

Dormitory Student Handbook



F O R T ♦ P E C K

C O M M U N I T Y C O L L E G E

UPDATED 2015

Dormitory Student Handbook

Contact Information	101
Suggestions Concerning What to Bring.....	102
<u>Section I – FPCC Student Housing Philosophy</u>	103
<u>Section II – Vacating Unit</u>	103
<u>Section III – Responsibility</u>	103
<u>Section IV – Who to Contact When Issues Arise</u>	103
<u>Section V – Who to See When You Need Help</u>	103
<u>Section VI – Drugs and Alcohol</u>	103
<u>Section VII – Lease Agreement</u>	104
<u>Section VIII – Rent</u>	104
<u>Section IX – Termination of Lease</u>	105
<u>Section X – Move-In Procedure</u>	106
<u>Section XI – Mail Delivery/Phone/Cable/Internet Service</u>	106
<u>Section XII – Keys</u>	106
<u>Section XIII – Inspections</u>	107
<u>Section XIV – Abandonment</u>	107
<u>Section XV – Appeal Procedure</u>	107
<u>Section XVI – FPCC Student Housing Advisory Committee</u>	108
<u>Section XVII – Laundry Facility</u>	108
<u>Section XVIII – Vehicle and Parking Regulations</u>	108
<u>Section XIX – Conditions of Occupancy</u>	108
<u>Section XX – Special Accommodations</u>	109

<u>Section XXI – Communication and Notification</u>	109
<u>Section XXII – Maintenance, Repairs, And Unit Entry</u>	109
<u>Section XXIII – General Occupancy</u>	109
<u>Section XXIV – Care Of the Unit And Surrounding Area</u>	109
<u>Section XXV – Walkways and Porch Area</u>	110
<u>Section XXVI – Living Standards</u>	110
<u>Section XXVII – Roommate Community Standards</u>	111
<u>Section XXVIII – Room Changes</u>	111
<u>Section XXIX – Maintaining an Academic Atmosphere</u>	111
<u>Section XXX – Entertaining Of Guests</u>	112
<u>Section XXXI – Property Care & Damages</u>	112
<u>Section XXXII – Energy Conservation</u>	112
<u>Section XXXIII – Move-Out Procedure</u>	113
<u>Section XXXIV – Cleaning</u>	113
Dormitory Forms	115

Contact Information:

Student Dormitory Director: VP Student Services (406) 768-6371

Student Services: (406) 768-6370

Emergencies: 911

Tribal Police: (406) 768-3204

Sheriff's Department: (406) 653-6230

FPCC Building Phone Directory:

Line workers Shop	768-3622	Robert Dumont Building WP	653-3900
Auto Shop	768-5476	Student Services	768-6370
Truck Driving	768-5461	Financial Aid	768-6372
Building Trades	768-5456	Titoka Tibi (Bookstore)	768-3213
Computer Lab	768-6370	JES Tribal Library	768-6340
Greet the Dawn Administration	768-6300	Wellness Center (Poplar)	768-5630
Institutional Development Building	768-5555	Wellness Center (WP)	653-3770

Suggestions Concerning What to Bring:

PETS ARE NOT ALLOWED!
HOTPLATES ARE NOT ALLOWED!

Student Dormitory – One-Year Certificates & Two-Year Degrees:

- ✓ Twin sheets
- ✓ Mattress liner
- ✓ Blanket
- ✓ Pillow
- ✓ Towels
- ✓ Lamp
- ✓ Personal Hygiene Supplies, i.e., soap, shampoo, etc.
- ✓ Coffee maker
- ✓ Mini-refrigerator
- ✓ Small Television
- ✓ Pots & Pans (for use in kitchen area only)
- ✓ Computer (internet access supplied)

Note: if you have questions concerning items to bring, please contact ~~Student~~ Student Services.

Section I – FPCC Student Housing Philosophy

Fort Peck Community College (FPCC) offers safe, clean and affordable on campus housing. The Student Dormitory units are designed for full-time on-campus FPCC students. The dormitory atmosphere and student living experience will be in direct accord with the FPCC Mission Statement.

Student Dormitory Unit

Applications for these units will be processed on a first come, first serve basis according to the day the completed application is received and the student's ability to provide proof of financial aid. Priority will be given to students who have completed the application process, are full-time students and can provide all necessary documentation. Completed applications are reviewed by the FPCC Student Housing Committee to ensure that the application is complete and that the student is in good standing with FPCC Student Housing.

*Full-time status is defined in the FPCC college catalog. The current year FPCC catalog contains the definition of the year. Short-term programs/workshops definition of full-time status may vary.

Section II – Vacating Unit

The Student must vacate the unit immediately after completion of short-term program, graduation, transfer and/or not being a full-time student for any reason (unless otherwise approved by the FPCC Student Housing Advisory Committee).

Section III - Responsibility

Safe, clean, and affordable housing at FPCC Student Housing is a privilege for FPCC Students. It is the responsibility of the student to ensure the future of this privilege by taking personal responsibility in dealing with issues that may arise.

Section IV – Who to Contact When Issues Arise

Student Services accepts anonymous calls and will check out any disturbance reported. If you do not get an answer leave a message so this issue may be addressed as soon as possible.

The Student Housing Director and Student Services are available to assist you. Please write down your concerns so they may be addressed.

All concerns may be reported anonymously, however, it can sometimes be difficult to act on anonymous reports. Please write it down with specifics. Every attempt is made to keep all reports anonymous.

Section V – Who to See When You Need Help

<u>Maintenance</u>	Student Services will contact the necessary department.
<u>Laundry Facility</u>	Student Services will contact the necessary department.
<u>Rent Payment</u>	FPCC Student Housing Department
<u>Complaint</u>	FPCC Student Housing Department

Section VI – Drugs and Alcohol

Drugs and Alcohol are prohibited in all FPCC Buildings

Drugs, Drug Paraphernalia, or Alcohol on the premises at Fort Peck Community College Student Housing is cause for:

- Immediate Eviction and Suspension from school.
- All suspected drug activity will be reported to the proper authorities.

No Smoking Allowed

- Smoking is not allowed in any of the units or inside the dormitory building at any time.
- Smoking is allowed only at pre-designated smoking areas.

Section VII – Lease Agreement

TRADITIONAL DORMITORY

- The Student is responsible for the actions of all household members, guests, and visitors.
- The Student cannot assign this lease nor sublet or transfer possession of the unit they are assigned.
- The Student cannot use or permit the use of the unit for any purpose other than as a private dwelling unit solely for the student's use.
- All people residing in the unit must be on the lease.
- The Student shall not provide overnight accommodations to any temporary lodger, guest, or other person not listed on this lease.
- Notices are posted throughout the dormitory building. It is the responsibility of the student to read these notices.

Section VIII - Rent

FPCC agrees to accept rental money without regard to any other charges owed by the student to FPCC and will seek additional legal remedy for the collection of any other charges that may accrue to FPCC from the student.

Student Dormitory

Rent is due on the first of each month and payable to Fort Peck Community College (Business Department). Rent is considered late on the sixth of the month and a \$25.00 late fee will be charged and terminations of lease proceedings begin.

Rent prices are subject to change within a 30-day written notice.

Prorated Rent

Prorated rent is a privilege for tenants that follow the policies in this handbook. Rent is prorated on a weekly rate schedule and will be determined based on the move-in or move-out date.

Security Deposit

A security deposit must be submitted to the Fort Peck Community College Business Office prior to occupancy of the unit. This security deposit is forfeited if the student does not move in.

The security deposit will be used at the termination of this lease for the cost of repairing damage on the premises caused by the student, his family or guests and/or for any unpaid rent or other

charges owed by the Student. Any unused portion of the security deposit after deductions will be returned to the Student by FPCC. FPCC must be given a forwarding address for this purpose.

Section IX – Termination of Lease

By Student

The Student must give the Housing Department a 15-day written notice before moving out. A forwarding address must be attached. The notice will serve as termination of the lease and will allow move-out procedures to move forward. The Student agrees to leave the leased premises in good, clean condition and to return all keys when he/she vacates. FPCC is not responsible for any articles or any personal property left in vacated area. Termination of the lease, for any reason, makes the person(s) involved in the termination ineligible for FPCC Student Housing for one academic year.

By Feck Student Housing Department

A. FPCC may terminate your lease by written notice for:

- Failure to pay rent by the sixth of the month
- Failure to maintain full-time student status
- Excessive damage/vandalism to unit or FPCC property
- Abandonment (see Section 15 below)
- Any violation of this lease/handbook(s)
- Other good cause (as determined by the FPCC Student Housing Committee and/or the designated Student Housing Director).
- Illegal drug possession, use, sale, or distribution. Suspected drug activity will be reported to the Tribal Police and/or Roosevelt County Sheriff's Office.
- Possession of drug paraphernalia.
- In possession of or reports of possession of weapons of any type.
- Possession, use, manufacture, sale &/or distribution of alcohol on campus.
- Fireworks of any type on premises.
- Firearms of any type on premises.
- Disorderly, vicious, or immoral conduct in or near the Dormitory (as determined by the FPCC Student Housing Committee and/or designated Student Housing Director).
- Misuse, abuse, theft or destruction of FPCC property or of the property of other residents.
- Criminal convictions of any kind in any jurisdiction, which occur while residing at FPCC Student Housing.

B. When the lease is terminated, the following will apply:

- The student agrees to vacate the unit within a timeframe set, in writing, by the FPCC Student Housing Department.
- As with all delinquent payments, FPCC reserves the right to place a hold on student registration, transcripts, diplomas, and/or degrees until the time full payment is made.
- The College President, designated Student Housing Director or FPCC Student Housing Advisory Committee may terminate a student's lease at any time for violation of the dormitory lease contract and/or this handbook (student's may appeal this decision, see Appeal Procedure on page 9).

- The lease shall be automatically terminated if the student is required to leave Fort Peck Community College for disciplinary reasons and therefore required to move out of the unit during his or her rental period.
- The lease shall be automatically terminated if the student poses a threat and/or instigates any physical threat to other staff or student residents of the FPCC dormitory and student will be required to immediately leave the premises of the FPCC dormitory.
- Termination of the lease does not relieve the student's obligation of rental fees or cost of property damages. The College may seek remedy by law or equity to enforce the contract.
- The College reserves the right to refuse housing to any student who is deemed detrimental to the well-being of the complex or incompatible with Fort Peck Community College's function as an educational institution (as determined by the FPCC Student Housing Committee) or who is delinquent in the payment of student housing bills.

Section X – Move-In Procedure (See Quick Steps to Check-In Form)

Student Dormitory

Keys to the unit will not be released until the deposit is paid. Rent begins whether keys are released or not. Prorated rent is calculated and billed to the student (prorated rent is a privilege and available to those students who have followed the move-in procedure).

The Housing Department must be notified of your move-in date. Upon moving in, the student must make an appointment with the Student Housing Director to inspect the unit. At the time the student moves in the Student Housing Director will inspect the leased unit and place a copy of his findings in their file. The tenant should be present during the inspection. The student may request a written statement of the conditions of the dwelling and the equipment/furniture in it. This statement is used when the student moves out.

Student Dormitories

You may use the fire lane and/or handicap space for the initial move in day. The fire lane and/or handicap space may not be used at any other time. Vehicles are not allowed on the lawn or walkways at any time. Vehicles on the lawn and using the fire lane will be ticketed and charged a fine.

FPCC Student Housing Insurance does not cover personal belongings within a unit, outside the unit, or vehicles parked in the parking lots. You may purchase your own renter's insurance from the insurance agent of your choice.

Section XI – Mail Delivery/Phone/Cable/Internet Service

Student Dormitory

Contact Poplar Post Office for details. It is important that your address be changed with FPCC and the Postal Service upon moving in and out to avoid confusion. FPCC is not responsible for mail service.

The units are also internet ready with FPCC access service.

Section XII – Keys

Please take care of your unit keys to avoid unnecessary lockouts and/or key fees. If you lock yourself out of your apartment, between 8:00 am and 4:30 pm, Monday through Friday, you can check out a temporary key from the FPCC Student Housing Department Office located at Student Services. Please notify the FPCC Student Housing Department office if there are changes regarding those listed on the

lease that may or may not have access to a key. The key must be returned within 24 hours (or the next scheduled workday) or a \$5 late fee will be assessed.

If you lock yourself out after hours, between 4:30 pm and 8:00 am on weekdays, or anytime on the weekend or holidays, you can have your door opened by the maintenance (Maintenance will open doors for student resident only). Your housing account will be charged a \$5 fee for this service. The proceeds from this service will go towards future programming and activities in FPCC student housing.

Please report lost keys immediately to the FPCC Student Housing Department. We charge \$5 to replace a lost key. If you don't find the key by the time you vacate the apartment, we will charge a re-key fee of \$35 for each exterior door. You may have the unit re-keyed when you lose a key or wait until you move out.

Section XIII – Inspections

Students will be subject to monthly and/or occasional inspections for “good and clean condition” (sanitary standards) as well as maintenance purposes.

The Student agrees that the employees of FPCC or representatives of this organization will be permitted to enter the Student's unit for the purpose of conducting random inspections throughout the school year. Entry for inspections will be made at any time (am or pm).

The Student will receive a written notice of the need to take action according to the inspection findings, with the possibility of termination of this lease should the issue not be corrected and /or consistently fail to pass inspection.

FPCC reserves the right to have the unit cleaned and the cost of that cleaning charged to the student.

Section XIV – Abandonment

Students shall notify the FPCC Student Housing Director of any anticipated absence that exceeds 7 days. Failure to notify FPCC will constitute abandonment. If the student fails to notify FPCC of any anticipated absence in excess of 7 days FPCC may enter the leased premise as reasonably necessary to determine if the student has abandoned the unit. Remove and store all abandoned property from the unit for 30 days. If the student wishes to recover the abandoned property, the student may, within 30 days of the property being stored, request possession of the property. The student will be assessed a moving and storage fee for the property. After 30 days the abandoned property becomes the property of FPCC. FPCC is not responsible for any lost and/or damaged items during the 30 day storage period.

Section XV – Appeal Procedure

All communication with the FPCC Student Housing Department must be in writing. All requests, complaints, grievances need to be put in writing in a timely manner in order for the FPCC Student Housing Department to process or take action. If it is not in writing the FPCC Student Housing Department cannot respond.

- All actions/determinations may be appealed.
- Put request for appeal in writing and give to the FPCC Student Housing Department within 3 business days of the incident. Those appeals not in writing will not be heard. Be specific as to your appeal, complaint, or grievance. Include a current class schedule.

- The statement will be reviewed by the Student Housing Director and then directed to the FPCC Student Housing Advisory Committee.
- The Student Services will notify the student if the appeal will be heard. The decision of the FPCC Student Housing Advisory Committee is final.

Section XVI – FPCC Student Housing Advisory Committee

The FPCC Student Housing Advisory Committee has five members, which consist of one administration representative, one staff representative, one faculty/staff representative, and two student/tenant representatives. The FPCC Student Housing Department also attends this meeting. The advisory committee meets once a month.

Section XVII – Laundry Facility

Personal washers and dryers are not permitted at the FPCC Dormitory. However, there are laundry facilities provided on site. The laundry facility is open seven days a week from 8:30 am until 9:00 pm. Please make sure that your laundry is completed by 9:00 pm. The laundry facility will be locked each night at this time and will not be reopened until 8:30 am the following morning.

The care and cleaning of the machines and laundry room is the responsibility of the residents. Lint and garbage must be cleaned from the washers and dryers at each use. The machines should be wiped clean and all excess laundry boxes, bottles, etc., should be placed in the garbage cans provided.

Please do not leave your clothes unattended for long periods of time. It is at these times that other residents are waiting to use the machines also. You can also reduce the risk of having your clothing damaged or stolen. Items left in the machines or laundry facility over 24 hours will be bagged and disposed of after one week if not claimed. FPCC Student Housing is not responsible for damages or loss of personal property/belongings.

To inquire about lost and found or to report a machine not working, please contact the FPCC Student Housing Department (phone numbers located at the front of this handbook).

Section XVIII – Vehicle and Parking Regulations

All parking lots are restricted to tenants only, except for designated visitor parking.

- Vehicles are not permitted on the lawns or walkways at any time.
- Visitors must park in designated visitor parking areas.
- Handicap parking is reserved for those people with a valid handicap sticker. Violations will be prosecuted.
- Vehicles that are not in running order are not allowed and will be towed at the owner's expense.
- Mechanical work and vehicle washing is not allowed on the premises.
- Any abandoned vehicle will be towed off campus after 30 days.
- Recreational vehicles are not allowed on the premises.

Section XIX – Conditions of Occupancy

In an effort to create a setting that is conducive to your educational endeavor all rules and regulations provided in this handbook will be strictly enforced.

Section XX – Special Accommodations

Do you have any disabilities which would affect your room assignment? If yes, please submit a written request for accommodations and/or contact the FPCC Student Housing Department at (406) 768-6300.

Montana Human Rights commission at 1-406-444-2884 or 1-800-542-0807, TTD 1-406-444-0532 and MT Fair Housing at 1-800-929-2611 are available for issues related to housing.

Section XXI – Communication and Notification

All communication and notification from FPCC will be delivered to the unit and through the official student email account.

Section XXII – Maintenance, Repairs, And Unit Entry

Requests for repairs or maintenance serve as permission from the student for maintenance to enter the unit. If the repairs or improvements are of an emergency basis, students may not deny FPCC permission to enter the unit. FPCC reserves the right to enter any unit during reasonable working hours for the following reasons: 1. Safety, security and health of all occupants. 2. Preventative maintenance inspection, pest control. 3. Improvements or repairs that are needed. 4. Notice from other occupants of possible infractions.

Whenever possible, students will be informed of the possibility of an inspection. If we must enter your unit when you are not home, a written notice will be left indicating who entered and the purpose for the inspection/entry.

Section XXIII – General Occupancy

- Absolutely no pets allowed on the premises including visitors' pets with the exception of an animal that is used for disability reasons.
- Satellite dishes of any size are not permitted in FPCC Student Housing.
- No washers or dryers are permitted in the units. A laundry facility is provided on site for the tenants use.
- Waterbeds are not allowed in the units.
- Pianos and organs are not allowed with the exception of those that have volume control. It is expected that they will be kept at a minimal level.
- Plumbing, electrical or gas burning equipment will not be used for any other purpose than for which it was intended. All liquid fuel appliances are prohibited in the units. Burning of any kind is prohibited at the FPCC Student Housing.
- The Student must not adjust the hot water heater; FPCC maintenance will make adjustments.
- Low water volume causes the toilet to plug easily. Be aware of the shut off valves on all water sources and keep a plunger by each toilet.
- All broken windows will be repaired at the expense of the student. The charges will be billed to the student and be specific as to the damages involved, correctional action taken and the cost.

Section XXIV – Care Of the Unit And Surrounding Area

- Except for normal wear and tear, the Student may not destroy, deface, damage, repair, paint or remove any part of the premise or permit any person to do so.

- The Student will use reasonable care to keep the unit in a condition to prevent health or sanitation problems from arising.
- The Student will notify the Student Housing Department, promptly, of known needed repairs to the dwelling unit, and of known unsafe conditions that may lead to injury or damage.
- Do not wax the floors.
- Use small tacks or nails for hanging pictures or posters on the walls. Do not use adhesives, putty, or screws.
- Do not put stickers on any surface at the Student Housing.
- Do not install coat hooks, shelves, hanging plant hooks etc. on the walls, ceilings, woodwork, or doors.
- Gas grills are not allowed inside the unit and should be kept a safe distance from the units when in use.

Section XXV – Walkways and Porch Area

For life safety issues, porches and walkways must be kept clean at all times.

- Snow will be removed from the parking lot and fire lane.
- Do not store household items, boxes or personal belongings such as garbage cans, buckets, brooms, mops, building materials, furniture, household decorations or clothes racks on the walkways or sidewalks.
- Do not store furniture of any type. *Only exception will be for actual outdoor furniture that is kept neat and tidy outside the unit and does not cause any problems for life safety codes. Life safety codes involve being able to access the unit if there was a life-threatening emergency.
- Do not store appliances of any type.
- Do not store automotive supplies such as tires, oil, or gas cans.
- Trash/trashcans cannot be stored for any amount of time outside your unit-this is a NO TOLERANCE policy at FPCC Student Housing-your garbage needs to be taken immediately to the dumpsters provided. If garbage is left outside your unit and our staff has to remove it you will be billed for the removal.
- The storage or scraping of animal hides is not permitted at student housing for health and safety reasons. This is a NO TOLERANCE policy at FPCC Student Housing. If animal hides or other organic material is left outside your unit and our staff has to remove it you will be billed for the removal.
- Do not store sports equipment such as canoes, boats, etc.

Tenants will be given a notice naming the item(s) to be removed and given a date that the removal needs to be completed by. If our crew has to remove any of the above named items, there will be a minimum of \$25.00 charge assessed to the resident's account. Most items that are collected are taken to the dump.

Section XXVI – Living Standards

- All persons will be expected to respect the property and privacy of others.
- The Student is responsible for the actions of all household members, guests, and visitors.
- Students shall notify the FPCC Student Housing Director, in writing, of any anticipated absence that exceeds 7 days. Failure to notify FPCC will constitute abandonment.
- The Student shall not provide accommodations to any temporary lodger, guest, or other person.
- **Visitors are not allowed on the premises between 12 mid-night and 6:00 a.m. Monday thru Friday and 1:00 a.m. until 6:00 a.m. Saturday and Sunday.** This means all visitors need to

depart from student housing and visitors will not be permitted to come during these hours. Any tenants violating this policy will receive a warning. A second violation will result with a termination of the lease.

- 10:00 p.m. until 7:00 a.m. is considered **quiet time**. All activity and noise should be kept to a minimum.
- Stereos and Televisions should be kept at a minimal volume level.
- Smoking is not allowed inside the units. FPCC policy requires that you smoke 25 feet away from any common area buildings.
- Visiting children must be supervised at all times.
- Potentially dangerous toys and sports equipment is prohibited. This policy applies but is not limited to BB guns, gasoline-powered toys, bows and arrows, golf balls and clubs, weapons, and any other dangerous items.

Section XXVII – Roommate Community Standards

Personal freedom tempered with responsibility is an important component of the learning process. However, there are times when one's personal freedom can interfere with another's rights. Sometimes this interference is unintentional, most often it is accidental and frequently it is impossible to avoid. Considerations of others, however, is the key to successful group living.

In order to enjoy life in the dormitory, students must have time to rest, time to study, time privacy, relaxation, friendship and fun. To meet those needs in a group-living situation, a student must have some understanding with his or her roommates and others living in the units. With this in mind, residents are urged to make their feelings known to their roommates and others living in the units to prevent harboring of ill will but to do so in a spirit of cooperation and to be willing to consider compromise.

Should an individual be unable to reach an understanding about his or her rights with another individual resident, the Student Housing Director should be consulted and an attempt at mediation and/or arbitration will be made. It is recommended, however that residents attempt independent mediation before taking the complaint to Student Services. They should not, however, hesitate to consult the FPCC Student Housing Department if they feel the situation warrants it.

Section XXVIII – Room Changes

Students desiring a unit change must complete a unit change form and submit it to the FPCC Student Housing Department. Changes are made only with approval and subject to availability of space. FPCC encourages students to try to work with their roommates, both to speak up about their wishes and to be willing to listen to those of fellow residents or to seek help from the FPCC Student Housing Department.

We recommend that no unit changes be made unless there is a situation that cannot be resolved or which is detrimental to the student's educational experience.

Section XXIX – Maintaining an Academic Atmosphere

Students will respond to each other's requests for quiet time whenever their behavior or the behavior of their guests is such as to create a disturbance. Students must realize that they are obligated to extend this courtesy when requested to do so. Students may entertain guests in their units provided the rights of the other students, especially his or her roommate, are not being violated.

Section XXX – Entertaining Of Guests

Realizing that units will be used for study, rest, and entertainment of guests and that these functions are sometimes conflicting, an understanding must be reached between the roommates as to the time and manner in which the unit will be used for entertaining guests. This requires a mutual respect for each other's right to privacy. Furthermore, roommates must hold a respect for the individual's private property.

Guests must abide by all rules and regulations of the college and the FPCC Dormitory Handbook. Residents and guests (minors and adults) are subject to all local, state and federal laws. Residents are responsible for the guests' actions, for informing their guests of the rules and regulations and for any expenses perpetrated by their guests. Guests who cannot or do not identify their host, or found in violation of campus policies will be asked to leave the Dormitory. Failure to comply with the rules and regulations may result in local law enforcement being called.

FPCC cannot accept responsibility, in any way, for the safety or well-being of any guest. FPCC insurance does not cover guests or their property. All other disclaimers in this handbook apply to guests, as well as to their hosts.

Section XXXI – Property Care & Damages

- Water fights and pranks involving water (including water balloons, water guns, etc.) are prohibited. Any damages to the unit or its furnishings and fixtures from water or other causes which cannot be considered normal wear and tear will have to be paid by the residents of the unit as a deduction from deposit and/or billed as a separate charge. It is, therefore, important that residents and their guests conduct themselves in a manner that will not cause damage.
- Waterbeds are not allowed in the FPCC Student Dormitory because there is too much weight per square foot and a potential danger from electrical shock and damage of facilities exists if a bed breaks.
- Roofs, Windows and Outside Walls. Because of the danger involved, it is prohibited for residents to climb on roofs or in and out of windows.
- Throwing items of any kind from windows or storing items on window ledges is also prohibited. A minimum fine of \$20 will be assessed for any violation of the Dormitory rules and regulations; this includes removal of screens from apartment windows without permission.

Section XXXII – Energy Conservation

At Fort Peck Community College we are committed to saving energy. However, the greatest potential for saving energy rests with the individual resident. Here are some measures residents can take to conserve energy.

- Turn off all electrical equipment and lights when not in use.
- Electrical appliances that generate heat (hair dryers, electric blankets, etc.) are high users of energy. They should be used as little as possible.
- Do not open windows in cold weather. In particular, don't leave windows open or even crack when the room is not occupied.
- Keep blinds closed during cold weather except when entering sunlight may generate warmth.
- Defrost refrigerators when frost builds up on the coils.
- Do not take long showers.
- Keep heat as low as possible (65 degrees is recommended).

- Immediately report malfunctioning thermostats, broken windows, leaking taps and other situations that waste heat or energy.

Your cooperation and assistance in the conservation of energy now will help defer the frequency and amount of increased rents.

Section XXXIII – Move-Out Procedure

The Student must give the FPCC Student Housing Department a 7-day written notice with a forwarding address before moving out. Receipt of this notice serves as a termination of the lease and the privilege of prorated rent. Failure to provide a 7-day move out notice may result in charge for a full month's rent. Rent will not be prorated until the housing department has possession of the unit. If the move out date needs to be extended notify the housing department as soon as possible. The Student agrees to leave the leased premises in good, clean condition and to return all keys when he/she vacates. FPCC is not responsible for any articles or any personal property left in vacated area.

Section XXXIV – Cleaning

The unit must be thoroughly cleaned to avoid cleaning charges. Any damage requiring professional cleaning will be billed to the tenant.

Kitchen (after each use)

Scrub the sink, countertops, cabinets, range hood or exhaust fan.

Range (after each use)

Clean range top, burner rings, drip pans, under burners, and area beneath burners and if necessary, clean all inside oven surfaces with an oven cleaner, removing all traces of food and burned encrusted food.

Refrigerator (personal fridge and communal fridge if necessary)

Clean removing all traces of food and odor. Do not use sharp objects to remove encrusted food or stains.

Bathroom

Clean tub/shower, toilet and basin, removing all traces of grime and detergent build-up. Clean medicine cabinet inside and out.

Floors

Sweep and Mop and/or scrub all floors removing all traces of dirt and stains.

Walls

Wipe down walls, with mild soap and warm water, removing all dirt and smudges. Do not attempt to cover up holes with spackle; maintenance will do this with no charge to the tenant.

Windows

Clean inside and outside of windows, windowsills, and blinds.

Keys

Turn-in your keys to the FPCC Student Housing Department or leave the keys on the kitchen counter, call the FPCC Student Housing Department at 768-6300 and leave a message that the unit is vacant and the keys are on the counter to avoid extra days of rent being charged. With proper notification, prorated

rent will be determined upon receipt of keys. Keys can only be received and verified during business hours.

**The following forms are designated for use by the Student
Dormitory Program**

Fort Peck Community College
Student Housing Department
P.O. Box 398
Poplar, Montana 59255
(406) 768-6300

Dear Student:

Enclosed please find several forms for occupancy at FPCC Student Housing. First, is your notification that you have been selected for a unit at Student Housing and the costs for security deposit, monthly rent and the due date for these items to be paid. Next, is your unit lease that outlines your monthly rent, late fees, deposit, and other essential information you may need while in residency. Last is the FPCC Student Housing Handbook, which outlines all Dormitory rules and regulations, student responsibilities and all other information pertinent to a successful campus living experience.

Please sign the enclosed lease agreement and send it back to us with your housing deposit. This deposit will secure your unit until you are able to move in (posted move-in dates). Unit leases sent in or delivered without the housing deposit will not be considered and the unit will be given to the next person on the waiting list.

Please familiarize yourself with the FPCC Student Dormitory Handbook so that you are aware of what is required of you. Keys to your unit will not be released unless your deposit is paid in full. Finally, you need to make arrangements with the FPCC Student Housing Department to move into your unit. Please call (406) 768-6370 to make an appointment for move-in. Move-in appointments need to be scheduled for Monday-Friday between 8:00 a.m. and 4:30 p.m.

We are looking forward to working with you.

Fort Peck Community College
Student Housing Department
P.O. Box 398
Poplar, Montana 59255

Fort Peck Community College
Student Housing Department
P.O. Box 398
Poplar, Montana 59255
(406) 768-6300

Date: _____

To: _____ Unit: _____ Occupancy: Single ____ Double ____

Congratulations!! Your name is at the top of the waiting list for FPCC Student Housing. The following steps must be taken by the date listed to secure your housing. Please mark all correspondence: Attn: FPCC Student Housing Department

The limited number of available units affects our providing this privilege to you, we hope you will remember this is indeed a privilege and you will treat your unit, roommate and neighbors accordingly and abide by the lease.

_____ A deposit of \$_____ is due by _____ to the FPCC Business Office for housing unit number _____, a copy of your receipt must be given to the FPCC Student Housing Department for your file.

_____ The enclosed lease must be signed and returned by_____. A statement of what day you will be moving in MUST be attached. Move-in must be scheduled Monday-Friday, between 8:00 a.m. and 4:30 p.m. The lease is a legal document; you are bound to all of the conditions of it. Please read it carefully.

_____ After completing all of the above steps, call the FPCC Student Housing Department at (406) 768-6370 to schedule a move-in inspection on your move-in day.

_____ The first months prorated rent is _____ per week and is due by move-in to the FPCC Business Office. Your monthly rent will be \$_____.

_____ Mail Service is provided by the Poplar Post Office (406) 768-3398. On-site mail delivery is not provided.

There are NO exceptions to the dates and steps outlined, please do not ask. If you are unable to meet the above steps, you will forfeit the unit.

We are looking forward to working with you.

Fort Peck Community College
Student Housing Department
P.O. Box 398
Poplar, Montana 59255
(406) 768-6300

Dwelling Lease

Unit Number: _____ Occupancy Date: _____ FPCC ID#: _____

Fort Peck Community College, hereinafter referred to as FPCC, does hereby lease, from month to month, unto _____ individually referred to as the "Student", the dwelling unit listed above, located and under the terms and conditions slated herein:

Current Mailing Address: _____ Phone: _____
_____ Cell: _____
Email Address: _____ SS#: _____

The **Student** agrees to lease the listed unit for a monthly rate of \$ _____ to be paid on or before the fifth of each month. After the fifth, a \$25 late fee will be assessed. The **Student** agrees to maintain the current rent balance according to the policy set forth in the **FPCC Student Dormitory Handbook**.

The **Student** agrees to pay a \$ _____ security deposit to the FPCC Business Office prior to occupying the unit. This will be processed according to the **FPCC Student Dormitory Handbook**.

The **Student** agrees to abide by all of the conditions stated in the **FPCC Student Dormitory Handbook**, as well as the **FPCC Student Handbook**. The **Student** will be responsible for all actions of visitors and will inform them of the policies. The **Student** acknowledges that the units are on campus and are subject to all policies as outlined in the FPCC Student Dormitory Handbook and FPCC Student Handbook. It is the **Student's** responsibility to read, understand and abide by the conditions in both handbooks. The **Student** is responsible for any FPCC furniture provided for the unit. Damage or replacement costs will be assessed if necessary, as described in the handbook. FPCC is not responsible for items left in units after the move-out date.

This lease, together with the **FPCC Student Dormitory Handbook and FPCC Student Handbook** evidences the entire agreement between FPCC and the Student.

By signing this lease, I understand, and agree to abide by the standards set forth in the **FPCC Student Dormitory Handbook and FPCC Student Handbook**.

IN WITNESS WHEREOF, the parties have hereunto set their hands on this _____ day of _____, 20_____.

Student: _____

Witness: _____

Fort Peck Community College
 Student Housing Department
 P.O. Box 398
 Poplar, Montana 59255
 (406) 768-6300

Dormitory Intake Form

Name of Resident: _____

Date of Move-in: _____

Unit #: _____ Parking Permit Information: _____

Check List:

Deposit _____	Pro-Rated Rent _____
MVP _____	Received Handbook _____
Lease _____	

Keys Issued

_____ keys were issued on _____ initials _____ # of key Date	_____ keys were issued on _____ initials _____ # of keys Date
_____ keys were issued on _____ initials _____ # of keys Date	_____ keys were issued on _____ initials _____ # of keys Date
_____ keys were issued on _____ initials _____ # of keys Date	_____ keys were issued on _____ initials _____ # of keys Date

Furniture in unit at move-in:

The resident is responsible for the furniture listed below. Damages to furniture or missing furniture will be billed to the resident's housing account.

Condition of Unit at Move-in: Good - Yes _____ No _____

Resident Signature _____ **Date:** _____

Fort Peck Community College
Student Housing Department
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FPCC Student Housing Dormitory Application

Have you been a tenant at FPCC Student Housing in the past? _____ When? _____

What is your declared major? _____

Name: _____ Phone Number: _____

Address: _____ Msg. Phone: _____

_____ E-Mail: _____

_____ SS #: _____

Date of Birth: _____ Male: _____ Female: _____

Unit Preference:

Single Occupancy: _____ (at the double occupancy rent rate)

Double Occupancy: _____

The following information must be included with your application to be considered for processing:

_____ Two letters of reference from past landlords or creditors. If you have never had a landlord or creditor, you may submit two personal references from someone other than family.

_____ Letter of Acceptance from Fort Peck Community College.

_____ Sign the application.

Please read and sign the back of this application.

Monthly rent prices are subject to change with written notice.
FPCC does not guarantee you will receive housing; it is your responsibility to secure your housing.

Back page – Housing Application

To be considered for FPCC housing you must complete this application and return it to the FPCC Student Housing Department along with all items requested.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED SO READ THE DIRECTIONS CAREFULLY.

Due to the limited number of units available, FPCC does not guarantee housing; therefore your application should be submitted as early as possible prior to needing housing.

When a unit becomes available and you are next on the waiting list, you will be notified by mail, it is your responsibility to keep your address up to date and send the changes in writing to Fort Peck Community College Student Housing. Should you accept the unit, you must be a full-time student at FPCC and will be required to pay a \$___ security deposit to FPCC. You will be required to pay the deposit and rent as well as occupy the unit within two weeks of your acceptance. It is the responsibility of the student to secure the funds needed for deposits and rent.

I declare that I have read and understand the information in this application and that the information I have provided in this application for FPCC Student Housing is full, true, and complete to the best of my knowledge. I hereby authorize FPCC to obtain any and all information necessary for the purpose of verifying the statements made. Furthermore, I grant FPCC the ability to release information necessary in assisting me in obtaining other services for which I may be eligible. I understand that I must be a full-time student to occupy FPCC Student Housing.

Signed: _____ Date: _____

Please keep a copy of this application for your files.

Send original signed application and attachments to:

Fort Peck Community College
Student Housing
P.O. Box 398
Poplar, Montana 59255

If you have any questions you may call (406) 768-6300
If you need to fax any information fax to: (406) 768-6301

The FPCC Student Housing Application is subject to change without notice.

Office Use Only:

Date Application Received: _____ Complete: _____

Fort Peck Community College
Student Housing Department
P.O. Box 398
Poplar, Montana 59255
(406) 768-6300

Date: _____

Dear: _____

Your application for FPCC Student Housing is considered complete. This puts you on the **waiting list** with the completion date of _____.

When your name comes up for a vacancy suitable to your needs, notification will be sent to you by mail.

In the meantime, it **is your responsibility to keep your address updated** with the FPCC Student Housing Department. Failure to do so may result in your name being removed from the waiting list. All correspondence should be marked Attn: Student Housing. You may also call (406)768-6370 or Fax (406)768-6301 with any updates.

If you are selected for a unit you will need to sign a lease and make a security deposit.

Sincerely,
Fort Peck Community College
Student Housing
P.O. Box 398
Poplar, Montana 59255

Fort Peck Community College
Student Housing Department
P.O. Box 398
Poplar, Montana 59255
(406) 768-6300

Date: _____

Dear: _____

Your application was incomplete; therefore, you must submit the following information to have a complete file. Your name cannot be put on the waiting list until the application is complete.

___ Letters of reference from past landlords, creditors, or personal references. Letters from family members will not be accepted.

___ A copy of the letter of acceptance from FPCC

___ Sign the application

___ Verification of Disability if applicable

Please provide the following and return this page.

___ Social Security Number _____

___ Declared Major _____

All correspondence should be marked Attn: Student Housing. This information can be mailed to the address below or faxed to (406)768-6301. If you have any questions you can reach FPCC Student Housing at (406)768-6370.

Sincerely,
Fort Peck Community College
Student Housing
P.O. Box 398
Poplar, Montana 59255

Fort Peck Community College
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**Notice of Eviction
Final Letter**

Date: _____

Unit: _____

Dear _____ ID # _____

After trying to contact you several times, FPCC Student Housing has no choice but to go forth with eviction. Currently your balance is \$_____.

At this time access to this unit is denied according to the FPCC Student Housing Handbook. Belongings will be stored for 30 days and then removed. To make arrangements to pick up belongings call the _____ during business hours at _____.

Sincerely,
Fort Peck Community College
Student Housing
P.O. Box 398
Poplar, Montana 59255

Notes: _____

Fort Peck Community College
Student Housing Department
P.O. Box 398
Poplar, Montana 59255
(406) 768-6300

Vacancy Notice

_____ Move out _____ Abandonment Unit # _____
_____ Transfer _____ Eviction Date: _____
Name: _____ Move-in Date: _____
ID#: _____ Actual Move-out Date: _____

Forwarding Address:

Inspection Date: _____

Inspection Findings: _____

Circumstance Surrounding Vacancy: _____

Exit Status: _____ Rent to Again _____ Not Rent to Again

Keys Turned In: _____ Date

Notes:

