

2023 Long Term Summer Renter Handbook

RATES, PAYMENT, AND CANCELLATION TERMS

- **Rates.** Rate is **per apartment, not per person** figuring most guests come with a partner. Rates are not prorated; if a guest checks out in advance of their timeline of rental, they will be responsible for the entire rental period charge.
- Please note that five business days is considered one week for Residential Life.

Timeline	Rate
June 28th to August 6th, 2023	\$2,000.00*

**this rate is subject to change by College Administration*

- **Transaction Fee.** A 3% transaction fee for credit card processing is being added to all charges (both initial reservation and remaining).
- **Payment.** Payment occurs in two parts—a reservation charge and a remaining charge. Reservation is made immediately, and remaining is done via credit card at check-in.
- **Minimum date of reservation.** Reservations must be made by June 16, 2023. No reservations with less than ten business days notice will be allowed.
- **Cancellation Policy.** If one decides to cancel their reservation, they must do so no later than June 27th, 2023 for a full refund. Cancellations must come via email to reslife@css.edu to be considered official and confirmed. Cancellations after June 27, 2023 will be refunded on a prorated amount.

RESIDENTIAL LIFE AMENITIES

- **Furnishings:** Each apartment has full kitchen facilities with a fridge/freezer, stove/oven, sink, etc. The apartment is fully furnished with couch, chair, coffee table, beds, etc. There are no microwaves, toasters, broom, vacuum cleaner, iron/ironing board, or coffeemakers in the units. Dishes/cookware/utensils/plates, fans, and hangers are not provided. Fire extinguishers and window air conditioners are provided in each apartment.
- **Laundry:** Laundry facilities are provided for guests use and convenience in each residence hall. Residential Life is not responsible for clothing left unattended or any articles that may be damaged in either the washers or dryers. Laundry is free. Laundry products and are not supplied.
- **Common Areas:** Each building has a variety of common area spaces for lounging, visiting, playing games, or playing piano. There are tables, chairs, and couches throughout the buildings. Some buildings have pianos to play, fireplaces to run, pool tables, or private worship space. Each building also has a common kitchen to be used. Please note that items left in the common fridges may be thrown away due to rot. Please keep the common areas free of clutter and recognize that items should not be left in the common space.
- **Parking:** All motor vehicles brought to campus must be parked in the overnight lots across from Cedar, Scanlon, and Kerst. Parking may only occur in designated spots. Parking is free over the summer. More information about parking can be found [online](#).
- **Garbage & Recycling:** Guests in the residence halls are strongly encouraged to recycle. Recycling is considered “single stream” on campus. Garbage dumpsters and recycling dumpsters are located in the parking lots across from Cedar, Scanlon, Kerst.
- **Cable & Internet:** Cable is provided locally through Charter Communications. Your TV must meet the requirements post in the “Facilities” section of the [Residential Life Handbook](#). If you have problems with your cable, please alert Residential Life. You must do a channel search on your TV after you connect it with the coax cable to the wall. We do not provide coax cables. Internet is provided on campus through our Information Technology department. We provide both wireless and wired Internet, with ports located in each department. We do not provide ethernet cords. The IT Help Desk is available for **minimal assistance** to LTSR guests. You can contact them at helpdesk@css.edu, or find them at Tower 2410 during business hours.

- **Vending Machines:** Vending machines providing a variety of snacks and beverages are located in each building. Machines are regularly refilled by our dining services.
- **Burns Wellness Center:** A wellness center pass may be purchased by LTSR at the main desk in the BWC for the summer.
- **CSS Library.** The library allows short-term book rentals and use of the facilities in the Tower Hall library.
- **Somers Hall Front Desk.** At this desk, we check out items like vacuums, cooking items, cleaning items, etc. The Campus Operator desk is typically open during business hours.
- **Mail services.** You can have your mail sent to you here during your time at CSS. A mailbox number will be provided to you upon arrival.
- **Personal property insurance.** The College only covers items that belong to the College and are not liable for any lost, stolen, damaged items. Renters are encouraged to purchase personal property insurance to cover their items while they are at CSS.
- **Saints Shop.** The Saints Shop has all CSS clothing items, merchandise, and novelty items as well as some snack items. It is located on the 1st floor of Tower Hall.

Phone Numbers to Know

Campus Safety and Security (24/7): 5937 from any Campus Phone or (218) 723-6175

Residential Life (8 am to 4:30 pm Mon-Thurs, 3:30pm on Friday): 218-723-6391

Director of Residential Life: Elliott R. Johnston (218) 723-5939 (8-4:30 M-Th, 3:30pm Fri during summers)

Information on who to call with routine concerns will be posted in the hallways of the apartment buildings.

RESIDENCE HALL POLICIES

All residence hall policies are detailed in the Residence Life Handbook. All guests and residents are expected to read, understand, and abide by the policies. [Please find the handbook online.](#) Below are the major policies that should be reviewed and understood for your stay this summer

- **Locking Systems.** Scanlon and Kerst are electronically locking buildings that lock from midnight to 6am daily. Please always keep your key card with you, as it is your entry into the building after hours, as well as entry to your apartment. Replacement key cards can be acquired for free at the Somers Main Desk/Campus Operator (open 7am-midnight)
- **Smoking/Tobacco Use:** The College of St. Scholastica is a tobacco free campus for all community members. No smoking or tobacco products are allowed at any time. Hookahs and other smoking devices are not allowed and will be confiscated.
- **Window Screens.** Screens are to remain in the windows at all times.
- **Pets.** Pets are not allowed in any residences with the exception of some fish in small tanks. Exceptions to this policy may be granted through the Center for Equal Access.
- **Room/Apartment Decorations.** LTSR at The College of St. Scholastica are encouraged to decorate and arrange their rooms in a way that creates a comfortable living/learning environment that reflects our Benedictine Values of Community, Hospitality, Respect, Stewardship and Love of Learning. Please use blue painters tape or removable hanging strips, and avoid using tacks, nails, other forms of tape as these can damage the walls and result in damage fines.
- **Appliances** . All electrical appliances must be safety labeled by either Underwriters Laboratories (UL) or Factory Mutual (FM). Electrical heat-producing appliances used for food preparation must have non-exposed heating elements. In addition, hot plates and space heaters with open coils are not allowed in any on campus living quarters. Toasters ARE allowed. Air conditioners must stay installed in the windows all summer.
- **Bikes.** Bikes may be stored in designated racks around campus. They are not to be left in the stairwells, bathrooms or hallways.
- **Grills.** Charcoal and gas grills may be used only at a distance of at least 15 feet from any residential living areas or woods. Grills may not be stored in or within 15 feet from the woods or a residence. Electric grills are acceptable in and near buildings. Residential Life owns very few grills, so it is suggested that you bring your own.
- **Maintenance and Repairs.** Facilities Services staff are responsible for repairs in your residence and public areas. Requests for repairs and maintenance can be made by calling the maintenance hotline (218-723-3030) 24 hours a day. Halogen bulbs are considered hazardous and not allowed in housing units. Phone and/or key problems should be reported immediately to Residential Life (218-723-6391). Apartments will be evaluated before and after occupancy. Damage charges will be assessed to you when appropriate.
- **Furniture.** Furniture owned by The College of St. Scholastica is not to be removed from any university building. Also, furniture may not be transferred between rooms, nor stored outside of its original location. LTSR may bring

extra furniture (such as chairs and small dressers) of their own into the resident areas if space allows. Only lofts purchased by the College will be allowed and are only permitted in certain residence halls. Residential Life reserves the right to search rooms for provided furniture.

- **Housekeeping.** The College housekeeping staff is responsible for routine cleaning and maintenance of general facility space in communal areas of the buildings. Residents are responsible for their own private residence; any excessive debris, mess or disarrangement of furniture is the responsibility of the participating parties.
- **Carpets.** LTSR may use carpets and rugs in their rooms. For safety and cleaning purposes, doormats are not allowed in hallways.
- **Alcohol & Drugs.** Drugs or paraphernalia are never allowed to be consumed or possessed on campus in public areas, per state law. Alcohol can be consumed in private living quarters behind closed doors by those who are age 21 or over. *Alcohol may not be consumed outside, common areas, in lounges, or parking lots.*

EMERGENCY PROCEDURES

- **Fire Procedures.** If a fire is detected, pull the nearest fire alarm or call 9-1-1 immediately, and then evacuate the building. Failure to exit a building during a fire alarm/drill or tampering with a fire alarm may result in probation, suspension or dismissal from housing. Any time an alarm sounds in a College building, the building must be evacuated immediately.
- **Evacuation.** Go to the nearest exits away from the center of the complex to reduce risk, unless this route is determined to be less safe than the central stairway. Those in the lounge area should follow this procedure as well. DO NOT use the elevator under any circumstances. Use the rooftop for an exit ONLY if fire is blocking other exits.
- **Evacuation sites.** Proceed to the safest building that is closest to your residence. Please note that Tower Hall is open 24 hours a day.
- **Smoke Detectors.** All rooms and apartments are equipped with smoke detectors. For your protection and that of other residents, keep the smoke detector in working order. NOTE: A regular beeping may indicate a low battery. Call (218) 723-3030 so the batteries can be replaced. It is illegal in the State of Minnesota to tamper with any fire protection equipment.
- **Fire Hazards.** Candles, oil lamps, halogen lamps, toasters, toaster ovens, incense, etc., that have flames, glowing elements, etc., are not allowed to be burned in the residence halls. Smoking is not allowed on campus. No fire of any size or kind may be ignited on campus property without prior written permission from Residential Life. Firecrackers are not allowed on campus.
- **Power Failure** If a power failure occurs in your living space, notify Security immediately.
- **Tornadoes.** All residents and employees should take note of this the tornado and severe weather response policy.
- **Emergency Call Boxes.** Emergency call boxes are located in parking lots 1 (east and west), 2, 5, 6, 6A and 13. Please use these phones in the event of an emergency or to report any unusual or suspicious activity. When you pick up the phone, you will be connected with Security on their emergency line. Accidents or Emergency Call 9-1-1. Residents do not need to dial an extra '9' to get an outside line when calling 9-1-1.
- **Weapons.** Weapons of any sort are not welcome on campus. This includes hunting equipment. Please refer to the CSS Student Handbook.

OTHER GUESTS, CAMPERS, AND STUDENTS ON CAMPUS

Other guests, camps, and College of St. Scholastica traditional-aged students will be in the halls and apartments while you are visiting and staying on campus. Guests and students are asked to treat one another with respect and understand that this is a collegiate environment. Please understand that Residential Life will be working within the halls in which guests and students are staying, doing maintenance and repair projects, as well as staffing the areas.

ROOM ENTRY

Authorized Residential Life staff, CSS Facilities Staff, and emergency personnel have the right to enter your apartment at any time if there is a healthy or safety concern. Facilities staff or Residential Life staff may enter your apartment at any point to complete a repair.

YOUR ARRIVAL

Prior to traveling to CSS. Prior to your arrival at CSS, we suggest you review the following and pack appropriately:

- bring any TVs, radios, computers, cords, etc you need (we do not provide any of them)
- bring warm clothes, jackets, blankets, etc for chilly Duluth summers and evenings
- confirm your methods of transportation to arrive at CSS safely and within our check-in hours. Please note we do not provide transportation at all.

Arrival at The College of St. Scholastica. Upon arrival at CSS, please come to the Somers Front Desk. **Check-ins is Wednesday, June 28th from 9am-9pm.** During your check-in, you will get the following items:

- you will pay your remaining amount via credit card
- notification of where to park
- information on how to connect to the wireless and wired internet (internet is not an extra charge)
- your keys (max two keys per apartment)

Once you arrive to your apartment, you will find:

- an installed window air conditioner (not an extra charge; must remain installed through the summer)

Leaving The College of St. Scholastica. Upon departure at CSS, please go to Somers front desk. **Check-outs is on Sunday, August 6th by 11:59pm.** During your check-out, you will:

- in your apartment, you will be provided with a detailed checkout instructions sheet to go through
- turn in your keys
- sign a waiver of damages
- provide a forwarding address (if there are any items left behind)

FLOOR PLANS

Floor plans for each of the residence halls [are located on the homepage of Residential Life](#). You cannot request a certain apartment, but you can preference a floor on your registration form.

DINING OPTIONS

There are limited dining options on campus available, so please plan to cook in your apartment or eat out in the many options available in the Twin Ports.