

RESIDENCE LIFE AT THE CHRISTUS COLLEGIUM
House Rules, Policies and Information– revised August 2024

Living at the Christus Collegium is a privilege. It is close to campus, very reasonably priced, and offers many amenities not available in other housing situations. Because this is not simply an apartment building, there are several rules that must be followed to ensure that the environment here is safe and respectful for everyone.

1. **QUIET STUDY ATMOSPHERE**

Keep stereos and radios at a low volume and be considerate of others when having visitors by keeping the conversation level low. Phone calls after 10:30 should be kept very quiet or made from the foyer, recreation room downstairs or the library upstairs. The walls in our old building are thin.

2. **COOKING APPLIANCES**

Appliances allowed in rooms: dorm-size refrigerators; microwave ovens; rice cookers; electric coffee makers or tea kettles. *No open-coil appliances (toasters/toaster ovens) are allowed in residential rooms.*

3. **NO SMOKING (including marijuana) OR CHEWING TOBACCO IS ALLOWED ANYWHERE IN THE BUILDING. Do not smoke in front of doorways. Place cigarette butts in receptacles not on the ground.** There is a designated smoking area on northeast corner of the building.

4. **FIRE AND SMOKE DANGER**

Fire Code requires that the corridor doors on the east end of each corridor be kept closed at all times, except when in immediate use. At night the west end corridor doors must also be closed. **Fire Code requires that hallways be kept clear of furniture (shelving, shoe racks, chairs, etc.) and other belongings.**

5. **BICYCLES**

Bicycles may be left locked on the racks in the front or back of the building. They may also be stored in the Storage Room downstairs. Parking them in any corridor is a violation of Fire Code. **Please register your bicycle (frame number and description) with the office & MSU.**

6. **PARKING**

Parking spaces behind the building are reserved for staff and residents. Park carefully, to allow the greatest amount of parking for residents and visitors.

Register your car make/model, color and license plate number with the office.

7. **GUEST POLICY**

An occasional same-sex guest is allowed in your room. As a matter of safety and consideration, please be sure to inform Manager of your guest's arrival. If there is an empty room available (esp. during the summer) it may be possible to rent that room for a more extended period (i.e. for parents or other visitors) at a rate of \$16/day.

8. **ALCOHOL & DRUG USE**

You are expected to abide by the State and Federal laws concerning alcohol and illegal substances. For those of legal drinking age (21), alcohol is allowed in residential rooms only, not in hallways or other common areas. Drunken, disorderly behavior will not be tolerated.

Possession and/or use of illegal substances will be reported to local authorities.

9. **PETS**

No pets are allowed.

10. **RESIDENCE FLOOR SAFETY**

Men should not be on the women's floor between the hours of **10:30 p.m. and 8:00 a.m.** Women should also not be in the men's hallways during these same hours. Any visitors to the residence hallways or common areas, regardless of the time of day, must be in the company of a current resident of the Christus Collegium.

11. **COMMUNITY USE**

The Christus Collegium serves not only as a residence hall for MSU students, but as a gathering place for a variety of community organizations and events. When scheduling such usage, the staff gives special consideration to the needs of students. If you have any questions or concerns about activities that are scheduled here, please talk to the staff.

12. **RESIDENCE KITCHEN**

The Resident Kitchen is available to the tenants of the Christus Collegium. Please familiarize yourself with the safe operation of the kitchen appliances and be a considerate and responsible "family member" when using the kitchen by *cleaning up after yourself*. The janitorial service sanitizes the sink and the counters and mops the kitchen floor, ***but they do not clean dishes, pans, cups or utensils. This is important! Any items left in the sink will be disposed of daily!!***

Please wipe up any of your spills and splatters on the stove, the counters, and the walls; put clean, shared cookware away on the open shelving; stow personal dishes, CLEAN OR DIRTY, in your own cupboard. There are no shared refrigerators. Each room has a small refrigerator and microwave. There is a freezer in the kitchen for residents' use. Please put your items in the bins provided and label with your name and room number.

13. **RESIDENCE BATHROOMS**

Same rules as the kitchen – take responsibility for your own messes. The janitorial service sanitizes toilets, sinks, showers and floors at least two times each week, but your own belongings must be kept contained so that this work can be done. Please wipe the sink area clean after you use it, flush the toilet and clean hair out of the shower and sink. ***Do not dispose of food in the bathroom sinks!***

14. **DISPOSAL OF TRASH**

Please do not use trash cans in bathrooms, janitor's closets or the hallways for food garbage, pizza boxes, etc. Take this trash to the larger cans in the kitchen or dispose of it directly in the big city dumpsters in the alley. Trash bags also should not be left in the stairwell outside the resident lounge. Recyclables should be put in the green recycling bin on south side of building.

15. **KEYS**

You are furnished with a room key, a key to the front door, and a key to your assigned kitchen cabinet. You will also be given a code for the electronic lock at the NE alley entrance. Rooms are locked with a deadbolt system, so it is impossible to lock your keys in your room. If you lose your key elsewhere, \$80 will be charged against your Security Deposit for the room to be re-keyed. ***If you lose your keys and cannot get into your room in the evening or weekend, McKenzie Davis and Ary Vermont in Apartment #26 have a Master Key. Manager also has a Master Key and may have spare room keys available.***

16. **MAINTENANCE & REPAIRS**

Please report any maintenance concerns or issues directly to Beth as soon as you notice them so that prompt action can be taken to resolve them. Call or text if it is something urgent (ex: plumbing or heating emergency) or email if it is something non-urgent (ex: light bulb out). If maintenance is required in your room, Manager will notify you in advance of the time it will be done.

17. **HOUSE DUTIES**

The Christus Collegium is a *big, big house!* The janitorial service works only three days each week, so residents must participate in the general upkeep of the resident areas. Please help the “house” to run smoothly by emptying trashcans when you see they are overflowing, picking up loose garbage you might see around the grounds or indoor common areas, and most importantly, *cleaning up after yourself.*

18. **RESIDENT MEETINGS**

A mandatory Resident Meeting is scheduled early **each semester** – usually early on a weekend evening. We require that each resident make every effort to attend. Occasionally an additional meeting may be called to address a particular issue, and attendance is required at these, as well. If you are *absolutely* unable to attend a particular meeting, please inform the Manager PRIOR to the meeting. You will be asked to meet with the Manager to discuss the outcome of the meeting. Failure to communicate with management, when necessary, will jeopardize your residency at the Collegium.

19. **RESIDENT DINNERS**

In an effort to promote a sense of community, friendship and trust among residents, the staff tries to offer one or two resident meals or activities each semester. All residents are strongly encouraged to attend these gatherings. Ideas for activities are always welcome!

20. **EMERGENCIES OR CONCERNS:**

If the Fire Alarm sounds, go immediately to the front porch or lobby area. Do not return to your room for any reason until the cause of alarm is determined.

In the event of an emergency, CALL 911 IMMEDIATELY.

If there are other concerns such as loss of heat or hot water and other urgent maintenance issues, the Facility Assistants McKenzie Davis and Ary Vermunt (Apartment #26), and Emily #31 are available at night and on weekends. Emergency contact numbers:

Beth Switlick:	406-438-0838
McKenzie Davis:	406-570-7163
Ary Vermunt:	406-660-2321

If you are unable to reach one of these people and you have concerns about suspicious activity, vandalism or rowdy behavior in or around the building, call the non-emergency number of the Bozeman Police Department – 406-582-2000, option 6.