



FVCC Summer Housing Regulations and Expectations

Violations to any of the regulations and expectation as stated below may result in immediate eviction from Founders Hall.

I. Behavior

A. Noise

Guests should comply with each other's requests for quiet whenever their behavior is such that it creates a disturbance. Noise must not be audible outside the room with the door closed. All audio equipment (including, but not limited to, stereos, musical instruments, televisions) are to be kept at a reasonable volume at all times. Quiet hours will be enforced from 11 p.m. to 9:00 a.m., 7 days a week. Courtesy hours are always in effect. During courtesy hours, guests are expected to maintain a level of quiet conducive to community living and respond courteously to other guests and staff request for quiet.

B. Vandalism

Vandalism is defined as any damage to property, furnishings, furniture, elevators, or any additional/unnecessary messes beyond what is expected with normal use of the facilities. Groups and/or individual participants are responsible for any damages to property or content of the housing facilities. Charges will be assessed to the contracted group or individual participant if not part of a contracted group.

Do not unlatch screens, remove windows, or throw items from or exit through the windows for any reason. Do not open windows beyond three inches. Room occupants will be charged for the total cost of reinstalling, repairing, or replacing damaged or destroyed windows and/or screens.

C. Non-Discrimination

FVCC is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran's status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Acts of discrimination, harassment, sexual misconduct, dating violence, domestic violence, stalking, and retaliation should be

reported to the Title IX at TitleIXCoordinator@fvcc.edu visiting www.fvcc.edu/campus-guide/campus-safety/title-ix/ for more information.

D. False Alarms

Any violation of local, state, federal or campus fire policies including, but not limited to intentionally or recklessly causing a fire which damages College or personal property or which causes injury; failure to evacuate a College building during a fire alarm; improper use of College fire safety equipment; or tampering with or improperly engaging a fire alarm or fire detection/control equipment while on Campus property, may result in a local fine in addition to College sanctions.

Evacuation during fire alarms is mandatory. Guests are required to vacate sleeping rooms or common areas and exit the building during a fire alarm or other emergency evacuation. Chaperones of children under the age of 18 are responsible for the evacuation and accountability of those minors. College staff will not enter and evacuate each room. Guests must follow and comply with all posted fire and safety signs.

II. Illegal Substances

A. Alcohol

In compliance with FVCC Board Policy, the possession and consumption of alcohol is prohibited in all areas and for all individuals (including individuals of legal age in private bedrooms).

B. Drugs

Use, possession, cultivation, manufacture, distribution or sale of narcotics or dangerous drugs (including, but not limited to, misuse or abuse of prescription drugs) and/or paraphernalia, is expressly prohibited.

Federal law prohibits using or distributing marijuana on campus, even if the guest has a medical marijuana card or comes from a state where marijuana is legal or has been decriminalized.

III. Prohibited Substances/Equipment

A. Smoking

The use of tobacco (including, but not limited to, cigarettes, cigars, pipes, smokeless tobacco, e-cigarettes, vape pens and all other tobacco products) is prohibited campus-wide.

B. Weapons

All weapons (including, but not limited to, guns, ammunition, explosives, fireworks, knives, bows) are prohibited campus-wide.

Possessing or using non-lethal weapons (projectiles) that may result in direct or indirect injury are prohibited in Founders Hall and guests' rooms. This may include but it not limited to: slingshots of all types, water balloons, water guns, paintball guns, and air soft guns.

Pepper spray/mace/bear spray is permitted as a tool for safety and should only be deployed in the case of an emergency. If used in an offensive manner and not in self-defense, it considered a non-lethal weapon subject to this policy. Offensive use of pepper spray could also come with criminal charges.

C. Open Flames

Open flames (including, but not limited to, candles, incense, matches, oil lamps, lighters) are prohibited campus-wide.

D. Skateboards/Rollerblades/Scooters/Hoverboards/Bicycles

Wheeled Devices – Skateboards, roller blades, roller skates, bicycles and similar devices are not permitted to be ridden inside College buildings. Bicycles are not permitted inside College buildings for storage, except as allowed in Founders Hall. Additionally, skateboards and other wheeled devices may not be operated in a dangerous or reckless fashion, or on railings, curbs, benches, or any such fixtures that may be damaged by these activities. Individuals may be liable for damage to College property caused by these activities. Failure to yield to pedestrians or failure to abide by traffic laws/rules on campus is considered a conduct violation. When not in use, please park and lock your bike in the racks located in front of Founders Hall.

E. Sports in the Residence Hall

Sports Activities including but not limited to football, basketball, broom hockey, water fights, frisbee/disc, handball, hacky sack, shooting Nerf guns and juggling are prohibited in Founders Hall. These activities are potentially dangerous and almost always disruptive to others and may damage fire safety equipment. Sports played outside of Founders Hall should be done with caution and mindful of others in the area. Any damage caused to the building or area will be charged to those responsible.

F. Pets

A certified therapy/service animal is permitted for a resident who receives approval from the Disabilities Coordinator prior to the arrival date. Owners of approved therapy/service animals must adhere to the Guidelines for Therapy/ Service Animals. Failure to adhere to the Guidelines for Therapy/Service Animals may result in the animal and/or resident being removed from the residence hall environment. For more information about approved therapy/service animals please visit <https://www.fvcc.edu/wp-content/uploads/2017/08/Animals-on-Campus-Procedure.pdf>.

G. Air conditioners

Air conditioners, swamp coolers, and humidifiers are not permitted in Founders Hall. Portable fans are available for check out at the Community Center.

IV. Common Areas

A. Public Spaces

Public places including lounges and conference rooms are available for guest use. These public spaces may be reserved for the exclusive use of a group by submitting a Facilities Use Request at <https://www.fvcc.edu/about-fvcc/meeting-rooms/>.

B. Restrooms

Current residents and visitors are reminded that they should only use the restroom facilities that conform to their gender identity. Non-gendered bathrooms are available in Founders Hall and the Arts & Technology buildings.

V. Reservations & Building Access

A. Check-in/Check-out Times

Check-in time is 1:00 p.m. and check-out time is 11:00 a.m. Special arrangements must be made in advance of the conference date to alter these times. If no previous arrangements have been made within 24 hours, an additional night's charge will be assessed for occupancy outside of these hours.

B. Lost or Damaged Keys

Guests are responsible for returning issued keys to the front desk at the time of check-out.

For safety reasons, a re-key fee of \$50 per lock will be charged for any lost keys, and \$15 per key will be charged for any damaged keys. Any keys not returned by a

contracted group will be billed for all re-key or damaged key charges. Individual guests, not part of a group, will incur re-key or damaged key charges at time of check-out.

If a guest loses his/her room key, a temporary key may be obtained at the Community Center. The guest has 24 hours in which to locate the lost key. If the guest does not locate the lost key after 24 hours, the locks will be changed and the guest will be assessed a re-key fee of \$50. Guests should never give their key to another guest to use.

C. ADA Accommodations and Accessibility

Guests requesting adjustments to housing for ADA needs or additional assistance during their stay on campus are asked to notify Residence Life staff prior to the arrival date or at the time of check-in.

D. Building Entry

For security reasons, all exterior doors will be locked 24 hours a day. The Community Center desk will be staffed from 10am to 3pm on weekdays. However, the RA Duty phone, 406-890-9051, is staffed 24 hours a day. Only registered guests will gain access to Founders Hall and guests without proper identification will not be allowed to enter the hall. Outside doors are not to be propped open for any reason at any time. Failure to adhere to this policy may result in eviction.

E. Room Entry

The College respects the right to privacy of all guests. However, the College reserves the right to enter a sleeping room at any time for safety, health, welfare and maintenance purposes. Every effort will be made to give prior notification for maintenance entries. Guests may not block or restrict entry of any College official.

F. Deposit

To reserve a room or a group of rooms, a deposit equivalent of one night's stay for each room reserved must be made with Business Services at the time of reservation. Call FVCC Business Services during business hours at [406-756-3831](tel:406-756-3831) to pay the deposit via credit card. Business Services will also accept check, money orders, and cash.

G. Room Cancellation

For all rooms in a rooming/group list, the cancellation of a partial or total room reservation must be received by Residence Life seven days prior to arrival. Failure to do so will result in loss of deposit (equivalent to one night's stay for each room reserved) for each room canceled.

For individual room reservations, the cancelation must be received by Residence Life at least 24 hours prior to arrival or the deposit will be forfeited.

H. Final Payment

For summer stays lasting 30 days or less, final payment is due at check-in. For summer stays lasting longer than 30 days, the first month's rent is due at check-in. The remaining balance will be due by the 30th day or as agreed upon by Business Services at time of check-in. Final payment must be made at Business Services, located in Blake Hall, prior to check-in.

I. Room Occupancy/Capacity

Sleeping rooms are arranged for single or double occupancy. Rooms are to be occupied only by guests for whom they are reserved. The maximum number of overnight guests in a room is not to exceed the number of beds placed in a room at the time of check-in. Violations will result in additional charges or possible eviction. Due to the excessive noise caused by large numbers of people and potential fire hazards, no more than ten people may be in the student's room at any time.

J. Front Desk Services

The Community Center desk is staffed from 10am to 3pm on weekdays. Desk services include fan and game check out, parking tag and general campus or Kalispell information.

K. Liability

The College does not assume liability for the loss or damage of personal property of the guests in Founders Hall. For safety and security reasons, guests are advised to always close exterior doors as well as lock their apartment door, vehicle, and/or bicycle.

VI. Groups with Child Participants

A. Groups with Child Participants

All conferences or camps that will house participants under the age of 18 in Founders Hall must read and sign the Groups with Child Participants Form. This form will be sent with the group contract.

On behalf of Residence Life, we are pleased that you have chosen FVCC for your accommodations. Please familiarize yourself, as well as your participants, with the above policies and contact Residence Life at reslife@fvcc.edu or 406-756-4586 should you have any questions. Enjoy your stay!