The College retains the right to make changes in this handbook relative to requirements, guidelines, and content without prior notice.
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Mid-Plains Community College operates several co-educational housing units. The housing program enhances students' educational experiences. The average time students spend in housing is likely to be more than one-third of their time on campus and the experience of residing in college housing will be extremely valuable. Students will be provided a wealth of opportunities to gain an understanding and appreciation of people, enjoy a varied social life, and continue to develop as mature adults.

Welcome to Mid Plains Community College Residence Life. We believe that your residence hall experience should provide you with an opportunity to expand your horizons. This home away from home will allow you to interact with students from different cultures, religions, and ethnic groups. We encourage you to make the most of this opportunity.

There will be activities on campus to help you quickly connect with other students. Your RA will invite you to help plan and participate in residence hall activities that are social and educational to enhance your college experience. We encourage you to participate and take advantage of the opportunities provided. Residence hall procedures, guidelines, and policies are described in the pages that follow to help you define your role as a member of the residence hall community.

Have a great year and welcome home!

Dr. Brian Obert  
Area Dean of Student Life  
308-345-8109  
obertb@mpcc.edu

Dr. Pat Beu  
Area Dean of Student Life  
308-221-6452  
pbeu@mpcc.edu
Mission
Transforming lives through exceptional learning opportunities for individual student success.

Role
Mid-Plains Community College, a legislatively designated 18-county district in West-Central Nebraska, is a comprehensive, open access, public, two-year community college system that offers associate degrees, diplomas, and certificates. MPCC consists of three campuses, one located in McCook, Nebraska, and two located in North Platte, Nebraska. Additionally, there are extended campus sites in Broken Bow, Imperial, Ogallala and Valentine with satellite classrooms located throughout the Area.

Scope
The College offers vocational-technical education, general academic transfer education, developmental education, continuing education, student services, public service programs, and institutional support services.

NOTICE OF NON-DISCRIMINATION POLICY

MPCC adheres to all federal and state civil rights laws banning discrimination in public institutions of higher education. MPCC will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of race, religion, hearing status, personal appearance, color, sex, pregnancy, political affiliation, source of income, place of business, residence, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender, gender identity or expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristic information and testing, domestic violence victim status, Family Medical Leave or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Area Director of Human Resources
Mid-Plains Community College-North Campus
1101 Halligan Dr., North Platte, NE 69101
308 535-3679 or toll free 800 658-4308, Ext. 3679

Inquiries involving students should be directed to:

Dr. Brian Obert
Area Dean of Student Life
308-345-8109
obertb@mpcc.edu

Dr. Pat Beu
Area Dean of Student Life
308-221-6452
pbeu@mpcc.edu

If you have a disability and require an accommodation while attending Mid-Plains Community College, please contact:

Robin Rankin
North Campus
308 535-3637 or 800 658-4308, Ext. 3637
rankinr@mpcc.edu

Chris Turner
South Campus
308 535-3715 or 800 658-4308, Ext. 3715
turnerc@mpcc.edu

Kyle Drennan
McCook Community College
308 345-8128 or 800 658-4348, Ext. 8128
disabilityservices@mpcc.edu
IMPORTANT EMERGENCY PHONE NUMBERS

AMBULANCE EMERGENCY 911
FIRE EMERGENCY 911
POLICE EMERGENCY 911
POISON CONTROL CENTER 800-642-9999

MCCOOK
Director of Housing 308-345-8177
Police Non-Emergency 308-345-3450
Hospital 308-344-2650
Domestic Abuse/Rape Hotline 308-345-5534

NORTH PLATTE
Director of Housing 308-530-7795
Police Non-Emergency 308-535-6789
Hospital 308-696-8000
Domestic Abuse/Rape Hotline 308-534-3495

STAFF

Director of Housing
A Director of Housing is available at both McCook Community College and North Platte Community College to assist students with check-in as well as inspection of the residence hall units for damage and cleanliness on a regular basis. In addition, the Director of Housing is available to help all students with their housing concerns and/or additional problems.

MCC Director of Housing
Miranda Valentine - 308-345-8177

NPCC Director of Housing
Josh York - 308-535-3635

Assistant Director of Housing/Residence Life Assistant
An Assistant Director of Housing is available at both McCook Community College and North Platte Community College. They function as yet another resource to help students with various concerns and/or assist with issues of regulation/enforcement of conduct issues within the student housing community.

MCC - Brady Heinz - 308-345-8108
MCC - 308-345-8177
NPCC - Chase Grabau - 308-535-3729
NPCC - 308-221-6452

Resident Hall Assistants (Student Assistants)
Resident Hall Assistants/Student Assistants (R.A.s/S.A.s) are students that help the director to provide fellow students who live in college housing a safe and positive environment. Students interested in becoming R.A.s/S.A.s may apply for future employment during the spring semester for the next college year.
HOUSING ASSIGNMENTS

Room Assignments

Room/housing unit assignments are available to all students without regard to race, color, creed, ancestry, religion, gender, age, national origin, military veteran status, disability, marital status, genetic information & testing, family and medical leave, sexual orientation, and gender identity or expression, pregnancy, or as defined by law in employment, admission, scholarship, and financial aid programs, or operation of its educational programs and activities. Students will be assigned a room in housing on a first-received basis. Assignments are made in the order housing applications and the damage deposit payments are received in the Area Office of Student Life.

Private room requests only upon availability and first come first serve basis.

Private rooms will not be assigned until AFTER August 15th.

The college reserves the right to reassign students based on what is best for the residents and the college.

Check-in

Upon housing check-in, Housing staff will issue a room key, a mailbox key, a room inventory sheet, and any incomplete paperwork.

The inventory sheet is very important. By completing the form, room contents and room conditions are noted. Charges for missing item(s) or damage caused by previous occupants will not be assessed as long as they are noted on the form. The inventory sheet must be returned to Housing staff on move-in day.

Residents will need to sign a form agreeing to read and abide by the policies of the housing handbook.

Room Changes

Under normal circumstances, room changes are NOT made during the first two weeks of classes. Following that period, requests for room changes can be made to Housing staff.

Students moving from one room to another without the permission of the Housing staff will incur a $125.00 improper room change fee.

All About Roommates

One of the most rewarding aspects of Student Housing is the opportunity to establish close friendships with people from a variety of backgrounds.

Helpful Hints to Make it Work

COMMUNICATE

The key to a successful relationship with your roommate is communication. Sit down and talk about habits, preferences, moods, and values. Even if your roommate is your “best friend,” you will be surprised to find out some things you did not know about him/her. If something is bothering you, the sooner you talk about it, the sooner it can be resolved.

UNDERSTANDING

Everyone has those days when everything seems to go wrong and bad moods are a result. Try to be understanding and help one another through the hard times. Making it through the rough days builds stronger friendships.

ESTABLISH “HOUSE” RULES

To avoid misunderstandings, it’s important to establish ground rules regarding each other’s belongings, room cleaning (it’s a wide spectrum between neat-freak and total slob), phone use, and visitation. You will know where each other stands on these matters and everything will work smoother.
GIVE EACH OTHER SOME SPACE

Togetherness is great, but you can have too much of a good thing. Consider your roommate’s need for time alone and establish your own solitude time also. You and your roommate are individuals, with particular interests, opinions, and habits. Sometimes no matter how hard you try, you can’t make it work. If after having talked with your roommate, you still can’t resolve the conflict; talk with your Resident Assistant, Student Assistant, RLA, or Director of Housing. Please keep in mind that an individual’s rights ends when exercising those rights infringes on others around. The residence halls at Mid Plains Community College are a place of fun but also a place for study. In keeping with the mission of MPCC, the residence hall must have an atmosphere conducive to academic development.

Room Assignment Change Request

The room change procedure is for room residents to discuss possibilities and options for compromise within your apartment first, RA second and Housing Professional Staff last. In the event that no compromise cannot be met and are unable to resolves issues, a room change form must be completed. The form will require all roommate’s signatures and must be turned into the Director of Housing for processing.

If you have not followed the above options before coming to the Housing Professional Staff, we will ask you to go back and try the above options.

Roommate Bill of Rights

- The right to read and study free from unreasonable noise and distractions.
- The right to sleep without disturbance from unreasonable noise, guest of roommate, etc.
- The right to expect roommate’s respect for personal belongings.
- The right to freely access the room without pressure from a roommate.
- The right to personal privacy.
- The right to host a guests who respect the rights of the host's roommates, other hall residents, and the visitation policy.
- The right to address grievances (staff members are available for assistance in solving conflicts).
- The right to be free from fear of intimidations, physical and/or sexual harassment.
- The right to a clean environment.

Consolidation

Room consolidation occurs when one student is left in a double occupancy room by themselves. The college reserves the right to fill beds and to require students to consolidate for optimum space utilization or to resolve roommate conflicts or situations that are not suitable for the assigned roommates.

Students in a room with open space(s) will be notified of their options in writing. One of the options offered must be accepted within three class/business days of the notification:

1. Keep the room as a private and pay the difference between a private and double (if single space is available).
2. Obtain a roommate by moving into another room or having another resident move into the room. This move must be approved by Housing staff.
3. Agree to have Housing staff assign a new roommate by either relocating the room or assignment of a new roommate.

If a resident does not respond to the housing options as explained in the written letter provided by Housing staff by the designated deadline, the room will be considered voluntarily under-assigned and the student will be charged for the room at the
single rate for the remainder of the academic term/year. Students who refuse to consolidate are in violation of MPCC Student Housing guidelines and will be assessed the prorated single room charge.

Under normal circumstances, consolidation for fall semester will not be required after Thanksgiving break and consolidation for spring semester will not be required after spring break.

**Termination of Housing Contract**

In the event your residence hall contract is terminated for any reason prior to the scheduled termination date specified in the contract, current and remaining charges will follow the established refund policy as published on the website.

**Keys**

Each student is provided a key to his/her room. Rooms should be locked when unoccupied. **Assigned keys are to remain in your possession and are not to be given to anyone.**

Keys may NOT be duplicated. If a key is lost or misplaced, contact Housing staff immediately. He or she will issue a replacement key.

**Fines will be charged for replacement of a broken, bent, or lost ID Cards.**

**REPLACEMENT KEY CHARGES:**

- **MCC - Room Key - $10, Mail Box Key - $25**
- **NPCC South Campus – ID (from the LRC) 1st - $10.00, Mail Box Key - $25**
- **NPCC North Campus - Room Key - $25, Mail Box Key - $25**

**What Makes a Positive Community**

A positive community consists of a group who:

- Shares a common purpose.
- Is dependent on each other for fulfillment of certain needs.
- Interacts on various levels.
- Shares in defining expectations for the group.
- Assumes responsibility for the total group and who respects the individuality of each other.
- Refers to an atmosphere that is responsive to members.
- Supports the concept of individual responsibility.
- Interacts with members of other communities.
- Promotes individual growth.
STUDENT RIGHTS AND RESPONSIBILITIES

Your understanding of student rights and responsibilities will contribute greatly to your success.

- You have the right to a safe and secure living space.
- You have the responsibility to keep your room door and the exterior door locked and not prop them open or allow strangers into the building.
- You have the right to reasonable quiet space in which to live, sleep and study.
- You have the responsibility to keep your stereo and voice at a reasonable level and remind others that you expect the same of them.
- You have the right to privacy, proportionate use of the shared living space and freedom of unwanted guests in your room.
- You have the responsibility to let your roommate(s) know of your wishes and preferences for sleep, study and visitation, and to work through your differences in a peaceful manner.
- You have the right to choose your means of recreation and relaxation.
- You have the responsibility to know and abide by local, state, and federal laws, especially those pertaining to alcoholic beverages and illegal drugs. You have the responsibility to follow the policies and guidelines established for educational purpose and for a safe and comfortable lifestyle.
- You have the responsibility to examine your own behavior and work toward resolving conflicts.

The right to privacy is of paramount importance and should not be violated for the overall benefit of the college and housing unit. The college reserves the right to have authorized personnel enter and inspect the housing unit and/or living quarters, as it deems necessary.

Mid-Plains Community College custodial or other authorized personnel may enter your room/apartment to perform custodial services, to make improvements and repairs, and provide routine maintenance services and insure that health, fire, and safety regulations are maintained.

Authorized personnel may also enter your residence hall room when there is probable cause that a violation of college or civil regulations are being committed. Authorized college personnel may show prospective students housing facilities available with proper notification. Authorized personnel may enter your residence to inspect for significant damage being done to college property.

Local law enforcement officers may also enter your residence hall room in the performance of statutory duties and in accordance with legally defined procedures, search, and seizure.

Room Entry and Room Search

College officials may enter a student room when they have reason to believe the health or safety of residents is in jeopardy or a College guideline is being violated and to inspect the property for damages. College officials may also enter your room if they have reason to believe violations of civil law are occurring. Permission of the resident to enter a room is suggested by procedure but is NOT required. After entry, no search of the room may be conducted except as outlined herein. The Director of Housing is primarily responsible for action in an emergency, such as a threat of physical damage to persons or property.

Except under extreme conditions, premises occupied by students and the personal possessions of students will not be searched unless authorization has been obtained. However, given “reasonable cause” of a housing guideline violation, cursory searches such as opening a refrigerator, opening a closet door, or looking under a bed is allowed. In these cases, when possible and reasonable, the resident will be asked to perform these tasks.

Procedures for an authorized room search are as follows:

1. A request will be made to the MCC/NPCC Dean of Student Life, or their designee, who will decide if a search will be conducted and the proper procedures to be used.
2. Efforts should be made to have the resident(s) in the room at the time of the search. If the resident(s) are not present, they must be notified of the search when practical.
3. A total residence hall search will be made only under emergency conditions. If a total residence hall search is to be conducted, it will be approved and supervised by the MCC/NPCC Dean of Student Life. This policy does not affect regular maintenance procedures.

All residence hall rooms will be entered and inspected by the residence hall staff (Director of Housing, Resident Life Assistant, RA’s, SA’s and/or College Campus Security) for safety and security concerns the day/evening of hall closing breaks (ie. fall break, Thanksgiving, end of the semester, January, and spring break).

**Personal Property**

The belongings of others must be the “number one priority.”

**THE COLLEGE IS NOT RESPONSIBLE FOR LOSS OF ANY PERSONAL PROPERTY, WHETHER THE LOSS OCCURS BY THEFT, FIRE, OR OTHERWISE.**

Students are responsible for contacting local law enforcement if a crime has occurred, after contacting Housing Professional Staff.

- Accident
- Hit and Run
- Theft

Remember the following guidelines:

- Lock room door and/or suite door when leaving the room, even for a few minutes and also at night while sleeping
- Insure your personal belongings. Check with parents about insurance coverage.
- Do not bring valuables, such as expensive jewelry, furs, electronics, etc. If such items are brought, you will liable for them. Guests including guests of roommates/suitemates should not be privy to the location of expensive items.
- Protecting personal belongings is your responsibility. The front desk at McCook Community College is prohibited from holding or storing personal property.
- Security Footage is considered property Mid-Plains Community College, is not available for students to access or request to access
- In the event that a crime has occurred, Mid-Plains Community College will work with local law enforcement and insurance companies. Please contact Housing Professional Staff if you have questions.

**COMMUNITY LIVING**

Established guidelines and central principals must be followed to create and maintain a positive community. Guidelines identify acceptable behavior and call community members to be accountable to each other. Responsibility for violations of guidelines is divided equally between the resident(s) of a room unless evidence clearly identifies specific individuals.

Central principles and the guidelines established to support them must be valued by all residents.

1. Respect for others
2. Safety and security
3. Community expectations

While the guidelines are designed to respond to behavior on campus, they may also apply to students’ behavior off campus. The College will take action when behavior has a direct impact on the College environment, damages the reputation of the College, and/or when behavior is of such gravity the College would be remiss not to do so.
Quiet Hours

• EVERY DAY FROM 10:00 P.M. TO 9:00 A.M.
• DURING FINALS FROM 5:00 P.M. THE FRIDAY PRIOR TO THE START OF FINALS UNTIL THE LAST FINAL COMMENCES.

Courtesy Hours

In effect at all times. All outside noises (from other rooms, hallways, common areas, grounds, surrounding buildings, etc.) that can be heard from inside a room that have the potential to interfere with sleep, study or work is prohibited.

Visitation Hours

**MONDAY – SUNDAY - 9:00 A.M. - 1:00 A.M.**

In order to promote and maintain a positive, supportive, living and learning environment, Student Housing staff will enforce set visitation hours. Visitation hours are established by the Office of Student Life to promote healthy socializing. Visitation is not designed for overnight co-habitation. During certain times, visitation is not allowed, (i.e. Thanksgiving, final examinations, Christmas, and Spring Break).

Co-Educational Visitation

Overnight visitation by members of the opposite sex is not permitted.

Roommates must jointly agree upon hours visitors are welcome.

Unauthorized non-residents are prohibited. This includes, but is not limited to individuals dismissed from the College and/or Student Housing.

Violation of visitation policies may invoke judiciary action and/or result in immediate dismissal from Student Housing.

Overnight Guests

Overnight guests of the same sex are permitted by special permission of Housing Professional staff. Residents may host one (1) overnight guest at a time, a maximum of two (2) nights during a month. Guests in the building between 1 a.m. and 6 a.m. are considered overnight guests and must be registered as overnight guests even if they were checked in as non-overnight guests prior to 1:00 a.m.

Form must be attained from Housing Professional Staff, completed and returned 24 hours prior to the stay.

****Athletic Curfew; applies to all NPCC Athletes. This is set by NPCC Athletic Director and enforced by Coaches/AD. Athletes cannot have opposite sex guests over after 11PM - Monday – Sunday. If found in violation athletes will be subject to disciplinary action by coaches.****

• All overnight guests must complete an Overnight Guest Form.
• Consent and written approval of all roommate(s) is necessary for all overnight guests.
• 24-hour notice must be provided to process request and make a decision on the request.
• All overnight guests must register with Housing staff.
• Residents must insure that their visitors observe college rules and regulations.
• Residents will be responsible for all damage caused by their guest(s).
Visitor Control Procedures

To insure the safety and security of all residents and their guests, the following guidelines must be adhered to:

- All residents must sign guests in and out of the Residence Halls.
- Residents are limited to two (2) guests per visit.
- Residents must leave a MCC Student ID Card and guests must leave a valid picture ID card at the time of sign in. (Example: State Issued Driver’s License, state issued Identification Card, Military ID, Current Student ID, or International Driver’s Licenses)
- Visitors under the age of 19 must be accompanied by a parent or guardian at all times and are not permitted to be overnight guests of a resident.
- Resident must meet their visitors (MCC-front door lobby; NPCC Activity Centers).
- Guests must be escorted at all times by the host resident.
- Residents will be held fully responsible for the conduct of their guest(s). If a resident does not feel their guest(s) can act responsibly, they should not be permitted to sign in.
- Residents and guests must be properly dressed at all times. Bathrobes, negligees, underclothes, etc. are not permitted.

Residents found in violation of any visitation guidelines, will face official actions which could lead to losing visitation privileges and/or eviction from Student Housing.

[Insert Student Life Photos]

Group Gatherings in Public Spaces

A social gathering or meeting of five or more people in a residence hall room or apartment is subject to all municipal, state, and federal laws, as well as College policies. Fire code restrictions play an important role in maintaining safety and security of guests and residents. The social gathering policy is designed to support the residence hall living and learning environment as the desire to entertain guests in your living area must be balanced with allowing and creating an environment conducive to studying, sleeping, security and a reasonable amount of privacy of a living and learning environment.

Each resident may have only a total of three (3) guests at a time.

The maximum capacity of each room (as determined by fire code) is:

- **Single: Up to four (4) people**
- **Double: Up to six (6) people**
- **General Living Area: Up to twelve (12) people**

Guest limits apply to the room capacity, not to individual residents. Staff have discretionary rights to decide at any time that there are too many people in a room and to require a number of guests to leave.

During a fire alarm or other emergencies, Residence Life staff (student and/or professional), the Police Department, and/or the Fire Department may restrict access of guests.

CUSTODIAL AND MAINTENANCE

The custodial and maintenance staff help keep the facilities running smoothly and looking nice. They cannot accomplish this important task alone. Your help and cooperation is necessary. Treat your living area with respect and ask others to do likewise. Report all maintenance and custodial concerns to the Director of Housing or the Assistant Director of Housing as soon as possible.

All repairs to college housing will be made by the MPCC maintenance departments. Requests for repairs may also be emailed to one of the following addresses:

- McCook - MCfixmyroom@mpcc.edu
- North Platte - Help Desk - https://sysaid.mpcc.edu
Residents may not store or leave large items such as parts of vehicles in the college-provided parking areas or around the college housing units. Items left unattended will be subject to removal and may possibly be disposed of. If a large item must be left unattended outside, obtain permission from the Director of Housing and/or the Director of Physical Resources prior to bringing it to campus.

**Bicycles and Motorcycles**

Bicycles are to be kept in outside racks, not in apartments/rooms. Motorcycles are to be parked in designated parking areas only.

**Littering and Personal Trash**

All residents are expected to take their personal garbage to the outside dumpsters provided. Do not leave your trash in public areas such as stairwells, lounges, laundry rooms or resident hallways. There will be a cleaning fee assessed to the residents living in the suite or pod.

Do not dispose of food by putting down the drains in bathrooms. This can and will cause serious damage to plumbing for the residence halls. Anyone disposing of food in this manner may be subject to the cost of the repairs to fix issues caused.

Additionally custodians are not expected to take out your personal trash from your resident rooms please police well yourselves.

Items that are not suitable for MPCC sewer systems:

- Dead or living Fish or any reptiles
- Feminine hygiene products
  - Tampons, pads, panty liners
- Condoms, dental dams or any prophylactic items
- Pregnancy test and or strips
- Paper towels, q-tips, napkins, cotton balls and Kleenex
- Or anything that would damage the sewer system – When in Doubt throw it in the Trash Can!

**Parking & Parking Area Regulations**

All student vehicles must be registered upon check-in or as vehicle changes occur. Students will be assigned parking permits. Permits must be displayed as directed. Note: Parking spaces are not guaranteed.

Before a vehicle parking permit will be issued, the vehicle must have current licensing and insurance and MPCC reserves the right to ask for documentation verifying this information.

*No ATV’s or golf carts are allowed.*

Vehicles should be parked in the designated area. Obey city regulations when parking on city streets. Students parking in areas designated as staff, fire zones, or non-parking spaces will be subject to parking sanctions. Do not park or drive on sidewalks or any non-paved area. No personal mechanic work may be performed in the college housing parking lots. In addition, vehicles are not to be washed on college property.

***Extension cords cannot be ran from an outlet (exterior or interior) across a sidewalk or driveway to a vehicle or charging destination. This presents a hazardous obstacle to employees, students, and/or guests of Mid-Plains Community College. If found violating this rule; sanctions will be given.***

**Snow Removal**

In the event of snow, students living in housing are required to move their vehicles to designated parking areas before leaving for class or as soon as possible. General parking areas will be cleaned prior to 8 a.m. Housing parking lot will be cleaned thereafter.

*Due to liability issues, MPCC is not responsible for removing snow in between vehicles.*
Removal of Furnishings

Furnishings are not to be removed or exchanged without permission from the Director of Housing. Community furniture such as student lounge area furnishings are not to be moved from their location. Students choosing to move community furniture will be charged with a conduct violation sanction and fined according to the published fee schedule.

Windows

Window screens must not be removed. Climbing on the roof, using windows as entrances and exits, and scaling or rappelling outside walls is strictly prohibited. Report any window or screen damage. Maintenance will do all repairs.

Room Decorations

Residents are not allowed to paint walls, doors, ceilings, windows or trim in student housing. No physical alterations are to be made to the housing units. Students are permitted to hang pictures and posters on the walls only. Residents will be fined for damages to walls, ceilings, and wood surfaces if care is not exercised in decorating.

Please use special “reusable adhesive” such as Funtac.

Displays visible to the outside of the room must be approved by housing staff. Students may not display any alcohol, illegal substance related or obscene signs, posters, lights, banners, etc. Residents may be asked to remove items found to be of an objectionable nature.

Mail

Incoming mail will be placed in the residence hall housing/unit mailboxes. Students should pick up their own mail. A notice of packages too large to fit in the mail boxes will be placed in your personal mailbox. The packages can then be picked up at the Housing/Mail Office during posted pick up times.

- In the event that your package is not labeled appropriately with identifiable information, it will be returned to sender.
- Please note that delivery times vary with mail and packaging carriers. When packages are ready for pick up, you will receive an email from Housing Professional staff with details on when and where to pick it up.

Correspondents should be notified that mail should be addressed as follows:

**McCook Community College**
Resident’s Name
Mailbox #
1205 East 3rd Street
McCook, NE 69001

**North Platte Community College-North**
Resident’s Name
Mailbox #
1101 Halligan Drive
North Platte, NE 69101

**North Platte Community College- South**
Resident’s Name
Mailbox #
601 West State Farm Road
North Platte, NE 69101

Laundry/Recreation Room Facilities

Laundry and recreation rooms are provided for student use and enjoyment. Lounges provide TVs and conversation areas for student relaxation. Additionally, FREE washers and dryers, pool tables, and drink/candy vending machines are available for residents. Lounge furnishings are to remain in the lounge as they are deemed communal. This includes, but is not limited to, furniture, appliances, DVD players, VCRs, etc.
**Housekeeping**

Residents are expected to keep their room and hall neat and clean. Clean periodically to reduce the risk of fire hazards and to maintain a reasonable sanitation standard. Residents may be asked by the Director of Housing or their designees to clean if the room or area becomes a hazard or nuisance. Student housing will be inspected monthly for cleanliness and maintenance/repairs. Residents are responsible for the disposal of trash and waste. Do not leave garbage for extended periods of time, such as over the weekend or for more than two days. Containers for waste disposal are available outside each building location. Vacuum cleaners are also supplied.

When moving out, the room must be left in approximately the same condition as it was at check in. If the room is found to need extra cleaning or special attention, a fee from $200.00 to $500.00 per occurrence, per room will be charged.

Each apartment consist of its own heating and air conditioning unity, it is the residents responsibility to keep temperatures between 60-75 Degrees.

- Please do not open your windows and blast the heat to 80 degrees
- Please do not have the air conditioner on and open the windows
- Please work with your roommates to agree on an appropriate temperature in the apartment.

**Housing Furnishings**

Housing units and/or rooms are furnished with a single bed, mattress, study desk, study chair, closet area, drapes, and chest of drawers. In North Platte, kitchenette/living room area and bathroom facilities are available in each housing unit. The kitchenette/living room area is furnished with a refrigerator, stove, sink, dinette/chairs, sofas, and/or chairs, end tables and lamps. Students must provide their own bedding/linen, pillows, blankets, wastebaskets, and kitchen utensils.

Residents may use the following electrical appliances:

<table>
<thead>
<tr>
<th>McCook</th>
<th>North Platte - South*</th>
<th>North Platte - North*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portable hair dryers</td>
<td>Portable hair dryers</td>
<td>Portable hair dryers</td>
</tr>
<tr>
<td>Razors</td>
<td>Razors</td>
<td>Razors</td>
</tr>
<tr>
<td>Televisions</td>
<td>Televisions</td>
<td>Televisions</td>
</tr>
<tr>
<td>Electronics</td>
<td>Electronics</td>
<td>Electronics</td>
</tr>
<tr>
<td>Refrigerator less than 2.5 cubit ft</td>
<td>Refrigerator less than 2.5 cubit ft</td>
<td>Refrigerator less than 2.5 cubit ft</td>
</tr>
<tr>
<td>Fish Tank (1) less than 5 gallons</td>
<td>Fish Tank (1) less than 5 gallons</td>
<td>Fish Tank (1) less than 5 gallons</td>
</tr>
<tr>
<td>Microwaves</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Differences in electrical appliances allowed are attributed to the mechanical and wiring loads at residence locations.

For safety reasons, deep fat fryers, hot plates, and other electrical appliances may not be used.

**Housing Damages**

Report all damages to the Director of Housing. Residents are responsible for damages in rooms and with supplied furnishings. All residents will be held jointly responsible for any damage or loss occurring during occupancy, unless the individual(s) responsible for the damage or loss admits responsibility. Items found damaged will be repaired/replaced and residents will be billed accordingly. Damages/repairs assessed must be paid within ten calendar days from the billing date. Additionally, damage/replacement charges incurred prior to the end of the academic year will be deducted from the housing damage deposit.

The following guidelines have been established:

1. Housing staff inspect each room, detailing the condition of the room prior to occupancy noting the overall condition of the room on the inventory form.
2. Upon check-in, each student reviews the inventory form for accuracy and signs indicating he/she agrees with the condition of the room as listed on the room inventory form.
3. As students check out, they review their room inventory form with Housing staff. If any damages (beyond normal wear and tear) have occurred or if any furniture is missing, the resident will be charged for any repairs or for the replacement of missing furniture. If roommates fail to agree who is responsible for the damage, the cost of repairs will be split among roommates.

4. Students can appeal any damage charge to the Director of Housing.

5. Transcripts will be delayed until settlement is made.

### Common Area Damages

All furnishings, equipment and premises will be properly cared for by each resident. Damage occurring in any common areas (lounges, bathrooms, study rooms, hallways, etc.) will be investigated. If residents responsible for damage are not identified, repair/replacement costs may be assessed to all wing, floor, or hall residents. If damage is considered malicious, a fine may be added to the cost of the repair.

Damage or loss of items in a common area will be the responsibility of all residents of the floor or hall where the damage or loss has occurred. Each resident will be responsible for the charges unless the individual item is reported or the item has been returned in good condition. Sometimes it is difficult to establish the exact time of the occurrence. All students residing in the hall or on the floor will be held responsible for the damage, whether you were actually in the building or not at the time of the occurrence. Whenever possible, we will only charge those individuals actually responsible for the damage or loss. If that can not be determined, all residents of the area will be held financially responsible. Students will be notified as soon as possible about area charges.

Please Note: Residents are responsible for any damages/repairs incurred by their guests; additionally, any violation of rules by the guest(s) will be the responsibility of the resident(s). Guests should be informed that the college is not responsible for any lost, stolen or damaged personal belongings. The college is also unable to assume any responsibility for physical harm that the guest might encounter.

### Replacement Costs

Efforts to minimize willful destruction or damage of furnishings will allow for continued quality accommodations for all residents at the lowest possible rental cost. Replacement costs will be assessed to residents in case of damage beyond normal use. Residents are held responsible for their own living areas and are expected to report damages within 24 hours. The common damage policy is invoked for damages to public areas within student housing where individual liability cannot be determined.

Listed below is a chart of estimated replacement costs.

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bed</td>
<td>$500.00</td>
</tr>
<tr>
<td>Cleaning charge - room/apartment</td>
<td>$40.00 - $150.00</td>
</tr>
<tr>
<td>Coffee table</td>
<td>$200.00</td>
</tr>
<tr>
<td>Couch</td>
<td>$500.00</td>
</tr>
<tr>
<td>Desk</td>
<td>$400.00</td>
</tr>
<tr>
<td>Desk chair</td>
<td>$100.00</td>
</tr>
<tr>
<td>Desk Lamp</td>
<td>$20.00</td>
</tr>
<tr>
<td>Window Blinds</td>
<td>$100.00 - $400.00</td>
</tr>
<tr>
<td>Dryer</td>
<td>$700.00</td>
</tr>
<tr>
<td>Exterior Door -wood</td>
<td>$50.00 - $75.00</td>
</tr>
<tr>
<td>Fire Extinguisher 10 lb recharge</td>
<td>$12.50</td>
</tr>
<tr>
<td>Fire Extinguisher Missing</td>
<td>$45.00</td>
</tr>
<tr>
<td>Freezer Panel</td>
<td>$125.00</td>
</tr>
<tr>
<td>Item</td>
<td>Price</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Glass in entry doors</td>
<td>$240.00 - $300.00</td>
</tr>
<tr>
<td>Interior Door (fireproof)</td>
<td>$1,000.00 min.</td>
</tr>
<tr>
<td>Interior Door 2'0&quot;</td>
<td>$80.00</td>
</tr>
<tr>
<td>Interior Door 2'6&quot;</td>
<td>$85.00</td>
</tr>
<tr>
<td>Interior Door 2'8&quot;</td>
<td>$90.00</td>
</tr>
<tr>
<td>Kitchen Chair</td>
<td>$50.00</td>
</tr>
<tr>
<td>Lamp Shade</td>
<td>$10.00 - $15.00</td>
</tr>
<tr>
<td>Light fixture replacement</td>
<td>$25.00 - $50.00</td>
</tr>
<tr>
<td>Light fixture replacement bedroom</td>
<td>$10.00</td>
</tr>
<tr>
<td>Love seat</td>
<td>$425.00</td>
</tr>
<tr>
<td>Mail Box Key</td>
<td>$25.00</td>
</tr>
<tr>
<td>Tampering or Abuse of Lock Set</td>
<td>$200.00 min.</td>
</tr>
<tr>
<td>Electronic Lock</td>
<td>$500.00 min.</td>
</tr>
<tr>
<td>Tampering or Abuse of Plumbing</td>
<td>$25.00 min.</td>
</tr>
<tr>
<td>Tampering or Abuse of Light Fixtures</td>
<td>$100.00 min.</td>
</tr>
<tr>
<td>Tampering or Abuse of Thermostats</td>
<td>$100.00 min.</td>
</tr>
<tr>
<td>Tampering or Damage not mentioned</td>
<td></td>
</tr>
<tr>
<td>Major Sheetrock holes</td>
<td>$100.00 - $400.00</td>
</tr>
<tr>
<td>Mattress</td>
<td>$125.00</td>
</tr>
<tr>
<td>Mattress Pad/cover</td>
<td>$10.00</td>
</tr>
<tr>
<td>MCC Lock Set - room</td>
<td>$180.00</td>
</tr>
<tr>
<td>MCC Room Key</td>
<td>$10.00</td>
</tr>
<tr>
<td>Microwaves</td>
<td>$100.00</td>
</tr>
<tr>
<td>Minor Sheetrock holes</td>
<td>$75.00 - $100.00</td>
</tr>
<tr>
<td>NP Lock Set - Passage</td>
<td>$25.00</td>
</tr>
<tr>
<td>NP North Room Key</td>
<td>$25.00</td>
</tr>
<tr>
<td>NP South Fob</td>
<td>$15.00</td>
</tr>
<tr>
<td>Refrigerator</td>
<td>$500.00</td>
</tr>
<tr>
<td>Refrigerator Panel</td>
<td>$175.00</td>
</tr>
<tr>
<td>Removal of excess stickers</td>
<td>$25.00</td>
</tr>
<tr>
<td>Repaint individual apartment/room</td>
<td>$200.00 - $1,500.00</td>
</tr>
<tr>
<td>Shower Head</td>
<td>$20.00</td>
</tr>
<tr>
<td>Side Chair</td>
<td>$435.00</td>
</tr>
<tr>
<td>Sofa</td>
<td>$500.00</td>
</tr>
<tr>
<td>Stove</td>
<td>$375.00</td>
</tr>
</tbody>
</table>
Table Lamp $25.00 - $75.00
Thermal Pane Window $250.00 - $500.00
Wardrobe $400.00 - $600.00
Washer $700.00
Window Screens $125.00
Carpet Tiles $20.00 per tile
Tampering or Abuse of Safety Equipment/Cameras/Emergency Boxes/Exit Alarms/Fire Equipment $250.00 min.

**Prices do not include labor charges and are subject to change**

Closings

College housing will close any time there are no classes for five (5) consecutive days. Housing accommodations during college break periods may be arranged with the Director of Housing in advance. Break housing may be provided during Thanksgiving Break and Spring Break. No additional charge for staying over Thanksgiving or Spring Break but NO Meals will be served. Must have a contract to stay.

EMERGENCY INFORMATION AND PROCEDURES

Fire Extinguishers

Fire extinguishers are placed in college housing locations for fire emergencies only. If a fire extinguisher has been discharged, it must be reported to the Director of Housing immediately. If the discharge is not the result of a fire, the resident or residents involved will be charged with the cost of recharging the extinguisher.

Fire Alarms Systems and Equipment

The fire alarm system and fire-fighting equipment in college housing is in place for the protection of all residents. Tampering with fire-fighting equipment or setting off a false alarm not only makes the system ineffective, but also endangers the lives of the residents.

Tampering with, removal or misuse of fire extinguishers, fire alarm pull stations, smoke detectors, fire evacuation route instructions, locked exterior doors, exit signs or other life safety equipment is prohibited and a violation of MPCC policy.

Fire Drills

Fire drills (announced and/or unannounced) will be held periodically during the year. All persons physically inside college housing property must evacuate the building immediately. Each resident’s cooperation is vital in helping protect all the residents of the building.

It is impossible to distinguish between a fire drill and the real thing by the sound of the alarm. It is absolutely imperative that you assume the alarm is real every time you hear it! All residents present when the alarm sounds must evacuate the building immediately. Failure to evacuate the building could endanger the lives of the residence life staff, the fire fighters, and the emergency personnel along with yourself.

Emergency procedures are listed below. It is your responsibility to be familiar with these procedures. You are advised to take a few minutes and familiarize yourself with the nearest exits. Please remember not to use elevators during fire alarms.
IN THE EVENT OF A FIRE:
1. If possible, pull the nearest fire alarm
2. Alert fellow residents of the emergency by yelling, “Fire...Evacuate”

IF TRAPPED, TURN THE WINDOW CARD TO RED SO HELP CAN BE SENT TO THE ROOM.
3. Exit the building immediately in the most direct route (check doors for heat before opening them) - If heavy smoke is encountered, drop to the floor and continue to proceed out of the building (the clearest air will be near the floor)
4. Close doors behind you to limit the spread of fire/smoke
5. After exiting the building, dial 911 to notify the Fire Department - try to speak calmly and clearly, tell them the location of the fire (college/campus/building/floor/apartment/room, etc.) - give them your telephone number
6. Assemble in a safe area away from the building by floor by room
7. Once safely away from fire, notify Director or Assistance Director of Housing
8. Do not re-enter the building until a professional staff member declares it is safe.

DO NOT BLOCK FIRE EQUIPMENT ACCESS to the location of the fire. Stay out of the parking lot entrances and driving lanes for your own safety.

Tornado Information
Tornado watches and warnings are issued by the National Weather Service. Tornado watches are generally for wide areas that are exposed to a rapidly developing threat. The time period covered will normally be several hours. Not every watch will result in severe thunderstorms or a tornado, but one may result in some part of the watch area. During a tornado watch, you should be aware of changing weather conditions and be prepared to move to a place of safety. Should the weather look threatening, please tune to a local radio or TV station to stay abreast of the situation.

Tornado warnings are issued when a tornado has been sighted. When a tornado warning is issued, seek shelter or move to safer areas immediately.

BROOKS RESIDENCE HALL:
The following locations are identified as safe locations depending on where you might be located: Lower level hallway, lower level bathrooms, south laundry room hall, or bathroom off the laundry room hall.

NORTH PLATTE NORTH CAMPUS WW WOOD BUILDING:
The following location is identified as safe all should proceed to one of the marked storm shelter areas.

NORTH PLATTE NORTH CAMPUS RESIDENT HALLS:
The storm shelters connected to 70s, 50s and 25s.

NORTH PLATTE SOUTH CAMPUS RESIDENT HALLS:
The following location is identified as safe: The interior halls of the 1st floor of any pod.

Safety Precautions
Stay close to the floor and cover your head with a jacket, blanket, pillow, etc., and shield yourself from flying debris. If time permits, take a flashlight and battery powered radio when you move to a place of shelter for firsthand weather information and a source of light in case the electricity fails.

Remain in a place of shelter until you hear the all-clear signal or until you are sure the tornado has passed.
RULES & REGULATIONS

PLEASE SEE THE STUDENT CODE OF CONDUCT. THE LINK CAN BE FOUND IN THE STUDENT PLANNER WHICH EVERY STUDENT RECEIVES WHEN THEY MOVE INTO THE RESIDENCE HALLS. IF YOU HAVE LOST YOUR STUDENT PLANNER OR WANT TO VIEW IT ON THE INTERNET, PLEASE VISIT WWW.MPCC.EDU AND SCROLL OVER STUDENT RESOURCES, LOOK UNDER SECTION TITLED KNOW AND THEN CLICK STUDENT CODE OF CONDUCT.
MID-PLAINS COMMUNITY COLLEGE OVERNIGHT GUEST FORM

Host Information

Host Room # _________________________

Name: ____________________________________________________________________________________

Phone: _____________________________________________ Room: ______________________________

Date of Stay: _______________________________________________________________________________

Guest Information

Name: ____________________________________________________________________________________

Date of Birth: ______________________________________________________________________________

_____ Male _____ Female

Address: __________________________________________________________________________________
__________________________________________________________________________________________

Roommate’s Authorization

I am authorizing my roommate to have the above guest stay the night indicated and that if there is a
problem with the situation, I am to contact an SA, RA, Security, RLA or the Director of Housing.

_________________________________________________________ ____________________________
Roommate’s Signature   Roommate’s Signature

_________________________________________________________ ____________________________
Date     Date

Host’s Authorization and Disclosure

I understand that my guest is subject to the same rules and policies that I am as a student of Mid-Plains
Community College. I understand that I will be held liable for and all damages, sanctions, or violations that
my guest incurs. I will accept responsibility for their actions as well as my own. I have filled out the above
information to the best of my knowledge, if this information has been given falsely, I understand that I will
be in violation of college policy and subject to sanctions as listed in the residence hall handbook.

_________________________________________________________ ____________________________
Host Signature        Date

_________________________________________________________ ____________________________
Director of Housing Signature      Date

24 Hour Notice Required
Mid-Plains Community College does not discriminate based upon any protected status. Please see www.mpcc.edu/about-mpcc/general-information/non-discrimination-policy. 03/2019