

Loveridge Hall Handbook



Linfield College - Portland Campus

2018 - 2019

WELCOME TO LOVERIDGE HALL

Loveridge Hall comprises student housing on the Linfield College - Portland Campus. Through the administration of on-campus student housing, the Residence Life & Housing Office supports the mission of the College in connecting learning, life and community. We strive to create living-learning communities, which provide opportunities for the development of the whole person. Our expectation is for students to respect community standards and to honor one another as we value each member of our community. We are partners in ensuring a safe and caring environment that promotes student success.

This handbook provides specific information about Loveridge Hall facilities, staff, and community expectations. All residents are expected to become familiar with the information and policies in this handbook, and adhere to all community expectations.

RESIDENCE HALL STAFF

RESIDENT ADVISORS

| | | |
|------------------|-----------------------|------------------------|
| Kendall Swanson | 5 th floor | kswanson2@linfield.edu |
| MaKenzie Davis | 6 th floor | mdavis4@linfield.edu |
| Dylan Clemons | 7 th floor | dclemons@linfield.edu |
| Makenzie Mueller | 8 th floor | mmuelle@linfield.edu |
| MaKenna Davis | 9 th floor | mdavis3@linfield.edu |

The Loveridge Hall RA staff is comprised of students working to support all residents as they pursue their education, both inside and outside of the classroom. RAs are charged with being leaders on their floors, building community within the hall, and responding to all kinds of student needs, housing issues, and incidents within the building. *On-Call RA: (503) 706-2936*

HALL FACILITIES, SERVICES, & POLICIES

ACTIVITIES AND PROGRAMS

Residents can expect their RA to organize community building events and activities throughout the year. Residents are also encouraged to help facilitate such activities, and build community with the rest of the building's occupants.

ALCOHOL AND OTHER DRUGS

Linfield is concerned with the ways in which alcohol, drugs and the abuse of either may affect the academic mission of the College, the living environment in the residence hall, and the personal and academic growth of the students. Our policy is to obey local, state, and federal laws. The full alcohol and drug policy can be found in the Portland Campus Student Handbook, which you are held responsible for knowing.

Alcohol: In Loveridge Hall, as in Oregon, no student under 21 can legally consume alcoholic beverages. Residents and other student(s) under 21 cannot be in a room with open alcohol containers. To sell to or purchase alcohol for an underage person is also against the law. College regulations prohibit alcoholic beverages in public areas of the campus, either inside or outside of residence halls. Students of any age cannot be in public areas with open alcohol containers. Kitchens are considered public areas in which alcohol should not be consumed. Only student rooms are considered private areas where alcohol can be consumed. Kegs and other similarly large containers, however, are not permitted in private rooms.

Drugs: Any member of the College community who uses, is under the influence of, manufactures, possesses, has under his/her control, sells, furnishes, or facilitates the use of a narcotic or dangerous drug or drug paraphernalia or misuses prescription medication, is subject to disciplinary action up to and possibly including separation from the College. **This includes the possession or use of marijuana, marijuana oil, food products, etc.** All students, whether residents or not, may also be kept from attending clinical assignments due to marijuana or other drug use. Failure to complete all clinical requirements may result in course failure and separation from the College.

Assistance is available for students suffering from alcohol or drug abuse. Linfield College is willing and able to make referrals for help with alcohol or any drug related issues. Please see the Director of Student Life or other staff for referral, or contact Student Counseling Services directly at (503) 413-7873.

Remember, health and safety come first! In any emergency involving alcohol or other drugs, call 911 immediately to potentially save a life.

ANIMALS

Animals, other than aquarium fish or service animals for students with documented disabilities, are prohibited in College housing. There are health hazards or allergies associated with many animals, and the college environment does not provide adequate accommodations for pets.

Any resident housing a pet may be charged a \$50 fine, plus any cleaning or damage fees associated with the pet. Residents will be given 48 hours to remove the pet from college housing, at which time the housing will be inspected for damage or cleaning charges. Any pet brought into College housing even temporarily (by a resident or a resident's guest) or via exterior openings (open doors and windows) and found in residents' rooms may result in a fine. Please do not feed animals (stray or domestic) outside or inside College housing. This encourages animals to return. Those caring for and/or found feeding animals may also be fined for "adopting" a pet.

CLOSED AREAS

Some areas of the residence hall are closed to residents for safety reasons. These include the roof areas, outside ledges, and fire escapes. Fire escapes should only be accessed in an emergency. Residents and their guests may not climb out of, hang out of, or throw anything out of windows.

DAMAGE/VANDALISM

Although normal wear and tear to Loveridge Hall is expected, Linfield College and Legacy Health Systems do not assume financial responsibility for excessive damage caused by residents. Damage in a resident's room is the responsibility of the occupant(s). Damage in corridors, elevators, stairwells, bathrooms, lounges and other public areas are the responsibility of the individual, floor, or entire hall, as circumstances dictate. If the resident responsible for damage cannot be identified, the charges will be assessed to the lowest possible number of residents who should be held responsible. For example, if damage occurs on the floor and the resident responsible is not identified, the entire floor may be assessed the cost of repairs and each resident's account billed for their share of the total bill.

DISCIPLINARY PROCEDURES

Violations of policies and community expectations may result in official Linfield College action. The purpose of such action is to facilitate the education and socialization process of all students in the hall by identifying and dealing with behavior that is perceived as disruptive to the Loveridge community or damaging to the facilities. Linfield College reserves the right to terminate a housing contract for behavior that is deemed unacceptable for community living. The Portland Student Handbook contains the description of Student Policies and the Student Conduct Process, including disciplinary procedures.

ELECTRICAL APPLIANCES

Residents may use the following appliances in their room: clock, fan, microwave, electric blanket, stereo, computer, television, hair dryer, lamp and refrigerator (models 2.0 to 4.0 cubic feet in size with electrical requirements of 0.5 to 3.0 amps, 120 volts AC only). None of these appliances may be used or kept in suite corridors, as they are designated fire lanes. Residents may not use any of the following: space heater, hot plate, sun lamp, air conditioner, permanent extension cord, or halogen lights, as these all pose potential safety hazards. Computers, stereos, printers, and other similar electrical appliances should be plugged into a surge protector.

EXCESS NOISE

Residents have the right to study and sleep in their room at any time without undue interference. Unreasonable noise and other distractions, which inhibit sleep or study, are prohibited. Courtesy hours are in effect at all times in Loveridge Hall. Residents are asked to cooperate in keeping noise to a moderate level. If asked to lower noise level, residents and their guests are expected to respond accordingly. Quiet hours extend from 10:00 p.m. to 8:00 a.m.

FIRE SAFETY, EARTHQUAKE RESPONSE, FIREARMS & FIREWORKS

All residents and their guests must evacuate immediately whenever a fire alarm is sounded. Ignoring a fire alarm may be grounds for disciplinary action. Each resident and their guests are expected to observe the building evacuation guidelines: 1) leave room lights on, 2) close room door and windows, 3) leave curtains open, 4) wear shoes and carry or wear a coat, 5) do not panic but move quickly outside, fifty feet away from the building structure.

Open flames, including such items as candles, lab burners, stoves and torches may not be used in any area of Loveridge Hall. Candles may be kept in student rooms for decorative purposes only. Explosives, including firecrackers or other fireworks, and highly flammable and/or combustible

materials may not be taken into Loveridge Hall or any part of the Linfield College facility. This also includes motorbikes, motorcycles and scooters.

Firearms, dangerous weapons and ammunition may not be taken into or kept in Loveridge Hall or any part of the Linfield College facility. Knives, hatchets and the like may be defined as dangerous, and we urge you not to store them in your room.

Misuse of fire and/or other safety equipment (fire escapes, fire fighting equipment, exit signs, alarms) is strictly prohibited. Because of the threat posed to personal safety and property, violation of any of these or other fire safety regulations will result in a fine imposed by Linfield College or Legacy Health Systems. Each room is equipped with up to date smoke alarms. The alarm is connected directly to Legacy Facilities and the Fire Department and is extremely sensitive.

FURNITURE

To avoid unnecessary damage or loss, all furniture must remain in the room it is assigned to. Residents are not to remove any furniture from their room, including swapping furniture with another room or resident. Residents will be financially responsible for lost, stolen, or damaged furniture. Likewise, furniture in common spaces may not be moved outside of the room it is assigned. Residents found in violation of this policy may be fined. Residents are free to add non-permanent furniture to their room as long as the existing furniture remains as well.

KITCHENS

Each floor has a communal kitchen open to all floor residents (12-18 students) 24 hours a day. It is equipped with an oven/range, microwave, sink, and two full-size fridge/freezers. Cabinet and counter space is limited, and students are encouraged to limit the amount of food, appliances, and dishes stored in the kitchen. Kitchens are cleaned daily by the building custodian, but each resident is expected to help maintain a clean and safe cooking and eating environment. Lingering dirty dishes, expired food, and other abandoned items will be disposed of at the discretion of the Residence Life & Housing Office.

LAUNDRY

Each residential floor of Loveridge Hall is equipped with one set of laundry machines. Laundry machine use is included in the cost of housing, and machines do not require payment at the time of use. Laundry rooms are also equipped with a utility sink, folding table, and ironing board. Like in the kitchens, all residents are expected to help keep this communal space clean and tidy.

LOCKOUTS & LOST KEYS

Residents who lock themselves out of the building or their room should first contact the RA On-Call (503-706-2936). When the RA On-Call cannot be reached, contact College Public Safety (503-413-7210). Residents who repeatedly lock themselves out may be charged for continual lockout service.

Lost keys should be immediately reported to the Residence Life & Housing Office. Spare keys are available for use while the originals are misplaced. If the original keys are not recovered, a

lock change will be ordered to maintain campus safety and security, and the resident will be charged \$75 per lock change.

MAIL SERVICE

Each Loveridge Hall resident has a designated mailbox on the 1st floor of Loveridge Hall, adjacent to the Housing Office. Keys to those boxes are distributed at the beginning of each term, and residents can access them at all times. Packages will be received by the Housing Office during business hours and distributed to students. All resident mail can be shipped to...

Name of Resident, Mailbox #
Linfield College
2215 NW Northrup St.
Portland, OR 97210

Residents should notify sources of regular mail of their change of address when moving in or out of Loveridge Hall. The Housing Office will not forward mail at extra cost.

MAINTENANCE & CLEANING SERVICES

A full-time custodian services Loveridge Hall. On residential floors, this includes trash service in each kitchen, laundry room, and bathroom (with the exception of en suite bathrooms), as well as recycling service in each kitchen. Common areas, including bathrooms, are clean and sanitized on a daily or weekly basis, depending on need. When encountering issues related to cleaning and building maintenance, contact a Resident Advisor, the Residence Life & Housing Office, or email pdx-facilities@linfield.edu.

PARKING

Residents are able to park in the Loveridge Hall lot to the north of the building after business hours and on weekends only. (During business hours, the lot is reserved for faculty and staff parking.) Neighborhood street parking is also available, but most spots are metered or have a time limit. Loveridge Hall residents may purchase a City of Portland resident parking pass from the Housing Office as available. Contact the Housing Office for information about purchasing a permit. Because of parking limitations, use of mass transit and other alternative modes of transportation are highly encouraged.

PERSONAL PROPERTY AND LIABILITY

Linfield College and Legacy Health Systems do not assume responsibility or liability for any damage to or theft of personal property. Residents are encouraged to insure their property. Should you experience theft or damage, please report it immediately to the Residence Life & Housing Office and to College PublicSafety. Residents are encouraged to close and lock room and suite doors when they are vacant, and should not leave personal belongings unattended in hallways or other public spaces.

PESTS

Residents can reduce their exposure to pests by maintaining good housekeeping and hygiene practices. Vacuuming floors, cleaning counters, taking out the trash and recyclables regularly,

storing food items in closed containers and other similar, common sense methods will help to keep you from being visited by unwanted critters.

ROOMMATES

Currently many rooms are available as a single occupancy room. However, if there is a demand for more housing space, assigned single rooms could become double occupancy rooms. Getting along with a new roommate can be a challenging learning experience, but a meaningful part of residential living. Students experiencing conflict can utilize their RA to help facilitate communication and a solution.

SAFETY & SECURITY

In an emergency, always call 911 first. College Public Safety provides security service on campus, and can be reached by calling (503) 413-7210. All other safety and security concerns should be relayed to a Resident Advisor, the Residence Life & Housing Office, or by emailing pdx-facilities@linfield.edu.

Residents are provided with a key to their room and suite, mailbox, and stairwell, as well as key card access to the elevators and the front door entrance. For the security of all residents, never share keys or key cards with others. Failure to adhere to this policy may result in a fine.

Residential floor access is restricted at all times, and front door access is restricted after business hours and on weekends. Never let a non-resident onto a residential floor. Contact an RA or Legacy Security to address a non-resident trying to access residential floors. Secured doors should never be propped open.

Linfield sets student safety as a top priority. We have a safe campus, but it takes an investment from every member of the community to maintain this safe environment. We take the utmost care in designing and managing our building access system, but we rely on members of the community to look out for each other by reporting suspicious persons and activities when they encounter them.

The neighborhood surrounding the campus is relatively safe. Most reported crimes are non-violent crimes. Students typically feel safe walking around the neighborhood at night, but we always encourage students to use the buddy system, and walk with a partner after dark.

SEXUAL MISCONDUCT POLICY AND PROCEDURE

Residents are to refer to the Portland Student Handbook for the Sexual Misconduct Policy and Procedure. Misconduct Reporting Forms can be found outside of the Director of Student Life's office on the 1st floor of Loveridge Hall, as well as online. Free and confidential student counseling services are available on campus and off campus. For more information, visit Peterson Hall 319, call (503) 413-7873, contact a Resident Advisor, the Student Life staff, or refer to campus postings.

SMOKING

Smoking is not permitted in Loveridge Hall or in any building on the Portland Campus. Smoking is not permitted in the courtyard between Loveridge Hall and Peterson Hall or in the

public space outside of the Library. Legacy Health Systems (who owns the property) is a smoke-free facility. Smoking is not permitted within 30 feet of building entrances or open windows.

STORAGE

Unfortunately, there is no storage available to residents on campus. However, there are several self-storage facilities within a couple miles of campus.

VISITATION

Overnight guests are permitted in Loveridge Hall, but must first be approved by a resident's roommates and/or suitemates. The RA on the floor should also be informed of an overnight guest prior to their arrival. Overnight guests are permitted for only three consecutive nights at a time.