

**Bluefield State College
Research & Development
Corporation**



College Dormitories Provided for Bluefield State College Students

Mission Statement

The Bluefield State College Research and Development Corporation operates the MountainView Student Residence and Conference Center (MVSRC) in order to provide safe, affordable, and quality housing for students. The Staff of the MVSRC strives to provide a facility that supports the educational mission of Bluefield State College. The Corporation is committed to providing services, amenities, safety, and programs that promote the personal and academic development of individual students.

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Bluefield State College Research and Development Corporation (BSC R&D) reserves the right to change schedules, programs, guidelines, rules, regulations, and fees, whenever the BSC R&D Board of Directors deem necessary to do so.

Dormitory Rules and Regulations

What to bring with you	What to leave at home
Plants Fish UL Approved circuit breaker power strips TV's & Stereos Computers, Printers Hot pots, Coffee makers Fans Lamps Flashlights Personal Furniture (except bed and desk, which are furnished.)	Microwaves(furnished) Refrigerators (furnished) Pets (except fish) Multiple-plug outlets and extension cords Nails and tape that damage walls Hot plates/Sandwich makers Electric Grills Toasters/Toaster ovens Candles Space Heaters & Air Conditioners Tubular halogen light bulbs Torchiere-style halogen lamps

*** Extra refrigerators, freezers and microwaves are NOT permitted in rooms

Provided Services

Furniture: BSC R&D provides bed (s), desk, nightstand, lamps, individual room climate control, private full bathroom, refrigerator, microwave, closets/hanging space, and dresser amenities in each room.

Television: The BSC R&D provides basic cable television service. Cable hookup is provided in each room. If a resident desires different/expanded programming they may contact the cable supplier and get an individual contract.

E-mail/Internet: All rooms have active Ethernet and wireless computer connections installed. BSC R&D requires each resident to have an active email address where important information and notifications can be sent.

Telephone: A telephone is provided in all rooms. Students living in the MountainView Student Residence and Conference Center can enjoy call waiting with tone block, call forwarding, call transfer, three-way calling, and consultation at no additional cost. The basic monthly fees are included in your room and board fees. Caller ID is available at an additional charge. The facility also offers long distance service that can be contracted by individual students living in the facility.

Security: Both the Bluefield West Virginia police and the Mercer County Sheriff's Department make regular rounds through the facility. In addition, the front desk staff monitors the alarms and security cameras to help maintain a safe and secure environment for Bluefield State students.

Recycling: Bluefield State is concerned about the long-term impact of refuse on the environment. Recycling bins are available upon request by students for convenience in participating in recycling efforts.

Laundry Facilities: Washers and dryers are located on the premises, (washers: \$1.00 per load; dryers \$1.00 per load). All machines operate using quarters. You are responsible for providing your own ironing board and iron. **Helpful Hint:** Bring rolls of quarters to save the hassle of finding them on laundry day.

Student Lounge & Recreation Facilities:

- Theater
- Sports Lounge
- Tanning Bed
- Heated Pool
- Fitness Center
- Computer Lab
- Study Lounge

The Resident Advisor (RA)

Your RA can assist by providing the appropriate method of addressing concerns, reporting issues, staffing the front desk, and representing the needs of the student residents to management. Residents interested in applying for the RA program can pick up an application at the front desk.

Dormitory Responsibilities

- Be responsible to yourself and the community to make a positive contribution.
- You must know, understand, and adhere to all MountainView Student Residence and Conference Center policies.
- You must value diversity, respect differences, and have an open mind.

Dormitory Keys

When you check in, you will be issued keys to your room and mailbox.

If you lose your mailbox key, the locks must be changed and a \$15.00 lock change fee will be charged to your account.

If you become locked out of your room, the front desk staff can reprogram the lock to refuse your initial key and issue a new key card to the room you are assigned. This process helps maintain the security of your room so it is imperative that you notify the front desk personnel as soon as you discover your key missing. If you lose your key and require a new room key more than 3 times a month you will be charged \$10 for each key after the third key made.

Roommates

BSC R&D does not assign roommates, however we do have double occupancy rooms and any resident wishing to have a roommate has to request it in writing to the front desk.

Dormitory Room Condition Form

As soon as you move in, see the front desk staff for a room condition form (RCF). This form includes an inspection report of the room's initial condition and furnishings. Check your *RCF* for accuracy and make sure any damages that were already there are noted and dated, or you may be charged for them later.

Dormitory Furnishings

You are responsible for the condition of your room, including doors, locks, telephone, windows, walls, window screens, and all furnishings. **Removing window screens (where installed) is not permitted!**

Your safety is important to us. **You must not move a bed in front of or near a window in such a manner that it would be possible to roll out of bed and through an opened window, or obstruct a possible escape route in the event of a fire.**

We encourage you to decorate and personalize rooms with such items as bedspreads, carpeting, plants, curtains, and posters. **Please note that all curtains must have a manufacturer's tag certifying that they are fire proof.**

All room furnishings must remain in the room, unless specifically approved by the facility director. Furniture from other students rooms, public lounges, or study lounges are not permitted in student rooms. If such furnishings are discovered in your room, you could face judicial action for theft.

Room Smoke Detectors

Hard-wired smoke detectors, with battery back-ups are mounted in dormitory rooms. WV fire codes require annual testing of hard-wired smoke detectors. Residents are responsible for reporting any problem, maintenance or repairs to the front desk staff. Residents may **NOT** in any way tamper, remove, disable or otherwise cause devices to fail intentionally. If the battery is low, it will beep. Residents are to submit an on-line maintenance ticket to have the battery changed.

Room Entry

A staff member may enter an individual room under the following guidelines:

- Belief that a policy violation may be occurring.
- Belief that someone may be in danger.
- Facility of maintenance needs.
- Safety or health inspections.

The facility reserves the right to enter student rooms for routine maintenance inspections, cleaning, repair, and safety or health inspections, including unannounced inspections by the State Fire Marshall or his/her designated proxy.

Room Search

Searches of dormitory rooms and personal belongings by law enforcement personnel are conducted under the applicable provisions of the law. If a search is conducted when you are not present, you will be notified in writing that a search has been conducted.

Steps for Resigning/Withdrawing from the MountainView Student Residence and Conference Center Dormitories

1. Notify the front desk as soon as you have a date you plan to leave.
2. Pay any outstanding charges (pro-rated rent, phone charges- if long distance services were contracted for, and food service charges).
3. Remove your belongings and clean your room. All personal effects must be removed from facility property. Failure to do so will result in additional fees and/or storage charges for each day the items are in place. BSC R&D is not responsible for abandoned personal property.
4. Check out of room with the front desk staff, using your room condition form, which is on file in the director's office.

Safety and Security

Safety and Security in and around the facility is everyone's business. Bluefield enjoys a relatively low rate of vandalism, theft, and other crime; however we are not immune to such problems. The facility staff, the police department, fire department, sheriff's department and students must work together to keep such incidents to a minimum. While the facility provides security cameras and other security-enhancing programs, BSC R&D does not accept responsibility for loss of or damage to student property. **We encourage you to make sure you have adequate insurance to cover all of your belongings.**

Fire and Life Safety

All student facilities are operated according to a comprehensive fire and life safety program that complies with local, state, and federal regulations.

Student rooms, common areas, storage and mechanical areas are subject to regular inspection by the West Virginia State Fire Marshal's Office Officials, Environmental Health and Safety Services Personnel, and Facility Staff. Violations of fire and safety policies are subject to judicial action and appropriate sanctions. You are advised to be knowledgeable of the policies prior to moving into the MountainView Student Residence and Conference Center noting the following items especially:

- Extension cord prohibition
- Limitations to wall hangings, curtains, and other window coverings
- Authorized appliances
- Smoke detector testing requirement
- Evacuation procedures

Emergency Evacuation

Whenever a buildings general fire alarm sounds, immediately evacuate the residence accordingly to established evacuation procedures. The local fire department and the campus police respond to all building alarms. If you think you will have difficulty responding to the fire alarm or evacuating the building quickly, consult with your RA and notify the front desk staff.

Weapons

Possession, storage, or control of firearms and weapons is prohibited. This included the storage in vehicles as well as the dormitory rooms. Possession of realistic replicas of weapons is expressly prohibited. Residents needing to store weapons must contact the Facility Director who can arrange for off-site storage.

Windows

Removal of window screens or throwing or dropping any item from a dormitory room window is prohibited and may result in referral for judicial action. Do not lean against or out of windows or stand on structures in front of windows.

Alcoholic Beverages

In the privacy of student rooms, alcohol is permitted for those persons **21 years of age** or older in accordance with state law, provided that the 21 year old residence of the room is present. Possession or consumption of alcohol in any other area of the facility, including any room where any person under the age of 21 is present, is forbidden. **Kegs of any type are strictly prohibited in all areas.**

The primary purpose of this facility is to promote and encourage an atmosphere that facilitates study, therefore ANY use of alcohol that interferes with the ability of other residents in that pursuit will not be tolerated.

Any room “party” that becomes excessively loud or poses a threat to the quiet enjoyment of other residents will be asked to reduce the noise level or stop. Should a second incident occur the person(s) will be given notice to move out of the facility.

Any room resident that allows underage, under 21 years of age, drinking will be reported to the local police department.

All warnings and incidents are written and maintained on file.

Animals (Pets)

For both resident student and quests, animals (pets) are not permitted in the dormitory. The only exception is guide dogs and fish contained in one aquarium, not to exceed 10 gallons, per room.

Bicycles, Motorcycles, and Other Vehicles

Vehicles are allowed in the student parking area of the dormitory only. Residents may be required to have an approved parking permit visible; showing on lower driver's side corner of windshield or vehicle will be towed at owner's expense. Guests may park in guest parking area only. Violators will have their cars towed. Parking permits, if required, may be obtained at the business office during normal business hours. It is the Residents responsibility to obtain the proper parking permits (when required). Residents may not repair or wash vehicles of any kind in any parking area or any where else on or about the property. Resident is responsible for the clean up of grease, oil, or any other drippings when and if they occur, and at Residents expense. Those residents who own bicycles are permitted to keep your bicycle in your room, provided they do not obstruct a possible escape route in case of a fire. We recommend you place your bicycle in your room or take it home during college breaks. Motorcycles are not permitted.

Distribution of Literature

Fliers may not be placed on windshields of vehicles parked on facility property. Distribution of advertisements or literature must be accomplished in such a manner as to avoid litter or disruption.

Harassment

BSC R&D is committed to providing an environment for students, faculty, and staff that is free from all forms of harassment, intimidation, fear, coercion, and exploitation. Harassment based on race, gender, religion, ethnicity, or sexual orientation will not be tolerated.

Decks, Balcony's (where applicable)

Facility decks or balcony's are not designed or intended to support a large group of people, therefore there is to be now parties or large gathering on any deck, balcony or walkway. The facility is not responsible for injury due to structural failure caused by groupings or gathering of people.

Quiet Hours

Quiet hours are in effect Sunday through Thursday from 10:00 p.m. to 10:00 a.m., and Friday and Saturday from 11:30 p.m. to 11:00 a.m. During these hours, rooms, hallways, and other connecting areas should be generally noise-free. Twenty-four hour courtesy hours are always in effect. Residents are expected to be courteous. Upon request or complaint, students are expected to lower the noise level of their activity. During final examination periods, quiet hours are in effect 24 hours per day.

Smoking

The common areas and facilities are designated smoke-free facilities. Smoking is allowed in resident rooms that are not designated as non-smoking only. However, residents and guests are held liable for any cost incurred by the facility in having in discolored ceilings, walls, skirting boards, doors, etc., professionally redecorated or any curtains, blinds, furnishings, upholstery, carpets, etc., professionally cleaned or replaced. Smokers should not crowd or congregate by doorways. Also, they should dispose of remaining tobacco products in appropriate receptacles. The perimeter of residence dorms, within 10 feet of the building is a smoke-free zone.

Visitation and Guest Policy

Dormitories are special-use facilities. Non-residents may only access the 24-hour front desk area and MUST sign in. Access to other areas of the dormitory is restricted to those who have an actual or implied invitation to visit a resident. Members of the opposite sex must be escorted by the host from 7:00 p.m. to 10:a.m. in all living areas of the dormitory. Overnight guests of the opposite sex are prohibited. Residents may have overnight guests of the same sex, only if prior arrangements have been made. All guests are governed by dormitory regulations. Hosts are held accountable for the guest's conduct.

MountainView has an area designated for 24-hour visitation. When room visitation is not in effect, members of the opposite sex are permitted only in the 24-hour visitation area.

Visitation Hours for Members of the Opposite Sex:

Friday-Saturday:	10 A.M.-2 A.M.
Sunday:	10 A.M.-midnight
Monday-Thursday	10 A.M.-1 A.M.

Sound Amplification

The use of sound amplification (stereos, public address systems, etc.) for the purpose of sound amplification outside the confines of the dormitory rooms, any time of day, is prohibited unless specifically authorized by staff in conjunction with an approved event.

Common Area Damage Billing Procedures

Students may be billed for damage, vandalism, stolen furniture, or housekeeping charges in a common area when the responsible individuals cannot be determined. The group billed may include one of the following: an individual resident, a portion of a floor, all the residents of a floor, or some or all residents of the building. The location of the damage and the nature of the circumstances surrounding the damage incident will determine the group billed.

When a common area damage situation is discovered, a Common Area Alert will be posted in the area in which the damage took place after the cost of cleanup, repair, or replacement has been determined. In addition to this posting, staff will make every effort possible to inform the residents who may be charged for the damage and cost. If the responsible individual(s) is not determined, the group will be billed approximately one month after the repair is complete.

Note: Typically a group *billing will not* be pursued *if* the cost of the damage is less than \$2 per resident. However, If an accumulation of damage charges exceeds the \$2 minimum for the semester, a *billing* may be done.

Mail/Packages

Mail is delivered by name and box number to locked mailboxes in residential mailrooms Monday through Saturday; Mailbox numbers are the same as dormitory room numbers. Use the student's full name when sending mail.

Maintenance

There is no charge for repairs or maintenance to rooms resulting from normal use; However, repairs needed because of vandalism, misuse, or abuse will result in bills for the repair. If a room requires repair, you can submit a work order online. Each weekday morning work orders are reviewed and assigned to staff. You should never try to fix any broken room item yourself.

Maintenance emergencies, including but not limited to, flooding, interruption of electrical power, broken windows and locks, or other issues that affect the safety of the residents should be reported promptly to the front desk staff on duty.

Pest Control

Routine extermination services are provided in dormitory public areas twice a month. If you have a pest problem (insects or rodents) in your room, submit a work order, and a pest control professional will treat your room as soon as possible. Residents are responsible for practicing good housekeeping in their rooms and in the residence halls to help deter pests.

Payment of Lease

Lease payments are currently accepted at the front desk in Check, Money Order, or Cash Monday – Friday, 8:30 am – 4:00 pm. We are working on accepting credit cards. Additionally, a web site will be provided that will show, by ID and password access, your individual account status including your payment history. This system will accept payment via Electronic Check.

Lease payments, in the form of Check or Money Order, can also be mailed to:

BSC R&D
704 Bland Street
Box 101
Bluefield, WV
24701

Do Not Mail CASH
Make Checks/Money Orders Payable to BSC R&D