Rountree Commons Guide to Living Handbook

Dear Residents,

Welcome to Rountree Commons at the University of Wisconsin-Platteville. We hope you enjoy your stay on campus. A live-in resident director, two senior assistants, and a staff of 20 resident assistants oversee Rountree Commons. In addition, Capstone On-Campus Management coordinates all maintenance, custodial, and financial services in the building. As Residence Life staff, it is our commitment and mission to create an environment dedicated to serving a diverse community, community development, providing appropriate support services, and maintaining a safe and secure facility. We want your campus living experience to be enjoyable. This manual contains guideline information that we hope you’ll find helpful for your daily living. It is important for all Rountree Commons residents to be familiar with and follow these guidelines. If you have any questions, please contact your resident director, the Capstone office at 1.866.474.6236, or rountreecommons@uwplatt.edu.

Rountree Commons Telephone and Contact Guide
Main Desk .................................................608.342.7281
Resident Director........................................608.342.7282
Facility and Billing Questions .................1.866.474.6236
University Police........................................608.342.1584
Internet Help Line.................................1.800.767.9779
Rountree Commons RA On Call.............608.778.2227
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GENERAL HOUSING INFORMATION

Agreement:
You may not cancel your Rountree Commons reservation unless you withdraw from the university or are granted permission from the director of Residence Life. You have entered into an academic year contract and are financially obligated for room rental in Rountree Commons for the 2015–16 academic year.

Termination:
In the following situations a student is eligible to apply through the Department of Residence Life to the director of Residence Life or a designee for an agreement termination at semester:

1. Assignment to a university sponsored internship, co-op, student exchange, study abroad, or student teaching program that requires living away from Platteville.
2. Student who is graduating in December and is not returning to UW-Platteville.

No other Rountree Commons residents will be released from their residence hall agreement unless they are no longer a student at UW-Platteville.

Assignments:
The Department of Residence Life reserves the right to assign and re-assign housing spaces, including temporary housing, when deemed necessary. Students may change room assignments by completing the necessary paperwork obtained through the resident director. Students may be required to move to another space or be removed from the residence halls for failure to comply with residence hall regulations, or if their actions are found to be detrimental to the welfare of other students. They may also face additional disciplinary and/or legal action.

Individual rooms in Rountree Commons will be assigned for check-in/out purposes. Suitemates wishing to trade or exchange rooms within the suite need to first meet with the resident director to complete appropriate paperwork.

Check In:
Upon your arrival to Rountree Commons be ready to provide the following information:

- Your Pioneer Passport
- Personal data form (found on the website); including information pertaining to receiving the Meningococcal Meningitis/Hepatitis B vaccination and health insurance information
- Check or cash for optional Hall Activity Membership

You will be asked to complete the following:

- Sign out a key for your suite and building access fob
- Sign your Residence Hall Rental Agreement Addendum (Housing License)
- Pay rent in full or complete a Payment Plan Addendum/Financial Aid Payment Deferral Agreement
- Review your room condition report
Check Out:
Each resident is responsible for checking out with their resident assistant. Failure to check out properly may result in additional charges. Your resident assistant, senior assistants, and/or resident director can provide you with information on checking out properly.

Steps to properly check out:
1. Schedule a check out appointment with your resident assistant at least 24 hours prior to your anticipated check out time.
2. Completely empty and thoroughly clean your spaces of the suite prior to your scheduled check out time with your RA. Return the room furnishings to the original set-up (see your RA for details).
3. Have all your paperwork ready for signatures; room change form, withdrawal form, etc.
4. Have your room key and building access card ready to turn in.
5. Your RA will provide the Room Condition Report and Change of Address card for completion at your checkout.

Moving Out:
Residents should plan to schedule their move-out time during pre-determined times and staff availability at the end of the year. Residents leaving at other times in the year should schedule their move-out with sufficient time for the staff to complete the inspection and paperwork.

During the moving process, all vehicles must remain in areas designated for parking and/or unloading. Vehicles should not be on the grounds, sidewalks, etc. University Police may issue a citation for such violations. Additionally, residents who violate this policy may also be billed for any/all damages caused to the grounds or university property.

Room Condition Report:
At the time you move in, you will have been provided instructions to review the condition of your living space. Review the form and list any additional comments on the condition of the suite and your personal bedroom. It is extremely important that you take the time to review this information.

The Suite and Room Condition Forms will be finalized when you move out. Any damage charges will be assessed related to the information itemized on the Room Condition Report. The final total for any damages will be billed upon final inspection by facilities staff.

Any changes in the condition of your suite that occur throughout the school year should be reported to the resident assistant immediately for a discussion regarding responsibility and billing.

Suitemate Agreement Form:
It is expected that each suite will complete a Suitemate Agreement. This is a tool for you to discuss a variety of topics and issues that are helpful for roommates to talk about. The Suitemate Agreement Form will be obtained from your RA during your first wing meeting. The Agreement Form must be completed at the start of the academic year and anytime a new suitemate enters the suite. Please schedule a meeting with your RA to complete the agreement. If problems arise throughout the year, please contact your RA for additional help and resources. The RA is there to assist you and may also serve as a mediator.
Special Accommodations:
Students who require special accommodations in the residence halls were asked to submit their individual needs in writing on the Residence Hall Rental Agreement they submitted to the Department of Residence Life. Students must provide professional documentation of their disability in addition to completing the Residence Hall Rental Agreement in order to be considered for special accommodations. The Department of Residence Life may consult with the Services for Students with Disabilities office regarding documentation of a disability and provision of accommodations.

Vacation Periods:
Residents may occupy Rountree Commons from the start of fall semester through the close of spring semester. Residents should be aware of the times and dates of campus closings, as campus services will be limited.

Rountree Commons residents who intend to reside on campus during the break periods must follow procedures notifying the Department of Residence Life of their presence. That information will be important in case of an emergency.

During designated breaks, desk hours and staff coverage may be limited. Information regarding these changes will be posted at the main desk. Residence Life and Capstone On-Campus Management Facilities staff reserves the right to enter suites as needed to complete safety and security checks. This includes, but is not limited to, closing windows and turning off electrical sound equipment left on by residents.

HALL INFORMATION

Staffing:
Rountree Commons is staffed by 20 resident assistants (RA), two senior assistants (SA), and a resident director (RD). Resident assistants are undergraduate students who live in the hall. RAs are responsible for acting as a resource for the residents, identifying their needs and concerns, and, if necessary, directing them to the appropriate person(s) or resources. RAs serve as peer counselors, advisors, and community developers. They also handle administrative tasks, enforce policies, and maintain community standards.

The senior assistants are undergraduate staff members who work under the supervision of the resident director and assists him/her with various components within the hall. They train and supervise the desk clerks and assist in the training and supervision of the resident assistant staff. The senior assistants hold office hours and are available as a resource to both residents and the resident assistants.

The resident director is a full-time, professional live-in staff member who supervises the senior assistants and the resident assistants and is responsible for the administrative functions of the hall. They are excellent resources for residents and can offer assistance with problems and concerns. Resident directors have a partial collateral position in the division of Student Affairs. The resident director’s office is located near the mailboxes next to the elevators. The RD has posted office hours throughout the week.

Capstone On-Campus Management coordinates and is responsible for the financial and facility operations of Rountree Commons. Any questions regarding payments or facility issues can be addressed in their offices located on the first floor.
Staff Assistance:
There is an RA on call for each building from 8 p.m.–8 a.m. during the week, and 24 hours on the weekend. They can be reached by calling the Rountree Commons cell phone which can be found posted at the Rountree Commons front desk. If you need their help during these hours, please call them for assistance.

Main Desk:
The main desk of Rountree Commons will be open during the regular school year between the hours of 9 a.m.–midnight, Monday–Saturday, and noon–midnight, Sundays.

There will be a variety of items available to check out from the main desk including kitchen supplies, recreation equipment, and general household items. Residents can also purchase stamps and quarters at the desk. Due to the limited resources, bills over $20 and pennies may not be accepted by desk clerks. The desk clerks are also available to provide information and answer questions that arise.

Mail and Package Deliveries:
Mail service is provided by the United States Postal Service. United States mail is distributed to resident mailboxes Monday–Saturday. Residents must use their mailbox combination to obtain their mail. Main desk staff will not retrieve your mail from the mailbox. The mail will be sorted daily and will be ready to pick up approximately one hour after the desk has opened. Your mailing address is:

Your Name
[Suite Number and Bedroom Letter] Rountree Commons
800 S Chestnut St.
Platteville, WI 53818

Please note, your mailbox number will not be the same as your suite number. To ensure accurate and timely mail delivery, you must include your suite and bedroom letter on your address. Failure to do so may result in the returning of your mail to the sender.

Residents will receive an email to their UW-Platteville account indicating they have a package at the front desk. Please bring your Pioneer Passport to the desk to pick up your package. No one else may pick up the package other than the addressee. Please do not ask staff to obtain your package from the front desk for you outside of scheduled desk hours. It is not acceptable to ask a desk worker to retrieve your mail; it is your responsibility to retrieve mail via your combination. You will receive your combination at check-in. Please save your combination where you will remember where it is.

Floor Kitchens:
Each wing has a kitchen located in the middle of the floor containing two cooktops, ovens, and a double sink. Groups or individuals using this space are responsible for cleaning the room and returning it to the original condition. This includes cleaning up trash and other messes. The Department of Residence Life has the right to deny facility use to any resident(s) who have caused a disturbance or have not followed established policies in the past. If messes are made beyond what is deemed normal usage, students may face a floor fine to cover the cost of cleaning.
Common Areas:
The Classroom and Media Center are located on the first floor. These spaces may be reserved by following the procedures and eligibility information is available from the senior assistant for desk and facilities.

Laundry:
There is a laundry room located on the first floor. There is a posted 1-800 phone number to call to report issues. Residents should remove their laundry as soon as possible after the cycle so the laundry machines are available for the other residents. Please leave washer and dryer doors open after use for proper ventilation. Residence Life staff, the Department of Residence Life, Capstone On-Campus Management, and UW-Platteville Real Estate Foundation are not responsible for any personal items/property left in the laundry room or other common areas. Laundry is included in Rountree Commons housing fees.

Vending Machines:
Soda and snack machines are located on the first floor of Rountree Commons near the mailboxes. The machines accept cash and credit/debit cards.

Rountree Commons Grounds:
Residents may rent a bike storage space for their bicycle. It is located in the basement of Rountree Commons and costs $50 a year. An outdoor patio with picnic tables and benches is available for student use. No smoking is allowed within 25 feet of the circumference of Rountree Commons. The designated smoking area is under the orange awning near Markee Avenue.

Elevators:
Please be considerate when using the elevator. Elevators are intended for the convenience of the residents and are essential for individuals who have some types of physical disability or injury. Residents who tamper with elevators, such as ringing the emergency alarm, overloading it with passengers, or creating situations that cause the elevator to malfunction (i.e. jumping while elevator is in motion), are subject to disciplinary action and being held financially responsible for repairs. Do not try to manually open or close the doors. Individuals who damage elevators will be held responsible for repairs. Surveillance cameras are located in elevators for security and safety purposes.
SUITE INFORMATION

Furniture:
Although it is not necessary to bring additional furniture into the bedrooms and suites, we do allow additional pieces of furniture (including futons, chairs, sofas, computer desks) into your suite. Residents are responsible for the condition of the entire suite and will be responsible for any damages. Rountree Commons does not have space available for storage of furniture or personal items. **All furniture must remain in the room.**

The beds are designed to be able to be bunked. Students who live in Rountree Commons are not allowed to build their own loft for the beds. Loft kits designed for the bed frame may be rented for $150 a year. See a staff member regarding rental procedures.

Appliances:
Residents are responsible at all times for the proper use of the microwave and refrigerator.

No cooking appliances of any kind may be used in the suites, except microwaves. Cooking may be done in the floor kitchens.

Residents are **not allowed** to bring an additional refrigerator to the suite.

**Items you may not bring into your suite:**
Halogen lamps, additional heating and air conditioning units such as space heaters or other types, candles of any type, firearms, weapons, incense, and pets (other than fish).

Cable TV:
Digital cable television service is provided in every room as a part of your room rent. Students must provide their own cable cord. The cable service may be unavailable from time to time. As this is a free service, we do not offer abatements for such interruptions. The resident is financially and legally responsible for tampering or damage to any wiring or equipment owned or operated by the local cable company. Further, signal tampering or theft is a crime subject to fine and/or prosecution through the courts of Wisconsin. Information on connecting to the cable TV service is available at the front desk. **Your TV must be QAM compatible.** Most residents will need to perform a channel scan to pick up all channels.

Computer connections:
All bedrooms in the suites are equipped with a high speed Ethernet computer connection as well as wireless connection. No additional fees are assessed for this service. Students are required to provide their own computer with a network card and connection cord in order to use the connection. We strongly recommend that you do not use a router device while staying here, as there is no limit to the amount of devices that you can register to the network. Using a router can dramatically decrease the speed of your Internet connections and is not serviced or supported by our staff. If you have technical concerns, please call 1.800.767.9779 or email rountreehelpdesk@compunetinc.com.
If you have a gaming console you would like to register, please reference materials given to you at the beginning of the year to manually register online. If you have trouble manually registering your device, you can send an email to rountreehelpdesk@compunetinc.com. If you would like us to register it for you, please make sure to include your:

- Name
- UW-Platteville NetID
- Room Number
- Type, Brand, and Model of Device
- MAC Address

**Temperature Control:**
Each suite shares a heating and air conditioning unit with a neighboring suite and the thermostat takes the average temperature of both suites to determine whether it turns on or off. The thermostats are located in the kitchens in a majority of suites and in others located in one of the bedrooms depending on the location of the suite. Temperatures in the suites should be between 68–72 degrees (F).

If you feel your suite is too hot or cold, here are some suggestions to try:

- Keep windows closed so the thermostat has an accurate reading of the temperature.
- Talk with your neighboring suite who shares the unit and ensure that they have their windows closed.
- Position furniture away from windows, outside walls, and away from the vent.
- When you are present in the suite, keep the bedroom doors open so that the thermostat has an accurate reading.

If your attempts to regulate the temperature of your suite have not worked, please contact your RA or submit a work order through the student portal.

**Toilets:**
Rountree Commons has been outfitted with low flow water saving toilets similar to what you would find in many newly constructed homes. It is important not to use excessive amounts of toilet paper, feminine hygiene products, or to ever dump grease or other items down your toilet. Contact hall or custodial staff if a plug occurs that cannot be unclogged using the provided plunger.

**HOUSEKEEPING**

**Damages and Billing:**
Individual residents are held responsible for lost or damaged items located within their suite. Damage in excess of normal wear and tear will result in charges. All costs billed to a resident will reflect actual costs to repair and/or replace the damaged item. Residence hall students are responsible for any damages to their assigned living space as well as any damages created by their guests. Residents will be charged for damages that are not documented on the inventory sheet at the time of move-out or when the damage is discovered. The university or Real Estate Foundation is not responsible for any damage to a student’s suite or a student’s personal effects as a result of theft, vandalism, fire, sprinkler system activation, or maintenance failure. Students are
responsible for providing their own insurance for personal possessions. Maintenance problems do not constitute a reason for a refund.

Damage to individual suites will be charged to the resident(s) of that suite. Individuals responsible for damage to public areas or Real Estate Foundation property will be subject to charges. In the event that individual responsibility for public area damage cannot be determined, a shared charge to all residents of that area may result.

Residents are not permitted to alter permanent fixtures in the suite and painting/wallpapering is also prohibited.

**Custodial and Maintenance Services:**
Rountree Commons has two full-time custodians as well as three to five student facilities assistants to help with cleaning after 5 p.m. and on weekends. If you have any questions about cleaning or need assistance, feel free to seek assistance from an RA or the front desk.

The building custodians are responsible for the daily routine maintenance of public areas. Their job is to ensure a clean, safe environment in all public areas. The custodial staff is not a maid service and will not be responsible for cleaning up after individual residents. Residents bear the responsibility for cleaning up after themselves. If the custodial staff finds an area in need of extensive cleaning, a cleaning fee will be charged to the residents of the floor.

If you have maintenance concerns within your suite, please submit a work order through the student portal or contact your RA. The timeline for maintenance service is based upon the need, severity of the problem, amount of time needed for the repair, and availability of staff.

Maintenance personnel are not able to schedule times for repairs with residents and will arrive as their schedule allows. They will leave a note indicating they have been in the suite if someone is not there. Residents are expected to cooperate with all maintenance personnel so that repairs can be made as quickly as possible. The university is not responsible for any damage to a resident’s personal property.

**Suite Cleaning:**
Regular cleaning of the suite and bathrooms is the responsibility of the roommates. Vacuums and cleaning supplies may be checked out from the front desk during available hours. If the vacuum does not seem to be working appropriately, please alert the front desk worker.

**Trash and Recycling:**
Residents are responsible for taking all trash bags to the trash room on each floor. Your trash MUST be bagged. Residents found not complying will be subject to a fine. When no single person is found responsible, the wing or floor may be fined.

**COMMUNITY LIVING**

**Resident Expectations:**
The rules concerning behavior are outlined in your *Residence Life Handbook*. All residents have signed the Residence Hall Room Rental Agreement stating that they agree to all rules outlined in the agreement and that they understand any violations may result in disciplinary action. The two main things to remember are courtesy and respect. By treating others and your roommates in a respectful and courteous manner, you are helping to ensure a positive living environment for yourself and others.
Courtesy and Quiet Hours:
Quiet hours are effective Sunday–Thursday from 11 p.m.–9 a.m., and Friday–Saturday (or days that do not precede class) from 1–9 a.m. Quiet hours are defined as the period during which each resident or visitor shall have the responsibility of making sure that their noise is not a level that will disturb others. Your roommates, neighbors, and the staff have a right to ask you to be quiet and you have the responsibility to respect their wishes. Even though quiet hours are for a designated time, courtesy hours are always expected. This means that residents need to be courteous and respectful of each other at all times, whether it is during quiet hours or not. During finals week, quiet hours will be extended as designated by the Department of Residence Life.

Managing Conflict:
Residence Life staff members are available to assist with issues and concerns whenever possible, including referring residents to those who can help. If you are having concerns or problems with your roommates and/or neighbors, it is important to deal with the situation(s) as soon as possible. You may also seek assistance from your resident assistant, senior assistants, or resident director if there are ongoing problems.

Complaints in the Suite or Hall:
If you believe another resident has treated you inappropriately or unfairly, you should initially discuss it with them. Refer to the Suitemate Agreement that your RA provided you at the beginning of the year for clarity. If you need help, your RA is trained to assist with peer mediation. Staff may advise you of informal means, often with their help, of resolving the matter.

Hall Forum:
Rountree Commons has a structured governance group referred to as Hall Forum. Typically, Hall Council meets weekly and the executive board decides agenda items for each week. Students wishing to get involved with their building’s governance group should contact their RA, SA, or RD. Meetings are open for all students to attend. Check with the senior assistant for community development, or resident director for specifics on meeting times. Times can also be found on the display at the front desk.

Wing Meetings:
Your RAs may call several wing meetings throughout the academic year. These meetings are designed to inform residents of important residence life information. Plan to attend all meetings and contact your RA if you are unable to attend. Failure to attend these meetings means that you will need to obtain important information in an alternative matter. It is your responsibility to obtain the information from your RA if you miss a meeting.

SECURITY

Security:
It is the responsibility of each resident living in Rountree Commons to help maintain a safer environment. Do not prop open locked doors nor allow others to enter locked doors unless they live there and/or are guests of someone who is Accompanying them and lives there. The suite doors of Rountree Commons are locked at all times.

Do not lend your keys or building access fob to anyone. This compromises not only your safety, but also your suitemates’ safety. If you become aware of a situation that you feel is compromising the building’s safety and security, call the RA on call at 608.778.2227 or University Police at 608.342.1584.
The university or Real Estate Foundation will not be responsible for lost or stolen property. Report lost keys and malfunctioning fobs or broken locks to the hall staff immediately. Interference with entrance doors or tampering with locks is a serious violation. Report suspicious or criminal activity to the University Police department and contact your on-call hall RA.

**Suite Entry:**
Capstone Staff shall enter a resident’s suite to complete a work order that has been requested by the resident(s), under conditions of immediate and serious threat to the safety or well-being of persons or property, and/or when residents were given notice in advance. Under such conditions, a staff member may enter a resident’s suite whether the resident(s) are present or not. The same procedure is prescribed if the danger involves assault or other acts constituting possible jeopardy to persons or property.

Staff may also enter into a suite without prior notice if the resident is not present to eliminate disruptive noise from electrical sound equipment that may violate an individual’s right to sleep, study, read, etc. Examples include turning off an alarm clock, turning off/down a television that is too loud, etc. Facilities staff may also need to enter periodically to make scheduled repairs.

Residents are expected to comply with requests that aid in these operations.

Residents should allow entry to maintenance staff assigned to complete necessary maintenance and/or service work. The facilities staff reserves the right to replace damaged or obsolete furniture.

Failure to comply with reasonable requests by university staff or facilities staff regarding suite entry may result in disciplinary action.

**Keys and Building Access Fobs:**
To gain access to Rountree Commons, you must use your building access fob. It is not the responsibility of the Residence Life staff to let you into the building if you have lost or forgotten your fob. You will receive one key for the entrance of your bedroom and the suite. Duplication of keys and installation of personal lock devices on the suite or room doors are not permitted.

When a residence hall staff member is contacted to perform a lock-out (accompany the student to unlock the door and let them into their room), each student will be given one free lock-out for the academic year. Additional lock-outs will be assessed a $3 per occurrence fee.

Please report any lost key or access fob as soon as possible to your RA or at the Capstone office. At that time, a work order to change the locks and replace the key will be done. A replacement cost of $50 per key and $20 per fob will be charged to the student.

**Reporting Thefts:**
It is important to report all thefts, regardless of value, as soon as possible to University Police, 608.342.1584, and to your RA. Depending on the situation, an officer may be sent to the scene. You may request a copy of the theft report for insurance purposes.

**Personal Property:**
Your belongings are not protected from theft, vandalism, fire, flood, sprinkler system activation, maintenance failure, or for any other reason. Maintenance failure does not constitute a reason for a refund. Items of value should be marked for identification and serial numbers recorded. The university strongly recommends that students insure coverage of all personal belongings.
Windows and Window Screens:
For health, safety, and maintenance reasons, window screens must not be removed at any time. Residents are responsible for inspection of the condition of all window screens in their suite. Residents are responsible for any punctures, dents, or tears in window screens that were not previously indicated on the Suite and Room Condition Forms.

POLICIES

For a complete list of policies and steps in the discipline process, please refer to the Residence Life Handbook. Here are a few items of importance and clarification:

Alcohol:
If all suitemates officially assigned to the suite are underage, then that suite is considered a “dry suite.” No alcohol or used empty alcohol containers (can, bottles, etc.) may be brought into a dry suite by anyone. A resident of a dry suite is held responsible for guests who bring alcohol into the suite and the guest also faces consequences.

If all suitemates officially assigned to the suite are of legal drinking age, it is expected that alcohol beverages will be used in MODERATION and that residents’ right to privacy, sleep, and study will be respected. The use of alcohol kegs or common alcohol sources (wine boxes, wop, etc.) are not allowed in the residence halls. Alcohol is to be confined to the suite and is prohibited in hallways, public restrooms, and other common areas in the residence hall.

If a suite has residents who are both underage and of legal drinking age (21 years of age or older, referred to as “of age” in this document), alcohol may be possessed and/or consumed by individuals who are of legal drinking age in MODERATION. A limited amount of unopened alcohol that belongs to an “of age” resident may be kept in the common area refrigerator. However, if the underage residents are found illegally consuming, the “of age” and underage residents can both be found in violation of the alcohol policy. If Residence Life staff has reason to believe the underage resident is consuming alcohol that may belong to an of-age resident that alcohol will be disposed of.

Residence Life staff will respond to alcohol related concerns and policies where possible. However, the University Police will be called to respond to alcohol situations where all students do not produce proper identification upon request, where individuals do not cooperate with requests of staff, when there is disagreement or confusion regarding whether an underage person has been drinking, or in other situations that warrant police involvement and intervention. As indicated in the Residence Life Handbook, there will be no warnings by staff. Violators confronted by staff will be referred to a hearing officer and may also be arrested by University Police. The Department of Residence Life takes underage drinking very seriously. Repeated offenses may result in reassignment to another hall or suspension from the residence halls.

Decorative displays of empty alcohol containers are not allowed within any area of the suite as they may pose health, sanitation, and alcohol policy enforcement concerns.

Door Decorations:
Residents may put decorations on the bulletin board material surrounding the door, however, to maintain the quality of the doors, no decorations may be placed on the door. Dry erase boards may be put on the door with 3M Command Strips only. The doors may not be written on and the staff will ask that residents remove all such markings or have custodial staff do it at the resident’s expense.
Electronic Equipment:
Residents may use electronic equipment in their suite such as stereos, computers, or televisions. Residents may not place speakers in the windows of their suite. No antennas or satellite dishes may be installed outside of your suite. Each resident is responsible for keeping the volume low enough to avoid disturbing others. Voltages can fluctuate within the hall, so residents with stereos and personal computers are encouraged to invest in surge protectors. The university and Real Estate Foundation will not accept liability for damage of electrical equipment.

Painting:
Residents are not allowed to paint their suites. Painting will result in a charge to repaint the suite plus the cost of any damages to the room. Failure to follow these guidelines will also result in disciplinary action.

Parking:
Residents may purchase a parking permit from the University Police department which will allow access to park in designated areas. A parking permit must be displayed on all vehicles parked on university property during weekdays. There is no overnight parking in the small parking lot in front of Rountree. Check the University Police website for further details about parking.

Posting on Suite and Room Walls:
We encourage you to use small nails for heavier items while using tacks, poster putty, and blue or green painters tape for smaller items to hang on your walls. You may not use, hooks, screws, masking tape, duct tape, foam tape, double backed tape, 3M products or any other adhesives. You are responsible for the condition of the walls, even if you damage them using what has been recommended. Please use discretion in the amount of nails that you use, excessive use of nails will result in charges at the time of check out.

Posting Policy:
Only hall staff members are able to post items in common areas of the residence halls. If you would like to have something posted, please see your resident director for approval and more detailed information. Only one or two postings will be allowed for the lobby of the hall and require a Department of Residence Life stamp of approval. Any materials posted without approval or posted in an inappropriate location will be removed.
EMERGENCIES

Emergencies:
Emergencies should be reported to the University Police and to the resident assistant who is on call in your building. Emergencies include life-threatening situations, fires, floods, exposed electrical wires, and injury or danger to life or property.

Fire Alarms:
Whenever a fire alarm sounds in the building, you and your guests need to evacuate the building immediately. Failure to evacuate is a violation of state fire laws and may subject you to fine and/or disciplinary action. Upon hearing the alarm you should:

- Wear a coat and shoes.
- Take a towel with you to put over your face to prevent smoke inhalation.
- Close the windows and open blinds
- Turn off all room lights.
- Close and lock your door behind you.
- Walk quickly, but in an orderly manner, through the exit for your area and continue 100 feet from the building.
- Use the stairs, not elevators, to exit the building. If you are unable to exit the stairwell, remain in the safe zone until emergency personnel are able to assist. The west stairwell has a call box for emergency assistance.
- Do not re-enter the building until you are told to do so by a university official. Even if the alarm is silenced, the building may still be unsafe to enter.
- If smoke is encountered, stay low, since air is best near the floor.
- If the corridor is too smoky to use, stay in your room. Keep the door closed. Use towels to fill in cracks around the door, air conditioning outlet, etc. Open the window and put your face near the opening to breathe. Wave a towel or sheet from the window to attract attention.
- Individuals must remain outside of the building until an “all clear” signal is given.

Fire Equipment:
Firefighting equipment is located throughout Rountree Commons for your protection. It is against state law and university policy to use this equipment for any other purpose. Residents will be given information pertaining to the fire alarm and evacuation procedures regarding the wing/floor in which they reside and the university may conduct fire drills periodically.

Pulling false fire alarms, causing a fire, tampering with or misusing fire alarm systems, interfering with firefighters, and tampering with or removing firefighting equipment is a violation of your contract and state law. Offenders may be removed from on-campus housing, prosecuted to the fullest extent of the law and, through the university judicial process, face the loss of student status. Please report anyone who sets fires or tampers with equipment and alarms. It’s your safety that is at stake.

If you notice fire or smoke in your building, please call 911.
If your smoke detectors go off in your room, please notify a staff member immediately. Do not attempt to remove the smoke detector. The hall staff will reset. Removal of the smoke detector will subject residents to disciplinary action. Do not cook in your suite. This will activate smoke detector, as will opening microwaved items under the smoke detector.

Severe Weather:
Local radio and television stations announce tornado watches when the weather conditions are right for a tornado but none have been sighted; tornado warnings when a tornado has been sighted; and storm alerts when a severe thunderstorm is approaching.

Tornado Warnings:
When a funnel cloud has been sighted in the area a tornado warning is in effect. In the instance of a tornado warning, the city of Platteville will activate tornado sirens. There may also be announcements made over the emergency alert system. Follow these procedures if there is a tornado or storm alert:

- Never use the fire alarm to alert fellow residents of a tornado.
- Take shelter in your suite toilet or shower room or the bathrooms on first floor.
- Stay away from the windows.
- Stay calm and do not panic.
- Do not move until the tornado or storm is well out of the area.
- Call 911 if emergency help is needed.

Severe storm watches happen when conditions are favorable for a storm to develop. Warnings are only issued when conditions are conducive to the formation of a tornado or severe storm.

Snow Removal:
During the winter season, there may be times that residents will be required to move his or her vehicle to allow the grounds crew to clean the parking lots. Residents will be advised of such instances in advance. The facilities staff and resident assistants will remove the snow and ice from the sidewalks directly in front of the hall. Please inform staff if there is a problem with these areas due to ice and snow. Please take care when walking outside during snowy weather. Hall staff and campus grounds crew will do their best, but sidewalks and stairs may still be slippery.

Sprinkler System:
The sprinkler system in your hall operates separately from the smoke alarm system. The sprinkler system will activate generally one head at a time in an area when either heat or a physical disruption damages it.

Be especially careful to not damage a sprinkler head due to the many gallons of water that will be released upon doing so. Students who do so will be assessed fees for any damages that occur to Rountree property and furnishings. They will also be charged with tampering with fire equipment.
UW-PLATTEVILLE DEPARTMENT OF RESIDENCE LIFE:
A PLACE TO CALL HOME