



Residence Hall and Apartment Community Handbook

Welcome to Minot State Residence Life. We are glad that you have chosen to live on campus. Creating a safe, vibrant, and inclusive community is everyone's responsibility. The Community Handbook is a set of standards, responsibilities, and policies that apply to students within campus housing.

Minot State students are expected to follow the Code of Student Life, abide by all campus and residence hall policies, and follow federal and state laws. The Residence Life and Housing Office follows the conduct processes outlined in the [Minot State Student Handbook](#).

The Residence Life Office reserves the authority to exercise discretion in all disciplinary matters within on-campus residences, considering the circumstances of each violation.

RESIDENCE LIFE & HOUSING CONTACT: Monday- Friday 8:00AM-4:30PM
701-858-3363 or housing@MinotStateU.edu

RESIDENCE LIFE COMMUNITY RESPONSIBILITIES

The Residence Life Office has established the following guidelines to create a respectful and supportive living environment. As a resident, you are responsible for:

1. **Respecting Study Time** – Avoid creating excessive noise or disruptions that interfere with others' ability to read, study, or focus.
2. **Maintaining a Quiet Sleeping Environment** – Keep noise levels low, particularly during quiet hours, to ensure others can rest without disturbance.
3. **Protecting Privacy and Safety** – Respect your roommate's and neighbors' right to personal space and security, and do not engage in actions that compromise their safety.
4. **Keeping Shared Spaces Clean** – Dispose of trash properly and maintain cleanliness in your room and common areas to promote a healthy living space.
5. **Allowing Unrestricted Room Access** – Do not block or interfere with another resident's ability to enter their room or use shared facilities.
6. **Prioritizing Sleep and Study Needs** – Understand that a resident's need to sleep or study takes precedence over social activities. Be mindful when hosting guests or engaging in entertainment.
7. **Upholding a Safe and Respectful Community** – Treat others with kindness and respect, ensuring no one experiences fear, intimidation, or physical or emotional harm due to your actions.

RESIDENCE LIFE SAFETY

Residence Life Staff live in the residence halls and apartments and are on call 24 hours a day. All Residence Life Staff members undergo comprehensive training in enforcing residence life policies.

All residence hall entrance doors are locked 24 hours a day through an automatic locking system, and only students who are residents of the hall have access through their ID cards.

The cooperation and involvement of students themselves in maintaining campus safety is necessary. You must assume responsibility for your safety and the security of your personal belongings by taking simple precautions.

STUDENT SAFETY RESPONSIBILITIES

To maintain a secure living environment, residents are expected to:

1. **Secure Your Space** – Always lock your doors and windows when you leave or when you are alone, especially at night. Never prop open exterior doors or let in unescorted guests.
2. **Protect Personal Belongings** – Carry your keys and student ID, avoid lending them to others, and keep valuables secure. Consider insurance for personal possessions and record serial numbers of valuable items.
3. **Stay Aware of Your Surroundings** – Report suspicious individuals, security concerns, or hazardous conditions to Residence Life Staff or Campus Security (701-500-2423). Do not share personal information with strangers.
4. **Follow Fire & Emergency Procedures** – Do not tamper with smoke detectors or fire extinguishers. In case of fire alarms or emergencies, evacuate immediately and contact the proper authorities. Severe weather warnings require immediate action to find shelter.
5. **Maintain Safe Conduct** – Avoid dangerous activities like horseplay, practical jokes, or attempting to access restricted areas like roofs or window ledges. Fireworks, firearms, gasoline-powered equipment, and other hazardous items are prohibited in residences.
6. **Respect Health & Facility Guidelines** – If feeling unwell, notify Residence Life Staff or go to the Student Health and Counseling Center. Report plumbing, electrical, or structural issues immediately. Room assignments can be changed based on availability.

BEHAVIOR RESPONSIBILITY

1. **Personal Accountability:** Each resident is responsible for their own actions. Being considerate and tolerant is essential for maintaining a respectful community. **Residents are encouraged to get to know their neighbors and talk with them about their needs and concerns.**
2. **Follow the Rules:** Minot State students are expected to follow the Code of Student Life, abide by all campus and residence hall policies, and follow federal and state laws. Additionally, hall-specific policies are posted throughout the halls.
3. **Failure to Comply:** If you disregard directions from Minot State staff regarding a policy violation, you will be held accountable for that violation. This can result in educational consequences, additional disciplinary actions, and potentially removal from campus housing.
4. **No Harassment:** Physically or verbally harassing any University or Residence Life/Housing staff member while they are performing their duties is prohibited.
5. **No Retaliation:** Retaliatory actions are prohibited. For more details, please refer to [North Dakota Century Code 14-02.4-18](#).

ACADEMIC PROFICIENCY

1. **Enrollment Requirement:** All on-campus residents must be actively enrolled at Minot State and making progress toward earning a degree.
2. **Academic Standards and Housing:** If your GPA drops below 1.5 and your behavior causes major disruptions, the Residence Life Office may review your housing status.

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ALCOHOL AND DRUGS

Minot State University is a federally funded institution and hence follows federal law before state law.

Under state and federal laws, and with the necessary regulations and shared responsibilities of community living in mind, the Residence Life Office has established the following priorities:

1. To discourage and prohibit illicit and illegal drug usage.
2. To discourage and prohibit underage drinking.
3. To prevent problem behavior and to educate against alcohol and drug abuse.
4. To provide prevention, intervention information, and education for all residents, including information about confidential and effective guidance and counseling services for those with special concerns or needs regarding alcohol and drug use and/or abuse.

In incidents of suspected illegal drug use, possession, and/or consumption of alcohol by minors, law enforcement WILL BE contacted. During an investigation, a police canine team may be used. The Residence Life Office holds the right to evict any residents in apartments or residence halls found responsible for violating state or federal drug laws.

Residence Hall Alcohol Policy

1. Minot State has declared all residence halls drug and alcohol-free. Violations of this policy include:
2. Drinking alcoholic beverages in the residence halls
3. Being in possession of alcohol in the residence halls
4. Using illegal drugs or prescription drugs that are not prescribed to the student in possession
5. Abusing prescription drugs
6. Possessing illegal drugs or prescription drugs that are not written for the student in possession of the prescription
7. Being in possession of items that may be reasonably considered drug paraphernalia
8. Selling and/or distributing alcohol or other drugs from any location on campus
9. Entering a residence hall while dangerously intoxicated
10. Committing a separate policy violation while intoxicated (i.e. vandalism violation, noise violation, etc.)
11. Displaying or possessing alcohol containers, full or empty for decoration
12. Signs (including neon "bar signs"), posters, or other material advertising or encouraging alcohol use displayed in residence windows, or visible from the hallway of the residence

Apartment Alcohol Policy

Minot State permits alcohol in apartments where all leaseholders are over the age of 21. All federal and state laws apply. Abuse of this privilege will lead to eviction.

1. Signs (including neon "bar signs"), posters, or other material advertising or encouraging alcohol use displayed in residence windows, or visible from the hallway of the residence
2. Drinking or possessing alcoholic beverages with a minor present
3. Using or possessing illegal drugs or prescription drugs that are not prescribed to the person in possession

4. Abusing prescription drugs
5. Being in possession of items that may be reasonably considered drug paraphernalia
6. Selling and/or distributing alcohol or other drugs from any location on campus.

Medical Amnesty ([North Dakota Good Samaritan Act](#))

To encourage those who may be in danger from alcohol/drug poisoning or alcohol/drug-related injuries to seek proper assistance, no student seeking medical treatment for his/her alcohol or drug-related overdose, or assisting another student in obtaining such treatment, will be subject to University discipline for that Alcohol Violation. The incident will be documented for health and safety purposes.

Minot State University Parental Notification Policy

Minot State has a responsibility to help students whenever University personnel believe the student is in need of assistance. This responsibility extends to “notification of parents,” which is permitted under the 1998 Amendments to the Family Educational Rights and Privacy Act (FERPA). Therefore, parental notification may occur at Minot State after any violation or serious offense where alcohol/drugs is involved if the student is under the age of 21.

BICYCLES (Wheeled Transportation)

Bike racks are available for use outside each residence hall as well as near campus buildings. If you bring your bike to campus, you are encouraged to obtain a strong lock and chain and to **register your bike with the Minot Police Department**. Bikes may not be ridden in residences. Bikes may not be stored in the residence common areas or the room/ suite areas unless you can remove one wheel and store the bike in a residence hall location approved by your Residence Life Staff. No winter storage is available for bikes, except for the outdoor bike rack. Other recreational equipment with wheels is not permitted for use in the halls.

The use, possession, or storage of Hoverboards, Segways, IO Hawks, motorized vehicles, Skywalkers and/or similar devices are prohibited in all residence halls and apartments.

BREAK HOUSING GUIDELINES (Leaving for Vacation or Extended Periods)

Before leaving your room for an extended time—such as during breaks or vacations—please make sure to:

- Turn off all lights and alarms
- Unplug appliances
- Empty your wastebasket
- Close and lock all windows
- Lock your door

During break periods, University maintenance and residence hall staff may enter rooms without prior notice to check for safety concerns. These include issues like:

- Activated smoke detectors
- Water leaks or damage
- Open windows
- Room temperature problems

If any policy violations are discovered during these checks, the resident(s) of the room will be held responsible.

COMMON DAMAGE

All residents of a building are responsible for the facilities and furnishings of that building, as well as the willingness to take responsibility for damages caused by yourself and/ or your guests. When this does not happen, and when you are not willing to confront and, if necessary, report those responsible for damages, then all members of the living unit will take on the burden of paying for these damages. The increased costs of building repair and maintenance due to vandalism may lead to increased rent charges. Your cooperation in the investigation of the person(s) responsible for vandalism will result in cost containment.

Common damage charges will be billed to each resident of a floor/ building at the end of each semester, for any damages that occur within that living unit that cannot be attributed to specific individual(s). Common areas are defined as all building space outside of resident rooms/suite areas including building and property damage and/or theft.

EMOTIONAL SUPPORT AND SERVICE ANIMALS

Minot State Residence Life allows Emotional Support Animals and Service Animals. Refer to our website for paperwork and guidelines:

https://www.minotstateu.edu/life/pages-other/Housing_Disability_Accommodations.shtml

END-OF-SEMESTER CONDUCT

Violating residence hall policies during finals week will result in immediate disciplinary action, and if you no longer have any academic commitment on campus, you may be asked to leave the hall. You are encouraged to check out of your hall 24 hours after your last final exam.

Checking out of your residence hall room during Finals Week (End of Contract)

There will be sign-up sheets in the building for signing up to check out with a staff member. If your RA is not available when you are planning to check out, you can sign up with any staff member. **All residents must check out with a staff member.**

1. Sign Up for a Check-Out Time (You must sign up 24 hours before you check out.)

- Using the sign-up sheets, schedule a 15-minute checkout with an RA.
- ****Failure to show up or be ready by your check-out time will result in an improper check-out fee of \$25.**
- Be sure to **sign your Inventory Sheet** with your RA upon check-out.

2. Clear the Room of All Belongings

- Room should be cleared of any and all personal belongings before your check-out time. Double check all drawers/suites.
- Also make sure the room is clean, or a **\$25/hr** cleaning fee will be assessed.

3. Close Windows & Return Room Keys

- Make sure your windows are closed (both panes).
- Return all room keys to your RA during check-out. \$50 Lost Key fee. (\$10 for mail)

For **late departure** (2 days after halls close) information, contact the Housing Office at msu.housing@minotstateu.edu or sign up online through Campus Connection (\$20/day).

Potential charges if a checkout is not completed properly:

\$25 – Cleaning (per hour)

\$25 – Improper checkout

\$50 – Failure to checkout (**\$100** – Failure to checkout of an apartment)

\$50 – Lost key

\$\$- Other damages billed as assessed (determined by room condition, etc.)

FIRE SAFETY

1. Rules that apply to ALL campus housing

These guidelines are developed to protect lives, property, and—ultimately—your campus home.

The following actions or items are **prohibited everywhere**—residence halls **and** apartments—because they create fire or life-safety hazards:

Category	Prohibited Practice / Item
Electricity	• Overloading outlets • Using damaged, non-UL cords, or running cords under rugs/doors • Improper use of any electrical device
Fire-safety Equipment	• Tampering with smoke detectors or extinguishers
Egress	• Blocking doors, windows, hallways, exits, or propping open designated fire doors
Open Flame / Combustibles	• Candles with wick, incense, Scentsy-type warmers • Fireworks or explosives • Gasoline, propane, lighter fuel, or any flammable chemical
Portable Heat	• Space heaters
Misconduct	• Ignoring an alarm or safety personnel instructions • False alarms, bomb threats, or other hoaxes (disciplinary removal possible)
Décor	• Hanging any item from the ceiling, non-LED holiday lights, cloth or paper hung near lamps.

2. Specific restrictions just for Residence Halls

Category	Additional Prohibitions
Electricity	• Maximum 1 power strip per student. Do not run cords under the area rug.
Heat-Producing Lights	• No Lava lamps, halogen lamps, or bulbs ≥ 300 W
Cooking / Small Appliances	• No Microwaves inside rooms • No appliance without an automatic shut-off (coffeemakers, grills, crockpots, etc.) → May be stored in rooms but used only in residence-hall kitchens. If used in the room, it will be confiscated for the year. • Mini-fridges - 1 per resident. No larger than 4.5 cu. ft. Must be UL approved.
Cooling	• No A/C units that vent through windows or walls

3. Specific restrictions just for Apartments

The apartment policy is identical to the universal rules **except** residents **may**: • Use microwaves, automatic-shutoff appliances, LED holiday lights, and personal A/C units (that follow apartment A/C policy). All other universal prohibitions remain in force.

4. Equipment & Drills

Smoke Detectors

- A working status light means the detector is operational.
- Test on move-in and monthly thereafter.
- Report a missing light or malfunction to your Residence Hall Director immediately.

Fire Drills

- Unannounced drills occur periodically.
- When alarms sound, everyone must exit—no exceptions.
- Campus Security (Minot PD) and Residence Hall Directors supervise all official drills.

5. Cooking Guidelines

Where	Allowed Equipment	Resident Responsibility
Residence-hall kitchens	Microwaves, toasters, automatic-shutoff appliances	Stay with food while cooking; clean up immediately. Kitchens close if cleanliness is ignored. If used in the room, it will be confiscated.
Individual hall rooms	No cooking. Storage of automatic-shutoff appliances is permitted, but operation must occur in the kitchen. Single-serve coffee /hot beverage appliances with an enclosed heating element (Keurig or similar brand) can be used in rooms.	Must be present when Keurig is used.
Apartment kitchens	Microwaves, toasters, automatic-shutoff appliances, automatic-shutoff wax warmers	Stay with food while cooking; clean up immediately.

FIREARMS AND WEAPONS

For everyone's safety, the following items are *not allowed anywhere on campus*:

- Firearms, imitation guns, or toy guns of any kind (including BB, Orbeez, airsoft, paintball, and Nerf guns)
- Ammunition
- Explosives, including fireworks
- Knives
- Bows and arrows
- Brass knuckles, num-chucks, and similar fighting tools
- Any object that could be used or seen as a weapon

If you are found with any of these items, you may face consequences such as eviction, paying for damages, and other disciplinary action as determined by the Residence Life Coordinator.

FIRST-YEAR STUDENT HOUSING

All first-year undergraduate students at Minot State University who have earned less than 24 semester credit hours and are under 20 years of age must live on campus in our residence halls and purchase a required meal plan during their first year here. Exemptions to this policy may be granted when any of the following circumstances exist where the student:

- Is commuting from parents/legal guardian or family member's residence within 25 miles of Minot State University
- Is registered only for online courses

- Is married and living with spouse and/or has dependent children under their care
- Is a veteran of military service or active-duty personnel
- Has a disability requiring specialized accommodations

All requests for exemption from this policy must submit a [Request for Exemption](#) [pdf] form to the Residence Life & Housing Office by **July 1** for the Academic Year contract and **November 1** for the Spring Semester contract.

Students who live within the 25-mile radius of Minot can try living on campus until October 1. If at that time they choose to move home, they can complete the exemption form and will only be charged for the time stayed.

GAMBLING

Gambling of any form is not permitted in the residence halls. Please refer to the North Dakota Century Code for more details: <https://ndlegis.gov/cencode/t12-1c28.pdf>.

HALL SPORTS

The common areas are not designed for sporting activities and may not be used for any sporting activities. All sports-related activities should be held outside, in the Dome, or in Swain Hall. You are not allowed to rollerblade in the building and are expected to carry your skates to/from the building doors. Students playing sports outside the buildings may be asked to move or cease if they are causing disturbance to those within the building or if their behavior may result in damage to a person or property. Water fights (often beginning with squirt guns) are not allowed in the residence halls. **ROLLERBLADES-** Wearing rollerblades is prohibited in on-campus residences.

HEALTH AND SAFETY CHECKS

Residents are responsible for the care and cleaning of their room. The residence hall staff performs routine health and safety checks. During this time, they are looking for overloaded outlets, unhygienic living environments, as well as anything that would be considered a violation of the Fire Hazard Policy. Any other policy violations that are found during this time will be documented and reported to the Residence Life Office. When possible, residents will receive 24-hour notice of entry.

KEYS

Residence hall security starts with the responsible use of keys. Duplicating of University keys, allowing someone else to use your keys, or using another resident's keys or ID card to gain access to a building or room are not permitted. You are expected to report the loss of your keys immediately to your Residence Hall Director or an RA. A \$50 charge to re-core the door will be billed to your University account if appropriate. If you are locked out of your room, contact an RA or your Residence Hall Director.

Lockouts

It is important that students keep their ID card and residence key with them at all times. If locked out residents can contact their Residence Life staff member On-Call or Minot State Campus Security. Students will be required to verify their student ID number and residence number.

Repeated lockouts can result in a \$25 charge/ entry.

KITCHENS

The Residence Hall common area kitchens are here to **supplement your meal plan**, not replace it. They're a shared resource meant for light cooking and occasional use.

When using the kitchen:

- **Be safe** and use appliances responsibly.
- **Clean up after yourself**—this includes wiping counters, washing dishes, and removing food waste.
- **Label all food** stored in the community refrigerator, use a Sharpie to put your name and date. Unlabeled and expired food will be tossed.
- Minot State is not responsible for lost or stolen items stored in the kitchens.

If you misuse the space or leave it messy, you may **lose kitchen privileges** or face other disciplinary actions.

Sink drains policy allowed disposals (Residence Halls and Apartments)

Only liquids may be poured down sinks, drains, and toilets. Disposing of any non-liquid items can lead to clogs and backups that might cause serious damage to your apartment or neighboring units. Such incidents may incur damage charges.

- **Prohibited Items:** Do not dispose of any of the following items in drains or toilets:
 - Paper Towels
 - Feminine Products
 - Grease/Oil
 - **Special Note on Grease:** Although grease is liquid when hot, it should not be poured down drains. As grease cools, it solidifies and can clog the system. Instead, pour hot grease into a glass jar and dispose of it in your garbage. Remember, hot grease can melt plastic containers.
 - Other non-liquid items
 - Food
 - Garbage
 - Baby wipes
 - Paper

Sink Plug Function: The sink plugs can be adjusted to allow only liquid to drain. This feature helps catch food particles and other debris.

Residents found responsible may be charged for damages.

LAUNDRY

There are laundry facilities in each of our campus housing buildings. The laundry room is for resident use only.

- Do not overload the machines—only fill wash tubs ½ full or clothes won't clean properly.
- **Laundry is free**, so wash as often as needed.
- Use a small amount of High Efficiency (HE) detergent.
- Remove your clothes promptly when cycles finish.
- Set a timer to avoid forgetting your laundry.
- Allow others 15–20 minutes to pick up their items before moving them. If needed, place clothes in a clean basket or on top of the machine.
- Keep the laundry room clean—wipe up any spilled detergent.
- Clean the lint tray at the end of every drying cycle.
- Leave washer lids open after use to help air them out.
- Only put dryer lint in the trash bin—no garbage or food waste.
- If you find personal items, return them to Residence Life staff.
- Minot State is not responsible for lost, stolen, or damaged items.

LITHIUM BATTERIES AND CAR BATTERIES

To ensure the safety and well-being of all residents and staff, the presence of lithium batteries and car batteries within the building is strictly prohibited. Any lithium batteries or car batteries found within the building will be subject to immediate removal and disposal in accordance with safety guidelines.

LOUNGE FURNITURE

Lounge furniture (including garbage bins) is not allowed in resident rooms. A \$25 fine will be assessed for the removal of lounge furniture to individual rooms.

MEETINGS/SOLICITATION

No person or organization, whether or not affiliated with the University, may advertise, sell, conduct a business, campaign, hold meetings or programs, or raise funds in University residences without receiving permission from the Residence Life and Housing Office.

MUSICAL INSTRUMENTS

You may not play a musical instrument in your residence hall room or apartment. Instruments that can be played without noise are permitted. Practice rooms are available in Old Main.

NOISE

Everyone in the residence hall—both residents and staff—must help maintain a quiet environment that's good for studying and sleeping.

Here's what that means:

- Don't make noise that disturbs others.
- Be courteous and respectful—excessive noise is never okay, no matter the time.
- Never yell or play loud music out of your window or toward someone else's window.
- If your noise can be heard through a closed door or window, it may be considered disruptive.
- If someone asks you to lower your volume, respond respectfully—and don't be afraid to kindly ask others to quiet down when needed.

What happens if you break this policy:

- **First violation:** You'll get a verbal warning.
- **Second violation:** It will be documented, and you may receive a letter from the Residence Life and Housing Office.
- **Serious violations** (like extremely loud noise or disturbing quiet hours during finals) may skip the warning, depending on the Residence Life Coordinator's judgment.

PARKING

Students, staff, and campus guests who park their cars on campus are required to purchase a parking permit. Residents are responsible for understanding and following rules for parking cars.

PETS

Health policies do not permit pets in the on-campus housing, except for fish in a tank no larger than ten gallons.

PREGNANT AND PARENTING STUDENTS

Pregnant students' on-campus housing status will not be altered based on pregnancy status unless requested by the pregnant students. Residence hall students may move to an on-campus apartment should they choose. Please refer to the Residence Life Apartment Lease for guidance on children within campus apartments.

RENTER INSURANCE/PROPERTY DISTASTERS

The University is not responsible for the loss of personal property by fire, theft, or any other cause. All residents are strongly encouraged to secure their own renter's insurance policy to protect against these and other losses. High winds, floods, fire, and loss of utility services can result in serious consequences for residents and the property. In the event of such an occurrence, the University shall attempt to restore the premises or services as soon as is reasonably possible. However, the University is not obligated to provide or pay for alternate housing in the event the premises are temporarily or permanently uninhabitable. Should the University determine a property to be uninhabitable, either permanently or for an extended time, the University may terminate the contract agreement.

Renter's Insurance Option: GradGuard is the leading embedded insurance platform that helps schools educate and protect students from the risks of college life. GradGuard is one of the number one providers of tuition and renters insurance programs in the nation. Please see the attached link for more information: https://gradguard.com/renters?school_id=4228

ROOM ENTRY

Authorized University personnel may enter an on-campus residence without permission for the following reasons:

1. To provide routine maintenance and to ensure that residents are following health, fire, and safety regulations.
2. To respond to emergencies; i.e., situations that threaten the health and/or safety of room occupants, the safety of other students, or situations that require immediate maintenance to prevent property damage.

Authorization to enter a student's room under this policy does not constitute authorization to search the room. Students must be present to search beyond plain sight. When a policy violation is believed, a student must comply with the request to view items in the room. Failure to comply assumes responsibility for the policy violation.

Authorized University personnel indicated above include:

- Full-time members of the Residence Life and Housing staff, including maintenance and custodial personnel, and members
- Full-time members of IT Central, including approved part-time staff members
- Residence Hall Directors, subject to the following restriction: In non-emergency situations, RHDs must receive prior authorization from a full-time professional staff member when using the master key to enter a student's room
- Campus Security
- Fire Marshall

Master Key Use - Protocol for using the master key to enter a residence hall room:

1. No student room should be entered without knocking, regardless of whether the door is locked, unlocked, or open. The only situations in which staff are not required to knock are emergencies.
2. Before using the master key, university personnel attempting to enter a room should identify themselves and state the reason for entry. In addition, they should request that the door be opened.
3. If the door is not opened and authorized personnel deems it necessary, the master key will be used to enter the student's room for one or more of the reasons listed above.

ROOM PERSONALIZATION

You're welcome to make your room feel like home—as long as you don't damage or permanently change anything. *Damages are charged out to the residents.*

Please follow these guidelines:

- Do not use tacks, nails, or duct tape on doors or walls. You may use **blue painter's tape** instead.
- Do not paint the walls or any fixtures.
- Do not hang anything from the ceiling, including plant hangers.
- Decorations like posters and pictures that are visible from outside your door must be respectful and not offensive to others.
- Lofted beds and waterbeds are not allowed.
- Area rugs should not be rubber-backed. They can be **jute backed** and **must not be taped to the floor.**

Mini-fridges

- Minot State collaborates with College Products to provide rental mini-fridges to students. Details on renting one can be found at: <https://collegeproducts.com/minot/store/minot/>
- Residents may bring their own mini-fridge. 1 per resident. No larger than 4.5 cu. ft. Must be UL approved.

ROOM CHANGES AND ROOMMATE AGREEMENTS

At the start of each semester, your Resident Assistant (RA) will provide a Roommate Agreement. We strongly encourage you and your roommate to complete it together to support open and respectful communication. We will keep these in the hall office.

If you and your roommate—or other residents—are having difficulty living together peacefully, please speak with your RA. They can help guide a conversation to resolve the issue.

If that conversation doesn't help, contact the Residence Life Office to complete a room change request form. **Residents may not move to a new room, or swap rooms with another student, until written approval has been received from the Residence Life Office.**

As a resident, you also have the right to submit a written complaint if you're experiencing ongoing issues with another resident's behavior.

SAFETY AND SECURITY

Creating a secure living environment is a shared responsibility—and every resident plays an important role.

- Residence halls are locked 24 hours a day to protect the community.
- You are responsible for locking your room and suite doors whenever you leave—even if it's just for a moment.
- Always carry your keys to ensure you can secure your space properly.
- Never prop open locked building doors. Doing so puts everyone at risk.

Your cooperation helps keep the entire residence hall safe. Being mindful of these practices shows respect for your neighbors and your community.

SCREEN REMOVAL

Removal of screens in the Residence Halls is not permitted. A fine of \$50 – \$75 will be assessed for the removal and/or damage of any screen. In addition, any fees for the repair or replacement of a damaged window screen in a residence hall room will be the responsibility of the student(s) living in that room.

Apartment residents may only remove screens following the A/C unit installation policy.

SOCIAL MEDIA RESPONSIBILITY

If evidence of a policy violation is brought to the attention of the Residence Life Office from social media or through social networking, it will be documented and handled as a student conduct violation.

SUITE CLEANING

Residents must remove all personal belongings from the suite area on the days it is cleaned. If personal items are not removed, then the suite cannot be cleaned. Residents who repeatedly miss suite cleaning will be documented through the Student Conduct process.

Suite Cleaning Schedule:

Lura Manor Monday's 5th Floor, Tuesday's 4th Floor, Wednesday's 3rd Floor, Thursday's 2nd Floor Friday's 1st Floor

Crane Hall Monday's 1st Floor Tuesday's 2nd Floor, Wednesday's 3rd Floor

TOBACCO (SMOKE FREE) CAMPUS

Minot State University is a tobacco-free campus. Federal law states that you must be 21 years old to possess tobacco. Smoking on University property, indoors or outdoors, or in vehicles on university property is prohibited at all times, including residential buildings.

For purposes of this policy, "tobacco use" means the personal use of any tobacco product, whether intended to be lit or not, which shall include smoking, as well as the use of:

- An electronic cigarette or any other device intended to simulate smoking
- Use of smokeless tobacco, including snuff, chewing tobacco, smokeless pouches, and any other form
- The use of unlit cigarettes, cigars, and pipe tobacco
- Any other device intended to be used to simulate smoking

TORNADO & OTHER EXTREME WEATHER PROCEDURES

Students are expected to follow campus procedures during extreme weather conditions. The University has an Emergency Broadcast System for messaging during emergencies. In some cases, residents in the building are alerted by their hall staff. The procedure to be followed for tornado warnings will be communicated from Campus Safety through the campus notification system.

TRASH REMOVAL

You are responsible for taking out your own trash.

- **All personal room garbage must be placed in the dumpster located next to the building.**
- Do **not** throw your room trash into the cans in the bathroom, lobby, laundry room, or any other shared space. These bins are only for small items like paper towels, tissues, dryer lint, etc.

Important: If your trash is found in bathrooms, hallways, stairwells, or any common area, you may be charged **at least \$25**. If we can't identify who left it, **everyone in the building may be charged** for the violation.

VANDALISM

Any defacing or destruction of University property is considered vandalism and is a violation of the Student Conduct Policy.

A violation of this policy may result in restitution of the costs involved in the repair and/or replacement of the vandalized item(s). Additional consequences may include eviction from the residence halls and/or suspension from Minot State University. These decisions will be made on a case-by-case basis.

VISITATION

To keep our residence halls safe and comfortable for everyone, please follow these guidelines when hosting visitors:

- **You are responsible for your guest at all times.** This includes making sure they follow all University and residence life policies.
- **Never let someone into the building unless you're willing to take full responsibility for them.**
- If your guest breaks a rule, you will be held accountable for their actions.

Visitation is a privilege, not a right. The Residence Life Office can remove visitation privileges at any time, for any reason.

Every student has the right to sleep, study, and feel safe in their room. This right always comes before another student's right to have a guest.

Additional guidelines:

- There are no time limits on when a guest can visit (visitation is allowed 24/7).
- **Roommates and suitemates must agree** on how guests are hosted—communication and respect are key.
- If a guest stays more than one night, inform the Residence Hall Director.
- **Cohabitation is not allowed.** Only students with a current housing contract may live in the building or occupy a room.

Remember: hosting guests is a shared privilege that depends on trust, respect, and personal accountability.

WINDOW USE and A/C Units

North Dakota winters are extremely cold. Leaving your windows open—even briefly—can cause serious pipe damage. Cold air drops straight down from open windows, rapidly freezing the hot water in the heating pipes. Frozen pipes may burst, releasing steam and water that can damage your personal property and affect adjacent apartments by causing loss of heat and water damage.

To prevent these issues, residents must:

- **Keep Windows Secure:** Ensure all windowpanes are fully closed and sealed tightly.
- **Report Window Problems:** If you experience issues with your windows, contact the Housing & Residence Life Office or your Resident Manager (RM) immediately to request a work order.
- **Report Heating Issues:** If you have problems with your heating system, contact the Housing & Residence Life Office or your RM immediately to request a work order.
- **No Space Heaters:** Space heaters are not permitted in Minot State Apartments.

Why This Matters: Hot water freezes faster than cold water, making it easy to underestimate the time windows can be left open in subzero weather. When water freezes, it expands—like an ice cube—which can split pipes open. Whenever temperatures (or the combined effect of wind and temperature) drop below 32°F, please take extra precautions to avoid expensive "freeze-ups."

Residents are responsible for any repair charges resulting from negligent damage.

Residence Hall A/C unit policy

Lura Manor and Crane Hall have A/C. Cook Hall and McCulloch Hall do not have A/C and the rooms cannot handle the power of window A/C units. During the Fall and Spring semesters, the average North Dakota temperatures are moderate.

Apartment A/C unit policy (2025)

Minot State Apartments do not include built-in air conditioning. Residents may install their own A/C units provided they adhere to the guidelines below.

Campus Heights Apartments

- **Window Type:** Horizontal-opening
- **Approved Units:**
 - Units must operate on 110-volt power and not exceed 10,000 BTU.
 - Only free-standing, portable, hose-vented units (external ventilation) are permitted.

Pioneer Hall Apartments

- **Window Type:** Vertical-opening
- **Approved Units:**
 - Units must operate on 110-volt power and not exceed 10,000 BTU.
 - Dimensions must be less than 24 inches wide by 14 inches high.
 - Both window-mounted and free-standing units are allowed.

Installation Instructions

Minot State Maintenance Installation:

- Residents may submit a work order for campus maintenance to install window units.

Resident Installation:

- **Modifications:** No electrical modifications or window alterations are allowed.
- **Window Panels:**
 - Must be made of plywood or particleboard (available at local hardware stores).
 - Residents are responsible for cutting the panels to the proper size.
 - Accordion panels provided with the A/C unit are acceptable.

- Do not use cardboard, Styrofoam, plastic bags, or similar materials to fill the window opening.
- **Liability:** Residents are responsible for any personal or property damage resulting from the installation or use of the A/C unit.
- **Sun Protection:** The use of tinfoil on windows to block sunlight is strictly prohibited, as it may cause the window to break. Residents may use sun-darkening shades or curtains.
- **Attachments:** Do not screw, hammer, or permanently affix any brackets to the interior or exterior of the building.
- **Inspection:** Once installed, submit a work order so that Minot State Facilities personnel can inspect the installation. Non-compliant units will be required to be removed.

GENERAL CONDITIONS OF AGREEMENT FOR THE RESIDENCE HALLS & APARTMENT LEASE

Should you need a copy of your lease or housing agreement, please contact the Residence Life & Housing Office.

RESIDENCE LIFE & HOUSING HOURS:

Monday- Friday 8:00AM-4:30PM

701-858-3363 or housing@MinotStateU.edu