

# Residence Hall & Wheeler Terrace Terms and Conditions of Occupancy



**2022-2023**

## Important Dates for Fall 2022

<b>Monday, August 1, 5 p.m.</b>	Housing deposit refund deadline; notification required if not moving into Casper College housing
<b>Wednesday, August 17</b>	Student's account must be paid <b>IN FULL or PAYMENT PLAN</b> set up prior to moving into on-campus housing
<b>Thursday, August 18 Friday, August 19</b>	Residence Hall Move-In Days (9 am – 3 pm). Students may arrive on either of the move-in days.
<b>Monday, September 5</b>	Labor Day Holiday – no classes Residence Hall remains open – food service brunch and dinner only
<b>October 17-18</b>	Fall Break – no classes Residence Hall remains open – food service brunch and dinner only
<b>Thursday, November 10</b>	Deadline for withdrawal from full semester courses
<b>Wednesday, November 16</b>	Last day for room and board refunds
<b>November 23-27</b>	Thanksgiving Break – no classes Residence Hall remains open – no food service available
<b>December 12-16</b>	Final Exams
<b>Saturday, December 17</b>	Residence Hall closes for Winter Break at 10:00 am

## Important Dates for Spring 2023

<b>Monday, January 3</b>	Housing deposit refund deadline for <b>NEW</b> residence hall students; notification required if not moving into Casper College housing
<b>Wednesday, January 4</b>	Deadline to submit petition for contract release for students intending to move out between semesters
<b>Friday, January 13</b>	Student's account must be paid <b>IN FULL or PAYMENT PLAN</b> set up prior to moving into on-campus housing
<b>Saturday, January 14</b>	Residence Hall opens for Spring Semester, 9:00 am
<b>Monday, January 16</b>	MLK Day/Wyoming Equality Day – no classes Residence Hall remains open – food service brunch and dinner only
<b>Monday, February 20</b>	President's Day – no classes Residence Hall remains open – food service brunch and dinner only
<b>March 11-19</b>	Spring Break – no classes Residence Hall remains open – no food service available
<b>Friday, April 7</b>	Spring Holiday – no classes Residence Hall remains open – food service brunch and dinner only
<b>Wednesday, April 12</b>	Last day for room and board refunds
<b>Thursday, April 13</b>	Deadline for withdrawal from full semester courses
<b>May 8-12</b>	Final Exams
<b>Saturday, May 13</b>	Residence Hall closes at 10:00 am

### Contract Terms

Students residing in the residence halls are individually responsible for the information and policies in this document. Failure to read this document or lack of knowledge of the contents of this document does not exempt a student from these terms and conditions.

This contract is for the **entire 2022-2023 academic year** (both fall and spring semesters), or for the portion of the academic year remaining at the time of assignment. This contract obligates students for the financial responsibilities associated with room and board costs for the entirety of the contract term.

The contract begins August 18, 2022 and ends May 13, 2023. Occupancy for the fall semester extends through December 17th. Occupancy for the spring semester begins January 14th. The Residence Hall is closed to students for Winter Break between 10 am December 17th through 9 am January 14th.

Students wishing to reside on campus over Winter Break must apply for break housing through the Area Coordinator. A \$250 fee is assessed for the break period, and all terms of this condition apply to students staying over the break period.

The College reserves the right to make changes to this document. New and or amended versions shall supersede previous versions. Students will be notified of changes in writing prior to taking effect.

## Room and Meal Plan Rates

### Room Rates\*

Residence Hall Complex, Double Occupancy:	\$1,900/semester	\$3,800/academic year
Residence Hall Complex, Single Occupancy:	\$2,860/semester	\$5,720/academic year
Wheeler Terrace Apartments (no meal plan required):	\$2,704/semester	\$5,408/academic year

### Meal Plan Options and Rates\*

Block of 285 meals per semester plus \$100 Flex Dollars	\$1,782/semester
Block of 200 meals per semester plus \$150 Flex Dollars	\$1,782/semester
Block of 165 meals per semester plus \$175 Flex Dollars	\$1,594/semester
Block of 65 meals per semester plus \$50 Flex Dollars (Wheeler students only)	\$ 470/semester

**\*Important Note:** The rates displayed are the 2021-2022 room and board rates. Room rates for 2022-2023 will be set in the early part of 2022, and are subject to approval from the Casper College Board of Trustees. Meal plans and rates may take longer to finalize as Casper College awards and negotiates a new food service contract. This document and the housing website will be updated when rates are finalized. Students have the ability to cancel their application without penalty until August 1, 2022.

### Policies Regarding Rates

- This contract is for the entirety of the 2022-2023 academic year (both Fall and Spring semesters), or for the portion of the academic year remaining at the time of assignment
- The College reserves the right to change rates during the academic year if economic or other conditions make a rate change necessary. This information will be provided to students in writing prior to the new rates taking effect.
- Payment for room and board charges must be paid in full or a payment plan needs to be in place prior to moving into the residence hall.
- The College reserves the right to initiate the eviction process in cases where students fail to pay the balance on their student account (where room and board charges are posted).
- Single occupancy room assignments will be granted on a first-come, first-served basis as space is available. If space is not available, students interested in a single occupancy room will be given the option to be placed on a waitlist.
- Flex Dollars may be used at any retail dining establishments on campus, including the Sub Connection, Gateway coffee bar, and Liesinger Hall coffee bar.
- A meal plan option is required for all residence hall students (Wheeler Terrace students are exempted from this requirement). If residence hall students do not indicate a meal plan choice on their application, they will be assigned the Block 285 meal plan and charged the associated rate.

## Student Life Staff

### Resident Assistants – 307-268-3084 (RA Front Desk)

The RAs are here to help you with anything and everything related to your experience at Casper College and in student housing. RAs are peer leaders who host social events in the residence hall, help ensure safety and security, and are trained to make referrals to other offices on campus that can help you.

### Area Coordinator, Jessica Bailey – 307-268-2851

The Area Coordinator is a full-time employee of the College who also lives within the residence hall. The Area Coordinator supervises the RAs and manages the residence hall. They are a good person to go to with questions or concerns. Their office is located behind the RA front desk.

**Executive Assistant for Student Services & Student Life, Megan Schafer – 307-268-2394**

The Executive Assistant works in UU 402 and manages a lot of the administrative processes for the residence hall, including residence hall and meal plan billing. They are a good person to talk to about logistical questions, and to get connected with the Director.

**Director of Student Life, Corey Peacock – 307-268-2394**

The Director of Student Life oversees campus housing and student activities. The Director is involved in many of the functions that the other Student Life staff are engaged with, and is the ultimate decision-maker regarding campus housing and student activities-related matters. Students wishing to speak with the Director are encouraged to call the Administrative Assistant to schedule an appointment.

**Student Activities Coordinator, Chris Stier – 307-268-2638**

The Student Activities Coordinator works to offer a diverse menu of engagement opportunities for Casper College students. From fun events in the residence hall to entertainment acts to intramural sports, Student Activities has your fun needs covered.

## Application Information

### Eligibility

- Students must be enrolled in a minimum of 12 credit hours per semester at Casper College, the University of Wyoming at Casper, or other institution officially affiliated with Casper College (a combined total from all qualifying institutions will be used to meet the 12 credit requirement)
- Individuals who are required to register as sex offenders or whom have been convicted of a sex crime are not permitted to reside within campus housing. Applicants must disclose this information at the time of application. If a subsequent conviction occurs after the time of application, this information must be disclosed to the Office of Student Life immediately.
- Individuals who have been convicted of a felony are not permitted to reside within campus housing. Applicants must disclose this information at the time of application. If a subsequent conviction occurs after the time of application, this information must be disclosed to the Office of Student Life immediately.
- Students who will be under the age of 18 at the time of move-in must have a parent or guardian sign a supplemental document agreeing to these terms and conditions.
- Students must remain in good financial standing with the College to remain residing within campus housing (taking appropriate action to pay balances from tuition, fees, room, board, etc.). Failure to meet financial obligations to the College does not exempt students from being held financially responsible for the full term of this agreement.
- The College reserves the right to revoke a student's eligibility to reside within campus housing due to behaviors that violate policies in this document, or in the Casper College Student Handbook. Being removed from campus housing due to significant and/or repeated policy violations does not exempt students from being held financially responsible for the full term of this agreement.

### Deposit

A deposit of \$200 is required before a room reservation can be made. The \$200 deposit is separate from room and board charges and may be paid by visiting a student's MyCCInfo account (using the Casper College log-in information). Once logged into MyCCInfo:

- Click on the "hamburger stack" icon (3 horizontal bars) at the top left of the page
- Select "Financial Information"
- Select "Student Payments/Payment Plans/Student Refunds"
- Click "Proceed to Processor"

The deposit should be paid as soon as possible after submitting a housing application. Upon move-in, the \$200 deposit becomes a damage deposit then held by the Casper College Accounting & Financial Management Office. The resident is financially responsible for any damages or fees that exceed the \$200 damage deposit at the time of move-out. At the end of the contract term, if all provisions of the contract have been met and no damage charges or fees have been assessed, the \$200 deposit will be



refunded to the student. The deposit will be retained on file if a student continues with Casper College housing for a future contract year.

## **Assignment Information**

### **Assignment of Space**

Students will only be assigned a room after the student has fully completed a housing application, and after the \$200 deposit has been received. Students should note that residence hall space is first-come, first-served. The date on which a student's completed application and deposit are received will establish priority for room assignment.

Casper College does not guarantee assignment to a particular room or area of the hall, or with a specific roommate. Roommate requests are granted when space is available and the request is mutual. Single rooms will be assigned as space is available. If space is not available, students will have the option to be placed on a waiting list.

### **Room Consolidation**

Students paying for double occupancy rooms are expected to have a roommate at all times. As occupancy shifts throughout the year, if a resident in a double does not have a roommate for any reason, the resident may select one of the following options:

1. Move to another half-filled room
2. Have another resident in a half-filled room move in with them
3. Elect to pay the difference to have a single room (if space is available). The differences in charges will be prorated.

The Area Coordinator will assist students in the room consolidation process to ensure double occupancy of all rooms. The College will make its best effort to match students with roommates who are good potential fits; however, students should be advised that the College cannot guarantee a roommate match that will meet each student's expectations. Failure to comply with the room consolidation process or related requests from the Area Coordinator or Executive Assistant may result in disciplinary action.

### **Room Changes**

Residents have the option to change rooms only after first going to their Resident Assistant or the Area Coordinator and participating in the process of roommate mediation. Roommate mediation takes place with the RA or Area Coordinator present to work through any differences and come to a compromise. If after a mediation has taken place a resolution still cannot be reached, a room change can be requested through the Area Coordinator. Room changes are never guaranteed, and residents are not allowed to facilitate room changes on their own (i.e. swapping keys without the approval of the College). In addition, reassignments/room changes may be facilitated by the Office of Student Life when deemed necessary for the safety and wellbeing of the entire community.

### **Meal Plan Changes**

Students will select a meal plan at the time of contract completion. Students may upgrade to a larger meal plan at any time throughout the semester; however, students may only decrease their meal plan within the first two weeks of each semester. After the first two weeks, students will be held to their selected meal plan for the rest of the semester.

## **Conditions for Contract Termination**

### **General Provisions**

This contract is for the **entire 2022-2023 academic year** (both fall and spring semesters), or for the portion of the academic year remaining at the time of assignment. This contract obligates students for the financial responsibilities associated with room and board costs for the entirety of the contract term.

Conditions and policies regarding contract termination are outlined in this section. Situations leading to contract termination are captured under the following categories, each with related policies and procedures:

1. Cancellation of contract prior to moving in
  - a. If cancellation occurs prior to the deposit refund deadline—all room and board charges will be refunded, as well as the full deposit.
  - b. If cancellation occurs after the deposit refund deadline but before the student moves in—all room and board charges will be refunded, but the full deposit will be forfeited.
  - c. Students who do not move in by the end of the first week of the semester will have their contract automatically cancelled, unless other arrangements are made with the Office of Student Life.
2. Termination due to loss of eligibility to reside in the residence hall
  - a. Loss of eligibility may occur in the following situations (not an exhaustive list): full withdrawal from Casper College, failure to remain enrolled in a minimum of 12 credits, eviction due to non-payment, eviction due to violation of policies, etc.
  - b. Students who are no longer eligible to reside in the residence hall are expected to vacate immediately. These students will be relieved of 50% of the remaining housing charges for the remainder of the contract term (through the end of the spring semester). The housing deposit will be forfeited in these circumstances. Meal plan charges will be refunded on a prorated basis, as long as the date of contract termination is prior to the meal plan refund deadline.
  - c. Students may file a petition to be released from their contract with no penalty, resulting in the return of the housing deposit (provided there are no charges for damages or other fines) and a prorated refund for room and meal plan charges. The process for petitions is outlined later in this document.
3. Termination due to extenuating circumstance
  - a. Students wishing to terminate their contract due to an extenuating circumstance (though they remain eligible to continue residing in student housing) may also file a petition to be released from their contract with no penalty. This results in the return of the housing deposit (provided there are no charges for damages or other fines) and a prorated refund for room and meal plan charges. The process for petitions is outlined later in this document.

### **Petition for Contract Release**

Students wishing to be released from their contract with no penalty or financial obligations may file a petition for contract release. Allowable reasons that may justify the College approving a petition include:

1. Medical hardship
  2. Significant, unanticipated change in financial position
  3. Graduation
  4. Transferring institutions
  5. Becoming married, becoming a single parent, or gaining custody of a minor child
  6. Being called to active duty
  7. Other extenuating circumstance
- Petition forms may be obtained online, from the Area Coordinator, or from the Residence Hall Front Desk. Completed forms should be submitted to the Area Coordinator (Residence Hall Front Desk, or by emailing to [jessica.bailey@caspercollege.edu](mailto:jessica.bailey@caspercollege.edu)). The Area Coordinator will then make a decision regarding approving or denying the request.
  - Petition forms must include supporting documentation verifying the circumstance warranting contract release (i.e. note from physician, proof of enrollment in a different institution, documentation of financial hardship, etc.). Petition forms that do not include supporting documentation will not be approved.
  - If a petition is approved, students will be released from their contract, and remaining room and board charges for the current term will be refunded to the student's account on a prorated basis (see sub-points below for exceptions to this practice):
    - Refunds for room and board charges will not be granted after the refund deadline, even if a petition for contract release is granted

- If a petition is approved, the housing deposit will also be refunded (provided there are no charges for damages or other fines). For students submitting a petition between semesters, petition documents must be received **no later than January 4th** in order for the petition to be approved. In these circumstances, students must vacate their room and remove all belongings no later than **January 11th** in order to not forfeit the deposit. Students who are unable to move out by January 11th, or who need to move out during the Spring Semester, should work with the Area Coordinator and will be handled on a case-by-case basis.
- If a petition is not approved by the Area Coordinator, students may submit a written appeal via email to the Director of Student Life. Appeals should include the original petition form, as well as a written statement of why the student believes an appeal should be granted. Appeals will be decided upon within two business days. The appeal decision is final.
- Students vacating the residence hall due to an approved petition must follow proper check-out processes in order to receive their damage deposit.
- Students who vacate the residence hall in the middle of the contract term must submit a petition form within 7 days of moving out to have the petition approved for contract release. Moving out without submitting a petition form will result in the student being held to the financial obligations of the remainder of the contract term, as outlined in this document.

## Residence Hall Regulations

Students residing in on-campus housing at Casper College must observe all policies outlined in the [Student Handbook](#), [Casper College Policy Manual](#), as well as other documented policies for groups to which individual students might belong (i.e. athletics, teams, major or professional codes of conduct, etc.). In addition to these policies, students residing on campus must adhere to the policies outlined below, which are housing-specific. Students alleged to have violated any campus policy, whether listed in this document or any other College policy document, will be subjected to the student conduct outlined in the Student Handbook. Students should note that Casper College's trespass policy, which allows the College the authority to revoke an individual's ability to access particular areas of campus, also applies to on-campus housing. This means that in circumstances in which the safety and wellbeing of the residential community is at risk, students may be removed from the residence halls immediately, either on an interim or permanent basis, in accordance with applicable College policies.

### 1. Alcohol and Drugs

- a. Casper College is a dry campus. No alcohol is allowed on campus, regardless of the person's age.
- b. Alcohol containers (whether full, partially full, or empty) may not be possessed or used as decorations. Items whose sole purpose is to contain or transport alcohol (including, but not limited to: beer bong, funnels, kegs, etc.) are also not permitted.
- c. Students may not be publicly under the influence of drugs or alcohol while on campus, regardless of age or where the consumption took place. Being publicly under the influence is defined as any actions or behaviors which disrupt the community, or actions which announce to other students or college officials that a student has consumed alcohol or drugs.
- d. Students may not be knowingly in the presence of other individuals possessing or consuming alcohol or drugs on campus, even if they are not consuming themselves. Students who find themselves in situations in which others are possessing or consuming alcohol or drugs are expected to remove themselves from the situation and/or notify a Resident Assistant or Campus Security.
- e. Students will be held responsible for alcohol and drug possession and consumption which takes place in their room, even if they are not themselves possessing or consuming.
- f. Students may not possess drug-related paraphernalia (including but not limited to: bong, pipes, bowls, grinders, blowtorches, vaporizers, dab rigs, nails, etc.).
- g. Alcohol poisoning and drug overdose are serious and life threatening medical emergencies. In situations where a student acts in good faith to seek medical help for a peer who has over-consumed, students involved in the situation will not be assessed fines. Educational sanctions including alcohol or drug classes may still be assigned.

- h. Casper College also wishes to encourage responsible and safe decision-making for students who have consumed alcohol off-campus. Students returning to campus via a safe, sober ride, and who do not engage in behaviors described in (1c) will not be assessed alcohol fines. Educational sanctions including alcohol classes may still be assigned.
2. Cleanliness, Maintenance and Use of Space
- a. Residents are responsible for maintaining the cleanliness of their rooms, apartment, and/or community areas. This also includes resident bathrooms, which must be cleaned regularly and kept in good condition.
  - b. Residents are not permitted to place their trash in lobby or common area trash receptacles, nor are they permitted to leave trash in hallways, stairwells, or other areas. All trash must be taken outside to the main dumpster. Violation of this policy will result in a \$20 fine.
  - c. The use of wax warmers (Scentsy-branded or like items) is prohibited within campus housing.
  - d. Residents may not use toilet tank cleaning tablets, as they cause water-related issues within campus housing facilities.
  - e. Residents are not permitted to clean or dress animal carcasses in or around campus housing facilities. Wild game meat may not be kept in community fridges/freezers unless the meat has been properly prepared/dressed.
  - f. Repairs and maintenance must be performed by authorized College staff and personnel.
  - g. Residents should report maintenance concerns in a timely manner by notifying a Resident Assistant or the Area Coordinator.
  - h. Residents are expected to comply with requests of College staff regarding pest management. Pest management must be performed by authorized College staff and personnel only.
  - i. Residents may not remove furniture from rooms, apartments, or common areas. Violation of this policy will result in a \$50 fine.
  - j. Residents will be charged for any furniture items that are missing at the time of move out
  - k. No furniture, including sofas, chairs, bean bags, etc., are allowed to be brought into campus housing without the approval of Student Life staff. Student Life staff reserves the right to reject any piece of furniture due to cleanliness or pest-related concerns.
  - l. Property left behind by residents at check-out and/or contract termination will be considered abandoned. Residents will be charged for any costs incurred to move or remove the property from the room or apartment. Abandoned items will be subject to disposal by the College if not claimed by the Resident within 30 days.
  - m. Residents will be held financially responsible for damages and missing items in their community. For damages or missing items in common areas, the College will make every effort to determine the individual(s) responsible for the damage so they may be charged. However, if specific responsibility cannot be reasonably determined, the College will divide the cost of repair/replacement for damaged or missing items equally among the residents of that community or section of the community. This action will be taken in instances where the combined cost per resident exceeds \$5.
3. Electrical Usage
- a. Refrigerators must be smaller than 4.5 cubic feet, with only one allowed per room
  - b. Microwaves must be 800 watts or less, with only one allowed per room
  - c. In community living with many individuals sharing electrical circuits, residents must be mindful of their electrical usage at any given time. Students can prevent tripping the breakers when using high-usage appliances such as microwaves, hair dryers, coffee makers, etc. by limiting the number of items plugged in at one time. Campus staff will assist students should they trip their electrical breaker. After the third occurrence, students will be charged \$20 each time this service is performed.
  - d. Personal wireless routers are not permitted and will be blocked by campus IT upon detection
4. Decorations
- a. Decorations may not cover exit signs, alarms, smoke detectors, or fire extinguishers. Decorations also may not cover exit doors and hallways, exterior lights, or security peep holes/door viewers.
  - b. Decorations in common areas (lounges, hallways, etc.) must be approved by Student Life staff.



- c. Duct tape may not be used in any campus housing facility. Painter's tape and command strips are recommended for wall decorations.
  - d. Damaging walls is prohibited, including use of nails, screws, pushpins, etc. Students will be charged for wall repairs required at the time of move out.
  - e. Residents may not hang lights on the exterior of the building or outside of their room or apartment
  - f. No decorations, flags, signage, or other items may be displayed in room or apartment windows, hung, or placed outside the building
  - g. Perishable decorations (i.e. pumpkins, plants) must be properly disposed of in the dumpsters located outside the building when they begin to expire
5. Fire Safety
- a. Use of extension cords or multi-plug outlet adapters are not allowed. Only UL-approved power strips are permitted.
  - b. String lights are permitted, but must be UL-approved and designed for interior use
  - c. Residents cannot bring or store flammable liquids or containers into the building. This includes but is not limited to: gasoline, propane, and like substances.
  - d. Flammable items (i.e. live Christmas trees and dried plant materials) are not permitted as decorations
  - e. Burning items in the building is not permitted
  - f. Possession of candles, incense, or open-flame articles is prohibited in all buildings
  - g. Touching, hanging items from, or covering sprinkler heads and smoke detectors is prohibited
  - h. Items in living and common areas must not block or obstruct an exit or passageway
  - i. Residents must follow instructions during building evacuations, whether from College staff or emergency personnel. Failure to properly evacuate or activating a false alarm is strictly prohibited.
  - j. Cooking must be attended at all times while appliances are in use
  - k. Appliances which use open flames and/or possess an exposed heating element (such as hot plates, toasters, etc.) are prohibited. Coffee makers are allowed.
6. Guests
- a. All guests must comply with all College policies and regulations, including all policies in the Student Handbook and this document. Residents are responsible for the behavior of their guests, and may be held responsible for their guests' actions.
  - b. All guests must be signed in at the Residence Hall Front Desk. When the front desk is not open, residents may call Campus Security at 307-268-2688 to sign in their guests.
  - c. Guests must be accompanied by the resident at all times
  - d. Residents may have overnight guests, provided they obtain approval from their roommate in advance. Residents may not have overnight guests during finals week.
  - e. No guest may stay in a room for more than four nights in a 14 day period
  - f. A maximum of two overnight guests is allowed in a double occupancy room on a given night
  - g. To ensure the safety and security of shared campus housing spaces, Residents must be mindful of who they let into the building. If a Resident lets in a non-Resident into the building, they will become that Resident's guest, and the Resident will be responsible for their behavior and compliance with the guest policy.
7. Keys and Lockouts
- a. Duplication of hall keys is prohibited. Lending keys or an ID card to another person is also prohibited.
  - b. Failure to return the room key or mailbox key at the time of check-out will result in the student being charged for re-keying those locks.
  - c. Students who have locked themselves out may visit the RA Front Desk or call Campus Security to gain entry to their room (proof of identity is required). Students receive three free lockouts per semester. After that, a lockout charge of \$20 will be applied for every subsequent lockout.
  - d. The cost for re-keying locks is as follows: \$85 for a room door, \$20 for a mailbox.
  - e. If a student has lost or misplaced their keys, a substitute key will be checked out for a period not to exceed 5 days. If after 5 days the keys have not been found, the locks will be re-keyed at the resident's expense.

8. Noise
  - a. Quiet hours are observed from 10 pm to 8 am on weeknights (Sunday-Thursday evenings), and from 12 am to 8 am on weekend nights (Friday/Saturday evening). 24 hour silent hours will be observed beginning the Wednesday before finals week and continuing through the conclusion of finals.
  - b. During all hours of the day, excessive noise is prohibited. Noise should be kept at a volume low enough not to disturb residents in other rooms.
9. Pets and Service/Assistance Animals
  - a. Pets are not permitted in campus housing at any time, with the exception of fish (in a container no larger than 10 gallons).
  - b. Casper College follows the Americans with Disabilities Act and Section 504 of the Rehabilitation Act in providing services and accommodations to students with disabilities. Any service or assistance animals must be approved by Disability Support Services and the Office of Student Life prior to the animal residing within campus housing.
  - c. Approved service animals may accompany students in all College areas where the student may be present. Emotional Support Animals (ESAs) and assistance animals differ from service animals. ESAs may NOT accompany their owner inside buildings other than the housing complex to which the owner is assigned. ESAs are not permitted in common areas such as student kitchens, lounges, and lobby areas.
  - d. Students are expected to properly care for any approved service or assistance animal, and are responsible for the behavior of their animal. Animals that are not being properly cared for or cause damage or a disturbance to the community may be removed from campus housing.
10. Smoking
  - a. Smoking is not permitted inside any College building. This includes the use of pipes, cigarettes, hookahs, e-cigarettes, vape products, and like items.
  - b. Outdoor smoking is permitted at a minimum distance of 10 feet from a building.
  - c. Cigarette butts and other smoking-related waste should be disposed of in proper containers.
  - d. Smokeless tobacco waste must be properly disposed of and may not be deposited in drinking fountains, sinks, toilets, or other inappropriate locations
11. Soliciting, Advertising & Business Operation
  - a. All advertising (posters, flyers, etc.) must be approved by the Area Coordinator prior to being hung in student housing facilities. Unapproved advertising will be removed by Student Life staff.
  - b. Solicitation, including the sale of items or services in the student housing, is not permitted
  - c. Students are not permitted to operate a business within their room or apartment. Conducting online business is allowed, provided all Casper College IT terms of use are upheld.
12. Sports
  - a. Sports activities are not permitted inside student housing unless expressly permitted by the Area Coordinator. This includes but is not limited to: throwing objects, roughhousing, water fights, and roping.
  - b. Active use of bicycles, skateboards, rollerblades/skates, scooters, or other related equipment is not permitted inside student housing.
  - c. Hover boards and similar self-balancing personal scooters are not permitted in student housing
  - d. The use of drones or aerial vehicles is prohibited within student housing and surrounding area (including, but not limited to: housing grounds, sidewalks, courtyards, parking lots, etc.)
13. Weapons
  - a. Firearms, weapons, ammunition, and explosives are not permitted in or around student housing, including in parking lots. Prohibited weapons include but are not limited to: paintball guns, Airsoft guns, tasers, stun guns, sling shots, brass knuckles, blow guns, dart guns, arrows, and martial arts weapons.
  - b. Pocket knife blades may not exceed 3 inches in length. Fixed blade, switchblade, and throwing knives are not permitted in campus housing. Knives intended for cooking must be kept appropriately stored at all times and may only be used for cooking-related purposes.
  - c. Pepper spray containers in excess of one ounce are not permitted
  - d. Weapons and associated paraphernalia displayed as decorations are not permitted

- e. Any objects altered to be used as weapons, or altered to be perceived as weapons, are not permitted
  - f. Firearms may be registered and stored with Campus Security. Students wishing to store a firearm should contact Campus Security at 307-268-2688 prior to bringing the firearm to campus.
14. Windows, Balconies & Rooftops
- a. Hanging, climbing, or attempting to climb on/within buildings is not permitted
  - b. Rooftops may not be accessed by residents under any circumstance
  - c. Throwing, shooting, or dropping any object (including liquids) within or from any building or window is prohibited
  - d. Removal of window screens is prohibited. Violation of this policy will result in a \$10 fine.
  - e. The use of window-mounted air conditioners or evaporative air coolers are prohibited
  - f. Peering into, knocking or tapping on, or throwing objects at windows of private Resident rooms is prohibited.

## **Housing Procedures**

### **Check-In/Check-Out Procedures**

At the time of check-in, students should report to the Resident Assistant Front Desk in the residence hall. At that time, keys will be issued and the resident will receive a room condition sheet listing the condition of the room and its contents. Students should notify a Resident Assistant at the time of check-in if they notice damages in the room or apartment that are not noted on the room condition sheet.

To properly check out of student housing, students must notify a Resident Assistant and schedule a check-out appointment. At the check-out appointment, the resident will turn in their keys, complete the check-out section of the room condition sheet (noting any damages or missing items), and will provide the Student Life staff with a forwarding address for mail.

Prior to the check-out appointment, students are expected to remove all personal belongings and thoroughly clean the room. Failure to remove belongings will result in the abandoned property process (Regulation 21) taking effect. Failure to properly clean may result in the student being assessed charges to clean the space. Students will be assessed a \$50 fine if their bed is left disassembled at the time of check-out.

Students who do not follow proper check-out processes will forfeit their deposit. Any additional charges a student incurs in these instances (due to damages, missing keys, etc.) will be billed in addition to the withheld deposit.

### **The College's Right to Enter**

The College reserves the right to enter and inspect the resident rooms or apartments at any time with or without notice to perform the following functions: 1) to inspect and confirm a resident's compliance with these terms and conditions; 2) for protection of health and safety; 3) for emergencies; 4) to perform maintenance, repairs, improvements, or energy conservation efforts; 5) to address violations of College rules or regulations; or 6) to address violations of state or federal laws.

In addition to the above, health and safety inspections will be completed by RA staff a minimum of one time per semester. Residents will be notified of the period of inspection at least 24 hours in advance. Residents will also receive notification of the inspection results including any matters that need resolved. Health and safety inspections will also be completed in all rooms after the close of the Fall Semester. Because the residence hall is not open during this time, this statement shall serve as notice of entry for residents and no additional notification will be given.

### **Equipment Check-Out**

Residents are responsible for the cleanliness of their rooms or apartments and are expected to cooperate in the maintenance of public rooms and areas. Vacuums may be checked out from the Resident Assistant Front Desk during desk hours, as well as other limited cleaning supplies and recreational

equipment. Equipment may only be checked out to current residents, and will be checked out by presenting a photo ID to Student Life staff. Students may be charged if equipment is not returned, or is returned in poor working condition.

### **Personal Property Liability**

Casper College is not responsible for the loss, theft, disappearance, damage or destruction at any time or in any place of property belonging to, used by, or in the custody of any resident or guest. Residents may wish to purchase a renter's insurance policy to insure their personal belongings. This policy remains in effect even in instances of major facilities related events (fire, flood, electrical failure, weather event, natural disaster, etc.). Students are responsible for their own personal property.

Residents are encouraged to mark all personal items with permanent identification, record serial numbers of all electronic devices, and to avoid leaving valuables and cash in unattended rooms. Residents are encouraged to lock their room doors at all times, and keep their room door closed when the room is unattended. Instances of personal property theft may be reported to the Casper Police Department for official investigation.

### **Mail and Packages**

Student Life staff will distribute mail to assigned mailboxes within the residence hall (Wheeler Terrace residents are also assigned a mailbox in the residence hall). Mail will be distributed Monday through Friday only (except on days in which USPS does not deliver). Students are encouraged to check their mail on a regular basis, as official Casper College communications are often mailed to students. Commercial solicitations ("bulk mail" and circulars) will not be placed in resident mailboxes unless received through USPS and addressed by the sender to the student with the appropriate hall address.

Packages will be held for students at the Resident Assistant Front Desk and are available for residents to pick up (with photo ID) during desk hours only. Mail will be forwarded for 10 days following a resident's departure from campus housing, provided a forwarding address is provided. It is the responsibility of residents to submit a change of address with USPS and/or senders to ensure receipt of mail and packages following this 10 day forwarding period. Packages not picked up within 30 days will be forwarded or returned to sender.

Mail should be addressed using the following format:

Resident's Name (Both first and last names must be present to ensure delivery)  
365 College Dr  
Casper, WY 82601

From the above format, students should note that "Casper College" or the name of the residential complex is not used in this address, nor is a room or mailbox number. Not following the above addressing requirements may result in a delay of delivery by the carrier, or having the item returned to the sender.

### **Laundry**

Washers and dryers are provided in the residence hall for use by residential students. Residence Hall laundry rooms are locked, but may be entered by students using their student ID card. These machines are accessed using a pre-paid laundry card, which can be obtained and managed using the machine located in the residence hall. Wheeler Terrace apartments have a washing machine provided in each apartment. Dryers are located on the second floor of the Wheeler Terrace complex. Residents are responsible for supplying their own laundry detergent and other laundry-related supplies. The use of bleach in student laundry machines is prohibited.

### **Parking**

All cars driven or parked on College property must be registered with Campus Security. Residence Hall parking (associated lots are so labeled) is reserved for current residents only, with a maximum of one vehicle per resident. Residents may park in unmarked residential spots. Residents may not park in marked fire lanes, in spots designated for Casper College vehicles, in the spot labeled "Reserved Director



Parking Only,” or in handicapped spots (unless resident has proper tags). The parking of trailers, boats, recreational vehicles, or like items is prohibited. Residence Hall residents must only park in the Residence Hall lots, and Wheeler Terrace residents in the Wheeler Terrace lot. Residence Hall and Wheeler Terrace residents may not park in the lot designated specifically for residents of the Civic Apartments. Students are not permitted to store any motorized vehicle (i.e. motorcycle, scooter, motorized bicycle, etc.) inside any building. Parking violations may result in the vehicle being issued a ticket from Campus Security. Continued violations may result in the vehicle being towed at the owner’s expense.

### **Discrimination Statement**

Casper College is an equal opportunity institution and as such, does not discriminate on the basis of race, color, national origin, age, sex, disability, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to Linda Toohey, associate vice-president for student services at 125 College Drive, Casper, WY 82601, 307-268-2667, or [linda.toohey@caspercollege.edu](mailto:linda.toohey@caspercollege.edu) or to the U.S. Department of Education, Office for Civil Rights, Region VIII, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582; 303-844-5695 or TDD 303-844-3417.

### **Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990**

No Casper College student may be excluded from campus housing due to a physical disability. Housing accommodations may be modified in certain instances to ensure participation by students with disabilities. Students with disabilities may work with Disability Support Services to discuss needed accommodations. Casper College’s Disability Services Counselor is Jennifer McLeod, who can be reached by emailing [Jennifer.McLeod@caspercollege.edu](mailto:Jennifer.McLeod@caspercollege.edu) or by calling 307-268-2557.