

Housing at Lincoln Trail By Statesmen Rentals, LLC

Housing and Residential Life



Residence Handbook and Policies

RESIDENT CREED

The Housing at Lincoln Trail is a community dedicated to personal excellence and growth. In joining this housing community, I commit to a code of civilized behavior.

I will practice personal integrity,
I will respect the dignity of all persons, including myself,
I will respect the rights of others,
I will not condone bigotry.
I will strive for openness to learn from differences in people, ideas and opinions,
I will demonstrate concern for others, their feelings, and their need for conditions which support their work and development.

Allegiance to these ideals requires me to refrain from behavior that threatens the freedom and respect every individual deserves.

RESIDENT'S RIGHTS AND RESPONSIBILITIES

Residents have:

The right to privacy
The right to respect
The right to open communication
The right to mutually clean living quarters
The right to personal safety and security of possessions
The right to have comfortable sleep conditions
The right to be asked before their possessions are used
The right to stay true to their own values
The right to disagree
The right to ask Residence Staff for assistance when needed
The right to be treated civilly
The right to be comfortable in their own living space
The right to a room free of policy violations



All roommates have the responsibility:

To respect each other's property
To respect themselves and others
To communicate properly with their roommate and discuss potential conflicts before they get out of hand
To keep their living space neat and clean
To lock doors and maintain personal/possession safety
To maintain a comfortable environment for sleep and study purposes
To treat each other's items with care and ask before borrowing personal items
To respect differences
To compromise
To enlist the help of Residence Staff when a difficult roommate situation arises
To be kind and civil with no intent to harm
To check with each other before having overnight guests
To pass on messages to their roommates in a timely manner
To abide by all Residence rules and policies

WELCOME TO RESIDENTIAL LIFE

The Housing at Lincoln Trail (THLT) regards residence life as an important part of your total college experience. Living in a residential community is an experience in which cooperation must occur. This living situation presents the opportunity to develop social skills, self-discipline, and a sense of responsibility.

Your cooperation is necessary if the residential community is to remain attractive, orderly, and a comfortable place to live. You are to conduct yourself according to regulations of the Residence Handbook and the laws of the city, state, and federal governments. As well, it is expected that each resident honors the resident creed in and around the residential communities. Included among the many responsibilities you have as a resident is working to the fullest of your capacity to respect the rights of other citizens in your community. This handbook provides guidelines for developing community and maintaining community standards.

Your success as a resident and growth as a person depends upon your willingness to recognize and accept these challenges and responsibilities. With this acceptance, you will find life in THLT residential community to be an enjoyable and valuable experience.

Residence Staff

The Housing Director (HD) is a dedicated professional who creates and maintains a residential community conducive to resident learning, development and retention. The HD is responsible for the total environment of the residential community. The HD will work with your respective Coach or Manger to maintain your residential stay a positive and enjoyable experience.

Assistant Coaches – Most assistant coaches live in the residential housing and provide guidance to all residents and facilitate regular interaction between residents in the community.

Members of the residence staff are to do their assigned duties free of harassment, intimidation or threatening behavior from the residents. When a staff member is engaged in the performance of authorized duties, the following behavior will result in disciplinary action, removal from residency or other action:

1. Verbal abuse (including but not limited to biased slurs).
2. Physical intimidation or menacing behavior directed at the staff member.
3. Display of visual materials that demean or humiliate a staff member.
4. Failure to reply with the reasonable request of a staff member.
5. Failure to respond to questions/instructions of a staff member performing assigned duties.

The Housing Director is responsible for the total environment of the residential community. The HD will help you by interpreting and enforcing policies and rules set forth. The entire residence staff is available to help make your residential stay a positive and enjoyable experience.

Resident Responsibilities and Conduct

THLT seeks to balance the needs and the rights of the individual with the welfare of the community as a whole. Residents are expected to conduct themselves in a manner that is consistent with the Residence Handbook and Standards of Resident Behavior.

RESIDENTIAL LIFE BASICS

Check In and Check Out

Upon the resident's move-in, residence staff will go over an Apartment Condition Report (ACR) describing the condition of the room at time of arrival. The ACR will then be filled out, signed and dated by both the resident and residence staff member within two (2) days of move-in.

The residence staff will conduct an apartment inspection when the resident officially checks out to detect any damages not previously noted on the ACR. Damages beyond normal wear and tear discovered during or at the end of the contract period will be charged either individually or jointly to the student.

A check-out approval form must be filled out in the Housing Office 24 hours in advance of move-out. Residents will still be liable for the entire lease contract term if the resident moves out early. Failure to check-out of the apartment with a residence staff member will result in a \$50 charge plus any incurred damages. All check IN/OUT procedures shall be followed or result in various charges.

Resident Responsibilities

Residents that drop out of Lincoln Trail College will be asked to leave the property. Residents who received a full housing scholarship through the athletic program and then quit their respective athletic team will lose their housing scholarship and become immediately responsible for rent payments.

Room Inspection

Room inspections occur before, during and/or after occupancy. Damages are the responsibility of the apartment's residents. Health and safety inspections are conducted weekly to prevent rooms from becoming health and/or safety hazards. If a room is significantly substandard, the resident(s) will get a reasonable amount of time to correct the situation. The HD will meet with the resident(s) and discuss the matter outlining a timetable for correcting the situation. If the situation has not been corrected in the stipulated time, an outside cleaning company will be contracted to clean the room. A charge determined by the cleaning company will be billed to the resident(s).

During vacation periods, residence staff may inspect your room to find any damages or safety concerns. Staff does not open drawers or search through personal belongings. If the inspectors discover damages, missing furnishings, or irregularities in your room during inspections, both you and your roommate(s) are jointly responsible if individual responsibility is not apparent then. You are all jointly responsible for the state of your apartment and for any damages caused by yourself and/or your visitors.

Room Entry and Right to Access

To protect the health, safety, and welfare of the residents, THLT reserves the right to have its authorized personnel (including, but not limited to residence staff) enter student apartments to make necessary inspections for service, maintenance, repair, and emergency purposes. THLT personnel may also enter the room in the event of illegal activity or when the resident(s) of the apartment are violating residence rules and policies. The residence staff will perform weekly health and safety inspections.

Room Furnishings

THLT will supply blinds, closets, stove/oven, and refrigerator in each apartment. All provided furniture must remain in resident rooms. Do not put furnishings in the hallways.

Equipment Maintenance, Repair, and Replacement

It is the desire of THLT to maintain and improve the condition of each residence facility. As a member of the community, you should take the responsibility to report items in need of repair to the Housing Office. Prompt reporting increases the efficiency of repairs.

Resident Room Regulations

- A. Residents may not remove any THLT owned furnishings from their assigned location, whether it is a resident room or public area. All resident apartment furniture must remain in that apartment, unless authorization has been given by the HD.
- B. Residents may not enter or use empty rooms for their private use. Residents must only occupy their assigned room.
- C. Room decorations that affix to or suspend from the ceiling or light fixtures are not allowed.
- D. Do not use nails, screws, sticky tack, tape or other adhesives on/in the walls, ceilings, floors, doors, window trims or furnishings. Use only thumb tacks.
- E. Waterbeds are not allowed.
- F. Residents may not alter, change or rewire any of the electrical facilities in rooms. The fire and safety hazards are obvious.
- G. Residents are not to burn candles or other substances producing open flames or embers, including incense. For reasons of safety, report all fires, no matter how small to any residence staff immediately. Any resident found responsible for causing a fire in THLT housing will pay the cost of repairs and face legal ramifications.
- H. Smoking is prohibited in any residence.
- I. All windows are equipped with screens. For reasons of health and safety, never remove or damage a screen in any way. The screens are there for your own safety and removal will result in a \$50 reinstallation charge.
- J. Resident room windows should be kept clear of all opaque material such as aluminum foil, black plastic, posters, flags, blankets, etc. Windows should be kept free of debris to help fire fighters locate the source of a fire and affect any rescue efforts.
- K. No announcements, advertising, signs or printed matter may be placed on the interior or exterior walls, windows or main doors of any building (except in residences).
- L. Main entry doors are never to be propped open or left open for safety of the residents.
- M. For health and humane reasons, there are no pets allowed in the residential community. If a resident violates animal restrictions the resident will be subject to charges, damages, evictions and other remedies provided in their lease contract.
- N. No sports activities are allowed in the hallways. Such activity could lead to the possibility of personal injury, damage and creates disturbances.
- O. The use of water guns or water balloons is prohibited inside buildings.
- P. Electrical appliances such as computers, printers, scanners, refrigerators, microwaves, etc. should be unplugged during any break longer than a week to prevent damage in case of power outage.
- Q. Compact refrigerators (one only) are allowed in resident bedrooms provided they meet the following guidelines:
 - The capacity may not exceed five (5) cubic feet.
 - One (1) refrigerator per bedroom is allowed.
 - Are to be kept clean and defrosted regularly to prevent sanitation and health hazards. The owner is required to remove any refrigerator from the premises if it is a health hazard or for repairs.
 - Personal refrigerators must be removed from the residence at the end of the academic year or whenever the owner vacates the residence.
 - Storing of alcoholic beverages or illegal substances is prohibited.
 - THLT will not be responsible for refrigerator damages or content spoilage in electrical power failure or other circumstances. THLT is not liable for the theft of the refrigerator or its contents.
- R. Electrical appliances such as irons, hair dryers, curling irons, and coffee pots are allowed in resident rooms.

S. Resident Room Regulations (Cont.)

T. Electrical appliances with an exposed heating element are not allowed. This includes, but not limited to:

- Deep Fryers
- Indoor electric grills
- Electric skillets
- Foreman-type grills
- Toasters and/or toaster ovens

U. The following policies adhere to fire and safety laws of the state of Illinois regarding public buildings:

- No live Christmas trees or greenery are allowed in resident rooms. Artificial trees with lights are allowed.
- All decorating materials used in residential areas must be flame proof.
- Use UL approved lights only.
- There should be nothing in hallways that impedes the flow of traffic. This includes bicycles and furnishings.
- Do not overload extension cords or electrical outlets. Only use approved electrical cords.

V. Below are guidelines residents should follow to help in controlling and preventing problems with pests or insects:

- Keep all food in sealed containers.
- Wash dishes and utensils promptly after use.
- Keep the trash can clean and do not let trash build up.
- Keep refrigerator clean inside and out.
- Clean your room regularly. If you have a problem with pests, inform the HD immediately.



**Residence
staff will
conduct
monthly
health and
safety
inspections.**

Keys

THLT provides each resident with one (1) exterior apartment door key that accesses the common area of the assigned unit. Residents will also be provided one (1) bedroom key to their personal bedroom. One (1) shared mailbox key is provided and should be maintained in the common area of the apartment for access by all apartment residents. The keys in your possession are very valuable since it allows you access into your assigned apartment and bedroom. As a resident you should keep them with you at all times. Keys may not be loaned to others or duplicated. This violation will result in a fine and disciplinary action. Lost keys are replaced at a **cost of \$25 per key**. If the locks must be re-keyed, the resident will be charged for the cost of re-keying.

Liability

THLT assumes no responsibility for personal injury. THLT does not accept responsibility for loss or damage to clothing, valuable or other personal property, including money, suffered by the resident during the housing contract period. Residents should carry rental insurance or be covered by their family's homeowner's insurance for damages, losses, thefts or personal injuries.

Pest Control

The premises will be treated for pests monthly inside and out. Keep all garbage, etc. picked up to minimize pest issues. Please refer to your lease to see THLT Bed Bug Treatment Policy.

Combustibles

No explosives, including fireworks, gasoline or other combustible items, are allowed in the residences. Motorcycles or other fuel driven engines may not be placed anywhere inside the residences, hallways or porches. Gas grills are not allowed.

Stereos and Sound Equipment

Continual violations regarding loud stereos or sound equipment will result in prohibition of the equipment. The resident may take the equipment home with him or her on their next visit. To avoid this situation, use headphones.

Television

THLT provides satellite television service including a satellite box and remote in each apartment living room. Splitters may not be used to provide satellite to bedrooms and the satellite box may not be removed from the living room. Residents will be jointly responsible for costs due to damage or loss of the satellite box and remote.

Mail Service

Within the housing community each apartment will be provided one (1) mailbox key. Your apartment number will also be your mailbox number. The residence mail box is located at the entrance of the community by the dumpster. Please provide your correct mailing address to friends and family. This will decrease delay in delivery. Your mailing address contains your name, street address, apartment number, city, state and zip code. An example is:

- Mr. John Doe
13595 E. 1150th Ave. #8
Robinson, IL 62454
- Residence street addresses are:
Large two-story Housing: 13631 E. 1150th Ave. (#1-10)
Small one-story Housing: 13595 E. 1150th Ave. (#11-14)
Main Street Housing: 401 E. Main St. (Apt. A-C)
Main Street Garage: 105 S. Madison St. (Apt D)
Small two-story: 401 South Franklin



RESIDENTIAL LIFE POLICIES/GUIDELINES

Alcohol

Alcohol is prohibited in all THLT residences and on THLT property. Residents are prohibited from consuming, transporting and distributing alcohol; possessing or being in the presence of alcohol; or exhibiting disruptive behavior influenced by the use of alcohol.

Drugs

THLT prohibits the use of drugs or controlled substances that are illegal and that may involve psychological or physiological hazards or that may lead to interference with the rights and privileges of others. It is unlawful to use, manufacture, possess or sell illegal drugs and controlled substances in THLT residences or on THLT property. Residents who violate this policy will be subject to Housing/Residence Life disciplinary process and action by law enforcement agencies. Notification of parents/guardians, termination of Housing Contract or possible arrest or fines may also be administered to violators. Paraphernalia is not allowed. Students who have been prescribed controlled medications must maintain possession of the medication in the original prescription bottle.

Weapons

Possession of a weapon in THLT residences or on THLT property is strictly prohibited. If a weapon is found in violation of this policy, termination of the Housing Contract and possible arrest or fines may be administered. Residents may not possess or use firearms or lethal weapons on THLT property at any time, under any circumstances. The storage of firearms or weapons in an automobile brought onto THLT property is prohibited.

Roommate Conflict Resolution

Most conflict situations that occur between individuals are a result of a misunderstanding or a lack of communication. It is important to realize that direct communication about the issues of concern can result in a mutually agreed alternative.

Within any living environment, conflict situations may arise between individuals sharing the same space. If you and your roommate are in conflict, it is important that you accept initial responsibility to discuss your concerns and reach an amiable solution. Follow these steps in dealing with your roommate:

- A. Roommates should discuss their differences with each other and try to reach a compromise.
- B. If a compromise or mutually acceptable agreement cannot be reached, a roommate should contact their assistant coach onsite. The assistant coach will request an individual meeting with all roommates to obtain information regarding the dispute. The assistant coach may respond in the following manner:
 1. Establish a meeting with the roommates to discuss alternatives and possible expectations that would lead to a resolution.
 2. Refer the issue to the HD for discussion.

Despite attempts to maintain agreed upon expectations, some roommate conflicts may result in an unacceptable outcome for either roommate. If a roommate conflict, not involving a confirmed violation of residence life policy, is unresolved, the HD will assume responsibility for completing a room change. The change is done at the discretion of the HD.

Sexual Assault Policy

It is the policy of the THLT that sexual assault will not be tolerated. THLT is committed to a firm timely response to any report of sexual assault.

Sexual Harassment Policy

Sexual harassment is against federal law and against THLT Housing policy. THLT Housing is committed to providing a positive, discrimination-free residential experience. Sexual harassment is unacceptable conduct that is not condoned. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other physical, written or verbal intimidation of an offensive of sexual nature. If you feel you are being sexually harassed, contact your HD immediately.

Racial, Ethnic, and Religious Harassment Policy

THLT expressly prohibits racial, ethnic and religious harassment of its residents, employees and those who seek to join the residential community in any capacity. Racial, ethnic and religious harassment may include, but not limited to: Physical, psychological, verbal and/or written abuse with regard to race, creed, ethnicity or religion (examples include physical harm, written abuse on papers, personal verbal assaults, or jokes based on a person's race, ethnicity or religion.) Also, and harassing activity (one time or multiple times) which acts to deny an individual the full rights and privileges which are inherent in living, working and visiting the THLT residential communities. Anyone having a complaint of racial, ethnic or religious harassment should notify the HD.

IMPORTANT INFORMATION

Submit all payments to the Housing Office or by mailing to:

Statesmen Rentals
13595 E. 1150th Ave. #15
Robinson, IL 62454
**Make checks payable to Statesmen Rentals, LLC*

LOCAL NUMBERS OF INTEREST

Pizza Hut	618-546-5668
Monical's Pizza	618-544-3228
Casey's Pizza	618-544-8649

Crawford Memorial Hospital	618-544-3131
Eagle Theater	618-544-5855
Robinson Post Office	618-546-1131
Wal-Mart	618-546-5676

Robinson Police – Emergency	911
Robinson Police – Non-emergency	618-544-2217

DAMAGES/CHECK-OUT COSTS

<u>DESCRIPTION/DAMAGE/FINE</u>	<u>AMOUNT</u>
Entry Door	\$500
Light Fixture	\$100
Stove (Replace / Clean)	\$600 / \$60
Refrigerator (Replace / Clean)	\$600 / \$60
Cabinets & Drawers (Replace / Clean)	\$300 / \$25 each
Range Hood (Replace / Clean)	\$250 / \$30
Satellite Box / Remote	\$500 / \$50
Thermostat	\$150
Electrical Outlets / Covers	\$25 / \$25
A/C unit repairs (if damaged caused by thermostat tampering)	Actual TBD
Mattress	\$200 each
Box Springs	\$200 each
Bed Frames	\$75 each
Dresser	\$75
Closet Shelf / Rod	\$50
Fire Escape Ladder	\$100
Toilet (Replace / Clean)	\$200 / \$50
Toilet Paper Holder	\$25
Medicine Cabinet / Mirror	\$100
Sink (Repair / Clean)	\$250 / \$50
Shower (Clean)	\$50
Shower (Replace)	Actual TBD
Door Locks	\$100 per cylinder
Keys	\$10 each
Interior Doors (Interior)	\$250
Window Glass	Actual TBD
Window Screens	Actual TBD
Window Blinds	\$20 each
Walls (Paint / Repair)	Actual TBD
Carpets (Clean)	\$50 per room
Carpets (Replace)	Actual TBD
Ceramic Tile (Clean)	\$50
Ceramic Tile (Replace)	Actual TBD
Fire Extinguishers	\$65 each
Smoke Detectors	Actual TBD
Plugged Plumbing (Improper Use)	Actual TBD

***Actual TBD = Actual cost or repair or replacement (To Be Determined)**

NOTE: A/C unit repairs caused by thermostat tampering could result in costs up to \$5000. Do not tamper with the thermostats.