

# HOUSING HANDBOOK

**Western Iowa Tech Community College**

**2023-2024**



## **WITCC Mission**

As a comprehensive community college, our mission is to provide quality education and to economically enhance the communities we serve.

## **Housing Mission**

The Housing Department provides an inclusive and supportive learning environment that supports resident growth in all areas of personal and community development inside and outside of the campus.

To achieve this, we

- Provide secure, comfortable, and inclusive spaces for living and learning
- Manage a team of well-trained professional staff and student leaders
- Encourage individual growth and academic success through meaningful program and relationship and community building

## **Equal Opportunity Statement**

It is the policy of Western Iowa Tech Community College not to discriminate on the basis of race, creed, color, sex, national origin, religion, age, disability, sexual orientation, gender identity, socioeconomic status, actual or potential parent, family or marital status, or other characteristic protected by law in its programs, activities, or employment practices as required by state and federal civil rights regulation.

If you have questions or complaints, please reference Board Policies at [www.witcc.edu/board](http://www.witcc.edu/board) or call 712.274.6400 ext. 1406 and/or email [jackie.plendl@witcc.edu](mailto:jackie.plendl@witcc.edu) (employees) or call 712.274.6400 ext. 1488 and/or email [juline.albert@witcc.edu](mailto:juline.albert@witcc.edu) (students) or the Director of the Office for Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, phone number 312.730.1560, fax 312.730.1576, TDD 800.877.8339; email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov).

## **Amendments and Revisions**

Western Iowa Tech Community College reserves the right to revise this handbook when necessary. This handbook is an extension of your housing contract. Residents will be notified of any changes through notices sent through text messages. Revisions become effective the day the residents of the housing units are notified, unless they are otherwise dated.

The Housing Department is open for suggestions on ways to improve the Western Iowa Tech Community College on-campus housing. Feel free to communicate your ideas.

**[www.witcc.edu](http://www.witcc.edu)**

**Welcome, Western Iowa Tech Community College campus housing residents! We are thrilled you are here. We want you to know every member of Housing will do our best to ensure your time living on campus is fun, safe, comfortable, enjoyable, and productive.**

**Housing is more than just rooms or places to study and sleep. They are places where students develop meaningful friendships, explore new ideas and get involved with the WITCC community. We encourage you to get connected with the campus community by participating in Student Government Association, student organizations, activities, and other programs provided through our office. In the end, our biggest wish is for you to have fun, relax, be involved, learn more, and discover new ideas that help you grow.**

**While living in WITCC Housing communities, we encourage you to use good judgement and behavior. These are important qualities that are encouraged in any community you will live in. Respect, cooperation, and personal responsibility are essential in making sure our communities run smoothly. Our well-trained staff will be available to remind and guide you as we grow and live together.**

**From policies and procedures, as well as helpful hints, this handbook contains helpful information about living on campus. Every resident is responsible for information contained here. By working together, your campus living experience will be liberating because you will achieve maximum results in your personal and academic lives. Please enjoy your time here and we wish you the best of luck.**

**Best,**

*Housing Staff*  
*Western Iowa Tech Community College*

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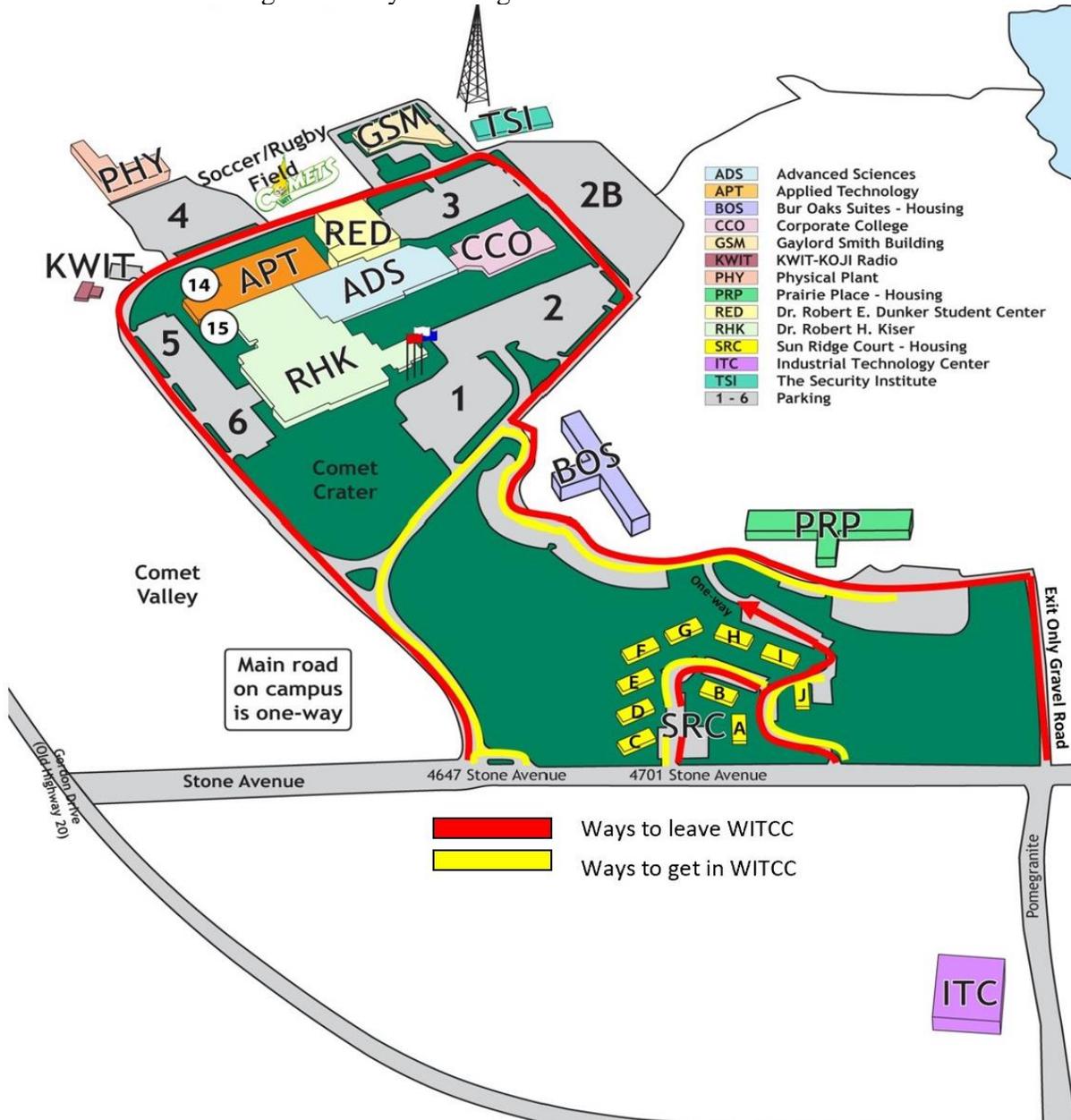
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# Facilities and Campus

## Campus Map

Below is the map of the Sioux City Campus. It provides what each building is called for easier access as well as stating how everyone can get in and leave the WITCC.



## **Bur Oak Suites**

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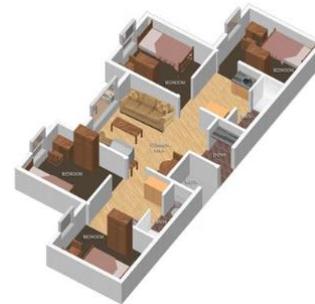
Bur Oak Suites is a single-structure, suite style residence hall. It contains 44 suites total with varying configurations. It can house up to 164 residents.

It also features several community areas for all students living on campus, including a community kitchen, music practice room, meeting room, laundry facilities on each floor, exterior deck and patio, as well as common lounge areas.

Several rooms in Bur Oak Suites are designed for those students who have physical disabilities. The building is also equipped with an elevator. Access to the building is limited at night as the building is equipped with a security system that automatically secures itself at night, allowing access only to those living on campus.

### **Amenities Provided**

- All utilities included
- Air conditioning
- Bike/exercise trail
- Campus security 24 hours a day, 7 days a week
- Community & study areas
- Community activities
- Elevator
- Free parking
- Ice Machine
- Laundry facilities
- Leadership opportunities
- Resource Library (on the first floor)
- TV (in lobby areas)
- Vending areas
- Wireless internet



### **Furnishings**

- Shared Living Room
  - o Living Room Furniture is not provided
- 2 Bathrooms per suite, Shared with 2 roommates each
  - o Sink, mirror, cabinet, toilet, and shower
- Individual Bedrooms
  - o Bed-Twin extra-long mattresses (Loft Kits available for rent)
  - o Wardrobe
  - o Desk & Desk Chair
- Community Kitchen is available for student use on the third floor
- Loft kits are available for \$50 per semester

## **Prairie Place**

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The layout of Prairie Place is nearly identical to Bur Oak Suites. Like Bur Oak, Prairie Place is a suite-style residence hall containing 46 suites and houses up to 178 students.

There are community rooms, laundry facilities, exterior deck and patio (with a great view of nature), and common lounge areas. You could be living here if you get going and apply early!

Several rooms are designed for those students who have physical disabilities. The building is also equipped with an elevator. Access to the building is limited at night as the building is equipped with a security system that automatically secures itself at night, allowing access only to those living in that building.

### **Amenities Provided**

- All utilities included
- Air conditioning
- Bike/exercise trail
- Campus security 24 hours a day, 7 days a week
- Community & study areas
- Community activities
- Elevator
- Free parking
- Ice Machine
- Laundry facilities
- Leadership opportunities
- Resource Library (on the first floor)
- TV (in lobby areas)
- Vending areas
- Wireless internet



### **Furnishings**

- Shared Living Room
  - o Living Room Furniture is not provided
- 2 Bathrooms per suite, Shared with 2 roommates each
  - o Sink, mirror, cabinet, toilet, and shower
- Individual Bedrooms
  - o Bed-Twin extra-long mattresses (Loft Kits available for rent)
  - o Wardrobe
  - o Desk & Desk Chair
- Community Kitchens are available for student use on the first and third floor
- Loft kits are available for \$50 per semester

## Sun Ridge Court

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Sun Ridge Court is a long-established apartment complex consisting of nine resident buildings with one- and two-bedroom units housing up to 119 students.

Each apartment has its own entrance, a full kitchen, and depending upon your placement, living room furniture may be provided. There are common area laundry facilities in each building, a community room for all students living on campus, as well as a lounge/study area.

### Amenities Provided

- All utilities included
- Air conditioning
- Bike/exercise trail
- Campus security 24 hours a day, 7 days a week
- Community & study areas
- Community activities
- Free parking
- Laundry facilities
- Leadership opportunities
- Resource Library (at B1 office)
- Wireless internet



### Furnishings

- Individual living room or shared for 2-bedroom unit
  - o Couch, chair, & end table (in some units)
- Individual kitchen or shared kitchen for 2-bedroom unit
  - o Full kitchen with refrigerator, stove, and oven
  - o Dining table & chairs
- Individual bedrooms
  - o Bunkable beds - twin extra-long mattresses
  - o Four drawer dresser per bedroom
  - o Built in closet
  - o Desk & desk chair per resident

# Housing Staff & Phone List

Campus housing is composed of a Director of Housing and Outreach, Housing Supervisors, and Resident Assistants. The professional and student staff work together to provide clean, safe, and vibrant living and learning communities for WITCC residents.

Throughout the regular week, the Director of Housing and Outreach and Supervisors will maintain regular office hours during the day. On holidays, when the campus is closed, a staff member is on duty to assist with dorm lockdowns, residents that remain over break, and emergencies.

## **Bur Oak Suites**

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Steven Garcia, Director of Housing and Outreach

[Steven.garcia@witcc.edu](mailto:Steven.garcia@witcc.edu) /712.317.3141/ 712.481.9275 (for texts only)

## **Prairie Place**

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Sarah Markworth, Housing Supervisor

[Sarah.markworth@witcc.edu](mailto:Sarah.markworth@witcc.edu) / 712.317.3475/ 712.481.9647 (for texts only)

## **Sun Ridge Court**

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Rosana Salgado Burrigh, Housing Supervisor

[Rosana.salgadoburright@witcc.edu](mailto:Rosana.salgadoburright@witcc.edu) / 712.317.3491/ 712.225.7272 (for texts only)

## **Campus Safety**

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**Contact campus safety for immediate maintenance issues and emergencies**

Sunday-Thursday, after 11p.m.

Friday & Saturday, after 12a.m.

In case of extreme emergencies, call 911

24hr Campus Safety/712.274.6414/ [campussafety@witcc.edu](mailto:campussafety@witcc.edu)

## **RA Duty Schedule**

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**Evenings:** Sun-Thurs: 5p.m.-11p.m./ Fri & Sat: 5p.m.-12a.m. (Desk Hours)

Weekends during the day: Sat & Sun: 8a.m.-5p.m. (On Call)

Contact your RA for help with the following:

- Locked out of your room
- Maintenance request
- Checkout game supplies (pool sticks, ping-pong paddles, foosballs, board games, cards, etc.)- Must provide your student ID
- Checkout cleaning supplies (Vacuum, brooms) Must provide student ID

# Services-Housing Dorms and Campus

## **Mail**

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Mail is always delivered to the main campus to shipping/receiving. Housing will pick up the mail for the residents once it is all separated except on weekends and holiday breaks. If any packages are too big to send over to housing, shipping/receiving staff will contact the resident to pick up there. Residents will be required to bring their student ID, and sign for it. **Make sure the college and Housing has your correct phone number.**

Smaller packages that won't fit in the mailboxes or envelopes that can't be folded will be set in the Bur Oak Suites Office. A housing supervisor will let the residents know if they have a package for them in the office. Residents will be required to bring their student ID. Any packages left in Bur Oak Suites that have not been picked up for 7 days will be brought back to shipping/receiving to be sent back.

All other mail will be put in the residents' mailboxes generally delivered by the afternoon. The mailing address on campus should be written as follows:

### **For Bur Oak Suites and Prairie Place Residents**

Resident Name

4647 Stone Ave, Room # or Mailbox #

Bur Oak Suites or Prairie Place (depending where you live)

Sioux City, IA 51106

### **For Sun Ridge Residents**

Resident Name

4701 Stone Ave, Apartment # or Mailbox #

Sun Ridge Court

Sioux City, IA 51106

## **Bicycle Racks**

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We are not responsible for your bicycle's safety. Therefore, be certain that it is locked and occasionally checked on when not in use. Fire and safety regulations require that bikes not be parked in halls, stairwells, etc., nor outside any building entrance except in bike racks. Bikes deemed abandoned by lack of use, or being parked in unapproved areas will be removed and bikes and chains disposed of. The college is not responsible for any resulting cost.

## **Kitchen**

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There are kitchen spaces available in each Housing building and apartment for cooking. There is one kitchen in Bur Oak, 2 kitchens in Prairie Place, and a kitchen in each apartment in Sun Ridge Court. Residents will need to provide their own cooking and eating utensils. Please refer to the [move in checklist](#) for help on cooking and eating items to bring.

- Residents must make sure that the oven is turned off when not in use. Misuses of the oven may result in disciplinary action.
- Residents must stay with their food while cooking.

- For the Bur Oak Suites and Prairie Place kitchens:
  - o WITCC provides fridges, and freezers in the kitchens. Residents can store their food (with their name and date on it) in the kitchens at their own risk. Any expired food will be tossed by Campus Housing staff (after notification that the custodians will look in the fridges/freezers). Housing is not responsible for anything taken.
  - o Kitchens will be closed if residents neglect clean up.
  - o If dishes are left dirty/greasy in the kitchen(s), the custodians will be bagging them up and bring them to the Housing office of that building.
  - o It is not the custodian's responsibility to clean up after residents. It is the custodian's responsibility to make sure we don't get bugs or mice in the building and residents leaving dirty/greasy pots and pans in the kitchen does not help to keep a clean and safe environment. After a resident cooks, clean up and either bring the dishes back to the suite or put on the shelf that we have in the kitchen(s). Anything left in the kitchen(s) are at the residents' own risk.
  - o Any dirty/greasy dishes not collected at the office within 48 hours will be thrown away and may result in disciplinary action.

## **Elevators**

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Elevators are located in Bur Oak Suites and Prairie Place. They should not be blocked, held open manually or pulled open. Doing so damages the elevators and may inconvenience the community. Elevator malfunctions should be reported to the Housing Staff immediately. It is expected that residents and guests maintain the cleanliness of the elevators as they would any other common area of the buildings. The button and speaker are designed to alert staff and Public Safety should an individual become entrapped. The elevators should not be used in jest or for pranks. Misuses of the elevators may result in disciplinary action.

## **Leadership Opportunity**

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The Resident Assistant position is a student leadership position that is available to residents who have lived on campus for at least one semester. The RA serves as a leader to their peers for all three dorms (Bur Oak Suites, Prairie Place, and Sun Ridge). The RA's are a liaison between the residents and staff. Some perks of becoming an RA are developing leadership skills, enriching your resume, meeting new people, and receiving discounted room and board.

There are requirements to become and RA:

- Lived on campus 1 semester prior
- Enrolled for the next semester
- Flexible work hours
- Successfully pass a criminal background

## **Internet Use/Gaming**

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Housing has wireless internet connections for on-campus students. The Connection is identified as “WITResidence”. All internet ports are disconnected.

YES! We have FREE wireless internet available, but that doesn’t mean there will be high gaming resolution when residents play their video games in their bedrooms. Housing is giving free wireless internet to make sure homework is completed in a timely manner.

## **Laundry**

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Laundry facilities are available in each floor in Bur Oak Suites and Prairie Place and each apartment building in Sun Ridge Court. All laundry machines are free to operate and for the sole use of residents in the halls. Not provided for you are: detergent, dryer sheets, fabric softener, hamper, and laundry basket.

If you have questions about basic laundry instructions, directions are posted in each laundry area to assist you. If you find a machine that is not working properly, please report to a staff member on duty immediately.

- If laundry left in the laundry room(s), the custodians will be bagging them up and bringing them to the Housing office of that building.
- Any laundry not collected at the office within 48 hours will be thrown away and may result in disciplinary action.

## **Vending/ Ice Machine**

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Drink and snack vending machines are available in Bur Oak Suites and Prairie Place right next to some of the laundry rooms. In Bur Oak Suites and Prairie Place there is an ice machine located on the second floor. WITCC is not responsible for machine malfunction, please call this number for assistance:

- 712-293-1523 or 1-800-838-0173

## **Activity Room**

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Bur Oak Suites and Prairie Place has an activity room with multiple activities residents can use. Any activity that is mistreated/broken may result in disciplinary action. Some activities include:

- Wii System with games (Bur Oak Suites)
- X Box One with games (Prairie Place)
- Board and card games
- Puzzles
- Craft Supplies
- Billiard Supplies
- Ping Pong Supplies
- Foosball Supplies
- Air Hockey Supplies
- Badminton Supplies
- Cornhole Game
- Sleds for winter
- Yoga Mats

## **Resource Libraries**

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Bur Oak Suites, Prairie Place, and Sun Ridge has a Resource Library. Housing has books that residents can borrow any time to learn more about how to get ready for the real world after graduation. According to Housing’s Mission, we are dedicated to give all residents information about life outside of college. Some examples of topics are: how to save money, investing, how to be a manager/leader, how to get your successful career, etc. This library is on the honor program,

residents may borrow the books, but once done with it, the residents must return the books for others to use.

- Bur Oak Suites, the Library is located on the first floor in room 122.
- Prairie Place, the Library is located on the second floor in room 241.
- Sun Ridge Court, the Library is located in the B1 office.

## **Maintenance**

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If residents require maintenance assistance, notify the Housing Staff on duty. The staff will look at the problem to see if it is a quick fix or need to notify maintenance.

- Residents are responsible for notifying the Department of Campus Housing immediately if there is a problem or concern with regard to maintenance in their unit. Work order requests can be emailed to [housing@witcc.edu](mailto:housing@witcc.edu) or by notifying the staff on duty. Please be sure to include a detailed description of the request, your name, and your contact information in case there are any questions regarding your request. The request will be submitted to the maintenance department and the repair will be completed in a timely manner. To complete these requests, maintenance and housing staff are allowed to enter the suites/apartments.
- No alterations of any type shall be made by the resident to the unit, housing premises, furniture, appliances, or equipment. Disciplinary action will occur if college property is found to be altered in any way.
- Window screens shall be removed by maintenance personnel only. There will be a \$25 charge for each screen removed or damaged and may result in further disciplinary action to the resident(s) involved.

## **Leaks or Flooding**

- Residents should treat any sort of leak or flooding as an emergency. Leaks or flooding should be reported **immediately**. Residents may be held accountable for damage of leaks or flooding are not reported in a timely manner.

## **Custodians**

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Custodians are available in each dorm from Monday through Friday. Custodians clean the main areas in the dorms including lobbies, lounges, lobby bathrooms, laundry rooms, kitchens, hallways, and emergency stairways.

- Once a resident is residing in a room, the custodial workers will not clean inside the suite, unless a Housing Supervisor requests it. The custodians will rotate a cleaning schedule to upkeep the open bedrooms throughout the year and the resident will be notified when their suite is next. They are only there to make sure there are no bugs and the room stays clean and they will then relock the unoccupied door.

**Custodial workers are noticed more when there is a mess than when they do their jobs. Cleaning may be part of their job, but it is also the responsibility of residents to clean up after themselves. Deliberately creating or leaving a mess with the expectation that it will be cleaned up by the custodial workers is a sign of disrespect to the custodial staff.**

# Campus Room and Board Contract

## **Eligibility**

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To be eligible to live in Housing, the resident shall, during the term of the agreement, be enrolled and attending Western Iowa Tech Community College and be a student in good standing.

- A student living on campus from Spring semester and wants to stay for Summer must take a credit course or be enrolled for the Fall semester before Spring move-out. (Students staying may have to move suites/buildings/apartments for Summer maintenance.)
- A new student coming into the Summer term must take a credit course and be enrolled for the Fall semester before they move in.

Loss of student status at any time during the agreement period will result in termination of the occupancy & Dining Agreement and eviction from Housing within 72 hours. Loss of student status can occur due to but is not limited to, the following circumstances:

- Failure to pay the balance on your student account.
- Failure to register or remain registered for classes.
- Reductions in financial aid caused by withdrawing from classes or failing to earn grades required by financial aid conditions.

## **Class Registration and Attendance Requirements**

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In order to be eligible for campus housing, you must be registered for at least one credit for the semester you are applying. You will not be assigned campus housing until you are registered for classes for the term which you are applying to move in. Students are required to attend classes while living in campus housing. Extended absences may result in eviction from campus housing.

## **Staggered Classes (Month-Long classes)**

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If a student's schedule includes staggered classes, please note that the student must maintain a continued class load to remain in housing.

- For example, if a student has a class that meets the month of February and another class that meets the month of April, then that student is not eligible to live in campus housing during March and must move out.
- However, if that student has a class that meets the month of February and a class that meets in the month of April, but also has a class that meets continuously throughout the entire semester, then the student is able to remain in housing. If you are seeking short term housing due to staggered classes, please contact the Campus Housing office as you may qualify for a housing rate that is lower than the semester rate.

## **Term of Occupancy**

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The term of this Agreement shall be the WITCC academic period as established by WITCC College Calendar. The last day of classes for each term shall be the date so designated by WITCC and that date may be earlier than the date anticipated at the time of the signing of this Agreement. Residents will be subject to additional charges for occupancy during periods of time that are outside an academic term. During winter break, students have the option of turning in their keys or paying an additional \$250 fee to continue living on campus during the break. The

resident understands that other residents will be assigned by WITCC a specific unit and that the resident will not have the sole and exclusive use thereof.

- The College Administration reserves the right to make all decisions on room assignments, the right to refuse assignments or to terminate the occupancy of any resident as outlined in these regulations and permitted by Iowa law. The Campus Housing facilities are co-educational, while suites and apartments are single-gender units.
- Room changes of residents will only be made under specific circumstances with the approval of the Department of Campus Housing. If an occupant vacates a unit or changes rooms, the Department of Campus Housing has the authority to fill the vacant room, within the semester, and will give a courtesy 48 hour notice before the new occupant moves in.
- Units or rooms within the unit may not be sublet at any time; this will result in the termination of the resident's Occupancy & Dining Agreement.

## **Deposit**

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At the time of execution of this Agreement, resident will deposit, with the College, \$250 as a Housing Deposit from which the College may withhold such amounts as are reasonably necessary to:

- Remedy the resident's default for nonpayment of the student account balance;
- Restore the resident's unit to its condition at the commencement of the occupancy, ordinary wear and tear excepted;
- Recover the expenses incurred in acquiring possession of the unit from the resident in the event that resident does not surrender possession pursuant to the terms of this Agreement;
- Remedy any and all other losses which the College may suffer due to a breach of any of the terms and conditions of this Agreement by the resident.
- In cases of involuntary termination of this Agreement, the College will retain the Housing Deposit.
- In cases of extenuating circumstances, the College will determine whether the occupancy deposit will be refunded to the resident.

Subject to the foregoing, the College will return the Housing Deposit to the payor, less any deductions, within (thirty) 30 days of the date of termination of the occupancy. A proper check-out by the resident which includes returning the key bundle, including key to the unit and to the assigned mailbox, any assigned bypass keys, and in the case of Bur Oak Suites and Prairie Place, a fob, is required.

## **Payment**

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You will not be permitted to move into you Campus Housing assignment until you have determined how you will pay for Campus Housing and classes. To do this you must do at least one of the following:

- Pay for your classes and housing in full, prior to move-ins.
- Set up a F.A.C.T.S. online automated payment plan prior to move-in. A late payment while on a F.A.C.T.S. payment plan may result in eviction from Campus Housing.

- Have FAFSA completed, submitted to WITCC, and complete all necessary FAFSA steps as requested by the Department of Financial Aid.

## **Occupancy and Dining Agreement**

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This document and those referred to within it constitute Western Iowa Tech Community College's ("WITCC" or "College") Campus Housing Occupancy & Dining Agreement ("Agreement"). The services described in the Agreement are offered exclusively under the terms and conditions stated. To indicate your acceptance of the Agreement:

- Complete the above Housing Application Form.  
**-AND-**
- Submit the \$270 combined application fee and occupancy deposit online or contact the Business Office to make payment.

**NOTE:** \$250 of the required fee is a deposit, the deposit will be returned to the payer at the end of the resident's occupancy period, subject to the conditions in this Agreement, provided the resident has no outstanding balance remaining on their student account. \$20 of the required fee for student housing is the application fee and is non-refundable. Your signature on the Housing Application Form indicates that you have read the Agreement, understand it, and agree to all the provisions and conditions included in it. This Agreement becomes binding on the resident when WITCC receives your signed Housing Application Form with the \$270 combined application fee and occupancy deposit.

## **Room and Board Fees**

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The total past and current balance on a student account must be paid prior to a student obtaining keys to a suite or unit. The student account balance can be paid through any combination of financial aid, scholarships, Nelnet online payment plan through MyWIT, or payment in full. Eligibility to live in Campus Housing will be determined by Student Financial Services. Prices listed on this page include an all you choose to eat, 14 meals a week meal plan. The agreed fee to be paid by each student to the College per semester. (Rates as currently charged are subject to change)

**The meal plan for every resident living in the dorms have 14 meals a week included within the price of the dorm room (breakfast Monday- lunch Friday).**

### **Monday-Thursday**

Breakfast: 7:30-8:30a.m./ Lunch: 11a.m.-1p.m./ Dinner: 5:30-6:30p.m.

### **Friday**

Breakfast: 7:30-8:30a.m./ Lunch: 11a.m.-1p.m./ Closed for dinner

- Failure to pay the occupancy fee or establish a payment plan in a timely manner will result in termination of the occupancy agreement.
- Financial Aid awards will be applied to the housing fee before any refund will be issued.
- Failure to pay in advance or establish a payment plan may result in termination of this Agreement.

- The Nelnet online payment plan through MyWIT requires a down payment, followed with automatic monthly installments directly debited from a bank account or credit card.
- Special occupancy fees are to be paid in full before the move-in date.

### **Nonpayment of Occupancy Fee**

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In addition to other remedies available to the College which are provided by law and without prejudice thereto, if occupancy fees are unpaid when due and resident fails to pay the occupancy fee within five (5) days after notice by the College of nonpayment and notice of intent to terminate, then the College may immediately terminate this Agreement at any time thereafter without further notice.

### **Termination of Occupancy Agreement**

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If resident fails to fully comply in all respects with or breaches any of the terms and conditions of this Agreement, the College may immediately terminate this Agreement. Breaches include, but not limited to:

- Resident not enrolled in at least one credit class throughout the whole semester. This includes enrolling at the beginning of the semester, and unenrolling anytime through the semester.
  - o The resident and their personal belongings will have 48 hours to leave Housing unless if a Housing Supervisor gives approval for an extension.
  - o After the given time is up, and the resident is still occupying the unit, Housing will start the eviction process.
- Resident not paying what is owed to the college (this includes past charges) or not attending classes. Housing Supervisors are notified by financial aid and admissions when there is no communication between the resident and them.
  - o Housing Staff will attempt to communicate with the resident by finding them in the dorm hallways, text message, and email (personal and mywitcc) to communicate with financial aid or admissions.
  - o After several attempts and the resident did not communicate with any Housing Staff, Financial Aid, or Admissions, Housing Staff will leave a note in their room and email (personal and mywitcc) to contact financial aid or admissions by a certain date.
  - o After the given time is up, and the resident has not communicated with any department listed above, Housing Staff will start the eviction process.

#### **The current eviction process is:**

- Prior to termination of this Agreement, Housing Supervisors will serve a written (within their room) and email (personal and mywitcc) Notice of Termination of Occupancy upon the resident. The Notice will contain a brief explanation of the reason(s) for termination.
- Within twenty-four (24) hours after receipt of the Notice, resident may appeal the termination to the Associate Dean of Students, or designee. The appeal must be made in writing.
- The designated official will make a decision regarding termination within twenty-four (24) hours following receipt of the resident's appeal.
- If the decision of the designated official is to terminate the occupancy of the resident, the resident shall immediately remove themselves and all of their personal belongings from the unit immediately.

Charge reductions following an involuntarily terminated Occupancy Agreement follow the same guidelines found in the below section: Cancellation and Early Move Out Charge Reductions. If the resident fails to immediately remove themselves and all of their personal belongings from the unit, the College will immediately remove the resident and their belongings by whatever means deemed appropriate. WITCC will store the resident's belongings for 30 days after the termination of the Occupancy Agreement, and then will dispose of the belongings. In addition to termination of occupancy, the College may pursue any other remedies available to it under law, including, but not limited to, injunctive relief and money damages.

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## **Cancellation and Early Move Out Charge Reductions**

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Upon receipt of a written cancellation along with a completed check-out form signed by the resident and a housing staff member, charge reductions will be determined. No charge reductions will be granted for occupancy periods that take place outside or between an academic term including, but not limited to, winter break.

Student Federal Aid Refund Policy supersedes any refund clause in this Agreement. The term "Housing Charge" includes both housing and cafeteria services.

To help visualize how much a student would be charged for the semester, consult the following table:

### **If a student cancels/moves out prior to 3 weeks before move-in:**

BOS/PP - \$0

All SRC - \$0

Deposit – Returned

### **If a student cancels/moves out prior to move-in**

BOS/PP - \$0

All SRC - \$0

Deposit - Not returned

### **If a student cancels/moves out within first 10 days of term.... 75% reduction of housing charge**

BOS/PP - \$768.75

SRC 1 br, 2 occ - \$693.75

SRC 2 br, 4 occ (2 per room) - \$693.75

SRC 2 br, 2 occ (1 per room) - \$868.75

SRC 1 br, 1 occ - \$1,112.50

Deposit - Returned

### **If a student cancels/moves out within first 30 days of term.... 50% reduction of housing charge**

BOS/PP - \$1,537.50

SRC 1 br, 2 occ - \$1,387.50

SRC 2 br, 4 occ (2 per room) - \$1,387.50

SRC 2 br, 2 occ (1 per room) - \$1,737.50

SRC 1 br, 1 occ - \$2,225.00

Deposit – Returned

### **If a student cancels/moves out after 30 days of term.... no (0%) reduction of housing charge**

BOS/PP - \$3,075.00

SRC 1 br, 2 occ - \$2,775.00

SRC 2 br, 4 occ (2 per room) - \$2,775.00

SRC 2 br, 2 occ (1 per room) - \$3,475.00

SRC 1 br, 1 occ - \$4,450.00

Deposit - Returned

**Additional note:** Housing Deposits will only be returned to students as long as they complete the proper move-out procedure or as long as the student does not have an outstanding balance on their account.

## **Refunds**

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The \$20 application fee is non-refundable. Information regarding housing deposits (\$250.00) may be found in the Occupancy & Dining Agreement. A full refund of the deposit is **ONLY** given when the agreement has expired, the resident checks out properly with Campus Housing staff. Replacement keys, the cost of labor and parts to repair damages, as well as excess cleaning charges, will be deducted from the housing deposit. Before a refund is issued, the resident's deposit will be applied to any outstanding balance with the College. Please refer to the Occupancy & Dining Agreement for more specific details.

## **WITCC Student Handbook**

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Residents are encouraged to carefully read the WITCC Student Handbook before they check into housing. The Student Handbook is available online. Resident is responsible for understanding and following all of the information provided in the WITCC Student Handbook as there are further regulations and policies not included in this Agreement.

- <http://catalog.witcc.edu/index.php?catoid=8>

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# Moving-In Process

## **Room Assignment and Consolidation**

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All decisions on room assignments or on the termination of any resident's Occupancy Agreement shall be made by the College. Units will be assigned on an availability basis according to the date and receipt of the Occupancy & Dining Agreement, receipt of the \$270 combined application fee and deposit, and financial approval from Student Financial Services. Every effort is made to place a student in their first choice building and room type with a roommate that shares similar interests and living habits. Returning residents go through a Room Selection process for their placements, once completed, incoming residents Room Selection process will begin. Unfortunately, the number of student requests may exceed the number of available beds in a given residence dorm or room type.

Room changes or change in occupants shall be made only with the approval of the College. If an occupant of a unit vacates, the remaining occupants will accept another occupant (roommate) as assigned by the College or move into another unit as directed by the College. Campus Housing reserves the right to consolidate rooms and roommates at any time. Units cannot be assigned or sublet at any time. This Occupancy Agreement will be terminated if units or rooms within the unit are sublet by the resident.

Every resident will receive an email with instructions about Move-In day. The Move-In day email will include the following information:

- Roommate information to contact each other before the semester starts
- A few reminders
  - o Be registered for the semester before you try to move in
  - o Have your finances in order before you try to move in
- Link to the Housing Handbook
- When Residents can move in
- When Mandatory Housing Meeting is (Every Housing resident **MUST** attend)
- Roommate Expectations Worksheet

## **Learning/Living Communities**

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We have the option of learning communities in our housing. These communities allow you to live in an area of housing with other community members regardless of other roommate matching criteria. If you are interested in living in one of these communities, view the descriptions and make your choice below.

**Nursing LLC-** Nursing LLC is for students exploring the profession of nursing, developing a community among other residents and members of nursing. The Nursing LLC allows residents to build social and academic connections with other nursing students. Meeting and living with people who are also pursuing a nursing degree helps students build confidence and prepare for applying for the Nursing program. It allows residents to make connections with people they can create study groups with during their prerequisite courses and ultimately their Nursing courses.

**The Arts LLC-** (Graphic Design, Transfer Majors, Band Instrument Repair, Audio Visual, Etc)  
- The Arts LLC develops a community among multiple fine arts degrees and interests. This community enhances the ability to learn and be creative along with connecting and building relationships amongst different majors. By joining, you will prosper in a community that connects socially and academically.

**Police Science/Criminal Justice LLC-** Police Science/Criminal Justice - The Criminal Justice LLC enhances intellectual and personal development for criminal justice students interested in career areas such as Law Enforcement, Forensic Investigation, Probation and Parole, Corrections, Private Security, Loss Prevention, and Juvenile Justice. It allows residents to meet, live, and build with those pursuing the same field of study.

**Native American LLC-** LLC that is dedicated toward Native American, Indigenous, and Alaska Native students and/or those interested in Native American Studies. The community is designed to provide students with a supportive community that centers and affirms Native American/Indigenous perspectives, cultures, and histories. Students will have the opportunity to participate in cultural and traditional workshops focusing on important conversations about cultural preservation, tribal sovereignty, language revitalization, and the betterment of Native nations.

**LGBTQIA+-** The LGBTQIA+ LLC is a vibrant living environment where LGBTQIA+ and allied students can find and create an environment of awareness, respect, and advocacy for all sexual orientations and gender identities. Residents of the LGBTQIA+ LLC have the opportunity to provide direction and feedback about activities and programs offered to members of the LLC and housing as a whole with collaboration with their assigned Resident Assistant Advisor.

**Global LLC-** Global LLC students are passionate about understanding the world in all its diversity, from politics and religion to art, food, and science. Our community includes students from Indiana, the U.S. and around the world, creating a multinational, multicultural, and multilingual environment. Live, gather, learn from one another and build a strong community. Residents in this community are committed to developing and participating in educational and social opportunities that foster and flourish this multicultural environment.

**JEDI/Inclusive Excellence LLC-** JEDI stands for Justice, Equality, Diversity, and Inclusion. This LLC welcomes students who are interested in civic engagement, social activism, inclusivity, and learning about how to become an active part of the solutions through community engagement.

## **Renter's Insurance**

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Residents should consider buying a renter's insurance policy for protection against hazards such as fire, water, or theft. College students living in dorms may be covered under their parents' homeowner's insurance. Renters insurance doesn't cover roommates. Make sure to compare the quotes, and look for the most coverage types and limits. Then, look for the lowest premiums that fit your budget.

WITCC does not require students to have renter's insurance, but the question is not whether you need renter's insurance, but rather can you afford to lose your belongings and replace them yourself if anything should happen?

## **Resident Parking and Vehicle Registration**

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All residents who will be parking their vehicle in the Campus Housing parking lots are required to register their vehicle and appropriately display the parking permit given to them. Only **one** vehicle per resident is permitted to be registered at any one time. After the application is processed, the resident will receive a link to register their vehicle. Vehicles must be registered before move in day.

One parking permit is provided free of charge by Campus Housing on the day the resident moves into Housing every fiscal year. There will be charges for the following:

- \$25 charge if the resident needs a new Parking Permit unless the resident returns their old permit to Campus Housing.
- A resident can receive a Temporary Parking Permit for one week. If a resident needs additional time, they must get approval from the Housing Manager or Supervisors. There will be a \$10 charge for failure to return the Temporary Parking Permit for the designated time period.

Parking is permitted in designated areas only. Parking is not permitted in the walkway in front of Bur Oak Suites or Prairie Place. Parking is not permitted on sidewalks, on grass, or in driveway areas. All vehicles not following this policy will be issued a ticket from Campus Safety. The citation will be documented on the resident's parking record with the College.

All WITCC campus traffic regulations will be enforced on the Housing premises. The speed limit in the driveway and parking lots is 10 mph.

All vehicles parked in the Campus Housing parking lots must be licensed and operational. Residents must speak with Campus Safety if their vehicle is inoperable. Inoperable vehicles, with no communication, will be considered abandoned and towed at the owner's expense.

## **Snow Removal**

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Snow Removal Procedure: During and after a snowstorm, the WITCC Grounds Department and Snow Crew will be removing snow from the driveways and sidewalks. Clearing the driveway through the Campus Housing parking lots will be first priority. Bur Oak and Prairie Place residents are expected to move their vehicles to cleared sections of the parking lot as soon as possible (shown below). Resident vehicles need to be parked in the highlighted yellow areas first, and then start to fill up the red circle areas. Sun Ridge residents do not move their vehicles. WITCC Grounds Department only plows the main driveway.



Residents are responsible for clearing snow next to their vehicles. Shovels and ice melt will be provided at each Bur Oak and Prairie Place entrance and in each Sun Ridge Court building. Details on vehicles moving will be issued by Campus Housing via email and texting. Failure to move vehicles may result in a parking citation from Campus Safety.

## Move-In 101: A Suggested Checklist

Bedroom Items	Bathroom Items*	Kitchen Items
Mattress Pad	Hand Soap	Air Fryer
Pillows and blankets	Plunger	Can Opener
Storage Containers	Rugs	Dish Rags
Twin Extra-long sheets	Shower curtain w/hooks	Dish Soap
<b>Laundry</b>	Toilet Paper	Dishes
Detergent	Toiletries	Insta Pot
Dryer Sheets	Towels/Wash Cloths	Paper Towels
Fabric Softener		Pizzazz
Hamper	<b>Cleaning Supplies</b>	Pots and Pans
Laundry Basket	Broom	Silverware
	Dustpan	Towels
<b>Miscellaneous Items</b>	Mop	<b>Electronics and Appliances</b>
3M hooks	Vacuum Cleaner	Coffee Maker
First Aid Kit	Windex	Gaming Systems
Flashlight with batteries	<b>Common Room*</b>	Fan
Hammer	Area Rug	Head Phones/Ear Buds
Hangers	Couch/Loveseat/Recliner	Lamps
Iron and Ironing Board	End Tables	Microwave
Penny nails	Kitchen Table	Power Strips/Surge Proctor
Sewing Kit	Lamps	TV
Trash Can and bags	TV	Under 4' mini fridge (Prairie Place and Bur Oak only)
	TV Stand	
<p><b>*Please consider coordinating these items with your roommate/suitemates for Prairie Place and Bur Oak. Sun Ridge provides a couch/kitchen table &amp; chairs/fridge/end table/bed/dresser/desk &amp; chair.</b></p>		

The capacity of the electrical system in each Campus Housing Unit is limited. Overloading these systems can cause fire and safety hazards. Therefore, certain appliances are not permitted in Housing such as, but not limited to:



## **Check-In Procedure**

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Upon arrival, you will find a check-in station at Bur Oak Suites, Prairie Place, and Sun Ridge Court offices. The check-in station for Bur Oak Suites is located in the main lobby. A check-in station for Prairie Place is located in the main lobby. The check-in station for Sun Ridge Court is located in Building B, Room 1.

\*If you did not sign up for your parking permit and emergency contact form from the email we sent you, bring your car license number to the designated check in station to fill out the paperwork. Also, if you did not complete the emergency contract form, it will be completed during the check-in process.

On move-in day, a mandatory Housing and Title IX meeting will take place the weekend of move-in. Housing will inform you what room the meeting will be or provide a link to a Zoom Webinar. **Every Resident Must Attend This Meeting!**

During check-in, the resident and the Resident Assistant will go to the resident's room for the semester and complete a housing condition report. Residents are responsible to:

- Carefully examine the unit and its contents.
- Review pre-existing issues already noted by staff on the housing condition report.
- Complete the personal information form and key agreement.
- Indicate the unit's condition (including noting the absence/presence and quantity of furnishings) on the housing condition report.

The residents will be held responsible for any conditions, damages or shortages that are not identified on the housing condition report. Once the resident moves out, any damages or shortages not noted on the original housing condition report may result in appropriate charges to the resident's student account by Housing Staff.

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# Room/Roommate Agreement

## **Room Decoration**

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The resident may hang pictures, posters, and other reasonable decorations (in moderation) with thumbtacks or small nails. Screws, large nails, bolts or command strips are not allowed and will be charged \$15 each if found in the room. Painting or repair of any significant damage(s) will be assessed to the resident(s) of the unit and may result in the loss of their housing deposit. Roommates will agree upon common area decorations and furnishings. Furniture brought into a suite/apartment must have appropriate padding along the back and base to prevent scratches to the walls and floor. All furniture must be carefully inspected by the resident before bringing it into the dorms to make sure there are no bugs/mold/etc. Objects placed in common areas must be used in accordance with the guidelines found in the Roommate Agreement.

## **Access Keyfobs**

Students will be provided with a keypad code to enter their housing unit in Bur Oak and Prairie Place. This code should not be shared with anyone under any circumstance. Sharing this code with anyone who does not reside in the housing unit is a code of conduct violation and may result in fine (\$100), mandated room change, and/or possible eviction from Campus Housing. If a student believes that one of their roommates has shared the code with someone else, the student should inform a member of Campus Housing Staff so that the code can be changed.

## **Keys**

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You will receive your room key when you have paid your housing deposit and application fee, completed check-in paperwork, registered for classes, and made payment arrangements.

Locks are not to be changed by the resident at any time; furthermore, keys are not to be duplicated by the resident for any reason. If a key is lost by the resident, a lock change will be ordered by the Department of Campus Housing and the resident responsible will be assessed a fee for the new lock, keys, and installation by maintenance personnel. The same procedure applies to the loss of mailbox keys.

Students will be provided with a bundled set of keys which should remain under the control and possession of the assigned Campus Housing resident at all times. The locked bundle should not be altered or damaged. Lost keys should be reported to Campus Housing Staff so that necessary changes to the locks can be made and/or replacement keys can be provided. Students will be charged \$150 for lost or damaged keys and/or key bundles.

## **Lock Outs**

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Residents will be let into their room free of charge three times. After that, the resident will be charged \$5.00 to unlock their door each time they are locked out. During business hours, residents must call, or visit the Housing Office. Residents must call the on-duty RA cell phone for Housing assistance on evenings and weekends. Security should only be called in the event that other staff members are unavailable and/or during college break periods.

Residents are encouraged to keep shared doors to their apartments/suites locked at all times. Residents must keep their keys in good condition and should not use keys for anything other than the intended purpose.

Students will be provided with a key bundle containing all of the keys needed to access their housing unit. Students in Bur Oak Suites and Prairie Place will be provided with a fob to access the front of the building. Fob access will be deactivated for any student who is not registered for a class or who is not in good financial standing with the college. The replacement cost for the key bundle is \$150.

## **Guest Policy and Guest Registration**

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Overnight non-resident guests are only permitted on weekends, Friday night to Saturday morning and Saturday night to Sunday morning. Guests present on College property 11:00pm and 8:00am are considered “overnight guests” for the purpose of the policy.

Overnight guests (and their vehicle) must be registered with the Department of Campus Housing. The resident must, prior to having an overnight guest on campus, register with the Housing Manager, Supervisor, or RA on duty, detailing the guests’ car information. **The resident must let their roommate(s) know who is staying over.** Once the resident registers the guest’s car information to the Housing Manager, Supervisor, or RA on duty, they will receive a parking permit that must be returned by 11pm on Sunday. Failure to return the permit will result in a \$10 charge to the resident’s student account, Monday morning.

The resident is responsible for their guest(s) at all times and shall be responsible for any damages to the premises or policy violations caused by that resident’s guest(s). All guests must be escorted by the resident they are visiting at all times. Guests are not to be left in suites, apartments, or bedrooms unaccompanied.

Overnight non-resident guests found violating policies will be removed from college property and may be issued a warning not to trespass. Individuals found in violation of trespassing will be subjected to sanctions determined at the discretion of local police authorities.

Residents may have other guests stay overnight, provided all roommates agree. Roommate permission regarding the presence of an overnight guest may be revoked at any time by a roommate.

## **Roommate Troubles and Mediation**

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Even the most respectful roommates may experience communication issues at some point during the semester. How well the relationship works depends on the quality of communication among roommates. If you are still having troubles with your roommate or feel tension, please stop in a speak to the Housing Staff. The staff are trained to help with these situations. If the resident is having trouble their roommate, we encourage them to first communicate with the roommate. When the resident discusses troubles with the Housing Staff, they will help find the best solution for that situation as each situation is generally unique. If roommates are having issues that don’t pertain to housing, but still guidance, WITCC does have counselors available for free one-on-one counseling. Below is the webpage students can book an appointment or the counselors also have a “card” that is located for students on MyWitcc.

<https://www2.witcc.edu/student-support/counseling/>

If any resident needs to report any form of harassment, immediately contact the Title IX Coordinator for students. Below is the webpage students can use to understand the process or there is also a “card” that is located for students on MyWitcc.

<https://www2.witcc.edu/security/title-ix-violence-against-womens-act/title-ix-sexual-harassment-procedures/>

## **Pet Policy/ Emotional Support and Service Animals**

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Fish are the only pets allowed in Housing. The tank capacity may not exceed five (5) gallons and must be maintained by the resident. For reasons of health and sanitation, pets and/or animals of any kind, except fish, are not permitted in the units at any time. Pets or animals found in the unit may be cause for disciplinary action.

- Please refer to the [Accommodation Services](#) for information concerning emotional support animals or assistance animals.

## **Room Entry- No Notice Required**

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The College shall have the right to enter the unit without notice for the following situations: maintenance being performed, in the event of an emergency, health/sanitation inspections, imminent risk to the safety and/or health of a resident, to carry out routine College business, reasonable suspicion that a College and/or Housing policy is being or has been violated, a warrant being carried out by law enforcement, or if there is sufficient reason to believe that serious breach of this Agreement is occurring or has occurred.

## **Room Inspection**

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The College shall have the right to inspect the unit for purposes of pest control and health/sanitation inspections. These inspections typically will occur the first Monday of every month in Bur Oak Suites and Prairie Place and the third Monday of the month in Sun Ridge Court, unless otherwise notified. This provision shall be construed as actual and constructive notice for the monthly inspections.

- Each resident is responsible for maintaining the cleanliness of their unit.
  - Residents can checkout cleaning supplies (Vacuum, brooms) from the housing offices. Must provide student ID.
- Each housing unit will be inspected monthly by a representative of Campus Housing, Maintenance and/or Campus Safety for cleanliness and maintenance issues.
- If a unit is at any time deemed unsanitary, a written notice will be given to the residents and another inspection will be made within 48 hours of the initial inspection. If a unit still does not meet appropriate standards during the second inspection, a \$25 charge will be assessed against each resident of the unit with access to the unsanitary area. In addition to the charge assessed students may be charged for, and provided with, cleaning supplies to ensure cleanliness standards can be met. Excessive violations may be grounds for termination of the Occupancy & Dining Agreement.

## **Pest Control**

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If residents have pest concerns in their rooms, immediately report a potential problem to the Housing Staff of duty. Housing Services protocols in place to manage any reported cases. There is a regular schedule maintained for pest control once a month. It is the resident's responsibility to prepare the room or apartment for treatment. Failure to maintain a residence in satisfactory condition may be grounds for a fee assessment to your student account. Notifications of treatment will be sent out prior to the service.

Pest control is done:

- Bur Oak Suites and Prairie Place on the first Monday of every month.
- Sun Ridge Court on the third Monday of every month.
- The residents will be informed if Pest Control needs to be rescheduled.

## **Bed Bugs Policy**

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If residents have any bed bugs in their room/suite/apartment, immediately report the problem to the Housing Staff on duty. Housing Services protocols in place to manage any reported cases. Notifications of treatment will be sent out prior to the service. It is the responsibility of the resident to prepare their room for exterminating if the need arises.

### **Roommates expectations**

- Check to see if there are bed bugs in all rooms
  - o If there are bed bugs, read above (Resident has bedbugs)
- Grab everything that is needed
- All roommates are moved to a different room/suite/apartment or sent home (if applicable)
- Bed Bug Team will go into room to spray
- **No one can stay in the room for the night**

### **Housing Schedule Bed Bugs Preventative Spray**

- Occasionally, Housing will schedule a preventative spray for bed bugs
  - o All residents must
    - Move furniture ½ inch away from all walls
    - Vacuum floors
    - No trash, clothing, or anything on the floors
    - All bedding off the beds, mattress needs to be lifted up against the wall
    - The spray will be scheduled for the morning, residents can come back in the late afternoon

The next couple of pages show the Bed Bug Preparation Sheet.

# Bed Bug Preparation Sheet

## Preparing For Your Bed Bug Treatment

Proper preparation is an essential step for ensuring the most effective results from your upcoming bed bug treatment. American Pest will provide detailed instructions on what you need to do before your scheduled treatment in the following document. Preparation involves everything from providing adequate access to your unit or property, to cleaning and post-treatment recommendations. We understand that appropriate preparation can be difficult to achieve in a short period of time and that senior citizens or handicapped individuals may need additional assistance and time considerations. Please note: American Pest will not provide treatment to any unit or property that has not met the preparations that follow in this instructional document.



## Packing and Furniture Preparation

All furniture should be pulled away from the walls and baseboards at least 2 feet. It is common for items that could potentially provide hiding places for bed bugs, such as book cases and desks, be emptied of their contents and remain empty for treatment. Items previously stored in sealed containers may remain unopened.

1. Lift mattresses and box springs out of the bed frame and stand them up against a wall.
2. Empty closets of remaining (unlaundered) items and stored items, placing them in plastic bags and moving them to the center of the living room.



3. Remove contents from dressers and night stands so that the interiors may be treated. Items should be placed in plastic bags and moved to the center of the living room.
4. Remove books from shelving and place in boxes in the center of the living room.
5. Remove all pictures, mirrors and hanging items from the walls so that they may be inspected for treatment.
6. Open any sleeper sofas, futons or convertible beds for treatment.

Please note: All homes or apartment/condo units that are noted to have excess clutter will NOT be treated. A thorough and successful treatment cannot be achieved while there is excess clutter and untidiness in the home. Once the clutter has been removed, treatment can be rendered.

## Laundering

Everything that can be laundered, should be laundered and placed in clean/new plastic bags or plastic containers and sealed prior to the treatment. The list of items that should be included in laundering are listed at the end of this document and include such items as drapes, stuffed animals, bed skirts, etc.



1. Launder all items (including linens and bedding) according to the manufacturers label, however, whenever possible use the highest allowable heat settings in both the washer and drier. Temperatures reaching 140 degrees (or above) have been proven to kill all stages of bed bug development.
2. Bags used to transport laundry prior to the washing/drying cycles should never be reused and should be discarded outside of the property after transportation. All clean items should be placed in new bags, sealed

# AmericanPest

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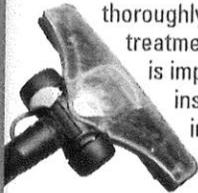
(888)-678-4276

tightly, and remain sealed during the treatment process.

3. Items that cannot be washed but that can be dried in the dryer at a high heat temperature for should be for minimum of 30 minutes. Discard debris collected in the lint trap after each cycle.
4. Items that cannot be laundered should be taken to the dry cleaner.

### Vacuuming

The mechanical removal of bed bugs by vacuuming thoroughly is an important part of preparing for treatment. The use of a crevice attachment is imperative to access bed bugs hiding inside mattress seams, furniture interiors, baseboards and any place that could accommodate them.



1. Vacuum floors, carpets and area rugs
2. Vacuum mattresses including all crevices, handles, or buttons
3. Vacuum the baseboards, bed frame, sofas, futons, recliners and other over-stuffed and upholstered furniture
4. Discard all vacuum bags immediately after each use

### Disposal of Furniture

There are differing opinions as to whether or not it is necessary to dispose of mattresses, box springs, futons, sofas and other furniture. The cost involved in replacement of beds and other furniture is something to consider when deciding what works for you. It is clear that replacing these items alone will not solve a bed bug problem. The decision to replace the bed unit and other furniture often depends on the condition of and the level of infestation within the items, the comfort of the owner, and whether or not the owner can afford replacement.

American Pest recommends the installation of high-quality, bed bug mattress encasements. Any need to discard the mattress and box spring is often eliminated once it has been treated and covered by a high-quality, bed bug mattress encasement. Accurate measurements are taken by an American

Pest representative and the encasements are typically installed during the initial treatment. The mattress and box spring encasements further serve to reduce the likelihood that bed bugs will continue to live upon the mattress and box spring.

### If You Decide to Throw Out Your Furniture

Deface, or otherwise damage furniture items so they will not be used by others. Mattresses should be slashed or otherwise damaged to make them unusable and should be wrapped in plastic before being removed from the bedroom. \*Note: moving beds without completely enclosing the mattress and box spring in plastic may spread the infestation by allowing eggs, bed bug nymphs, and adult bed bugs to drop from the item as it is moved.



### Post Treatment

Once the initial treatment has been completed we recommend staying out of the treated home or unit for a minimum of four hours. This allows for an appropriate amount of time for the materials used to dry completely. Only after four hours should you, your children, and/or your pets resume residence in the home or apartment. From this point forward you may carry on with your normal household activities; however, in order to prevent the need to repeat many of the steps necessary to prepare for your follow-up treatment, we do recommend that you not move your furniture and items back into place if at all possible. In most cases a follow-up treatment has already been scheduled for you and generally will fall within 2-3 weeks from the initial treatment.

We do understand that thorough preparation may present a considerable hardship for some, but we cannot stress the importance that it has on the overall effectiveness of treatment. If you should have any questions regarding the content included in this preparation guideline or in the checklist that follows, please do not hesitate to contact us.

# Bed Bug Preparation Sheet

# Housing Closings

## **Check-Out Procedure**

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The check-out procedure may vary by situation, but all residents vacating a unit on campus are required to:

- Remove all belongings and clean the unit, including cleaning the bathroom and common rooms; Housing reserves the right to determine whether a room/unit has been sufficiently cleaned.
  - o Housing staff will inspect the unit and note any applicable damage, including cleaning; if necessary. Any bill will be added to the residents' student account.
- Arrange and assemble all provided furniture as it was found upon move-in.
- Turn in key bundle and complete the necessary paperwork.

## **Summer Housing**

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Housing is open in the summer for summer housing. Returning residents living on campus during the Summer may be registered for Summer or Fall credit courses. A first-time resident living on campus during the Summer term must take a Summer credit course and be registered for Fall credit courses.

## **Winter Break**

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Winter Break Move Out - Students returning for the Spring semester can keep their items in their rooms. Keys must be turned into campus housing or students will incur a charge of \$250. Students who wish to live in their dorm room during winter break may do so with advance payment of a \$250 flat fee. Residents must be registered for Spring classes.

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# Housing Regulations

## **Advertising/Bulletin Boards**

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Advertising/Bulletin Boards are provided in Housing to keep residents informed of Housing and College activities, and to provide learning and engagement. Housing staff are the only individuals allowed to advertise in the halls. Residents, non-residents, clubs/organizations, and outside groups wishing to post in the halls must submit speak with the Housing Supervisors for approval. Any non-approved postings are prohibited and will be removed.

## **Garbage and Waste Disposal**

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The College will designate places for garbage and waste materials. Garbage and waste materials must be carried to the appropriate receptacle and disposed of properly. Garbage and waste materials are not to be left in the unit for extended periods of time or left outside of the unit door. It is not appropriate to dispose of your personal garbage from your room into the common area garbage cans including the lobby, bathroom, laundry and kitchen areas.

## **Courtesy Quiet Hours and Noise**

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Courtesy Hours are in effect twenty-four (24) hours a day, seven (7) days a week. Residents are to recognize that their behavior and actions do affect other residents living in the Campus Housing community. Excessive noise and disturbance in Housing is a matter of significant importance as it interferes with the rights of others. It shall be the responsibility of the Campus Housing Staff and Campus Safety to determine what constitutes excessive noise and disturbance. However, if another resident is disturbed by the actions of a fellow resident and asks them to quiet down, it is expected for the resident to comply with this request. Failure to do so may result in disciplinary action.

- Mandatory Quiet Hours are in effect every day of the week, from 10:00 p.m.-8:00 a.m. Noise should be kept to a minimum during these times. Failure to comply may result in disciplinary action, including changes to room assignments.

## **Damage to College Property and Unit**

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Western Iowa Tech Community College is not responsible for personal property which has been lost, stolen, or damaged. If a theft occurs, residents are encouraged to report it to Campus Housing and Campus Safety.

- Anyone found attempting, or actually in the act of thievery, breaking and entering, possession of the stolen property, or vandalism will be subject to disciplinary action. This may include termination of the resident's Occupancy & Dining Agreement.
- Willful destruction on or in any Housing room, public area, or premises is not allowed at any time and will be subject to disciplinary action and fees associated with the damage done.
- Residents must immediately report to Campus Housing Staff any loss of, damage to, or malfunction of furniture, appliances, or equipment in the unit, building, or premises to avoid events such as fire, flood, physical injuries, etc. The resident who fails to communicate with the Campus Housing Staff, about any of the issues stated above, will be held accountable and subject to fines.
- The residents agree not to maliciously damage or depreciate in value by any intentional act or acts of negligence while living in Housing. All residents in a unit shall be equally responsible if the person who caused damage to the unit, premises, or furnishings in the unit is not identified.

- Housing furniture is not to be taken out of the unit or removed from common areas at any time. Kitchen appliances (i.e., stove and refrigerator) and the laundry machines in the buildings shall not be moved or removed from their location at any time. Proper disciplinary action and/or fines will be assessed against the residents who are responsible for the removal, loss, or damage to furniture, appliances, and/or equipment in the unit or building. Any WITCC property taken out of the college limits is considered theft. If the person responsible is not identified, the occupants of the unit or residents of the building will be assessed.
- The College is not responsible for lost, stolen, or otherwise damaged personal property. Residents are encouraged to keep all doors locked at all times. It is recommended that residents purchase renter's insurance prior to moving on campus.
- Students are responsible for completing a Room Condition Report within one business day of moving into Campus Housing. The Room Condition Report allows for students to document any damages already present in their bedroom and throughout their housing unit when they move in. Students who check out of campus housing will be responsible for any damages found in their assigned housing unit or assigned common areas that are not documented on the Room Condition Report.

## **Candles**

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Candles, when burned, are a fire hazard and are not allowed in Housing. However, they are allowed as decoration and can be used with a candle warmer.

## **Incense**

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Burning incense in the Housing and/or premises is a fire hazard and is not allowed at any time. Furthermore, disciplinary action and/or fines may be assessed if there is damage to the unit (i.e. burn marks, holes, etc.).

## **Alcohol**

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- The Drug-Free Schools and Communities Act Amendment of 1989 regulates drug and alcohol use on college campuses that receive federal funds. These regulations require the college to develop policies and procedures applicable to all staff and students. The policies of Western Iowa Tech Community College prohibit the possession, distribution, or use of mood-altering substances on the college premises. Mood-altering substances are referred to in these policies as defined by Federal and Iowa statutes; including alcoholic liquor and beer. Housing is part of the college premises; therefore, alcohol will not be allowed in the units or on the premises at any time.
- The possession and/or consumption of alcoholic beverages are prohibited in Housing by residents or guests. The possession of intoxicants is prohibited in all areas, including parking lots and anywhere on Western Iowa Tech Community College grounds. Possession of alcoholic beverage containers (including cans, bottles, kegs, boxes, etc.) is not permitted for any purpose.
- Residents shall obey the laws of the State of Iowa and the regulations set forth by the College concerning the use or possession of intoxicants. Any person found in the presence of alcoholic beverages in their unit, on Campus Housing premises, or on Western Iowa Tech Community College grounds will be subject to disciplinary action. College Code of Conduct measures include imposing fines, involuntary room assignment changes, mandatory education, chemical dependency evaluation, counseling, and include sanctions up to termination of the Occupancy & Dining Agreement.

- The Family Educational Rights and Privacy Act (FERPA) permits colleges and universities to inform parents of drug and alcohol policy violations committed by students. Western Iowa Tech Community College understands that parents and/or guardians are partners in responding to issues of substance abuse. Thus, a resident's parent or guardian may be contacted if the violation warrants such action.

## **Chewing Tobacco**

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Chew Chewing tobacco is NOT PERMITTED in Housing. Violating this policy may result in disciplinary action and termination of the resident's Occupancy & Dining Agreement.

## **Drugs and Drug Paraphernalia**

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Possession, distribution, use and/or trafficking of illegal drugs (according to Federal and Iowa State Laws) are not allowed on campus. Furthermore, any other controlled substance or agent having the potential for abuse or possessing paraphernalia for drug use is also prohibited. Violating this policy may result in disciplinary action and termination of the resident's Occupancy & Dining Agreement. Violators of this policy will be required to meet with a college counselor and undergo a chemical dependency evaluation at their own expense with an agency of WITCC's choosing.

## **Smoke Free and Tobacco Free Campus**

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Smoking and the use of tobacco products is prohibited in all College facilities and on all College property, including buildings, grounds, and parking lots and in any private or College vehicle located on College property and grounds. Smoking and the use of tobacco products are prohibited in vehicles that are owned, leased, or provided by the College. This restriction applies at all times and to all employees, students, customers, clients, vendors, and visitors.

The use of electronic e-cigarettes is also prohibited. Smoking is defined as the burning or inhaling of tobacco or other matter that can be smoked or inhaled or the inhaling of smoke or vapor from an electronic smoking device.

Persons failing to abide by this policy shall be required to extinguish and/or dispose of their expended tobacco product or leave the restricted College premises immediately and shall be subject to sanctions and penalties as outlined in the Iowa Smoke-Free Air Act.

## **Weapons and Firearms**

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Firearms, fireworks, explosives and/or other items capable of inflicting injury and/or harm to others and/or self are not allowed. These include, but are not limited to: pellet guns, BB guns, air guns, paintball guns, bows and arrows, swords, and other types of potentially dangerous weapons and/or equipment. If one of these items is found, it will be confiscated by Campus Safety and disciplinary action will be taken.

## **Unit Entry & Search**

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- The right of a resident to the privacy of their unit is recognized and protected by the College. However, entry and/or search of a unit is permissible without advance notice, in the following circumstances:
- Maintenance is being performed at the request of a resident(s), College personnel, and/or maintenance performed upon institutional initiative.

- Routine inspections of the unit for cleanliness and maintenance issues in the unit for general upkeep purposes.
- There are perceived imminent risks to the safety and health of the resident(s).
- Reasonable suspicion that a College and/or Campus Housing policy is being violated.
- Turning off an alarm, loud stereo or television when residents are not present or do not answer the door.
- There is a warrant being carried out by a member of law enforcement.
- There is sufficient reason to believe that a serious breach of the Occupancy & Dining Agreement is occurring or has occurred.

**It is a reasonable and lawful request for Campus Housing Staff and Campus Safety to ask residents to open or close apartment doors and to enter or exit their unit in situations which warrant it, such as emergencies, safety issues, severe weather, etc. Failure to comply with the request from College personnel is a policy violation and may be subject to disciplinary action.**

### **Solicitation**

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No one, at any time, may solicit on the Housing premises (i.e. passing out any type of flyers, promotional ads, etc.). The Campus Housing Staff requests that residents contact them or Campus Safety if an individual or group comes to their door selling or soliciting anything. Furthermore, the resident(s) shall use the unit(s) for residence purposes only; holding sales parties is not allowed.

### **Services Provided by the College**

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Utilities, and WiFi internet service will be included in the occupancy fee. Utilities supplied to each occupant will include electric and water. The cost of normal utility usage is included as part of the occupancy fee based on full occupancy and the design of the unit. Campus Housing reserves the right to assess additional utility charges to the resident's account if excessive usage is determined.

### **Campus Housing Code of Conduct**

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Western Iowa Tech Community College strongly emphasizes the responsibility that each resident must assume for their housing unit. Each resident is responsible for any activity or violation that occurs in their unit. In addition, any resident visiting another unit where a policy violation occurs will share responsibility for the infraction.

In addition to this section, students should also consult the [Student's Rights and Responsibilities](#)

One role of the Campus Housing Staff is to promote and encourage individual and group responsibility through positive community development and self-discipline. At times, this requires Campus Housing Staff and Campus Safety to confront individuals and/or groups regarding inappropriate behavior. Individuals found in violation of College policy will be confronted and the situation will be documented. It is in the resident's best interest to cooperate with College Personnel during and following disciplinary documentation. It is important to note that residents may be documented and sanctioned for violations that occur in their unit even if they are not present during the initial confrontation.

### **Sanctions and/or Fines Guidelines**

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Below is an itemized list of fines and sanctions for specific violations of the Campus Housing Policies. It is important to note that College Administration reserves the right to sanction the student(s) involved in an incident on a case-by-case basis depending on the severity of the infraction. This includes termination of the Occupancy & Dining Agreement on a first offense,

additional charges being assessed to cover damage, repairs, and cleaning, and/or increasing the fine amount according to the number of offenses the resident has. Furthermore, new items may be added at the discretion of the Department of Campus Housing and/or College Administration.

## **ALCOHOL**

- Possession of Alcohol or Alcohol Container in Unit and/or Premises
- 1st Offense: Up to \$100 and/or Termination of Occupancy & Dining Agreement
- 2nd Offense: Up to \$200 and/or Termination of Occupancy & Dining Agreement

## **SMOKING**

- Up to \$100 first offense
- Up to \$200 second offense
- (Additional expenses will be charged to remove smoke odor from walls and carpet, including repainting costs.)

## **DRUGS**

- Possession of Illegal Drugs: \$100 and up to Termination of Occupancy & Dining Agreement
- Possession of Illegal Drug Paraphernalia: \$100 and up to Termination of Occupancy & Dining Agreement

## **MISCELLANEOUS**

- Burning Candles and/or Incense: \$20
- Closet Doors Removed: \$20
- Dirty Unit: \$25 per resident
- Disorderly Conduct: \$75
- Excessive Cleaning: \$25/hour
- Failure to Report Inappropriate Conduct: \$75
- Holes in Doors, Walls, or Ceilings: \$15 (minimum) and repair cost
- Improper Check-out: \$25/day, up to five (5) days, then the deposit is retained
- Lock Change for Unit: \$50 per lock
- Lock Change for Mailbox: \$10
- Lost or Damaged Key Bundle: \$150
- Parking Permit Sticker: \$25 after the first provided permit (FREE)
- Possession of Fireworks: Up to \$100 and/or Termination of Housing Contract
- Possession of Weapon(s): Up to \$100 and/or Termination of Housing Contract
- Storage of Excessive Amounts of Empty Beverage Containers: \$10 per resident
- Temporary Parking Permit not returned: \$10 charge each time
- Unauthorized Animals Kept: Up to \$100 and cleaning cost
- Unauthorized Guest: \$50, non-resident issued a trespass notice from housing.
- Unauthorized Sharing or Use of an Access Code: \$100
- Unauthorized Unit Alterations: Up to \$100 per person and repair cost
- Window screen removed: \$25 and disciplinary action

# Health, Safety, and Security

## **Sick**

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COMET CLINIC is an on-campus health clinic for students and employees. An office visit by a nurse practitioner from TRI-STATE NURSING is available. Exams are free of charge. Additional fees; however, may apply, and price will be shown upon booking an appointment. This will be at the expense of the student. No appointment is necessary. Walk-ins are accepted.

Students enrolled in academic programs that require health pre-requisites can have them completed at the Comet Clinic. Students needing health pre-requisites will need to schedule an appointment. Lab fees or immunizations associated with these academic program requirements will be at the expense of the student.

### **Monday - Thursday**

8:30am - 1:30pm

Robert H. Kiser Building, Sioux City Campus

Room A212

Phone 712-317-3271 Ext. 3000 Fax 712.274.6435

Schedule an appointment: <https://cometclinic.appointedd.com/>

## **Harm to Self and Others**

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Any student who commits, attempts to commit, or incites/assists others in committing conduct which threatens or endangers the health/safety of any person on the campus or at any college authorized function will be subject to disciplinary procedures by the College. These acts include those which result in harm to self or others. The student may be asked to temporarily vacate their housing unit until it is deemed appropriate and healthy for the student to return. These behaviors include but are not limited to, physical abuse, the threat of physical abuse, the threat of suicide, sexual assault, and assault.

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## **Security Cameras and Emergency Phones**

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Western Iowa Tech Community College has Safety at the college 24/7. Safety drives/walks around housing throughout the night, but there are also security cameras and emergency phones for extra protection.

The security cameras are stationed inside and outside the dorms. The emergency phones are pictured below and should only be used for emergencies! Residents just need to press the button and safety will answer immediately.



## **Missing Person Protocol**

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As part of the Higher Education Act of 2008, Western Iowa Tech Community College is required to advise students living on-campus of its missing person policy and protocol. All students living on-campus will be provided with the opportunity to identify an individual to be contacted in the event that the student is determined to be missing. This information is optional for students who have attained the age of majority. Juvenile students who are not emancipated and are living on-campus will be required to provide the contact information for their parent or legal guardian. The Department of Campus Housing will ask for this information upon acceptance of the Occupancy & Dining Agreement. Students who have reached the age of majority, who decide not to provide third party contact information will be asked to note their choice on the missing person protocol form. This form will be placed in the student's housing file. If the student does provide contact information, it will be the student's responsibility to ensure that the information remains current.

- All contact information will be considered confidential.

Any missing person report will be immediately forwarded to Campus Safety and Campus Housing for investigation. Upon determining that the student is missing, Campus Safety will be responsible for notifying the individual identified as the student's contact. In addition, Campus Safety will notify the Sioux City Police Department and the Dean of Students of the missing student. These notifications will take place no later than 24 hours after the time that the student has been determined to be missing and has not returned to campus.

## **Fire Safety Protocol and Fire Incident Log**

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As part of the Higher Education Act of 2008, Western Iowa Tech Community College is required to advise the college community of annual fire safety reports for Campus Housing. At Western Iowa Tech Community College, there are three housing complexes, Bur Oak Suites, Prairie Place, and Sun Ridge Court. Bur Oak Suites and Prairie Place are suite-style Housing Units. They are equipped with a sprinkler system, an internal fire alarm system including a CO2 monitor, and smoke detectors in the common areas. In addition, there is a standalone smoke detector in each suite. Fire extinguishers are placed throughout the common areas of these buildings. The alarm system is also connected to the main college alarm system. Fire drills are conducted four times a year on the main campus. These drills would also include Bur Oak Suites and Prairie Place.

Sun Ridge Court is apartment-style living that consists of 10 buildings. Each apartment has standalone smoke detectors and fire extinguishers. Due to the apartment-style living and separate buildings in Sun Ridge Court, there is no fire alarm system in the complex, and fire drills are not conducted.

## **Smoking, and Fire Safety**

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Western Iowa Tech Community College is a smoke-free/tobacco campus. Smoking is not permitted on the college grounds or in vehicles on campus.

At the beginning of each semester, Campus Housing Staff will cover the procedures for evacuation with their residents. In addition, posters with directions for fire evacuation are posted on the inside of each apartment or suite door.

Western Iowa Tech Community College has created a training video, which is college specific, on procedures to follow in the event of a fire alarm. This video is posted on the my.witcc.edu homepage and is accessible to all students, staff, and faculty. Fire extinguisher training is provided to employees of the College periodically. In addition, fire alarm procedures are listed in the College Emergency Action Plan which is available to staff and faculty through the my.witcc.edu website.

Western Iowa Tech Community College has created a training video, which is college specific, on procedures to follow in the event of a fire alarm. This video is posted on the my.witcc.edu homepage and is accessible to all students, staff, and faculty. Fire extinguisher training is provided to employees of the College periodically.

## **Fire Extinguishers & Smoke Detectors**

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Any person tampering with or misusing fire extinguishers or smoke alarms is subject to disciplinary action and/or prosecution under the appropriate Iowa Statutes. Disconnecting the smoke alarm in the unit is not allowed under any circumstance.

## **Severe Weather**

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Sign up for text or E-mail alerts from Western Iowa Tech Community College for weather, emergency and/or general information alerts.

<https://www2.witcc.edu/alerts/>

## **Tornado and Fire Alarm Procedures**

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- Tornado Procedure
  - Tornado Watch/Drill Signal: Pulsating 4-minute alarm signal means there is a scheduled test drill or weather conditions serious enough to require that you immediately proceed to the first-floor maintenance hallway.
  - Instructions
    - When the alarm sounds, immediately proceed to the shelter
    - Remain in the shelter until the all-clear is announced
    - The all-clear will be an announcement over the P.A. system or by a roving security person.
- Fire Alarm Procedure
  - In case of fire: Activate nearest fire alarm; leave building by nearest exit
  - Fire Drill or Fire Signal: Continuous 3-minute alarm
    - When the fire alarm sounds, immediately leave the building in an orderly manner using the exits
    - If fire is visible near your designated exit, or along your route, use an alternative route to the nearest clear exit
    - After leaving the building, proceed to an area out of trafficways and at least 150 feet away from the building
    - Stay clear of fire hydrants and emergency vehicles
    - Return to the building only after the all-clear signal is given

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## FAQS

### **Can I bring 2 cars to campus?**

Go to “Resident Parking and Vehicle Registration” on page 24.

### **My room feels too hot. What do I do?**

Go to “Maintenance” on page 14.

### **I’m sick and can’t go to class. What should I do?**

Go to “Sick” on page 39.

### **I locked myself out of my room. What do I do?**

Go to “Lockout” on page 27.

### **I need a vacuum to clean my room. What do I do?**

Go to “RA Duty Schedule” or “Room Inspection” on pages 10 and 29.

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