

Casper College

Student Life

**Residence Halls & Wheeler
Terrace
Terms and Conditions of
Occupancy**

Summer 2023



Important Dates for Summer 2023

Saturday, May 13	Residence Hall Closes (summer residents residing in the Residence Hall for Spring 2023 will remain in their rooms until their summer assignment is cleaned and ready for occupancy)
Friday, June 2	Cancellation Deadline for Full Deposit Refund
Sunday, June 4	Move-In Day for Summer Term
Monday, June 5	Classes Begin for Summer Term
Friday, June 9	Pay-in-Full Deadline for Summer Housing & Tuition/Fees Charges
Friday, July 28	Classes End for Summer Term
Saturday, July 29	Move-Out Day (Residents not continuing in Casper College housing must move out on or before this date. Residents continuing may stay in their summer assignment until their fall assignment is cleaned and ready for occupancy)

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 Summer 2023 contract term**, or for the portion of the contract term 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 term begins Sunday, June 4, 2023 and ends Saturday, July 29, 2023. Residents residing in Casper College housing for Spring 2023 may maintain residency on-campus between May 13 and June 4, 2023 for a weekly fee. Residents residing in Casper College housing for Fall 2023 may maintain residency on-campus between July 29 and August 17, 2023 free of charge. Residents will move to their summer assignment once cleaned and available, and must vacate once their Fall 2023 assignment is cleaned and available.

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.

Summer Room Rates

Room Rates

Wheeler Terrace Apartments, June 4 – July 29	\$1,040 (single bedroom in shared apartment)
Housing Prior to Contract Start on June 6	\$130/week

Policies Regarding Rates

- This contract is for the entirety of the Summer 2023 term, or for the portion of the term remaining at the time of assignment
- Payment for housing charges must be paid in full **on or before Friday, June 9th, 2023**.
- The College reserves the right to initiate the eviction process in cases where students fail to pay the balance on their student account.
- Students should note that no on-campus dining services are available during the summer. Students must provide their own meals. Students residing in Wheeler Terrace may use the kitchen areas in their assigned apartment.

Application Information

Eligibility

- Students must be enrolled in a minimum of 3 credit hours during the summer term 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 3 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 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. Current residents who already have a deposit on file do not need to submit anything additional. The \$200 deposit 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 Finance"
- Select "Make a Payment/Payment Plan"
- 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 (deposits will be retained on file for current on-campus students continuing through the summer). Students should note that space is first-come, first-served. The date on which a student's completed application and deposit are received will establish priority for assignment.

Casper College does not guarantee assignment to a particular room or apartment, or with a specific roommate. Roommate requests are granted when space is available and the request is mutual.

Room Changes

Residents have the option to change rooms only after first going to a Resident Assistant or the Residence Hall Coordinator and participating in the process of roommate mediation. Roommate mediation takes

place with the RA or Residence Hall 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 Residence Hall 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.

Conditions for Contract Termination

General Provisions

This contract is for the **entire Summer 2023 term**, or for the portion of the term remaining at the time of assignment. This contract obligates students for the financial responsibilities associated with housing 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 charges will be refunded, as well as the full deposit.
 - b. If cancellation occurs after the deposit refund deadline—all room 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 summer term 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 on campus
 - 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 3 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. The housing deposit will be forfeited in these circumstances.
 - 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 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 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. Becoming married, becoming a single parent, or gaining custody of a minor child
 4. Being called to active duty
 5. Other extenuating circumstance
- Petition forms may be obtained from the Office of Student Life.
 - If a petition is approved, students will be released from their contract, and remaining room charges for the current term will be refunded to the student's account on a prorated basis.
 - If a petition is approved, the housing deposit will also be refunded (provided there are no charges for damages or other fines).

- Students vacating the residence hall due to an approved petition must follow proper check-out processes in order to receive their damage deposit.

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
- 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
- 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. 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.

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 Residence Hall 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.
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.
 - 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, 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 residence hall guests must be signed in by Campus Security (can be reached via phone at 307-268-2688).
 - 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
7. Keys and Lockouts
- a. Duplication of hall keys is prohibited. Lending keys to another person is also prohibited.
 - b. Failure to return the room key, mailbox key, or proximity fob 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. 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, and \$5 for a proximity fob.
 - 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 11 pm to 7 am nightly. 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 Residence Hall 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
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
 - 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

Housing Procedures

Check-In/Check-Out Procedures

At the time of check-in, students should call the Resident Assistant On-Call at 307-251-7937. 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 2I) 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.

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 as well as other limited cleaning supplies may be checked out by presenting a photo ID to Student Life staff (call the RA on Call to facilitate this request).

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) by calling the Resident Assistant On Call. 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.

Mail should be addressed using the following format:

Resident's Name
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.

Laundry

Washers and dryers are provided in the residence hall for use by residential students. 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. The parking of trailers, boats, recreational vehicles, or like items is strictly 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.

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, vice-president for student services at 125 College Drive, Casper, WY 82601, 307-268-2667, or 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.