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2011-12

Spindler Hall
COMMUNITY LIVING EXPECTATIONS



WESTERN MICHIGAN UNIVERSITY

Residence *Life*

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Spindler Hall office

Phone: (269) 387-7101

E-mail: spi-staff@wmich.edu

Website: www.wmich.edu/housing/spindler

Hours: Office hours are generally 10 a.m. to 4 p.m. (hours posted on the door)

Residence Life

3510 Faunce Student Services Building

Kalamazoo, MI 49008-5312

Phone: (269) 387-2175

Fax: (269) 387-4786

E-mail: ca-staff@wmich.edu

Website: www.wmich.edu/housing

Hours: Monday through Friday, 8 a.m. to 5 p.m.



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2011-12

Spindler

COMMUNITY LIVING EXPECTATIONS

Community Living Expectations

Residential living promotes individual and group responsibility through positive communities. The Community Living Expectations balance the rights of the individual and the rights of the community. In order to carry out our educational mission, the Residence Life and the Spindler office, along with the University, aspire to create and maintain conditions that are conducive to learning. With this in mind, Community Living Expectations were developed to help students become academically and personally successful. All students deserve to live in an environment free from harassment, intimidation or emotional distress. The information provided here specifies the community and behavioral standards that are expected, and also identifies the rights and responsibilities of residents.

All Spindler Hall residents and their guests are responsible for conducting themselves in a manner that does not infringe on the rights of others or interfere with the educational functions of the University, as well as shows consideration for the facilities.

Your contract is the document that states your and the University's contractual obligations; the Spindler Hall Community Living Expectations handbook is a legally binding adjunct to your contract. You are equally responsible for complying with the policies, expectations and regulations printed in the Community Living Expectations as you are for those directly printed on the contract. By signing your contract you agree to abide by the WMU Student Code, WMU policies, and all city, state and federal laws. Anyone violating the Community Living Expectations is subject to the WMU Student Code and its processes. The Student Code is available from the Office of Student Conduct online at www.wmich.edu/conduct/docs/WMU_studentcode.pdf

If a student enters an area where a violation of policy is occurring, or a violation is initiated in an area where he or she is present, the student should leave immediately. Otherwise, by choosing to remain, the student assumes responsibility for all behavior and items in that location, regardless of his or her participation.

Anyone violating the Community Living Expectations, WMU Student Code or abusing the facilities is subject to disciplinary actions, prosecution, conduct review and replacement fees as deemed appropriate by University officials. Residents may also be subject to disciplinary action due to the



misconduct of their guests. Residence Life or the Office of Student Conduct reserve the right to move a student to another room, apartment, hall or remove the student from on campus housing entirely if it is in the best interest of the student, University or other students of the University, or in accordance with the University's mission and education goals.

Resident responsibilities

As a resident, you share the common areas of the hall and are responsible for helping maintain them and keeping them safe and clean.

You are responsible for:

- keeping your room free from dirt, garbage and trash
- helping keep stairways, laundry and common areas clean and clear of trash and clutter
- keeping grounds clean and in a safe condition
- reporting maintenance and pest problems

Resident Bill of Rights

As a Spindler Hall resident, you have the right to:

- read and study in your room free from undue interferences, including unreasonable noise and other distractions that inhibit the exercise of this right
- sleep without undue disturbance from noise or guests
- a clean environment in which to live
- free access to your room and hall facilities without pressure from others
- redress of grievances
- live free from fear of intimidation, physical and emotional harm
- host guests with the expectation that guests are to respect the rights of other residents

Quiet hours

Courtesy hours are in effect 24 hours a day, and residents are asked to respect their neighbors' right for a quiet, collegiate atmosphere. Loud music or noise is not permitted at any time, but during quiet hours all sound must be contained within your room. Regular quiet hours are in effect from 8 p.m. to 8 a.m. Sunday through Thursday, and from 10 p.m. to 8 a.m. Friday and Saturday. During finals, quiet hours are in effect on a 24-hour basis beginning on the Sunday before finals week and ending the Saturday thereafter. During this time, all sounds must be contained within your room.

Smoke-free environment



Smoking is not allowed in Spindler Hall. Students and guests may smoke outside when they are 100 feet away from the building.

Spindler Hall and WMU Apartments staff

The Spindler Hall office is located in the lobby. The office is open 30 hours a week, usually between 10 a.m. and 4 p.m. Please refer to the sign posted on the door for hours. Office staff greet visitors and can answer questions about the facilities, maintenance needs, campus questions and more. Your mailbox is located near the office, so staff can help with sending and receiving mail. The Residence Life office is located in Faunce Student Services building. The office is responsible for daily business operations, assignments and leasing activity, coordination of maintenance, delivery and landscaping services, enforcement of policies and procedures, rent collection and community development.

Resident manager

There is a resident manager who lives in the building and can help you with questions about moving in and out, the hall, the University and the Kalamazoo community. The manager oversees activity within the hall and often acts as a liaison between residents and Residence Life. Student responsibilities sometimes require the manager to be out of the hall, and therefore he or she cannot always be reached. The resident manager does have voice mail service, and you can leave a message at (269) 387-7092. Please don't call after 8 p.m. or before 8 a.m. For assistance during that time, please contact WMU police at (269) 387-5555.

Services and information

Keys and locks

You are expected to cooperate with the University in efforts to maintain a secure campus. Safety starts at home. You will be issued a room key and a security key when you sign your contract. Those keys are an integral part of the hall's security system; therefore, you are responsible for carrying your keys at all times. Residence Life strongly recommends locking your room door at all times. If you lose your keys, you will be responsible for all charges associated with replacing your keys and key cores for your room and mailbox. Locks are also changed and a fee is assessed if keys are not returned when the room is vacated. You may not install your own locks or dead bolts. The charge to replace keys is \$84 per person.

Security doors

Each floor requires a separate security key for entry. After 5 p.m. the main doors are locked, and you will need a valid Bronco ID to enter the building.



Lockouts

If you are locked out during normal business hours, contact the hall office. If the office is closed, come to the Residence Life office in Faunce Student Services building between 8 a.m. and 5 p.m. weekdays and borrow a spare key. On weekends and after 8 p.m. contact the WMU police at (269) 387-5555.

Resident parking

All motor vehicles, including motorcycles, must be registered and parked in a lot designated by a parking permit. Spindler Hall residents park in lots 10, 11 or 12, depending on their permit type. Permits are available from Parking Services, (269) 387-4609. If you have guests visit, they must use metered spaces or obtain a parking permit valid for a limited time from the WMU Department of Public Safety, (269) 387-5555. The car registration, your guest's driver's license and your WMU ID will be needed when the permit is issued.

On days of home football games, Spindler residents are required to move their vehicles to lot 104 located in front of the College of Health and Human Services. Cars must be moved by 8 a.m. of game day. Vehicles not moved are ticketed or towed.

You may be assessed a fee or towed at your expense if you do not remove your car from parking lots during periods of snow removal or painting. You are solely responsible for any loss, theft or damage done to your vehicle.

Bicycles on campus

Bicycles are a popular way of getting around campus. If you choose to bring a bicycle to campus you should chain your bicycle to the bike racks provided by the University. Do not chain them to stairwells, trees, corridors or public areas. Doing so might result in their removal. You are encouraged to register your bicycle with the Department of Public Safety. Bicycles not removed at the end of each spring semester will be confiscated by the Department of Public Safety.

Laundry facilities

The laundry room is located on the ground floor and is accessible from the main lobby area and from the ground floor central hallway. **The laundry facilities include five coin-operated washers and dryer units, along with a utility sink.**

Community kitchens

Each wing includes a kitchen and dining area. The kitchens are equipped with sinks, cupboards and a full-size stove. They do not include microwaves or refrigerators. You are welcome to bring a small refrigerator and microwave for use in your room or rent a MicroFridge from the Spindler Hall office, (see page 7).



Community game room

There is a game room located on the main floor. Residents can enjoy a big-screen TV, billiards table, foosball table and ping pong table. Gaming equipment is available at the Spindler Hall office. Issues of vandalism or disrespect may result in community billing if the responsible party or parties are not identified.

Bathrooms

Each floor is divided into two separate wings, each having its own bathroom and shower area. These areas are cleaned by the hall custodian, but residents are responsible for cleaning up after themselves. The bathrooms are for use by the residents of the individual floors only. Respect fellow residents by always using the appropriately gendered bathroom. Issues of vandalism or disrespect may result in community billing if the responsible party or parties are not identified.

Public restrooms for guests are located in the lobby. Guests must use the public bathrooms in the lobby. Overnight guests are expected to be escorted to the appropriate gender bathroom to shower. A key may be checked out at the front desk during business hours. The key must be returned to the front desk or the resident will be billed. Refer to the guest policy on page 18.

Telephone

Telephones are not provided in the room, so you will need to bring or purchase one when you move in. To have service connected, stop by the WMU Telecommunications Office located adjacent to Waldo Library. They will give you dialing instructions and inform you of charges and any special features offered. Report all telephone service problems to the WMU Telecommunications Office at (269) 387-4357, option 2. Only one telephone jack is provided in each room.

For on-campus calls, you only need to dial the last five digits of the telephone number (6-#### or 7-####). To access an off-campus line, you must first dial a 9 and then the number (i.e. 9, 344-####). For long distance calls, you will dial 9, 1 and the number. A prepaid calling card is required and may be purchased at the WMU Bookstore or any number of local stores.

Mail

Each room has a mailbox in the lobby. All mail is delivered by the U.S. Postal Service, and any problems should be reported directly to them. Spindler Hall addresses are regular Kalamazoo addresses, not campus mail, so the words “Western Michigan University” should not be listed in your



address as this will delay or prevent delivery. Address correspondence as follows:

Name

1000 Oliver Lane

Rm# Spindler Hall

Kalamazoo, MI 49008-5454

Internet access

All rooms are connected to ResNet, the high-speed residential computing network at WMU. There is an \$80 charge per semester for fall and spring, and \$40 each for summer I and summer II to connect to ResNet. This charge is automatically billed to each student's WMU account if the student resides on campus.

All University policies and procedures apply to the use of ResNet. The University also enforces an Acceptable Use Policy and the Digital Millennium Copyright Act regarding downloading or sharing copyrighted movies and music. Use of ResNet in violation of any University policy or procedure may result in student conduct charges. Routers, wireless access points and combo router/access points may not be connected to ResNet.

To connect, you must have an Ethernet card in your computer and a standard Ethernet cable. All rooms are equipped with an Ethernet jack for each resident that occupies a room. Please call (269) 387-4357 for more information or visit www.wmich.edu/oit/helpdesk

Utilities

Rent includes all utilities except phone and Internet services. Utilities include: basic cable TV, heat, garbage service, electricity and water.

Cable TV

Basic cable television access is provided at no additional cost for all students. A complete list of EduCABLE channels is available at www.wmich.edu/oit/students/tcom/educable-channels.html including special WMU campus events and instructional channels. A standard coaxial TV cable and compatible television is required. Outdoor antennas or satellite dishes may not be used. For more information or to report problems with your EduCABLE, call (269) 387-4357, option 2.

Light bulbs

The Spindler office will make sure all light bulbs are working when you move into your room. After that, you are responsible for replacing all incandescent light bulbs needed during your residency. The University will replace all fluorescent bulbs.



Laundry and vending

Coin and ID card-operated washers, dryers and other vending machines are located in each hall for your convenience. Visit

www.wmich.edu/housing/ and click on the LaundryBucks icon to add more money to your laundry account. Report broken vending machines and any refund requests you might have by calling (269) 387-2200 or by going to www.wmich.edu/vending/



Electrical appliances

All electrical equipment you use in your room must have an approved UL rating. Appliances or equipment such as ceiling fans may not be directly wired to your room. Coffee makers and electrical tea pots are permitted in your room, as long as they are equipped with an auto shut-off feature and fully enclosed heating elements. Irons, which require the use of an exposed heating element to properly function, must be equipped with an auto shut-off feature. Irons are the only appliance with an exposed heating element permitted. Other types of appliances like toasters, toaster ovens, George Forman style grills, etc. are prohibited for fire safety and ventilation reasons. Since using these appliances and cooking in your room is prohibited, you are encouraged to use the Spindler kitchen. Small microwaves and refrigerators are permitted in your room. MicroFridges, a combination refrigerator, freezer and microwave unit, are available for rent. They can be reserved by following “MicroFridge” from the Quick Links section of the Residence Life website. The cost to rent a MicroFridge for the year is \$99.



Unapproved



Approved



Approved electrical equipment

Coffee makers and electrical tea pots equipped with an auto shut-off feature and fully enclosed heating elements, along with small halogen desk lights with a glass cover, are approved. Irons equipped with an auto shut-off feature are also approved. Personal computers and accessories, clocks, desk and window fans, non-halogen floor lamps, answering machines, hair dryers and curling irons, radios, stereos, TVs, DVD players and gaming systems are allowed. Small microwaves and refrigerators are allowed if they use less than 1.5 amps of electric current.



Unapproved electrical equipment

Appliances with exposed heating elements or no automatic shut-off pose a safety hazard and therefore are not allowed. Examples of these types of appliances are toasters, mug warmers, wax melters, toaster ovens and George Forman style grills. Spider lamps with plastic shades (pictured) and floor halogen lamps are not permitted in your room. Space heaters and air conditioners are prohibited. If any of these items are found in a resident's room, for the safety of all residents, staff will confiscate the item and keep it in storage until the resident can take the prohibited item home.

Decorating

You may decorate your room to suit your needs and personal tastes. Please follow these guidelines to help insure your safety, to protect University property from damage, and to minimize damage charges when you vacate. We recommend 3M hooks to hang items on the walls. The ceilings in all rooms are reinforced cement. Due to this, hanging plants or other objects from the ceiling is prohibited.

If you are unsure of what you can and cannot do, get written consent from the Spindler office before making any alterations to the room. Residents will be charged for the cost of damages.

Self paint program

A "self-paint" program is available if you wish to paint your room. The University provides all paint, rollers and brushes. You are required to paint the room back to its original color prior to moving out. Contact the Residence Life office to make arrangements.

Waterbeds

Waterbeds and other pieces of water-filled furniture are not permitted because of weight, possible water damage and potential liability.



Furniture

Spindler rooms have a bed, mattress and dresser. It is your responsibility to keep the furniture from damage or theft. University furniture must remain in the room at all times. Report all broken or damaged furniture to the Spindler office. Missing and severely damaged furniture will be charged to your account. The University reserves the right to change furniture or discontinue items as needed. Public area furniture is for the use by all residents and therefore should not be placed in individual student rooms.

Needle disposal

WMU strives to protect students and staff from safety and health hazards. In order to reduce the risk of transmission of blood-borne pathogens, SHARPS containers for the safe disposal of medicinal needles will be provided to you if you are required to administer self-injected drugs. Check with the Sincuse Health Center at (269) 387-3287 or Environmental Safety and Emergency Management at (269) 387-5590 for information on obtaining and disposing of SHARPS containers.

Area bulletin boards

Watch the bulletin boards in the hall for job postings, special announcements and other information. Bulletin boards can be used to advertise personal items for sale or exchange, but the Spindler Hall and Residence Life offices must approve any other posting.

Safety

Western Michigan University is dedicated to the safety and security of all people on campus. Several programs and policies are in place to help ensure the safest community possible for you and your guests. It is important that students are security conscious in the halls, on the campus and in the community. Students should be familiar with these safety precautions. Protect yourself as well as your neighbors.

General tips

- Keep your room locked. A common campus crime is theft, and most thefts are “crimes of opportunity” occurring when an easy opportunity is provided.
- Always take your keys with you whenever you leave your room. Lock your doors even if you are just going down the hallway for a minute.
- Lock your door while you are IN your room whenever you are not able to observe someone entering through an unlocked door, such as when you are sleeping.



- The door viewing hole should be used before opening a student room door. If a person is unknown or unexpected, the person should be asked the purpose of the visit.
- If you live on the ground floor or roof level, you will receive a wooden rod to place in the window tracking to prevent the window from being opened from the outside.
- Books, book bags or other possessions should not be left unattended in public areas.
- Never let someone into the hall if you do not know them, even if they say they are visiting.
- Never sign someone into the building you don't know.
- Unescorted individuals, including solicitors, should be reported to hall staff.
- Do not prop doors open. Propped doors invite entry by non residents and possible criminals. If you see a propped door, close it!
- Report anyone tampering with the security doors or electronic security systems.
- Notify Spindler Hall staff of any security doors that are damaged or not closing.
- Help your friends! Be a good neighbor and immediately call hall staff or the Department of Public Safety if you observe a suspicious person or activity.
- Follow all Spindler Hall policies and procedures and the WMU Student Code.

Entering rooms

In accordance with our educational mission, the University aspires to maintain a healthy and safe environment, as well as respect and preserve your right of privacy. The University, however, reserves the right to make periodic administrative inspections of student rooms (whether or not the residents of the room are present) whenever:

- There is a reasonable cause to believe established health or safety regulations are being violated.
- There is a threat to the safety or well-being of the room's occupant or other residents.
- There is reason to believe the occupant of the room is violating a University rule or regulation, or state or federal law.
- There is reason to believe that there is imminent hazard to the property, and removing any hazard discovered.
 - Disruptive noise is violating an individual's need to sleep, study, read, etc.



- To address any needed maintenance repairs or concerns.
- There is a question about contractual status.

Spindler Hall staff will check each room during the break periods to ensure that no safety hazards exist. If a staff member should notice, in plain sight, evidence of a violation of federal, state or local laws, or a violation of University rules and regulations, the staff member will file a report with the hall director, the Office of Student Conduct or WMU police.

Campus lighting

The outer walkways of each complex are kept well-lit for the safety and protection of you and your guests. If you happen to notice that one of the lights is not functioning, please notify the Spindler office promptly.

Weapons

Weapons are not allowed on any WMU property, which includes all WMU apartments. See the WMU Student Code as well as the online document at www.wmich.edu/housing/pdfs/WMU-weapons-policy.pdf for the official weapons policy.

Insurance

Residents are strongly advised to protect themselves against possible loss and theft by securing the appropriate personal liability and property insurance policy. University insurance does not cover personal property or liability.

Fire safety and related equipment

Fire prevention is of critical importance in a residence hall environment because so many lives could be endangered by accidents or careless actions. As a responsible member of the University community, you should become familiar with and abide by evacuation procedures to follow in the event of a fire. Routine fire evacuation drills are held each semester.

Smoke detectors are located in every room. Even though the detectors are electronically wired with a battery back-up, you should test the detector once a week to make sure it is operating properly. The smoke detector will beep periodically when the battery is low. New batteries are available for free from the Residence Life office or from your resident manager. Do not disconnect the smoke detector, for in doing so, you put the lives and homes of you and your neighbors at risk. A charge will be assessed to repair or replace the smoke detector. Fire extinguishers and pull stations are located in each hallway. Pull stations will activate the building-wide alarm system.

The storing of kerosene, gasoline, chemicals or other combustible or flammable materials is prohibited.



Fire prevention

Candles are not allowed in the halls

You may not possess lit or unlit candles, incense sticks or any items with an open flame. Candles are not allowed in the residence halls even as decorations.

Halls are smoke-free

Smoking is not allowed in the residence halls. Students and guests wishing to smoke must be outside at least 100 feet from the building.

Do your housekeeping properly

Do not pile anything on radiators. Do not keep trash near heat. Keep waste baskets empty and keep exits clear of possessions and trash.

Use approved appliances according to instructions

Don't leave heat-producing appliances unattended. Unplug them when not in use and allow appliances to cool before storing. Do not cover ventilation openings on TVs, stereos, radios or computers. Appliances should be used only with proper extension cords. Unplug appliances before leaving for vacations. Don't overload circuits by plugging too many appliances into one outlet. If you need more outlets, we recommend that you purchase a multi-outlet strip with a circuit breaker. Each room is limited to two multi-outlet strips. Make sure you only have approved appliances in your room. For a list of approved and unapproved appliances, (see page 7).

How to survive a residence hall fire

Check the exits

Learning to survive a fire begins right after you check in. When you get to your room, take a few minutes to identify possible routes of escape. Walk down the hall and locate all the exits. Remember, never use the elevator during a fire. If EXIT lights are out, please report the location to the hall office.

Remember that few people are burned to death in fires. Most people die from smoke, poisonous gases and panic. Panic is usually the result of not knowing what to do. If you have an escape plan and adapt it to the emergency, you can greatly increase your chance for survival.

Check your room

It is important to know the layout of your room because if smoke in the hallway should cut off your escape, you may have to stay in your room. Many people have lived through fires by remaining in their room, which protects them against smoke and other harmful gases while they wait for rescue.

Always know where your keys are so you can find them easily. You will need to return to your room if smoke or fire blocks your exit. Try the



windows to make sure they open. Look out the window to see what is outside. You may be only a few feet from the ground and can exit this way if the hallway becomes blocked by smoke and fire.

If an alarm sounds

Grab your keys, shoes and coat, and head for the door. If there is smoke in your room, roll out of bed and stay close to the floor. Remember, smoke and lethal gases rise. Feel the door with the back of your hand. If the doorknob is hot, don't open it. If the door is not hot, open it slowly and be ready to slam it shut if smoke or flames rush in.

Check the hall. If it is clear, close and lock your door behind you to protect your belongings, and walk to the nearest exit. If there is any smoke in the hallway, stay in your room. Remember; never use an elevator during a fire. Take stairs down to the ground level. Fire generates heat, smoke and panic. Make sure you hold onto the handrail when exiting. Once you exit the building, please follow the directions of hall staff and University officials.

If your room door is hot

If your room door is hot, do not panic. You can stay in your room and still survive a fire. Crack open windows to vent the room if there is any smoke.

Let someone know you are in the room. If the phone works, call for help. Hang a bed sheet out the window to signal fire fighters, but don't try to climb down. If water is available, wet towels and sheets. Place them around the doors if smoke is seeping in.

Get fresh air. Make a tent over your head with a blanket at a slightly opened window to get fresh air. If windows do not open, you may have to break one out with a chair or heavy object. If heat and flames are rising outside the window from a lower level, don't breathe in the smoke-laden air or open the window.

If clothing catches fire

Don't run – STOP, DROP to the floor and ROLL out the fire. If someone else is on fire, drop them and roll them on the ground, or use a rug, coat or blanket to smother the flames. Cool a minor burn with cool water. Get prompt medical attention if the burn is severe.

If a fire begins in your room

Sound the fire alarm immediately. Fire alarms and extinguishers are located in the hallways. Sound the alarm by pulling the lever down. Then try to put the fire out, but only if it is small such as confined to a mattress, wastebasket, cushion or small appliance, and only if you are sure you can handle it. If you doubt that you can put the fire out, leave your room. Close the door behind you to keep smoke and flames out of the corridor.



Tornadoes

Tornadoes can occur at any time of the year, but the most likely season in Michigan is April through July. The National Weather Service has two levels of reporting tornado conditions:

A **tornado watch** means existing weather conditions are such that tornadoes are expected to develop.

A **tornado warning** indicates a tornado has been sighted in the area, or is indicated on radar.

Residents are urged to keep their radios or televisions tuned to a local station for storm advisories when weather conditions indicate the likelihood of storms. Please do not call the University police for this information. It is imperative that police telephone lines be kept free to receive storm updates and reports. When a tornado warning has been issued, a siren will sound, alerting the community.

When a tornado warning occurs, Spindler residents are advised to take shelter on the ground floor of the building near the laundry room. If time does not permit you to reach the shelter area, take cover within your hallway away from windows as a last resort. Close all room doors surrounding your shelter area to prevent being struck by flying glass or other objects.

The city of Kalamazoo tests these sirens at 1 p.m. on the first Saturday of the month.

Maintenance and cleaning

Reporting maintenance

You are responsible for the proper care and use of the items in your room and the community facilities, but all replacements and repairs will be made by University maintenance personnel. Routine maintenance repairs are free of charge. Those resulting from carelessness or negligence will be made at the expense of the responsible resident. Please enter all maintenance requests by going to **www.wmich.edu/housing** and clicking on the Bronco Fix-It icon. If maintenance emergencies occur after 5 p.m. during the week, on weekends, or on University holidays, please call the University police at (269) 387-5555.

Emergency maintenance

Emergency maintenance problems involving plumbing, electrical or heating should be reported immediately to the hall office. After 5 p.m. during the week, on weekends or on University holidays, please call the University police at (269) 387-5555. Typical response time for an emergency maintenance issue is within four hours.



Entry procedures

Because our maintenance staff responds to thousands of work orders annually, it is not possible to schedule work in advance. Work orders result from residents requesting non-emergency repair, when something breaks or malfunctions, as well as from inspections that occur when residents vacate or when new residents move in. As such, there may be work orders for your room that you have not requested and do not know about.

Our maintenance staff is authorized to enter a room if the resident is not home when they arrive. However, they are trained to strictly observe an established procedure before entering. The procedure requires that they knock loudly at least three times, pause and listen for a response from inside the room, and then open the door slightly and call maintenance loudly, again waiting to hear a response. If they do not hear a response, they enter the room.

Cleanliness and sanitation

Dirt and garbage should not be kept in the room, nor should it be swept or placed in the hallway or stairwells. Dispose of trash in the dumpsters located outside. You are expected to clean your room thoroughly at the time you move out. You are responsible for cleaning up common areas after using them, such as putting away dishes after using the kitchen.

Pest control

If a room or stairwell appears to have a pest problem, please call the Residence Life office immediately. If necessary, a clean-cut of the entire area will be scheduled. Participation in this clean-cut is mandatory.

Policies and procedures

Alcohol (B2/B.22.1)

Conduct not permitted: Including but not limited to public intoxication, use, possession, manufacturing or distribution of alcoholic beverages except as expressly permitted by law and University regulations. (B2)

In addition, the following specifics are designed to support this policy in Spindler Hall (B.22.1):

- Open containers of alcohol are not permitted outside student rooms. Drinking parties are not allowed anywhere in the building or on the Spindler back porch.
- Only one open container of alcohol per person of age is allowed.



- “Common sources of alcohol,” whether full or empty, including kegs, trashcans, party balls and/or other large containers holding alcohol, are prohibited. Beer bongos are not permitted in Spindler Hall.
- Residents and guests violating the policy will be asked to dispose of the alcohol in the presence of a staff member.
- Intoxication is never an acceptable excuse for misconduct or for infringement upon the rights of others.
- Those of age to consume alcohol must do so with the room door closed. Any alcohol being transported by someone of age must be completely covered from open view and be taken directly to the resident’s room.

Alcohol and other drug abuse (B.22.3)

Any student whose use of alcohol or other drug results in behavior that causes concern for other students or staff members may be referred for an assessment to University Substance Abuse Services. Residents may be required to verify attendance or participation in University Substance Abuse Services programs.

Alcohol containers (B.22.2)

To avoid any misunderstandings of underage drinking, no alcoholic beverages containers (whether full or empty), may be displayed or in the possession of any student under 21 years of age.

Bathrooms (B.22.17)

Students must respect fellow residents by always using the bathrooms specified for their sex. Guests must use the public restrooms designated for common use.

Dangerous materials (B.22.11)

Dangerous materials and chemicals such as gunpowder, fertilizer, Drano, laboratory chemicals, ammonia, ether, acid, fireworks, gasoline, lighter fluid, oil, kerosene, propane, charcoal, turpentine and other combustibles are not permitted. Motorcycles and other fuel-driven engines may not be placed or operated anywhere inside the building. Natural cut trees, branches or greens, other than potted plants, are prohibited in student rooms.

Downloading and/or sharing copyrighted materials (B.18.c/j)

You may not use your Internet connection to download or share copyrighted materials (files, programs, songs, videos/movies, etc.). If you do so, you are in violation of the Digital Millennium Copyright Act (DMCA). This policy is strongly enforced and could include losing your Internet connection. For more

Office of Information Technology policies visit
www.wmich.edu/oit/policies/index.html

Drug possession or use (B.6)

Use, possession, exchange, manufacturing or distribution of marijuana, heroin, narcotics, other controlled substances and/or paraphernalia, except as expressly permitted by law.

The Michigan Medical Marijuana Act of 2008 (MMMA) act notwithstanding, WMU is subject to the Federal Drug-Free Workplace Act of 1988 and the Federal Drug-Free Schools and Communities Act amendment of 1989, both of which prohibit controlled substances on campus, including marijuana. The use of medical marijuana is not permitted within the residence halls or apartments.

Marijuana odors from student rooms will be reported to the Department of Public Safety.

Failure to comply (B.8)

Failure to comply with direction of University officials or law enforcement officers acting in performance of their duties (i.e. hall staff asks you to give them your ID and/or name, go back to your room, etc., and you do not do what they ask) is prohibited. University officials include, but are not limited to, hall director, resident manager and desk assistant.

Fire safety (B.9/B.22.8)

- a. **Fire or safety equipment misuse** – tampering with or misuse of fire or any other safety equipment, or disregarding, circumventing or disabling any security or safety device or system. (B.9)
{or}
Fire – no student shall intentionally ignite or threaten to ignite any material or substance in or near the University facilities or grounds. (B.22.8.a) The individual(s) involved may be prosecuted.
- b. **Alarm sounding/drills** – fire drills are scheduled as required by state regulations and are conducted on a regular basis. Whenever an alarm sounds in Spindler Hall, persons within the hall are required to evacuate the building immediately. Re-entry into a building before an “all-clear” signal is prohibited. State law prohibits the use of elevators during a fire alarm. (B.22.8.b)
- c. **Unapproved appliances** – possession or use of unapproved electrical appliances, such as hot plates or spider lamps, is a violation of the fire safety policy. For more details about approved and unapproved electrical appliances, see page 7. (B.22.8.c)
- d. **Candles and incense** – possession of candles and incense, even if only for decoration purposes, are not permitted within Spindler Hall. (B.22.8.d)
- e. **Smoking** – smoking is prohibited in all areas, including student rooms, restrooms, lounges, hallways, corridors, lobbies, entryways,



dining rooms and stairwells. Smoking is not permitted near the building and must take place outside more than 100 feet from Spindler Hall. Hookahs are not permitted within the hall. (B.22.8.e)

Gambling (B.22.27)

Any form of gambling is prohibited. Violators may be subject to University, state or federal laws.

Guest and visitation policy (B.22.15)

A guest is defined as any person a resident registers at the front desk, or any person a resident allows to enter the hall.

To ensure the safety of residents, the front doors are locked nightly. When the front door is locked, guests must sign a registration log at the front desk and are not permitted to proceed unless accompanied by a resident host. All guests must provide picture identification to be signed into the hall. On occasion, doors may be locked earlier than normal times. Those who are under the age of 18 and are not WMU students are not allowed in the residence halls after 9 p.m. unless designated by Residence Life.

No more than two guests per resident are allowed at any one time. Guests of the same sex are permitted to stay overnight with consent of the roommate(s).

Opposite sex guests are not allowed to stay overnight. Guests may not stay longer than two nights in a row unless the hall director grants approval. Where applicable, hosts will incur costs for unapproved guests staying for an extended duration.

When a resident registers a guest, or serves as a host before designated registration hours begin, that resident is designated as the host and is ultimately responsible for the behavior and any damage caused by the guest. Guests are expected to abide by all Community Living Expectations and the WMU Student Code.

It is the host's responsibility to communicate the established expectations to guests. Noncompliance by the guest is grounds for terminating the contract of the resident host. The guest may also be banned from visiting WMU residence halls. In addition, **the host must accompany guests at all times while in the residence hall.** Guests may visit only rooms to which they are specifically invited and only in the company of a host. All residents of the room shall agree to the visit.

Residence Life reserves the right to make changes to the guest policy for safety and security purposes, which can include changing guest check-in procedures and protocol, limiting the number of guests a resident may have, etc.

Health standards (B.22.19)

Students are required to comply with University health standards and local health codes. Residents are expected to maintain their rooms in an orderly and sanitary condition. Unhealthy living conditions include but are not



limited to: rotting food, unclean bathroom facilities, odors, excessive garbage or clutter that has not been removed, etc. Trash removed from your room by staff will result in documentation and could include a potential charge to your student account at a minimum rate of \$25.

Keys and security (B.22.21)

Providing safe and secure environments for living and learning are critical concerns at Western Michigan University. Students are expected to cooperate with the University in efforts to maintain a secure campus. As a community member, students are responsible for:

Securing doors by:

- Closing interior and exterior security doors and not propping or allowing them to be propped
- Using alarmed doors only when the fire alarm is sounding

Cooperating with Spindler Hall staff by:

- Entering the building through the authorized doors (in most cases, the front door) only
- Showing proper identification upon entering the building
- Ensuring that all non-residents register upon entering the building during designated times
- Restricting any non-residents from entering the security doors

Trespassing by:

- Understanding that entry into any completely or partially closed Spindler Hall area is prohibited

Residents will be issued a room key and building key at check-in. All students are expected to lock their room door and carry their keys when they leave their room. Loaning keys to guests or leaving them unattended compromises the safety measures provided and is therefore not permitted. Students who become locked out of their room more than one time per semester may be required to meet with the hall director.

Pets (B.22.24)

The only pets permitted are aquarium fish. Fish tanks over 20 gallons are not permitted. This restriction does not apply to animals providing assistance to residents with a physical disability and approved by Disability Services for Students.

Posting (B.22.22)

WMU considers the entire exterior student room door, wall surrounding the exterior door and hallway walls to be under the governance of Residence Life. Only postings by Residence Life staff may be placed in



this space. Students may not decorate outside of their door. There are bulletin boards on corridors throughout the residence halls maintained by residence hall staff to keep residents aware of Residence Life, University and community activities. Only authorized Residence Life personnel are permitted to post on corridor bulletin boards. Postings are not permitted on walls, windows or other non-bulletin board surfaces in public areas, including elevators. If physical damage results from any posting or when labor time is required to remove postings, the sponsoring organization or individual will be billed.

Individuals wishing to advertise in the residence halls must have all flyers stamped “approved” by Residence Life. Bring an original flyer to the Residence Life office to be approved for distribution. If approved, Residence Life staff will distribute and post the flyers. At no time may postings be slid under residence hall room doors, except for those authorized by Residence Life.

Quiet and courtesy hours (B.22.4)

You will share close quarters with many people in Spindler Hall. Consideration with regard to noise is vital to maintaining the quality of your environment. Noise created by an individual or group greatly affects other members of the community. Quiet hours are in effect from 10 p.m. to 8 a.m., Sunday through Thursday and 1 a.m. to 8 a.m. on Friday (Saturday morning) and Saturday (Sunday morning).

Each resident is responsible for keeping noise levels to a minimum at all times. During this period, all sound must be contained within a resident’s room. In addition, beginning with the Saturday morning prior to finals week each academic semester or session, quiet hours are in effect 24 hours a day.

Courtesy hours are in effect 24 hours a day. If you encounter a noise problem during quiet or courtesy hours, you have the right and the responsibility to respectfully let others know that their activity is disruptive. If a disturbance persists, notify a staff member. The University expects residents to decrease the volume of any noise disturbing other residents when asked by either residents or staff.

The use of sound equipment such as stereos, subwoofers, televisions, etc. must not infringe upon the rights of others. Such equipment should never be played so loudly as to disturb other residents. At no time should amplified sound be directed out windows or room doors. Speakers and sound systems are not permitted in the windows. Students may be required to remove such equipment from the residence hall.

Recreational equipment (B.22.7)

Bicycles, skateboards and inline skates are not to be used in the hall. In addition, students may not play basketball, football, hockey, Frisbee or any other type of activity in the hall that may injure others or damage property.

Registered offenders (B.22.12)

If it comes to the attention of the University that an individual required by law to register as a sex offender applies to reside, or is currently staying, in a University-owned residence hall or apartment, the Dean of Students or her/his designee will convene a University housing review committee to determine if the individual will be allowed to reside or continue to stay in University housing. The Dean of Students or her/his designee will determine membership of the committee. The individual shall be given an opportunity to provide information to the committee and may be requested to appear before this committee. The Housing Review Committee shall determine whether it is in the best interest of the University community that the individual be allowed to stay in University housing, and if so, under what conditions, if any.

If the committee concurs, by majority vote, that the individual will not be allowed to stay in University housing, the Dean of Students or her/his designee will notify the individual in writing. The decision of the committee will stand, unless the affected individual submits a written appeal within seven calendar days of the decision. Such appeal must include supportive reasons and shall be made in writing to the Vice President for Student Affairs/Dean of Students with a copy to the Office of the Vice President for Legal Affairs and General Counsel. If appealed, the Vice President for Student Affairs/Dean of Students will make a final determination as to whether the individual shall be allowed to reside or stay in University housing.

Solicitation and selling (B.22.26)

For the protection and privacy of residents and to prevent the interruption of studies, all forms of solicitation including but not limited to commercial transactions, political and social solicitation are prohibited in all areas of Spindler Hall. Residence hall rooms and phone numbers may not be used or listed as a place of business.

Trash and littering (B.22.28)

Students are expected to take their trash to dumpsters provided outside the hall. Leaving trash, lofting materials, furniture, etc. in the hallways, stairwells and public areas is a violation of University policy. Littering inside or around the halls is also a violation of University policy. Trash picked up by staff will be billed to your student account at a minimum rate of \$25.

Unauthorized use/destruction/defacing of property (B.17/B.22.18)

Attempted or actual removal of, use of, and/or damage to property of the University or property of another or the removal of other personal or public property without proper authorization. Leaving or placing



unauthorized materials on University property or defacing University property is also prohibited. (B.17) Residents are expected to exercise care in the use of the building and furnishings. They assume responsibility for supervising the care of the building, identifying offenders and notifying Spindler Hall staff members or the Department of Public Safety when vandalism or damage occurs. When responsibility for public area damage cannot be determined, the financial amount to repair the damage may be charged back to all members of the community. This policy is designed to encourage resident pride and ownership for the community the student resides within, and to reduce the amount of damage that occurs. If a student is found responsible for destruction of University property through the student conduct process, restitution will be utilized as a sanction. (B.22.18)

Weapon possession or use (B.23)

The possession, use or storage of firearms, explosives, other lethal and non-lethal weapons, dangerous chemicals or compounds is prohibited on University owned or controlled premises and at University sponsored events without authorization from the appropriate University official. Using or possessing a weapon, even with proper authorization, in a manner that harms, threatens or causes fear in others, or is otherwise in violation of the Weapons on Campus Policy contained in the Registered Student Organization Handbook, is also prohibited. Weapons may include but are not limited to pellet guns, BB guns, paint ball guns, nun chucks, throwing stars, bows and arrows, knives, firecrackers and ammunition. (B.23)

The only exception to this policy in Spindler Hall is culinary knives used solely in kitchenette areas or for cooking purposes.

See the WMU Student Code as well as the online document at www.wmich.edu/housing/pdfs/WMU-weapons-policy.pdf for the official weapons policy. Residents taking a class or involved in a Resident Student Organization that involves using weapons such as ROTC and archery should talk to their instructor or the dean of the relevant college for a storage location for their weapon.

Windows and window screens (B.22.20)

For safety purposes, windows and screens must not be removed. To protect residents and maintain the environment, do not throw or drop anything out of a residence hall window. No one is permitted to exit the building via a window. Spindler Hall has some screens that are permanently secured in place, and a replacement charge will be assessed if the screens are removed. WMU personnel must do all re-installations. Out of respect for other residents, speakers and sound systems may not be placed on windowsills or aimed out windows.

Student conduct process

Spindler staff are not the only people that can hold students accountable for policies and procedures. Part of living in a community requires residents to take an active part and make sure the community is being respected. If you see a violation occurring, depending on the situation, you can try to handle it yourself (i.e. loud noise coming from a neighbor – go and ask them to quiet down, someone leaving their trash in the hallway – talk with the student about taking care of it properly, etc.). If you do not feel comfortable with this or it is a situation you should not deal with on your own, get a staff member to assist you in confronting the issue and also documenting it. At anytime, you can also put in writing a violation you see happening and turn that documentation in to hall staff. A basic component of living on campus at Western Michigan University is that all students are responsible for their actions and that there are natural consequences for inappropriate behavior. Students will always have the opportunity to speak with a professional staff member from Residence Life and the Office of Student Conduct if an incident occurs. The Spindler Hall policy book falls under the umbrella policies of the WMU Student Code. Students looking for further information on the conduct process should contact the hall director or refer to the Student Code online at www.wmich.edu/conduct/docs/WMU_studentcode.pdf

Conduct process procedure

Incident occurs

Staff member writes incident report



Student is sent notice of violation

May result in a meeting with staff from Residence Life or the Office of Student Conduct



Meeting is held

Student is given information about alleged violation(s) and possible penalties, and given a choice to accept or not accept responsibility for the alleged violation(s)



Hearing is held with staff from Residence Life or the Office of Student Conduct

The hearing may occur during the same time frame as the meeting mentioned above or a separate time will be set up



Student is informed about decision of hearing



Student can appeal this decision in writing within five University business days



Your Spindler Hall contract

For all information listed below regarding the contract, see your official Spindler Hall contract kept in the Residence Life office located in Faunce Student Services building.

Maintaining eligibility

You remain eligible to contract a room in Spindler Hall as long as you are enrolled in at least one credit hour fall and spring semester, or are a faculty or staff member employed by the University. If you do not meet these requirements, you are in violation of your contract and must request written permission to stay from Residence Life. Active enrollment is not required during the summer I and II sessions, however, you must be in active admission status of WMU.

Assignments are made on a first-come, first-served basis, based on the date of application.

Early contract termination

If you wish to terminate your contract prematurely, forms from the Residence Life office must be completed prior to vacating. One of the following conditions must exist to terminate your contract:

- academic dismissal
- disciplinary suspension
- withdrawal from WMU

In these cases you are responsible for rent for 30 days from the date you notify the Residence Life office, or until the room is re-rented, whichever comes first.

Summer I and II storage program

If you are planning to leave campus for the summer and return for the fall semester, you may want to consider storing your room at a greatly reduced rental rate. If you choose this option you must sign the current and fall contract, sign a storage agreement, pay the fees and turn in your keys when you leave. You will not have access to your room during the storage period, except for an emergency. Call Residence Life at (269) 387-2175 to find out current storage fees.

Paying your rent and late fees

After you move into your room, rent is due on the first day of every month, as is stated in your room contract in the following language:

“Rent is due the first day of every month and is considered late if it is not paid by the 5th (fifth) day of the month for which it applies.”



If you fail to pay rent by the close of business on the fifth day of the month, a late rent fee of \$20 is charged.

Direct payment methods

Rent is due on the first of each month. The recommended payment method is to go to Bronco Express in the Bernhard Center. At Bronco Express, please tell the cashier you are making your rent payment so your payment can be accurately applied to your Spindler Hall rent.

If you utilize the Web or telephone credit card methods of payment, you need to BE AWARE that neither of these methods is currently capable of direct-specific payment. Instead, payments made via the Web or telephone automatically apply to all charges on a student account, beginning with the oldest and proceeding to the most recent. For example, if you have charges from tuition, parking services, Sindcuse Health Center or the like, although you may submit payment in the exact amount of rent due, the payment will be applied to all charges on your student account. By the time all older charges have been deducted, there may not be a sufficient amount left of your payment to cover your monthly rent in full, leaving you open to a late fee charge.

Moving in

Spindler Hall is available by contract dates that match semester dates for the academic calendar. Due to the limited amount of time between semesters and the large number of people moving in and out, it is not possible to move in before your effective move-in date.

Move-in inspection checklist

When you move in, you will receive a move-in inspection checklist. It is in your best interest to be thorough when completing this form, as it will be used to assess any damages at move-out time. You are responsible for returning your move-in checklist within seven days to the Spindler Hall office.

Moving out

Steps for properly vacating your room include giving advance notice at least 35 days before the date of your contract expiration, conducting a pre-vacate inspection with your resident manager, thoroughly cleaning your room and returning your keys on the listed vacate date.



Cleaning to vacate

During the final inspection of your room, the move-out checklist will be compared with the move-in checklist. An itemized list of damages and the estimated cost of repair will be mailed to you within 30 days. Any disputes about the damage list must be received within seven days of damage notification. The costs of repairs will be charged to your student account.

Keys

You are considered to be in possession of your room and are responsible for rent and penalty fees until the keys are returned to either the Spindler office, the WMU Apartments office, to your resident manager, or the drop box outside of Faunce Student Services building.

Final inspection

Your resident manager completes the final inspection once your belongings are completely removed from your room and you are ready to turn in your keys. If you would like to be present for this final inspection, you will need to schedule an appointment at least one week in advance with your resident manager. Items left of value will be held for 30 days and, if not claimed, will either be disposed of or sold at auction. A fee may be assessed for removal of abandoned property.

Move-out cleaning guidelines

A cleaning and replacement price list can be provided upon request.

General

Tile floors

Sweep and mop, scrape the edges and corners if there is wax build-up or dirt.

Walls and ceilings

Brush away cobwebs. Wash off scuff marks and dirt. Patch and paint as needed to repair damage or numerous nail holes. If you participated in the paint program, re-paint your room the original color.

Windows

Wash off dirt, loose paint and mold from glass, sills and frame.
Closet shelves: wash off dust, dirt and mildew.

Main door

Clean off marks, dirt and mildew.

MicroFridge

If you rented a MicroFridge, it must be defrosted, wiped down and returned to the hall office.

Furniture and window coverings

Blinds

Wipe both sides with a damp cloth.

Drapes

Wash on cool setting. Hang to dry.

Furniture

Dust furniture, including chair arms and drawers.

Bed mattress: remove all loose dirt.

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Important numbers to know

Spindler Hall Office	(269) 387-7101
Resident manager – Spindler	(269) 387-7092
Residence Life	(269) 387-2175
WMU Police	(269) 387-5555
Dining Services	(269) 387-4844
Bronco Express	(269) 387-0664
Financial Aid	(269) 387-6000
OIT Help Desk	(269) 387-4357, option 1
Student Recreation Center	(269) 387-4732

Maintenance requests

Go to www.wmich.edu/housing and click on the Bronco Fix-It icon

My numbers

It is the policy and commitment of Western Michigan University not to discriminate on the basis of race, sex, age, color, national origin, height, weight, marital status, sexual orientation, gender identity, religion, handicap or veteran status in its educational programs, activities, admissions or employment policies in accordance with Title IX of the 1972 Education Amendments, Executive Order 11246 as amended, Section 504 of the Rehabilitation Act of 1973, and all other pertinent state and federal regulations.