Marathon Hall Resident Handbook

Marathon Hall is an exciting, supportive place to live right on campus. Residents rejoice with each other over personal achievements, support each other when life throws challenges, and make life-long friendships along the way.

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Mission and Goals of UW-Marathon County's Residence Life

Mission

UW-Marathon County's residence life program exists to promote the unique mission and goals of the UW Colleges. It aspires to provide affordable housing services to students seeking to complete their first two years of liberal arts general education as well as students attending Northcentral Technical College. Seeking to create an environment that is conducive to the educational success of its students, UW-Marathon County Residence Life offers programs that are social, educational, diverse, and civic in nature.
Goals

1. To ensure the safety and well-being of those who reside in Marathon Hall.
2. To foster a diverse environment encouraging respect of all people with varying personalities, disabilities, abilities, economic backgrounds, cultures, etc.; recognizing that even if we differ in outward appearances, we all share many of the same hopes, values, interests, and dreams.
3. Realizing that education happens outside the classroom as much as inside, we hope to compliment the educational experience through the programs we provide, the rules and policies we implement, and the relationships we build.
4. Understanding that college can be an overwhelming experience, we hope to provide a comfortable environment in which to learn, play, and socialize, as well achieve a balance between all areas of life.

Amenities

Internet
Each room is equipped with network connections. Students will need to have a network card installed in their computer to access this network. Students are also required to have up to date anti-virus software installed on their computer, which is checked prior to being able to gain access to internet. Our internet service provider reserves the right to block any computer from the network that is virus infected. There is also wireless internet access available at Marathon Hall.

Computers
Student can use desktop computers with access to the internet and a laser printer in the basement of Marathon Hall. Students can log on using their UWMC account (NTC students will be given a special logon). These computers are for resident's academic use only. Marathon Hall also offers wireless internet in the front lobby and in the basement for students’ convenience.

The larger computer lab in the main academic building on the UWMC campus is available to Marathon Hall residents (both UWMC and NTC) during its normal hours.

Television
Each room comes equipped with one active cable television hookup, which is included in the price of your housing. Students receive approximately seventy channels. Residents supply their own co-axial cord, but we recommend waiting to purchase it until after you have set up your room and have an idea of the exact length you will need. There are many shops located close by to purchase them.

Laundry
Marathon Hall has laundry facilities on the premise. Four washers and four dryers can be utilized any time. These machines are coin-operated and cost $1.50 per wash and $1.50 per dry.
Laundry Service is also available to those residing in Marathon Hall. Click here for Laundry Service Requests.

Lounges

TV Lounge
Marathon Hall has one main TV lounge. Residents are welcome to use their DVD players or game systems with this TV any time. Students are also welcome to watch TV in the main lobby at any time.

24-Hour Quiet Study Lounge
Marathon Hall has one lounge dedicated to students who need a quiet place to study.

There is also a lounge for students who want to just hang out with friends or would like to study with a little bit of background noise.
**Kitchen**
Marathon Hall has a kitchen where students are welcome to cook for themselves. The kitchen is equipped with an electric stove, refrigerator, sink, and miscellaneous pots, pans, and utensils. Residents must check out the kitchen key at the front desk during open desk hours. Residents are required to clean up after themselves.

**Game Room**
For your competitive enjoyment, Marathon Hall has two pool tables, ping pong, foosball and darts. The key for the game room can be checked out at the front desk during open desk hours.

**Marathon Hall Student Conduct Process**
With every right comes responsibility and, as a member of the campus community, you are expected to respect others and follow the rules and policies established by the university community and Marathon Hall. As a resident of Marathon Hall, you have responsibilities that you agreed to when you signed your housing contract. One of these responsibilities is to abide by the policies set forth by the Federal, State and Local Governments, the University, and Marathon Hall. If you are involved in a situation that violates a policy, a Marathon Hall Staff member may approach you about it. At that time, their responsibility is to end whatever behavior is taking place which violates a policy. The staff member is not responsible for assessing your role in the situation, they merely document what is happening and the hall director will determine each student's role in the incident.

**Important Information**
- The Marathon Hall student conduct process is NOT equivalent to, does not conform to, and is not comparable to the criminal law process. The Marathon Hall student conduct process is designed, in part, to determine whether an individual is responsible or not responsible for violations of Marathon Hall or University Policies. The technical rules of evidence applicable in civil and criminal cases do not apply to this process nor will the proceedings be bound by the criminal law process. This is a contractual matter between the resident and the Hall.
- The Marathon Hall conduct process relies on the preponderance of evidence when considering whether or not an individual is in violation of a policy. This burden of proof means that it is more likely than not that a policy violation has occurred.
- The Marathon Hall student conduct process does not take the place of the University Conduct process through the Student Affairs Office or the NTC conduct process. The Student Affairs Office, NTC, and Marathon Hall may work together on matters.
- Marathon Hall may address conduct that has occurred on campus, even outside the hall, and off-campus conduct detrimental to the institution.
- Delivery of any written notification regarding student conduct concerns can be delivered either in person, via your official school email account, through your student mailbox, or to your
permanent address. It is YOUR responsibility to check these areas on a daily/regular basis. Failure to do so will not be grounds for appeal or dismissal of process.

- Cooperation with staff is important. You can cooperate with staff members by opening the door, talking with them openly and honestly, and complying with their requests. Not doing these things may be considered obstructing a university official. If staff members approach your room for a policy violation, they would like to resolve the situation quickly, and your cooperation will help them do that.

- It is important to note that if a room is uncooperative with hall staff members, the hall director or Wausau Police Department could be called to assist with resolving the situation, and that behavior will be noted in the incident report. It is important to know that when Wausau Police Department Personnel respond to an incident in Marathon Hall, they may issue a citation to those involved.

- When being approached by a staff member, some students become nervous or scared and worry about "getting in trouble." Despite your feelings, it's best to remain calm and be honest with hall staff members about what is happening and who is involved. You can be held responsible for making false statements in a conduct hearing, so it's best to tell the truth from the start.

- As a Marathon Hall student, it's your responsibility to show that you're not in violation of a university policy. For example, if a staff member has reason to believe there is alcohol present in a room, they may ask to look inside a refrigerator, cooler or other space that may store alcohol. You may deny a request to open the refrigerator, but you won't be providing sufficient evidence that you are not in possession of alcohol and may be found in violation. Non-compliance will be taken into consideration when sanctioning is involved.

- It is important that you familiarize yourself with the guest policies. Guests must sign in at the hall's front desk and overnight guests must be registered through the front desk and remain with their host at all times. Do not give a guest (or anyone) your room combination or keys. If a staff member approaches your room for a policy violation and you are hosting guests, it's important that you encourage your guests to cooperate with staff by answering their questions and providing a photo I.D. All guests 16 and older must have a photo ID on them at all times.

- If your guests cannot provide I.D., are not properly registered through the front desk, or are being uncooperative with hall staff, the hall director or Wausau Police Personnel may escort your guest(s) from the building. It's also important to note that you will be held responsible for your guests and their actions, so it's best if you explain the basic policies to your guests when they arrive so they know what you expect from them.

- Students are responsible for their room and any behaviors/activities which take place in the room – including the behaviors of your guests. The residents (assigned) of the room do not need to be present, involved, or even aware that an incident has taken place to be considered responsible for violating a policy. Do not give anyone your room combination or building/mailbox keys.
• Marathon Hall believes in shared responsibility. All students in a room or area where a policy is being violated may be held responsible, even if they are not participating. It is your responsibility to leave the area and report the incident to Marathon Hall Staff.

• Many students will post or display information or pictures which are in direct violation of a University or Marathon Hall policy. These postings/displays are subject to disciplinary action and may result in initiation of the Marathon Hall Conduct Process. This includes, but is not limited to, postings on websites, Facebook, Myspace, online messaging, pictures in your rooms, and other sources. Marathon Hall staff will not be actively searching for these type of displays, but will address them when they are brought to their attention.

• While a staff member is always happy to assist in conflicts between roommates and neighbors, individuals are encouraged to discuss issues with others.

• Ultimately, each individual is responsible for his or her own actions and choices.

**Your Rights**

Unless responsibility can be established by preponderance of evidence, you have a presumption of being not in violation for a policy. You have the right to:

• a conduct conference being held in a timely manner
• review the written report that describes the situation being considered
• present evidence/information at your conduct conference
• bring witnesses to present evidence/information at your conduct conference
• have an advisor, other than an attorney or legal counsel, to provide support and advise you during your conduct conference. Be aware, the advisor cannot speak for you and may be asked to leave if s/he disrupts the process
• be notified of the decision

**The Conduct Process**

A member of the Marathon Hall Community, University Community, or surrounding community notices a possible violation of a policy and completes an Incident Report or submits a police report or written notification

If it is a member of the Marathon Hall Staff, the staff member(s) will approach you about the situation, stop the behavior, and request identification.

The staff member will write an Incident Report documenting the details of what happened- including names of people present, the policies that were possibly violated, and any other relevant information. The staff member will then forward the incident report to the Residence Hall Director (RHD)

After reviewing the incident report, your Residence Hall Director will decide the best course of action. If the Residence Hall Director determines no conduct conference is necessary, the student may receive a warning. After receiving the warning, the student may request a conduct conference.
If the Residence Hall Director determines the need to resolve the matter through a conduct conference, you will be notified to schedule a meeting with a judicial officer who will either be the Residence Hall Director, the Assistant Residence Hall Director (ARHD) or the Director of Residence Life (DRL).

At the conduct conference, the judicial officer will listen to your perspective on the incident and take into consideration other statements from witnesses and other involved students.

After hearing all information and completing his/her investigation into the matter, the Judicial Officer will determine if you are responsible or not responsible for violating a policy or policies. If you are held responsible, your hall director will issue sanctions for being involved in the situation. If you are not responsible, you will receive notification and the process is over, though proper documents and records will be kept as part of your Marathon Hall file.

You may appeal the Residence Hall Director's or the ARHD’s decision(s) to the Director of Residence Life (Kristine McCaslin, the professional who supervises the Auxiliary Services, Room 190 South Hall) within in the appeal guidelines described later.

All decisions of the Director of Residence Life are final and may not be appealed, with the exception of dismissal from Marathon Hall – this may be appealed to the Assistant Dean of Student Affairs. All other decisions are final and cannot be appealed.

In some circumstances, the Residence Hall Director may refer cases to the Director of Residence Life. These circumstances include, but are not limited to, very serious policy violations, students with many policy violations already on file, or cases where dismissal from Marathon Hall is a possibility. With the exception of dismissal from Marathon Hall, all decisions by the Director or Residence Life are considered final.

**The Appeal Process**

If you sign a behavioral agreement, you are agreeing, without coercion, to comply with certain statements/actions. A behavioral agreement cannot be appealed.

Students who appeal a decision by the Residence Hall Director or ARHD, must base it upon a violation of due process or discovery of extenuating circumstances. An extenuating circumstance would include new evidence, witnesses, and information that could alter the original decision. This does NOT include evidence, witnesses, or information which was available during the original conduct conference.

Requesting an appeal does not guarantee an appeal conference will be granted or a new conduct conference will be held.

Failure to schedule a conduct conference or attend a scheduled conduct conference is not grounds for appeal and will not be considered for granting an appeal or new conduct conference.
A request for an appeal must be made in writing or emailed to the Director of Residence Life within two business days of the date on the decision letter. Information in the Appeal must include reason for appeal as well as contact information.

The Director of Residence Life will determine if an appeal conference will be held or if the Residence Hall Director will hold a new conduct conference. A new conduct conference or an appeal conference does not guarantee a different outcome will be determined.

The decision of the Director of Residence Life is considered final and cannot be appealed.

The only decision of the Director of Residence Life which can be appealed is when a student is permanently dismissed from Marathon Hall as a result of the conduct process. The student has the right to appeal a decision to the Assistant Dean of Student Affairs. The Assistant Dean of Student Affairs decision is considered final and cannot be appealed.

**Dismissal from Marathon Hall**

Dismissal from Marathon Hall is a very difficult decision that will not be made lightly. The Director of Residence Life or his/her designee, in consultation with necessary personnel, may require an emergency, immediate, or permanent dismissal from Marathon Hall if it is decided the student’s continued presence would mean a potential for serious harm to self or others, pose a serious disruption of Marathon Hall sponsored activities or procedures, or constitute a serious harm to the facilities or property of Marathon Hall. The student will be notified in writing that he or she must immediately leave Marathon Hall and schedule a meeting with the Director of Residence Life to determine if the student can return to and/or continue to reside in Marathon Hall. Shelter and meals will be the financial responsibility of the student. The student will need to make his or her own accommodations and will not be reimbursed for any costs nor will the student be credited for time with the contract. In extreme cases Wausau Police Department will be contacted to assist in the removal of the student. Guests/Individuals who affect the wellbeing of Marathon Hall who are not residents of Marathon Hall may be restricted from entering the building and/or dining hall. The decision by the Director of Residence Life will be considered final in situations involving non-contracted individuals and there is no appeal. This includes students of UWMC and NTC who do not live in the hall.

**Definitions of Dismissal**

**Emergency** – will take effect immediately, cannot be appealed, term of length is dependent on the judgment of the Director of Residence Life after careful consideration of all the information, but is not permanent

**Immediate** – the resident must leave the hall within 2 hours of notification, cannot be appealed, term of length is dependent on the judgment of the Director of Residence Life after careful consideration of all the information, but is not permanent
Permanent – The resident is no longer allowed in Marathon Hall, and in some circumstances, may no longer be allowed in the dining hall as well. The student is restricted from entering Marathon Hall for as long as is determined by the Director of Residence Life.

There are two types of permanent dismissal:

• *Administrative/Contractual Permanent Dismissal from Marathon Hall* – The Director of Residence Life can choose to contractual remove a student from Marathon Hall. The student will be able to provide rationale, in writing, why he or she should be allowed to continue to live in Marathon Hall. The decision of the Director of Residence Life is final and cannot be appealed. The decision will be made in writing and all financial aspects of the contract will be upheld

• *Disciplinary Permanent Dismissal* – a student who has entered into the Marathon Hall Conduct Process can be sanctioned to dismissal from Marathon Hall. This is appealable under the conduct process. All financial aspects of the contract will be upheld.

**Conduct Sanctions**

The goal of the conduct process is, in part, to be educational, developmental, support the academic mission of UWMC and NTC, and insure safety and respect for all students and facilities. There are many different types of sanctions which can occur for a student found responsible for violating a policy(ies). Here are some examples of sanctions that have been given. Of course, these are examples and other appropriate sanctions are possible.

• Community Service – required performance of service for the hall, community, or other appropriate venue

• Confiscation – confiscation of items which are in violation of Marathon Hall policy and cannot be used in the hall. Some items will be held for 30 calendar days – on the 31st day, we will dispose of as appropriate, some items will not be returned at all (e.g. beer bongs)

• Dismissal from Hall - see above

• Educational sanctions -- examples, Judicial Educator online modules, bulletin boards, hall programs, study hours, etc. The purpose of an educational sanction is to provide further information or raise awareness about a behavior that violates a policy or gives back to the community

• Formal warning or reprimand – a statement which clearly establishes that continued violation of policies will not be tolerated

• Loss of privileges – loss of use of specific facilities, equipment or services for a specified period of time

• Restitution - payment for any damage, clean-up, or replacement costs incurred from the incident that occurred.

• Probation -- a window of opportunity to show you're changing your behavior. Involvement in additional situations that violate policies will be a violation of your probation, which may result in additional sanctions and could also affect your status as a resident in Marathon Hall
The residence hall policies are clearly explained in the Policies Section. If you have questions about any of these policies, please contact your Community Advisor (CA), Assistant Residence Hall Director (ARHD), or Residence Hall Director (RHD) for clarification.

**Frequently Asked Questions**

**When will I get my room assignment letter?**

Room assignments are generally mailed out in the middle of July. You will receive your roommate’s name, email address, and telephone number. We recommend contacting your roommate, so that you may decide what items you will bring to campus.

**What size are the beds in the residence hall?**

Extra–long twin sheets fit the beds in the residence hall.

**What comes in each room?**

Every residence hall room comes with two closets areas, dressers, garbage cans, desks, desk chairs, and extra–long twin beds. The desks are equipped with a lamp. You are welcome to bring more furniture if you would like.

Rooms are also equipped with two T1 Internet connections; students with computers must have a network card and network cable to access the Internet in rooms. Each room has an active cable connection.

**Can I bring a car?**

There are no restrictions to who can bring a car to campus. Anyone bringing a car must get a parking permit from the front desk and park in the lots designated for Marathon Hall students. The cost for a parking permit is $50.00/year. Overflow parking may require some residents to park in Marathon Park.
How and where will I do my laundry?

Two laundry rooms are located in the basement of Marathon Hall. Each is equipped with 2 washers and 2 dryers. These machines are coin–operated and cost $1.50 per load.

**Front Desk Area**

**Hours of Operation**

Monday-Thursday: 8am-10pm  
Friday: 8am-11pm  
Saturday: 4pm-11pm  
Sunday: 4pm-10pm

**Services**

The Front Desk has a variety of services available to residents. Residents are able to check out:

- Sports equipment
- Pool Room equipment
- Dart Board equipment
- Ping-Pong and Foosball equipment
- board games
- DVD player
- tools

Residents can also obtain the keys to the game room, kitchen, and hall computer lab.

Items such as stamps, photocopies, and a variety of food items (such as pizza, soda, candy bars, etc.) are also available for purchase.

Each resident who resides in Marathon Hall will share a mailbox with their roommate. Mail usually comes every morning and is generally distributed by 12PM daily. You will need your mailbox key in order to obtain your mail. Packages can be picked up from the desk worker during normal desk hours.

**Marathon Hall Policies**

Residents of Marathon Hall are expected to be aware of and follow all policies found in the Residence Life Policies.

As a member of the Marathon Hall Community, you will have many opportunities to influence the living environment and contribute to your new home. It is important to respect the rights of others and live responsibly together. With every "right" comes responsibility and as a member of the campus
community, you are expected to respect others and follow all rules and policies established by the University community and the Department of Residence Life. Ultimately, it is our hope that you will make choices which are healthy, respectful, and support the academic mission of the University.

Changes in the rules and regulations may be made by the Department of Residence Life during the term of this contract by placing notices 48 hours before the changes become effective. If the health or safety of people using residence hall facilities may be adversely affected by any delay, implementation may be immediate.

Marathon Hall Policies

Marathon Hall Missing Person Contact Process

If you are uncertain of your responsibilities or your rights under the University disciplinary procedures, please contact your Residence Hall Director at (715) 261-6232 or the Director of Residence Life at (715) 261-6212.

Marathon Hall Room Layout & Regulations

Helpful Information

Rooms are 16' X 10'.

Students may not bring lofts to Marathon Hall. If a student wishes to have a loft, they must complete a Loft Request Form and the loft will be provided on a first come-first serve basis. There is a $50 fee for loft reservations.

The top of the mattress must be at least 24 inches from the ceiling. Ceilings in rooms are 7'9''.

Rooms in the hall come equipped with 2 beds, 2 dressers, 2 chairs, and 2 desks. There is internet connectivity for two computers (using a network card and cable that you supply), and one cable TV outlet. All furniture can be moved within the room, so you can customize your room to make it feel like home!

Refrigerators up to 4.1 cubic feet and microwaves up to 1.2 cubic feet are allowed.
Air conditioners and appliances with open coils or exposed heating elements are prohibited (see the policies link for more specific questions).

The Staff at Marathon Hall looks forward to a safe, fun, productive year!

What to Bring

Tips on What to Bring

- Bedding/Extra-long twin
- Alarm Clock
- Cell phone
- Microwave
- Love-seat, chair, small pieces of furniture
- Food Items
- Personal items: towels, cleaning supplies, etc.
- Poster/pictures (attach with poster putty)

What NOT to Bring

The following items are prohibited. Possession of these items may result in disciplinary action against you or your roommate.

- Halogen lamps
- Weapons (guns, knives, etc.)
- Personal grills
- Candles or incense
- Fireworks
- Weight Lifting Equipment (other than hand weights up to 20 pounds)
- Pets (only fish are allowed up to a 5 gallon tank)
- Open coil heating or cooking devices (toasters ovens, etc.)
- Subwoofers & large stereo speakers

We do not recommend (though not prohibited) bringing large pieces of furniture to campus.

Tips for Move-In Day

- Read your roommate letter carefully for important move-in information
- Know date & time of move-in
- Go directly to the Marathon Hall lobby: check-in with your Community Advisor (CA)
- Check with your roommate about what to bring
• Discuss roommate agreement
• Attend your first floor meeting
• Get to know your CA

Area Information

The Wausau Area is full of things to do! From bowling, restaurants, art galleries and plays, there is always something going on!

Local Information & Resources

• City of Wausau
• Marathon Co. Public Library
• Northcentral Technical College
• United Way's First Call (for information & referrals)
• Wausau Daily Herald

Shopping & Recreation

• Cedar Creek Mall
• Granite Peak Ski Resort
• Leigh Yawkey Woodson Art Museum
• Marcus Theaters
• Wausau Center Mall
• Wausau Performing Arts
Marathon Hall Policies

The following policies have been implemented not only to protect individuals and facilities, but also to insure the hall is welcoming, respectful, safe environment for living, studying and learning.

**Important Information:**

- Residents and guests must follow these policies and all federal, state, and local laws.
- Marathon Hall reserves the right to change current policies or adapt additional policies or procedures as necessary to promote a safe, respectful, and academic environment.
- Students will get two business days notice of changes or additions in policies. They will then be added to the website and considered in effect. Marathon Hall reserves the right to immediately implement policies or procedures if the safety of individuals or the facilities requires immediate action.
- The Residence Hall Manager’s apartment is considered “off campus” and has different policies.
- Director of Auxiliary Services refers to the professional who supervises Marathon Hall professional and graduate student staff.
- Upon signing a contract and moving into the hall, you are responsible for knowing and following all the policies (and insuring your guests follow them) and fees, loss of service, and sanctions associated with violation of any policies.
- It is important to know that when Wausau Police Department Personnel respond to an incident in Marathon Hall, they may issue a citation to those involved. Not only will involved individuals need to follow through on the criminal process, they may also need to complete the Marathon Hall Conduct process. This is NOT double jeopardy. One is a criminal process and one is a contractual process.
- Students are responsible for their room and any behaviors/activities which take place in the room – including the behaviors of all guests.
- Marathon Hall believes in shared responsibility. All students in a room or area where a policy is being violated may be held responsible, even if they are not participating. It is your responsibility to leave the area and report the incident to Marathon Hall Staff.
- Many students will post or display information or pictures which are in direct violation of a University or Marathon Hall policy. These postings/displays are subject to disciplinary action and may result in initiation of the Marathon Hall Conduct Process. This includes, but is not limited to, postings on websites, Facebook, online messaging, pictures in your rooms, and other sources. Marathon Hall staff will not be actively searching for these type of displays, but will address them when they are brought to their attention.
- While a staff member is always happy to assist in conflicts between roommates and neighbors, individuals are encouraged to discuss issues with each other.
- Each individual is responsible for his or her own actions and choices.
- If you have questions about any of these policies, please contact your community advisor (CA), or Residence Hall Manager (RHM) for clarification.
**Alcohol Policy**

Consumption of alcohol in Marathon Hall or on any of the grounds adjacent to Marathon Hall, regardless of age, is strictly prohibited. This includes residents of legal drinking age, guests, parents and other family members. Marathon Hall staff will enforce this policy. Wausau Police Department will be called to respond to alcohol violations with underage individuals. Marathon Hall reserves the right to dismiss a resident from Marathon Hall for a repeat alcohol violation.

- **Alcoholic Beverage:** Any beverage which contains even a small amount of alcohol. “Near Beer” and “Near Wine” are considered alcoholic beverages.
- **Beer Bongs:** Students are prohibited from possessing any device, even as a decoration, designed either professionally or through manipulation, to consume large quantities of alcohol. These items will be confiscated by Marathon Hall Staff and not returned.
- **Common Areas:** Alcoholic beverages are not permitted in public areas of the residence hall or property adjacent to the Hall.
- **Common Containers:** kegs, barrels, party balls, or other large containers which hold alcohol are not permitted.
- **Distribution:** distribution of alcohol in any method to a person who is not of legal drinking age is not permitted.
- **Empty containers:** no alcohol containers are allowed in the hall, including but not limited to, empty bottles, cans, cases, boxes, bottle caps, wine corks, and items used for decoration such as a bottle with highlighter fluid in it, a can serving as a bank, or a beer bottle with sand in it.
- **Irresponsible Drinking:** Marathon hall does not condone drinking to excess, whether a person is of age or not. Alcohol is not allowed in Marathon Hall, however, when off campus, students who are underage are expected to follow state laws and those who are of age are expected to drink responsibly. Any resident who returns to Marathon Hall under the influence of alcohol and causes a disruption, regardless of age, are in violation of the alcohol policy. Some behaviors include, but are not limited to: loud or destructive behavior, inability to control bodily functions such as vomiting, urinating, defecating, incapacitation, vandalism, threatening behavior, and violence.
- **Shared Responsibility:** All students present or assigned to a room where the alcohol policy is being violated, will be held accountable for violations of the alcohol policy whether they were participating in the behavior or not.

**Computer Technology Policy**

As a convenience for the residents of Marathon Hall, there are 3 computers located in the quiet study lounge in the basement. Marathon Hall also provides internet service to individual rooms.

- **Hall Provided Computers:**
  - The computers in the basement are for academic priority use.
  - The computers in the basement are for use by Marathon Hall residents only.
  - Computers are on a first come, first serve basis.
  - Viewing or displaying what may be deemed inappropriate material is prohibited.
  - Using computer resources to download, display, and transfer unauthorized copyrighted material is prohibited.
  - Eating, drinking, around the hall computers are prohibited.
Programs, websites, etc. with sound, must be used with earphones as to not disturb others in the quiet study lounge.

All printed items left in the community printer for 24 hours will be recycled.

Users must bring a storage device to save materials – do not save directly on the computer.

Do not download programs or applications to the computers.

Tampering with the hall computer equipment or network is prohibited. This includes but is not limited to disconnecting/connecting machines from the network, or adding routers or machines to the network.

Personal Computers in Student Rooms

You are required to have up to date anti-virus software.

UWMC students have access to free anti-virus software, however installation of this software is your responsibility. Marathon Hall and UWMC assumes no responsibility for the software or its effectiveness.

Keep operating systems current with the latest patches and services packs.

By accessing the provided internet service in Marathon Hall you agree to comply with all computer policies.

You must have a network cable and network card installed, at your expense, on your computer.

Abuse of network resources is prohibited including but not limited to engaging in activities which cause excessive traffic.

Hardware installation/problems are solely your responsibility.

You are responsible for the backup of your files.

Marathon Hall is not responsible for personal information that is transferred while using the network.

You are responsible for all activities conducted through the use of your network connection, including guests. We encourage restricting access to your computer with the use of passwords.

Running server services on your computer while connected to the network is prohibited. This includes but is not limited to “peer to peer” applications, web servers, FTP servers, dial-in access, or any other service that allows a user to access the network via your connection.

No one should disrupt or interfere with the legitimate access to the network of another user.

The network may not be used to harass, threaten, or hurt others.

Using network resources to download, display, and transfer unauthorized copyrighted material is prohibited.

You may not access files or systems of others without their permission.

Connection to the network may be suspended or denied for maintenance or violation of policies.

You may not use the network to run a business.

If you violate policies and lose internet privileges, you will not be financially compensated.

You are responsible for contacting the Front Desk or other hall staff member if you have connection problems.
Disorderly Conduct Policy

- **Abuse of the Conduct Process:** The conduct process is an important piece of community development and insuring safety and security. Abuse of the conduct process is prohibited. This includes but is not limited to:
  - Falsifying, distorting, or misrepresenting information before a conduct officer or to a staff member
  - Disruption or interference with the conduct proceedings
  - Attempts to discourage or prevent an individual’s participation in or use of the conduct process
  - Harassment and/or intimidation of a conduct officer, witness, or involved party prior to, during, or after the conduct proceedings
  - Attempts to influence the impartiality of the conduct officer

- **Assault:** Acts or threats of physical violence are prohibited and may lead to dismissal from Marathon Hall.

- **Bomb Threat/Placement:** The placement of an explosive device or threatening the placement of an explosive device in Marathon Hall or adjacent areas is prohibited and Wausau Police Department will be contacted. Individuals found responsible for violating this policy will be dismissed from Marathon Hall.

- **Common Area Space:** Residents are expected to abide by community decisions and policies regarding the use of common area space. Residents are expected to clean up after use of a common area space. Common area space should not be used for sleeping or sexual activity. If the responsible party(ies) cannot be determined, damages which occur in common areas will be assessed to all residents.

- **Community Charges:** Residents are responsible for any loss or damages that result from neglect, mistreatment, intentional, accidental, or willful vandalism, etc. of common areas and for their rooms. For common areas, if the responsible party cannot be identified the charges will be assessed and billed to all students. For resident rooms, if the responsible person cannot be identified, both occupants of the room will be billed. Please remember the individuals who created the situation are the ones responsible for the billing you received.

- **Compliance with Staff members:** Students who verbally abuse, physically abuse, provide false information to or fail to cooperate with Marathon Hall staff and/or University staff acting in the performance of their positions will face disciplinary action. Menacing behaviors, displaying materials that demean or undermine a staff member, physical forces against, and threatening staff members is prohibited. All residents and guest are expected to comply with request from staff members whether they agree or not with the request. Concerns with the validity of a request should be brought to the immediate attention of the Residence Hall Manager.

- **Copyright Laws:** All residents and guest are expected to comply with federal copyright regulations. Rental and purchased video material cannot be viewed in public areas unless a license is secured.

- **Deposit of human waste:** Urination, defecation, vomiting, spitting, etc. can only be done so in a urinal, toilet, or controlled container.

- **Disruptive behavior:** Students will not interfere with, annoy, disturb, or distract any other student, guest, or staff member by means of noise, abusive and derogatory language, or any other nuisance.
• **Failure to comply with or complete disciplinary sanctions:** Failure to complete or comply with sanctions issued as a result of a conduct hearing will result in further disciplinary action.

• **Gambling:** Gambling is prohibited in Marathon Hall.

• **Illegal Activity:** Violating any local, state, federal law or UW System university policy within Marathon hall and adjacent property is prohibited.

• **Offensive Materials:** Marathon Hall staff encourages your creativity, but also supports a welcoming, safe community for people to live and academically succeed. Therefore harassing or demeaning materials may not be posted to the outside of the door or in windows facing outwards for others to see. Questions about content should be brought to the Residence Hall Manager for determination.

• **Shared Responsibility:** All Students in a room or area where a policy is being violated will be held responsible for behavior or objects in the area, even if they are not directly engaging in the behavior.

• **Surveillance:** surveillance, eavesdropping or intentional intrusion on the privacy of another person by means of technology devices such as recorders, cameras, camera phones, etc is prohibited.

• **Theft/Attempted Theft:** Residents are expected to treat the property of residents, guests, and the University with respect. No person may intentionally take, conceal, transfer, or retain another individual or university property with the consent of the rightful owner. UWMC, NTC and Marathon Hall are not responsible for personal property lost, stolen or damaged. Valuables should be stored in a secure location in your room. Residence Life encourages residents to invest in a lock box for valuables. If you experience loss, immediately inform hall staff and contact Wausau Police Department. Students should secure renters insurance or investigate in parental/guardian homeowners insurance policies cover residents personal property. Do NOT give out your room combination.

• **Throwing objects:** throwing, dropping, tossing, or disposing any object or liquid out of the windows, off roofs, down stairwells, or down elevator shafts is prohibited.

• **Violent Behavior:** Any behavior that jeopardizes the safety of self or others is prohibited.

• **Weapons:** Possession and use of firearms or other dangerous weapons such as bows, arrows, ninja stars, knives, or any item that could be used as a weapon are prohibited. Facsimile weapons such as toys or replicas that bear a reasonable resemblance or can be reasonably perceived to be a real weapon are prohibited.

**Drug Policy**

• **Use and/or possession of drugs:** the use, possession, sale, gifting, of exchange or illegal drugs, chemicals used as drugs, controlled substances, un-prescribed medications is prohibited.

• **Paraphernalia:** no person may possess or use drug paraphernalia or items manipulated or manufactured with the express intent to consume drugs. Such items include but are not limited to bongs, pipes, scales, rolling papers, roach clips, and blow tubes.

• **Pill Parties:** are prohibited.

• **Shared responsibility:** All residents in a room or area where the drug policy is being violated will be held responsible for behavior and/or objects in the area, even if they are not engaging in drug use or “own”/provided the paraphernalia.

• **Wausau Police Department** will be called for all suspected drug violations.
• Individuals found responsible for violating the drug policy may be dismissed from Marathon Hall.

Facility Security Policy

• **Bicycles, Mopeds, Motorized Vehicles:** these and related items may not be brought into Marathon hall and must not obstruct the free passage of pedestrians or vehicles. Designated racks are present outside Marathon Hall for securing these items. They may not be secured to trees, signs, railings, or to the patio furniture. Marathon Hall and/or the University is NOT responsible for lost or stolen items. Bikes cannot be left at Marathon Hall over the summer months. If left 30 days past the end of spring semester bikes will become the property of Marathon Hall and will be disposed of properly.

• **Closing and Opening procedures:** During academic breaks and at summer, Marathon Hall will remain open for a small fee. Students will be given specific instructions to properly sign up to stay over breaks. Breaks are a privilege, anyone in violation with hall policy will be asked to leave until the hall is open for regular times.

• **Deliveries:** Deliveries must be made to and picked up from the Marathon Hall Lobby. This includes, but is not limited to food deliveries, flowers, packages. Delivery personnel are not allowed to go directly to a student room or any other common area in the building.

• **Disposal of Trash and Recycling:** residents are to dispose of trash in the dumpster outside Marathon Hall and follow all recycling procedures in the hall. Medical waste, flammable materials and other toxins should not be disposed of in the dumpster. Failure to properly recycle or remove personal trash properly may lead to assessment of community charges.

• **Elevators:** Tampering with the elevator or any related equipment is not permitted. This includes but is not limited to tampering with control panels/key access, forcing elevator doors open or preventing them from closing, tampering with the alarm system, and engaging in behavior which damages the proper functioning of the elevator, including dumping water or other liquids in the elevator.

• **Facility Panels:** opening, tampering, or destroying access panels, fuse boxes, electrical closes, and exposed pipes and all contents within or using them for purposes they were not intended is prohibited.

• **Keys –Distribution:** lending another individual, including roommates, guests, and family a Marathon Hall key or university key is prohibited. No person may possess another resident’s keys. Such keys will be confiscated by hall staff.

• **Keys –Duplication:** the unauthorized duplication of a Marathon Hall key or any University Key or the request for unauthorized duplication is prohibited.

• **Keys-Inappropriate use/Vandalism:** tampering with, damaging as a result of unauthorized or neglectful behavior, vandalism, or the unauthorized replacement, of keys, locks or security device is prohibited.

• **Keys – lost/misplaced:** should be reported to a hall staff member immediately and students are expected to do so.

• **Keys –Room combinations:** sharing/giving your room combination to person who does not live in your room, including family or guests is prohibited. The combination is the same as a key and cannot be distributed. Marathon Hall is not responsible for stolen items due to violation of this policy.
• **Kitchen:** to reduce the risk of rodent/bug infestation, fires, and health and safety concerns, residents may only use the basement kitchen for cooking needs. Residents are responsible for the proper disposal of all cooking supplies, grease, garbage, and crumbs and to thoroughly clean the kitchen at the end of use. All items stored in the kitchen must be clearly labeled or will be disposed of as is appropriate. Marathon Hall staff reserve the right to shut down the kitchen for lack of care. This is a privilege. Unlabeled food will be thrown out.

• **Opposite Gender in Bathroom:** persons are not allowed in bathrooms designated for the opposite gender at any time.

• **Peepholes:** Covering, tampering with, removing, and vandalizing peepholes is prohibited

• **Pets:** Only fish in aquariums/tanks are allowed in Marathon Hall. During academic breaks when Marathon Hall is closed, residents are expected to make alternative arrangements for the care of their fish, as residents will not be allowed back in the hall to feed them and staff will not care for them. Residents are expected to maintain a clean tank and will lose the right to have fish if this is not done. Marathon Hall assumes no responsibility for fish or equipment. Pets belonging to visitors/guests are not permitted in Marathon Hall. Marathon Hall staff reserves the right to remove prohibited pets at the expense of the resident(s).

• **Propping Doors:** Propping open any Marathon Hall door intended to remain closed/locked is prohibited.

• **Roof/Building Scaling:** climbing into, onto, out of university buildings, including roofs, overhangs, and scaling the side of the building are prohibited.

• **Room Number:** covering or altering the room number placed on your door is prohibited.

• **Service Animals:** Certified service animals are not considered pets and are allowed with proper documentation. Residents requiring service animals should contact the Residence Hall Manager regarding procedures and expectations regarding the service animals.

• **Solicitation:** Door to Door soliciting in Marathon Hall is prohibited. Those wishing to solicit to Marathon Hall residents must get permission from the Residence Hall Manager and may only do so in the lobby and not interfere with activities or coerce anyone to participate/purchase. Violators will be asked to leave and not be allowed to solicit again (including residents). Hall Staff and leadership initiatives approved by the Residence Hall Director may be placed in resident mailboxes. University related information and postings must be approved by the Residence Hall Manager prior to distribution or hanging. Outside businesses and groups must have postage paid to be placed in mailboxes. Outside businesses and groups must be approved by the Director of Residence Life. All violations will be immediately removed and face conduct action

• **Solicitation – political candidates/groups:** may serve as guest speakers at floor meetings or participate in Marathon Hall staff sponsored hall programs, but may not actively canvass or solicit in Marathon Hall.

• **Sports:** engaging in sport activities, such as, but not limited to Frisbee, football, rollerblading, tag, catch, etc., inside Marathon Hall is prohibited

• **Trespassing:** Persons who are restricted or unauthorized to be in Marathon Hall cannot enter the hall at any time. Being present will be considered trespassing and Wausau Police Department will be called.
- **Utility Equipment:** the opening, tampering, or destroying electrical outlets, phone jacks, data jacks, cable hook-ups and all contents within or using them purposes they were not intended is prohibited.

- **Vandalism:** is not permitted in or around Marathon Hall. Vandalism includes but is not limited to damaging bulletin boards, signs, water/food fights, tampering with equipment, toilet papering, and other acts which cost loss of value or service. Tampering with items such as the washing machines/dryers or vending machines in order to gain free service is prohibited. Individuals who vandalize will be subject to disciplinary action and restitution costs.

**Fire Prevention and Safety Policy**

- **Appliances:** any appliance that is rated over 6 amps/700 watts, has an exposed heating element, may cause ventilation issues, does not have an automatic shutoff, or is not UL listed are considered hazardous and should not be used in the residence hall. While it is not possible to list all allowed and restricted items, we have included a list to serve as a starting point. We will confiscate any item that is prohibited or being used inappropriately. If you have questions or concerns, please see the Residence Hall Manager for guidance.

  o **Permitted in Rooms**
    - Air purifier/cleaner
    - Blender
    - Coffee Maker
    - Computer
    - Electric Clock
    - Fan – box or rotating only
    - Hair care devices
    - Humidifier
    - Microwave ovens
    - Refrigerator (maximum of 5.4 cubic feet/room & one per room)

  o **Permitted for use in Kitchen, storage in Room**
    - George Foreman Grills
    - Quesadilla makers
    - Electric Woks
    - Sandwich Maker
    - Toaster
    - Rice cookers

  o **Not permitted in Marathon Hall**
    - Air Conditioner
    - Air Pizza Cookers
    - Candle warmers/Burners
    - Rotissaries
    - Ceiling Fans
    - Deep Fryer
    - Electric Blanket-with permission
- Electric Mattress Pad—with permission
- Halogen lights
- Halogen Make up Mirror
- Oil lamp
- Potpourri Simmer Pot
- Crock pots/slow cookers
- Hot plates
- Space heaters
- Sub Woofers

- **Candles/Incense:** candles, incense or other open flames are prohibited from Marathon hall either for use or decoration.
- **Cooking:** only microwave cooking is allowed in student rooms. A kitchen in the basement is provided for cooking needs.
- **Electric outlet overload:** use of multiple plugs and extension cords are prohibited. An extension cord can only be used for temporary short term use. Power strips with a surge protector or fuse on it are allowed. Only one power strip per outlet is permitted.
- **Firecrackers/Fireworks:** fireworks are not permitted on University lands or in Marathon hall. The possession of firecrackers, fireworks, gunpowder, explosives, flammable liquids or fuels, or other combustible materials are prohibited. Individuals found in possession of such items face criminal prosecution and/or disciplinary action including dismissal from Marathon Hall.
- **Fire Equipment:** tampering with fire safety equipment such as alarms, smoke detectors, extinguishers, sprinkler systems, exit signs, is prohibited. Some examples of a violation of this policy, include but are not limited to: intentionally causing a false fire alarm, setting a fire, discharging an extinguisher, unplugging smoke detectors, setting off sprinkler systems, and tampering with fire hoses. Any student who is found responsible for violating this policy will be immediately dismissed from Marathon Hall.
- **Fire Evacuation:** when an alarm sounds or Marathon Hall Staff indicated, all students must evacuate the building and not re-enter until told to do so by fire department personnel or hall staff. Failure to leave may result in consequences or citations form WFD.
- **Flammable Liquids:** possession of containers holding fluids for the intention of setting fires or creating explosives is prohibited.
- **Grilling:** no one may grill inside or immediately surrounding Marathon Hall. 20 feet must be between the hall and the grill and all safety precautions taken.
- **Smoking/Tobacco Use:** is prohibited in Marathon Hall. Smoking may only take place in the designated areas outside Marathon Hall (cluster of benches on south side of Marathon Hall just off 7th Avenue by railroad tracks). All forms of tobacco are prohibited from use in Marathon Hall, including chewing tobacco and e-cigs.

**Guest and Visitation Policy**
- A guest is defined as any individual(s) visiting. This includes Marathon Hall residents, even people from the same wing or floor.
• A guest is considered overnight if the person is staying in the room past quiet hours. An overnight guest may not stay more than 2 nights per week – this includes other residents of Marathon Hall.
• The host is responsible for all actions of their guests.
• All guests 16 and older must have a picture ID with them at all times while in Marathon Hall.
• Individuals living in single rooms, whether paid or not, must abide by the Guest and Visitation policy.
• Shared responsibility applies to the actions of guests.
• All guests must follow proper check-in procedures and register at the front desk.
• Overnight Guests are not allowed during finals week.
• Guests may not be in possession of resident keys or be given combinations for rooms.
• Guests must be escorted at all times in Marathon Hall.
• Guests may only use the bathroom facilities designated for their gender.
• Marathon Hall reserves the right to restrict guests who are consistently in violation of Marathon Hall policies.

Harassment and Violence Policy
Harassment and Violence will not be tolerated in Marathon Hall. It undermines the dignity, safety, and security of everyone in our community. Residents in violation of the Harassment and Violence policy will be dismissed from Marathon Hall.

• **Sexual:** The introduction of unwanted sexual advances or comments into the work, learning, or living environments of the University campus will not be tolerated and is strictly prohibited. Students involved in such behavior may face disciplinary action that may result in removal from all residence halls and suspension/expulsion.
• **Verbal/physical:** striking, shoving, kicking, or any short of physical contact or attempting to or threatening to do the same with the intent to harass or intimidate or hurt that person is prohibited.
• **Hate crimes:** behaviors motivated by bias against an individual’s actual or perceived race, ethnicity, religion, disability, sexual orientation, gender, HIV status, group affiliation, personal values, and size is prohibited. Such examples include but are not limited to graffiti or name-calling referencing said identity.
• **Indecent Exposure:** streaking, mooning, flashing, or any other sexual act or display in public areas/common areas is prohibited.
• **Relationship Violence:** All forms of sexual assault, sexual harassment, stalking, domestic and dating violence are prohibited.
• **Sexual Assault:** sexual contact or intercourse without a person’s permission/consent is against the law and prohibited.
• **Staff Harassment:** harassment, intimidation, physical violence or threats of violence against staff members are strictly prohibited.

Room Security Policy
• **Decorations/Construction:** Marathon Hall strongly values and encourages your individuality. We encourage you to be creative in decorating your room. However, such
actions must be in compliance with state of Wisconsin building codes and Marathon Hall policy. The following actions are prohibited:

- Rewiring lights and wall sockets.
- Carpeting or paneling walls and ceilings.
- Painting walls or furniture or any hall owned item.
- Construction of decks or platforms.
- Decoration, construction, or arrangement of furniture or items which hinders easy exit and entrance to a room. No obstacle should prevent a room from opening wide.
- Total electrical requirements should not exceed the limit of one power strip.
- Cords should not be taped across the floor and not across the entryway.
- Fish netting, parachutes, door beads, posters, cloth, paper, or other combustibles should not be hung or draped across the ceiling, overhead structures, or in front of the doorway entrance.
- No natural vegetation of a combustible nature is permitted, Regular house plants are permitted.
- Live Christmas trees are prohibited and artificial trees must be flame resistant.
- Doors can only be 50% covered and room numbers never covered or altered.

- **Furniture**: For safety, security, and facility care reasons, the following policies are in affect regarding furniture:
  - No obstacle should prevent a door from opening wide.
  - Arrangement of furniture should not require students, guests, visitors, staff, or emergency personnel, etc., to climb over or circumvent an obstacle in order to enter or exit the rooms.
  - Arrangement of furniture should not require students, guests, visitors, staff, or emergency personnel, etc., to have to look around said obstacle to see clearly into the room.
  - Arrangement of furniture should not hinder maintenance staff from performing necessary repairs, cleaning, or maintenance. Areas requiring maintenance must have a minimum clearance allotment of 2 feet to fix.
  - Waterbeds and kiddy pools are prohibited.
  - Marathon Hall provided furniture must remain in the designated room at all times and may not be stored, even temporarily, in lounges, hallways, storage rooms, or off campus locations.
  - Removal of common area furniture for personal use is prohibited and an appropriate fee will be assessed.
  - No personal lofts or bunks are allowed. A limited amount of lofting supplies are available from Marathon Hall, please contact the Residence Hall staff for these items.
  - You may replace the Hall Drapes with your own, however, you are responsible for returning the Hall drapes to the original location in the same condition. Never wash hall provided drapes.

- **Room Capacity**: regulations require that no more than 10 people are allowed to be present in a student room at a time.
• **Room cleanliness**: residents must keep their room clean and sanitary and not impede on the health and standards of the community. Residents are responsible for cleaning their room. Staff may ask a resident to clean an unsanitary room.

• **Unauthorized Moves**: Unauthorized room changes, unauthorized early move-ins, and/or engaging in disruptive behaviors with the intent of coercing someone to move from a room is prohibited. All room changes must be approved by the Residence Hall Manager.

• **Screens and Windows**: all screens and windows in Marathon Hall may not be removed for any reason except by Marathon Hall staff, emergency personnel, or campus officials.

**Noise Policy**

It is important for community members to respect one another and work together to promote a safe, respectful and academic living and learning environment. Residents are encouraged to respectfully confront one another when noise levels are impeding your ability to sleep, study, or converse reasonably in your room. Marathon Hall staff will confront residents for noise violations regardless of whether a specific complaint was made. Continued violations of the noise policy may result in a resident being compelled to remove stereos, TVs, computers, and other equipment and/or dismissed from Marathon hall.

• **Courtesy Hours**: Marathon Hall observes 24 hour courtesy hours. It is expected that noise be kept at a moderate or low level. If you are asked to turn down the volume, you must do so at any time.

• **Quiet Hours**: have been established to promote a healthy community. Sunday through Thursday quiet hours are 10PM to 10AM. Friday and Saturday, quiet hours are midnight to 10AM. During quiet hours, residents doors must remain closed.

• **Finals week quiet hours**: during finals week for UWMC campus, Marathon Hall reserves the right to implement additional quiet hours. Advance notice will be given.