustible items
  - items that hang from door frames and obstruct entrance and egress, and
  - items that cover over fifty percent of the door, the room number, or the peephole.
- Decorations are expected to comply with all College policies related to bias and harassment and laws related to protected and unprotected speech;
- Student are advised to:
  - be mindful of the importance of maintaining a welcoming and supportive environment that fosters respect, and think critically about how some content may elicit more curiosity or questioning and require greater consideration (i.e., elections content, social/global issues);
  - be willing to engage community members in good faith dialogue about any pieces of content on their door

## **Common Area Resources & Responsibility**

All students have access to the common areas in their building including lounges, kitchens, bathrooms, and individual study spaces. At the end of each semester, some common spaces may be taken offline for cleaning or repair, and students will be notified ahead of time.

Students are responsible for keeping all common spaces tidy, not removing furniture, and alerting a Campus Living staff member if there are concerns about broken or missing items. 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 who is responsible. Students may also be charged for excessive cleaning.

Some common area lounges and kitchens can be reserved for programs and events. Information about lounge reservations can be found in residence hall lounges. For more information about reserving residential lounges, please contact Campus Living.

### **Laundry**

Each residence hall has complimentary laundry facilities for resident use. Residents must download the CSC ServiceWorks app, and money will be added to each student's account by Campus Living. Learn more about the app [here](#). If additional laundry credits are needed, please email [living@lclark.edu](mailto:living@lclark.edu) for assistance.

Please be mindful of others when doing laundry, and promptly remove clothes from the machines when the cycle is complete. Please DO NOT place or store 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](#). Please include the 6-digit machine ID number as well as the specific problem with the machine in your work order. Available machines and remaining time on laundry cycles is available via the CSC Serviceworks digital laundry system.

## **Kitchens**

Each residence hall has at least one kitchen available for student use with a sink, microwave, shared fridge, oven, and stovetop. Some halls are designed with a kitchen on each floor. Students are asked to bring their own cooking supplies such as pots, pans and utensils since they are not guaranteed to be available or supplied in all residence halls.

Students are responsible for cleaning the kitchen after each use. Garbage and recycling bin liners and paper towels are provided by Facilities and basic cleaning products are provided at the beginning of the year. Students are required to remain in the kitchen at all times 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 each alarm.

Students 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.

Campus Living uses 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 to be locked, or closed until the end of the academic year or an appropriate agreement is made between the residents of the floor/wing and Campus Living staff

## **Lounge Furniture**

Campus Living supplies lounge furniture, such as couches, armchairs, and coffee tables, so that students may enjoy group settings and be comfortable in common areas. Furniture may not be removed from common areas. Fines may be assessed to the occupants of rooms where lounge furniture is located.

## **Housekeeping (A&A)**

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 room garbage and recycling in the large trash receptacles and recycling bins located outside each residence hall. The garbage cans in kitchens and bathrooms are not to be used to empty bedroom trash into. A&A staff members are a big part of keeping residence halls safe and clean and there is a firm expectation that they will be treated by students with the utmost respect.

## **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 MyMicroFridge. Students contact MyMicroFridge directly at [mymicrofridge.com](http://mymicrofridge.com) for rental information and are responsible for cleaning and moving rented fridges for collection at the end of the academic year to avoid fees.

## **Mini-Fridges (Personal)**

Students may bring a personal mini-fridge, no larger than 4.3 cubic feet, and must take it with them at move out. 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 \$150 fine for any personal fridges that are abandoned at the end of the year.



## **Trash & Recycling**

Lewis & Clark College is committed to sustainability. Each residence hall is equipped with recycling receptacles located outside near the dumpsters. Each room is equipped with a recycling bin and a trash bin. Students are expected 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 for individual rooms.

## **Internet**

All residence halls have wireless internet access. Information about required system software is available from the [Office of Information Technology](#) (503-768-7225). Students experiencing difficulties with personal computers should contact Information Technology for an appointment or see them at the Help Desk in the Watzek Library.

## Health and Safety Inspections

Each semester, Campus Living Staff will inspect each room to identify and address any health, safety, sanitation, and maintenance issues. Campus Living respects student privacy, and 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 for 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;

Area Directors and Resident Advisors will provide information about the Health and Safety Inspection process including a checklist of action items residents should do to prepare. In addition, each RA will hold a 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.

- ☐ Properly dispose of trash and recycling in the dumpsters and recycling bins located outside the building
- ☐ Sweep, vacuum, or mop all floors
- ☐ Check the smoke detector to confirm 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 unreported maintenance issues, and submit a work order
- ☐ Wash dirty laundry and properly store clean clothes when finished.
- ☐ Ensure screens are properly installed on windows (they should only be removed in the case of an emergency).
- ☐ Check that walls, windows, ceilings, doors, and college furnishings are 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.
- ☐ Do not hang any items from/on pipes
- ☐ Dispose of spoiled food, wipe down surfaces and appliances, wash dishes and store them.

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

## **Maintenance & Repair**

### **Work Order Form**

Students are responsible for promptly reporting all broken, damaged, or otherwise unsafe furniture, appliances, or conditions to Campus Living via email or the work order form. The work order form is located at [college.lclark.edu/student\\_life/campus\\_living/work\\_orders/php](http://college.lclark.edu/student_life/campus_living/work_orders/php). Please include as much information as possible to help Campus Living and facilities understand the location and severity of the issue.

Students can also inform ADs or RA about issues, and they will assist with the work order. When a repair has been made in a room, a form will be left indicating the date and time of entrance by a Facilities Services employee and the service performed. Students present during a repair may be asked to step out of the room temporarily to make room for facilities and tools and to ensure student safety.

## **Pest Control**

### **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.

Campus Living has 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.

Help us reduce the chances of bed bugs by:

- Avoid bringing second-hand clothing or furniture items in prior to laundering.
- Reducing clutter (don't save cardboard boxes under your bed).
- Cleaning and sweeping on a regular basis.
- Washing bedding regularly
- Inform an RA immediately of suspected bed bug activity.

### **Stink Bugs/Shield Beetles**

When the transition from summer to fall occurs, [Stink Bugs/Shield Beetles](#) attempt to find a comfortable indoor spot to settle in for the approaching cooler weather. These harmless bugs find their way indoors through small cracks and crevices and love campus buildings. Here are tips and tricks for mitigating stink bugs from entering and capturing the ones who are currently in rooms:

- 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. Remove and release them outdoors. An easy way to do this is with a handheld vacuum.
- Keep screens closed and secured in windows
- Stink bugs don't like dryer sheets. Hang a dryer sheet near windows or wipe down windows and screens with the dryer sheet
- Keep food and perishable items properly sealed. Stink bugs are always looking for a snack.

- 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, dump the contents out and make a new cup.
- Report missing screens or large window gaps to an Area Director
- Use blue painters tape to seal around windows. Do NOT use any other type of tape as it might cause damage to the screen and windows. Please reach out to RAs 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. Most varieties of mold and mildew do not pose a risk to 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 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.

Prevents mold and mildew 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. 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 laundry. Hanging wet clothes indoors 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, wash the item in hot water and dry it thoroughly. If that's not possible, wipe the item off and then dry 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, the item may need to be throw away

If, after taking the above, mold and mildew are still occurring, 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](http://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](http://epa.gov/mold)



## Heating and Cooling

### Heating

Each residence hall room is equipped with a built-in heating unit. Heat comes on when the outside air temperature falls below 60 degrees. The heat is dispersed periodically throughout the day in the following way:

- Akin, Platt-Howard, Forest, Copeland
  - The steam heating system operates 24/7 when the outdoor temperature is less than 60 degrees
- Stewart, Odell, Holmes, Hartzfeld, East, Roberts, West Halls
  - Thermostat controlled 24-hours a day.

It is important to keep items away from heating units to provide adequate circulation and to minimize fire risks.

### Cooling

Stewart and Odell Halls are the only residence halls with air conditioning.

Swamp coolers and personal air conditioners draw a large electrical load. Therefore, we do not permit swamp coolers or portable AC units in the residence halls. Most residence halls have large circuit runs (multiple rooms on one circuit), and adding the extra power demand of an AC unit in multiple rooms may cause breakers to trip or, in extreme cases, create a condition for an electrical fire. We encourage residents to open windows and use personal fans to create airflow in their rooms.

## Food Service

### Bon Appétit Food Service

All residential students are required to select a meal plan, and Bon Appétit, the dining service provider at Lewis & Clark, believes in serving only the freshest food. It is prepared almost completely from scratch using primarily local ingredients. The Bon Appetit staff is happy to assist students with nutrition questions, allergies, and dietary preference and restrictions. Refer to their website ([www.cafebonappetit.com/lewisandclark](http://www.cafebonappetit.com/lewisandclark)) for menu lists and other information.

### Dining Locations

Lewis & Clark undergraduate campus has multiple dining locations each with their own unique amenities. Bon Appetit provides meal options for a variety of dietary preferences and needs including vegetarian, vegan, pork-free, and gluten free.

#### Fields Dining Room

Fields is the largest and primary dining facility on campus and is located in the Fowler Student Center. Served buffet style with a hot entree bar, salad and sandwich bar, soup station, allergen conscious station, excellent desserts, and gluten free options, students can eat breakfast, lunch, and dinner here during the week and brunch and dinner on weekends. Fields is a tree nut free facility.

#### The Trail Room

The Trail Room, also located in the Fowler Student Center, is a bustling cafe offering coffee and tea, deli sandwiches, pizza and salad, and chicken nuggets and fries just to name a few menu options. The Trail Room is a great place to grab a quick bite to eat with friends between classes.

#### The Dovecote

The Dovecote is a cozy cafe on the academic side of campus at the end of Albany Hall. Offering coffee, cold beverages, and quick bites like soup, pastries, and snacks, the Dovecote is a great place to hang out between classes.

### Meal Plan Options

Meal plan costs and eligibility information can be found at:

[https://college.lclark.edu/student\\_life/campus\\_living/dining/](https://college.lclark.edu/student_life/campus_living/dining/)

- **19 Meal Plan - 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.

Students cannot use multiple meal equivalent in the Trail Room during the same meal period.

- **14 Meal Plan**
  - Any 14 meals served per week in the dining room or used as meal equivalency in the Trail Room.
- **14 Meal Plan with Flex (200)**
  - 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.
- **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 plus 250 flex points to be used at any dining location and the Market.
- **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.

## **Flex Points**

Students may buy flex points at any time to use in Fields, the Trail Room, the Dovecote, or the Market. Bon Appétit gives a 10% bonus on a purchase of \$75 or more. 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. If a student moves off-campus after the fall semester, unused Flex Points from the meal plan are forfeited. Flex points may not be purchased in lieu of a meal plan for students required to have a meal plan.

## **Selecting & Changing a Meal Plan**

Meal plan selections and changes are made 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 Appétit Hours of Operation**

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

## Other Campus Services

### Storage

Campus Living provides limited on-campus storage for residential students. More information can be found [here](#).

### Campus Mail

The [campus mailroom](#) is located in the McAfee Building, across from East Hall. It is a full service mail center and provides stamps, mailing, and pickup of packages from 9:30am to 4:00pm Monday through Friday, and 11:00am-2:00pm on Saturdays during the academic year. The mail room may have limited hours during academic breaks.

Each student is assigned a campus box for receiving letters and packages. Students will keep the same box number for the duration of their time living on campus and should check their mail box regularly.

### Lost & Found

The Lost and Found for Lewis & Clark is located in the Campus Safety office. Found items are kept for 30 days and then donated to a charitable organization or discarded. Students who have lost an item should call Campus Safety at: 503-768-7855 or send an email to [safety@lclark.edu](mailto:safety@lclark.edu) with a thorough description of the lost item and an estimate of when it went missing.

### Music Rehearsal Rooms

In order to maintain an atmosphere conducive to sleeping and studying, amplified instruments are not permitted in the residence halls. Some residence halls have pianos that students can use on a first-come first-served basis outside of quiet hours. Musical life at Lewis & Clark centers in [Evans Music Center](#), which houses rehearsal rooms, 22 practice rooms, faculty offices and teaching studios, classrooms, and staff offices. The 400-seat Evans Auditorium is well-known in Portland for its superior acoustics. We encourage students to connect with the [Department of Music](#) for more information.

## **Campus Contact Information**

[Campus Living](#): (503) 768-7123

Resident Advisor (RA) On Call: (503) 768-8999

[Admissions](#): (503) 768-7040

[Alumni Relations](#): (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](mailto: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](mailto: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](mailto:sqrc@lclark.edu)

[Veterans Services:](#) (503) 768-6030

[Writing Center:](#) (503) 768-7505

## Safety

Students are encouraged to know and understand the personal and community safety resources available to them including those offered by [Campus Safety](#) and the greater Portland Community.

Keeping campus and residence halls safe is a community effort, and each resident is responsible for following Campus Living's safety guidelines.

Students are expected to

- In an emergency, call Campus Safety at 503-768-7777
- Keep bedroom doors locked when sleeping or away from the room
- Carry their room key and LCID card at all times.
- Lending room keys or LCID cards is strictly prohibited
- Report missing personal items promptly to Campus Safety at 503-768-7855.
  - Missing keys must be reported within 24 hours to Campus Living; stolen keys should be reported immediately to Campus Safety
- 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 open or block doors
- Review the evacuation assembly point for their residential area.
- Consider purchasing 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



## Theft

While theft can occur at any time, it is most likely to occur during the first and last few weeks of the semester and during breaks. Lock bikes in approved bike storage areas, and do not leave personal items unattended in common areas or cars. Consider making an inventory of valuables. 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 video and/or audio 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

Students will be issued one key to their 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 should be carried, along with a room key, at all times. The L&C ID card enables students to check out books from the library, access meal plans, and enter the residence halls.

## Lock-Outs

Students are responsible for the safety of their key and are expected to carry it when leaving the room. Students will receive three [locks-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.

For Lock-outs during the academic year

- 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 the key is identified as lost or missing.

- The College requires a re-core of room doors for lost and stolen keys and cutting of new keys for each occupant of the room as a safety precaution.
- 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.

- \$150 is charged to the occupant to whom the lost key belonged. Re-keying will occur within 24 hours of the report (except on weekends).

## **Card Access System**

Lewis & Clark uses a tap card access system on all residence hall exterior doors. Each Lewis & Clark ID card, in addition to being a meal card and library card, is the key to the exterior doors of the residence hall. Residential students only have access to their assigned hall and the hall where their Area Director is located. If an outside door is left open, an alarm will sound. Please report lost ID cards 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, and we ask students not to let strangers into the hall when entering and exiting the building.

## **Emergencies**

In the event of a personal or family emergency, there are several campus resources available:

- 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](http://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

Many students on college campuses have experienced incidents of fire, resulting in personal belonging loss, student injury and even death. These incidents can result from everyday activities not managed with safety in mind. 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 battery-operated smoke detectors. Students will be held responsible for tampering with or disabling a smoke detector. Contact an RA if a smoke detector needs new batteries or is not functioning properly. Know the location of the nearest fire extinguisher and fire alarm pull station.

Use extra caution, and do not leave the kitchen, when using a microwave, stove, or oven. Food should never be left unattended while cooking. Unattended cooking often triggers fire alarms 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 activated, 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 the [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 Alarm Protocol

If fire is suspected, remain calm. Know ahead of time the location of the exits, fire alarm pull stations, and fire extinguishers in your area.

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**

Students may use 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.

## **Campus Policies Highlights**

The selection below is a selection of policies. Please read the full list of campus policies [here](#).

### **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) and the devices commonly known as beer bongs 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. Alcohol is available to purchase in the Trail Room during select hours and only to those who are at least 21 years of age. Alcohol purchased at the Trail Room must be consumed there.

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 at least 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](#)

## 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 inside 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 guests that they may not bring pets into the residence halls when visiting.

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, snakes, etc.

Please check the [Oregon Banned Species List](#) before requesting an ESA or bringing a pet fish to campus.

Specific animal policies include:

"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."

For more information please visit the following:

- [Service and assistance animal policy](#)
- [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, 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 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](#) 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 (including cigarettes) and inhalant delivery systems (such as vaping), is prohibited on campus.

## **Solicitation**

Solicitation of resources (e.g. money, donations) 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. Please see the [non-solicitation policy](#) for more information.

## **Guests**

A guest is anyone, including LC students, visiting a room or building where they are not assigned. For example, a student with an assigned room in Copeland visiting a friend in Platt-Howard is considered a guest.

Overnight guests are allowed to stay for a maximum of 3 consecutive nights, not to exceed 10 days per semester except with the permission of an Area Director. Overnight guests are not permitted during early arrival, late stay, or over Winter Break or Summer Break. Neither residents nor guests may not sleep in lounges or any other common areas of residential facilities.

Students hosting guests will be held responsible for any violation of College policies, rules, regulations and other standards of conduct by guests in College Housing.

Hosts will:

- Meet guests at the entrance of the 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 guests staying overnight.
- Will ensure that the presence of guests will not restrict roommates from free access to their room or any common area, or create a situation that would infringe on a 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 guests. If a guest 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 guests from campus in times of impending or actual crises or emergencies, and may exclude any guests 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 guests 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.

Guests 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 Vice President of Student Life.

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 Education.

## Packing List

### What To Leave At Home

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

- Controlled substances (ex. cannabis, recreational drugs)
- Firearms, sling shots, and weapons of any kind - See Weapons Policy
- Blades longer than three and one half inches
- Orbeez, 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
- 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
- Shower caddy
- 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 needs 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.

Additional information can also be found on the [First Year Experience \(FYE\) webpage](#).

## Resident Organized Student Engagement Sessions (ROSES)

In each residential area, residents can get involved with the planning and hosting of social events. We call this the ROSES Initiative, although each area has its own name for its group (e.g., 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 work with you. This is also a great opportunity to get more involved with Campus Living if you are considering applying for an RA role. Please reach out to your building's [Area Director](#) to get connected!

## **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](#).

## **9-Month Housing Agreement**

The 9-Month Housing Agreement is a binding legal document when completed, signed, and submitted to the College with a deposit. All students are required to sign the 9-Month Housing Agreement each year before checking into their room. Students are held to the terms of the Housing Agreement until they have officially checked out of campus housing. The Housing Agreement is non-transferable. The agreement can be found [here](#).