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 Marathon Hall

Mission

UW-Marathon County's residence hall, Marathon Hall, 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, Marathon Hall 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.
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Frequently Asked Questions

When are the academic break periods?
To view all academic events, please view the academic calendar on our website: http://uwmc.uwc.edu/academics/calendar

When is the cafeteria available?
Dining Services are open for breakfast, lunch and dinner Monday through Friday. Brunch and dinner are served on weekends. For hours and further information, visit the Dining Services page.

What is a CA?
CAs, or Community Advisors, are residents who work to develop the Marathon Hall community, help residents transition to college at UWMC, create social and academic programs, and promote safety and security in the residence hall.

Who is a Residence Hall Manager?
The Residence Hall Manager is a graduate student who advises hall staff and addresses conduct issues. This person lives on site.

How easy is it to move in?
Moving in is easy! When you arrive on move-in day come in Marathon Hall and go to the front desk. A worker will introduce you to your CA and she/he will take you to your room. Still nervous? Here are a few tips for Move-in day;

- Get to know your roommate before move in. Once you have their contact information, contact them!
- Know when your roommate is arriving
- Preplan a room layout with your roommate
- If you have questions when you arrive, ask staff person. We are here to help!

How do I check out?
Checking out of your room is a very easy process. The first step is to make an appointment with your CA for a check-out time. Before your check-out time, you must have all of your belongings out of the building, and place all of the furniture in the same way it was setup when you first moved in. After your room is clean, empty, and in the right setup, your CA will check you out. You will need to return your door key and mail key.
**When do I receive my room assignment?**
Room assignments are generally mailed 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.

**Can I have a single?**
There are four designated single rooms in Marathon Hall. However, sometimes the other rooms are not occupied and we may convert them to a single room. Single rooms are awarded on a lottery system and may include an additional.

**What if my roommate moves out?**
If your roommate moves out you do not need to panic. You will have the option to consolidate with a new roommate, or (space permitting) you can purchase your room as a single. Singles are $500 extra per semester. You will never be forced to pay for a single room, but may be required to move in with another student.

**Who do I see if I have a roommate issue?**
If you and your roommate are having issues the first step is to talk to each other. If the issue or conflict cannot be solved alone you can set up a meeting with your CA. Marathon Hall staff is committed to conflict mediation and will work to keep roommate pairs together. Due to the popularity of Marathon Hall, there may not be options to move students to another space.

**Can I move out mid-year?**
Residents can move out mid-year under specific circumstances. Students still enrolled in UWMC/NTC classes who wish to move out mid-year need to talk with Assistant Director of Housing and Residence Life as there may be additional contract breakage charges. All students who leave mid-year forfeit their $150 deposit. Students who withdraw, transfer or graduate may be able to move out without additional charges. Failure to follow proper procedures may result in additional charges.

**What comes in each room?**
Each residence hall room comes with two of these items: wall closets, dressers, garbage cans, desks, desk chairs and extra-long twin beds. Most desks are equipped with a lamp. You are welcome to bring more furniture. Rooms are also equipped with Spectrum (formerly Charter) Internet hook up and cable TV service.

**What size are the beds in the residence hall?**
Extra-long twin sheets fit the beds in the residence hall.

**Can I bring a car?**
There are no restrictions on bringing 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 $55/year. Overflow parking may require some residents to park in Marathon Park.

Amenities

Marathon Hall Room Layout & Regulations

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 rentals.

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! Furniture may not be removed from rooms or stored.

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.

The Staff of Marathon Hall look forward to a safe, fun, productive year!

Internet

Each room is equipped with Charter Internet. Students will need to bring their own wireless router.

Computers

Students 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 posted 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. Marathon Hall contracts out their laundry facilities, lost money or broken machines MUST be reported to the laundry service company MacGray.

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. 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. Marathon Hall Staff reserve the right to close the kitchen down if residents are misusing the kitchen and failing to keep it clean.

**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.

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**Front Desk Information**

**Hours of Operation**

Monday-Friday: 9am-10pm

Saturday-Sunday: 2pm-10pm

*Hours may change year to year

**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

**Mailbox**

Each resident who resides in Marathon Hall will share a mailbox with their roommate. Mail usually comes every morning and is generally distributed by 3PM 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.

**Emergency Procedures**

**Fire Safety:**

1. If you see a fire, pull the alarm nearest you.
2. When the fire alarm sounds, evacuate the building through the nearest exit. Do not use elevator.
3. Call 911 from a safe place outside of the building. Stay on the phone with the 911 operator until instructed to hang up.

**Severe Weather:**

Severe Weather Procedures Severe weather watches and warnings are issued by the National Weather Service. Monitor the weather conditions by listening to a local radio or TV station for the most current information. The fire alarm system will allow for audible messages and alerts within the building to be made. Everyone should monitor current weather conditions anytime a weather watch is issued.

The best shelter areas are small, windowless, interior rooms or interior corridors on the lowest available floor (preferably the basement). Stay away from windows, skylights and glass doors because flying hail, flying debris, and lightning strikes are dangerous risks.

The safest locations for storm shelters are:
• Interior corridors with no windows or skylights, on the lowest floor (preferably the basement) of the building. Stay away from doors and other openings.

• Small windowless interior rooms on the lowest floor of the building (preferably the basement) and close to corridors. Restrooms and small offices are good examples.

• Seek shelter on one’s floor if you are unable to use the stairs.

• Do not use elevators during severe weather. Power outages will cause an elevator to stop operating.

**Watches and Warnings – Your Action Plans**

Severe Weather Watches: Severe thunderstorm watches or tornado watches mean that weather conditions are favorable for the development of storms. Sometimes the storms can develop rapidly. When the National Weather Service issues a severe weather watch, develop a plan for shelter from threatening weather.

**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 Manager at (715) 261-6232.

**Infectious Diseases Immunization Information**

All residents are required to be informed of and submit dates of vaccinations or bypass the immunization process as part of their housing contract process.

**MENINGITIS**

What is meningitis?

• Meningitis is a rare but potentially fatal bacterial infection.

• It can occur in two forms: either meningococcal meningitis, an inflammation that affects the brain and spinal cord, or as meningococcemia, the presence of bacteria in the blood.

• Permanent brain damage, hearing loss, learning disability, limb amputation, kidney failure, or death can result from infection.

**Quick facts:**

• Meningitis strikes about 3,000 Americans each year, and claims as many as 300 lives.

• Between 100 and 125 cases occur on college campuses every year.

• Five to fifteen college students die each year as a result of meningitis.
Cases among teenagers and young adults have more than doubled since 1991. Who is at risk of contracting meningitis?

- Anyone in close contact with a known case.
- College students, particularly freshmen, who live in campus residence halls.
- Anyone with an upper respiratory infection with a compromised immune system.
- Anyone traveling to endemic areas of the world where meningitis is prevalent. Is there a vaccine to help prevent meningitis?
  - A safe and effective vaccine is available. The vaccine is 85-100% effective in preventing four kinds of bacteria that cause about 70% of disease in the U.S.
  - The vaccine is safe, with mild and infrequent side effects, such as redness and pain at the injection site lasting up to two days.
  - After vaccination, immunity develops within seven to ten days and remains effective for approximately three to five years. As with any vaccine, vaccination against meningitis may not protect 100% of all susceptible individuals. Is vaccination recommended for college students?
    - Certain college students, particularly freshmen who live or plan to live in residence halls, have a 6-fold increased risk of disease.
    - The American College Health Association has adopted the recommendation of the Advisory Committee on Immunization Practices of the Center of Disease Control and Prevention, which states that college students, particularly freshmen living in residence halls, be educated about the meningococcal meningitis and the potential benefits of vaccination. Other undergraduate students wishing to reduce their risk of meningitis can also choose to be vaccinated.


**HEPATITIS B**

Hepatitis B facts:

- Hepatitis B is the most common liver infection in the world. It is caused by the hepatitis B virus (HBV) that attacks liver cells and can lead to liver failure, cirrhosis (scarring) or cancer of the liver.
• The virus is transmitted through contact with blood and bodily fluids that contain blood.

• This year alone, 100,000 new people will become infected with HBV; the Center for Disease Control estimates that 1.25 million Americans are already infected with hepatitis B. How is HBV transmitted?

• HBV is most efficiently transmitted through blood and infected bodily fluids. This includes: unprotected sex, sharing IV drug needles, living in a household with an infected person, an infected mother to her newborn child at birth, sharing earrings, razors, or toothbrushes with an infected person, unsterilized needles, including tattoo or piercing needles, human bites.

HBV is NOT spread by:

• kissing on cheek or lips
• coughing or sneezing
• casual contact such as hugging or holding hands
• eating food prepared by an infected individual

People are at MOST risk if they:

• are born to mothers who are infected with HBV; live in close household contact with a chronically infected individual; adopt a child from a country where HBV is prevalent
• have unprotected sex or have had more than one sexual partner in the last six months; have ever been diagnosed with a sexually transmitted disease; men who have sex with men
• share needles and syringes; are a patient on kidney dialysis
• are a health care provider or emergency responder who comes into contact with bodily fluids; live or work in an institutional setting, such as a prison or group home.

Can HBV be prevented? Yes. Ask your doctor about the safe and effective vaccine and protect yourself for a lifetime. The Center for Disease Control recommends that all infants, children and adolescents up to age 18 receive the HBV vaccine. The vaccine is also recommended for all adults who may be at high risk for infection. It only takes three shots to provide a lifetime of protection.

Other Resources:

• Center for Disease Control at www.cdc.gov/hepatitis.
Residents of Marathon Hall are expected to be aware of and follow all policies found in this handbook.

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 Marathon Hall. 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 Marathon Hall 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

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.

Staffing 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 day 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.
- Upon signing a contract and moving into the hall, you are responsible for knowing and following all the policies and will be responsible for any 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 involve 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.

• 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), the Residence Hall Manager (RHM), or the Assistant Director of Housing and Residence Life for clarification.

• UWS 17/18 Connection Statement

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.

• 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.

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 and against the law.

• 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.
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, and stalking, domestic and dating violence are prohibited.
- **Roommate Violence:** Is considered domestic abuse and Wausau Police Department will be contacted.
- **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.

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.
<table>
<thead>
<tr>
<th>Permitted in Rooms</th>
<th>Not permitted in Marathon Hall</th>
<th>Permitted for use in Kitchen/storage in Room</th>
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<tbody>
<tr>
<td>• Air purifier/cleaner</td>
<td>• Air Conditioner</td>
<td>• George Foreman Grills</td>
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<tr>
<td>• Blender</td>
<td>• Air Pizza Cookers</td>
<td>• Quesadilla makers</td>
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<tr>
<td>• Coffee Maker</td>
<td>• Candle warmers/Burners</td>
<td>• Electric Woks</td>
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<tr>
<td>• Computer</td>
<td>• Rotissieres</td>
<td>• Sandwich Maker</td>
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<tr>
<td>• Electric Clock</td>
<td>• Ceiling Fans</td>
<td>• Toaster</td>
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<tr>
<td>• Fan – box or rotating only</td>
<td>• Deep Fryer</td>
<td>• Rice cookers</td>
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<tr>
<td>• Hair care devices</td>
<td>• Electric Blanket-with permission</td>
<td></td>
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<tr>
<td>• Humidifier</td>
<td>• Electric Mattress Pad-with permission</td>
<td></td>
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<tr>
<td>• Microwave ovens</td>
<td>• Halogen lights</td>
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<tr>
<td>• Refrigerator (maximum of 5.4 cubic feet/room &amp; one per room)</td>
<td>• Halogen Make up Mirror</td>
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<td>• Oil lamp</td>
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<td>• Potpourri Simmer Pot</td>
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<td>• Crock pots/slow cookers</td>
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<td>• Sub Woofers</td>
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- 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.

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. There is a limit of one 10 gallon tank/resident. 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.

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 effect 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 Marathon 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.
- **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.

**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.

**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.
- By accessing the provided internet service in Marathon Hall you agree to comply with all computer policies.
- 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.
Single Room Assignments

**Single Rooms**

Single occupancy rooms (rooms for which a resident pays an additional fee to maintain the room solely for him/herself) are provided on a space-available basis. Space availability is evaluated every semester. Typically, more single occupancy rooms are available during the spring.

To be included in singles lottery process, indicate “yes” to the question on your housing acceptance form that asks if you are interested in purchasing a single room if one is available. Or, you can add your name to the list prior to week two of the semester in question by contacting Marathon Hall Staff at 715-261-6136. You will be contacted by your hall manager if consolidation will occur.

Individuals who have a single occupancy room for the fall semester are typically able to retain the room as a single room for the spring semester. Individuals in single rooms during the spring semester, however, should understand that they will not be guaranteed a double occupancy room for the upcoming fall semester.

**Medical/ADA Single Rooms**

Some students seek a single occupancy room because they have a medical condition or disability as defined by the Americans with Disabilities Act (ADA). To make such a request, you will need to submit medical or disability documentation (completed by a qualified professional such as a physician, psychologist or therapist) to Disability Services before May 1 for the fall semester and before December 1 for the spring semester. The documentation should outline:

- your diagnosis
- your treatment protocol
- how a single room will enhance your treatment protocol (receiving a single room, in-and-of-itself, is not considered a treatment protocol).

Your documentation will then be reviewed by an appropriate professional at UW-Marathon County. A recommendation to provide or not provide a single room will then be forwarded to Marathon Hall. While all attempts are made to honor approved requests for medical/ADA singles, they are subject to space availability and are not guaranteed. As part of the review process, the recommendation forwarded to Marathon Hall will include a notation of “required” or “beneficial.” Individuals with a “required” recommendation may or may not be charged the single room rate based on availability of a single room and whether another student would be displaced.
Individuals with a “beneficial” recommendation will be charged the single room rate for the room assigned.

The above interactive process is to ensure fairness in determining approval for single room assignments and room accommodations as deemed appropriate, considering individual case-by-case situations and space availability.

**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 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 Marathon Hall Professional Staff 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 University.

- 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 Pro Staff 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 therefore 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 ID, are not properly registered through the front desk, or are being uncooperative with hall staff, the Hall Pro Staff 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, Social Media, 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, 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 Pro Staff.

After reviewing the incident report, the Residence Hall Pro Staff will decide the best course of action. If the Residence Hall Pro-Staff determines no conduct conference is necessary, the student may receive a written warning. After receiving the warning, the student may request a conduct conference.

If the Residence Hall Pro Staff determines the need to resolve the matter through a conduct conference, you will be notified to schedule a meeting with the residence hall manager.

At the conduct conference, the residence hall manager 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 Resident hall manager will determine if you are responsible or not responsible for violating a policy or policies. If you are held responsible, you will be issued 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 conduct file.

You may appeal the Residence Hall Manager decision(s) to the Assistant Director of Housing within in the appeal guidelines described later.

All decisions of the Assistant 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, some cases may directly be referred to the Assistant 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 Assistant Director or Residence Life are considered final.

**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.

- **Formal warning or reprimand** – a statement which clearly establishes that continued violation of policies will not be tolerated
- **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)
- **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
- **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
- **Dismissal from Hall** --- see above

The residence hall policies are clearly explained in the Policies Section. If you have questions about any of these policies, please contact a hall staff member.
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 Manager, 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 Assistant 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 Assistant 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 Assistant 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 Campus Dean of Student Affairs enrollment management. The Assistant Camp Dean’s 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 Assistant 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 Assistant 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 may need to make his or her own accommodations and may not be reimbursed for any costs nor will the student be credited for time with the contract. In extreme cases law enforcement 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 Assistant 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 Assistant 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 Assistant 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 appropriate staff member.

There are two types of permanent dismissal:

- **Administrative/Contractual Permanent Dismissal from Marathon Hall** – The Assistant Campus Dean 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 Assistant Campus Dean 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.
TERMS AND CONDITIONS

Housing and Food Service

Housing and Food Service Terms and Conditions:
This document and those referred to within it constitute the University of Wisconsin-Marathon County housing and food service Terms and Conditions. The services described are being offered under the terms and conditions stated herein. Nothing in this contract constitutes a landlord tenant relationship as described in Chapter 704, Wisconsin Statutes.

If you agree to the terms and conditions of this contract and accept the offer of University housing and food services, complete and sign the enclosed Contract Form and return it with the deposit amount.

The contract will become legally binding on both parties when the signed Contract Form and deposit are received by UWMC staff (pending availability). It remains binding for the entire duration of this contract (See Item 2, “CONTRACT TERM”).

1. ELIGIBILITY - You must be an enrolled student at the University of Wisconsin Marathon County (UWMC), Northcentral Technical College (NTC), or otherwise determined eligible by the Assistant Campus Dean of Student Affairs and Enrollment Management hereinafter called “ACDSAEM”. Marathon Hall, hereinafter called reserves the right to terminate your contract if you are registered for, or if your credit load is reduced to less than full-time unless continued residency is approved by the ACDSAEM. Students, whose credit load falls below fulltime status, during the course of the contract, do not automatically get released from the room and board contract.

2. CONTRACT TERM - This contract is for the entire academic year and cannot be terminated except under the conditions stated under Item 10, TERMINATION OF CONTRACT. With exceptions indicated in Item 15, VACATION PERIODS, the contract term is:

   UWMC: September 2, 2015- May 20, 2016
   NTC: 2015-2016 Academic Calendar-Pending

If entered into after the beginning of the academic year, this contract applies only to the balance of the current academic year for the campus you are attending. If the dates of the academic year are revised by UWMC or NTC, the revised dates will apply and will not change the financial obligations of this contract. Marathon Hall further reserves the right to adjust opening dates each semester in order to adapt to the registration calendars without any adjustments to rates.
3. UNIVERSITY’S OBLIGATION - An agent of the University of Wisconsin Marathon County, Marathon Hall, agrees to furnish housing in the residence hall, and food service at UWMC’s cafeteria, under the terms and conditions stated herein and in the informational materials accompanying this contract and on the Marathon Hall website and distributed in the hall, which are by reference made a part of this contract.

4. YOUR OBLIGATION - You agree:
   • to pay all fees specified in the contract
   • to observe all rules and regulations of Marathon Hall and the University, which are by reference made a part of this contract
   • to honor the terms and conditions stated in this contract.

University regulations are presented on the UWMC website.

5. ASSIGNMENT POLICY – Marathon Hall will not discriminate in assignment to University housing on the basis of race, color, sex, religion, disability, national origin or ancestry. Residents will be assigned according to their preferences to the extent possible, based on their housing application data. Failure to honor assignment preferences will not void the contract. Marathon Hall reserves the right to change room assignments, to assign roommates, or to consolidate vacancies by requiring you to move from single occupancy of a double room to double occupancy. These changes may be required at any time. Marathon Hall reserves the right to temporarily assign additional residents above the design capacity of designated rooms until permanent spaces becomes available.

To reside in Marathon Hall, Wisconsin Law (SS36.25(46)) requires students assigned to residence halls to affirm whether they have received vaccination against meningococcal disease and hepatitis B and to provide the dates of vaccination if any.

To reside in Marathon Hall, you must be able to perform your own independent tasks or have an attendant to assist you. Individuals who require service animals must comply with Marathon Hall’s service animal policy. Individuals who require medical single room accommodations may be responsible for paying for the single room.

Smoking and Tobacco use are not allowed in Marathon Hall. You must smoke in designated places as stated at orientation.

6. ROOM CHANGES - You may change rooms only with prior written authorization from the Residence Hall Manager. Unauthorized room changes or failure to move out of a room at a designated time may result in being required to move back to your
authorized assignment, a service charge, and/or disciplinary action. Room change requests will be considered only after the second week of each semester.

7. RATES - The "Housing and Food Service Payment Schedule" accompanies the Contract Acceptance Form. Marathon Hall, as an auxiliary, self-supporting enterprise, reserves the right to adjust contract rates during the term of this contract and you agree to pay the rates and prices as adjusted. Rates will not be adjusted more than 5 percent for the academic year. Individual food item prices may be adjusted to meet unforeseen cost changes. Rates for UWMC students are based on occupancy for fall and spring terms ONLY. There may be an additional charge for occupancy during Winterim & Summer. Students will be allowed to reside in the Hall during Winterim & Summer as determined eligible by the Residence Hall Manager.

8. PAYMENT - Payment will be made in accordance with the "Housing and Food Service Payment Schedule." Marathon Hall reserves the right to charge $25 for each time that payment is not made in the amount due and by the date specified in the payment schedule, unless an extension agreement is requested and approved prior to the specified payment date.

9. DEPOSIT - The $150 deposit submitted with the signed Contract Form will be refunded unless forfeited as liquidated damages or there are charges for damages, extraordinary cleaning or repairs, etc. Such charges will be itemized and deducted from the deposit. Unpaid UW parking tickets may be deducted from the security deposit. The refund may otherwise be withheld pending settlement of other financial obligations related to Marathon Hall residency or arising under the terms of this contract. (See also Item 10, TERMINATION OF CONTRACT and Item 14, DAMAGES AND COSTS.)

10. TERMINATION OF CONTRACT -
A. Cancellation Prior to Occupancy of Room: For contract cancellations received in writing before July 1, $115.00 of the deposit will be refunded. A $35.00 non-refundable processing fee will be applied. SPRING SEMESTER ONLY: $115.00 of the deposit will be refunded for any new contracts commencing in the spring semester only if notice of cancellation is received before December 1. Again, a $35.00 non-refundable processing fee will be applied.
   - For contract cancellations received in writing on or after July 1 (or on or after December 1, for spring semester-only contracts), the $150 deposit is forfeited.
   - The ACDSAEM will consider unusual and Compelling Circumstances which, in the judgment of the ACDSAEM, may entitle you to special consideration for the return of the deposit.
B. Cancellation After Contract Term Begins: All students will be required to complete the contract breakage form and process. You may apply in writing to the ACDSAEM for a release from your contractual obligation, however, Marathon Hall reserves the right to grant or deny any release. Please note, a release to cancel your contract or to move off campus is **NOT** guaranteed. Do not assume you will be released. If released, you will forfeit your deposit.

- If you withdraw from UWMC or NTC for any reason, including academic suspension, after the start of your contract term, you will be responsible for payment up until the time you properly check out of Marathon Hall. Room and board rates are pro-rated on a weekly (Sunday though Saturday) basis. You will forfeit your deposit.
- All individuals released from their contract, who officially check out of the residence hall but do not withdraw from UWMC or NTC will be assessed the appropriate contract breakage fee (see below, “CONTRACT BREAKAGE FEE”).
- In cases where a student withdraws from either school during an academic year and then later re-enrolls in either NTC or UWMC classes before the original housing and food service CONTRACT TERM has expired, the student remains bound by the terms of this contract. Housing and food service fees will be billed to the student from the date of re-enrollment to either institution.

- **CONTRACT BREAKAGE FEE**: Approved cancellation or contract termination after the first day of the applicable NTC or UWMC classes will be penalized as follows:
  - First semester through November 13 = $1,000.00
  - November 14 - End of semester = $850.00
  - Second semester:
    - Through March 18 = $850.00
    - March 19 thru semester end = $700.00
  - **BUY OUT PROVISION**: The contract may be terminated upon payment of 85 percent of the financial obligation remaining under the contract.

C. Termination by the University. The Department may terminate this agreement under the following circumstances:

- **Exigency**: The Department may terminate or temporarily suspend performance of any part of this agreement without notice in the event of an exigency which would make continued operation of student housing and/or food service not feasible.
• **Failure to Comply With Contract:** If you fail to comply with any portion of this contract or a prior contract you held with the Department, the Department may terminate this contract with appropriate notice.

• **Violation of rules and regulations:** The Department may terminate this agreement with appropriate notice if you are found to have violated a rule or regulation referred to under Item 4, “YOUR OBLIGATION”. Such terminations must be in accordance with the disciplinary procedures.

• The University reserves the right to deny or cancel a contract to an individual whose conduct and/or proven criminal record indicates a potential threat or danger to the University or Hall community.

• In all cases where a student is removed from the Hall for failure to comply with the contract or for conduct issues the “buy out” provision will apply.

11. **INDEBTEDNESS** - Failure to satisfy in a timely manner the financial obligations accrued under this contract may result in the denial of meal service; denial of grade transcripts and/or enrollment; denial of reassignment; and/or eviction, pursuant to Department rules and regulations governing the imposition of these sanctions. If meal service is denied by the Department due to late payment, no adjustment will be made to the contract rate. Individuals evicted for non-payment will be subjected to the “buy-out” provision.

12. **CONTRACT REASSIGNMENT** - This contract cannot be reassigned by you to another person. You may not sublet any part of the premises.

13. **LIABILITY** - The Board of Regents of the University of Wisconsin System, the University of Wisconsin-Marathon County, Northcentral Technical College, its officers, employees and agents, and the Department has no legal obligation, nor any ability to provide reimbursement or replacement for your personal property resulting from loss, theft, water damage, vandalism, or any other perils, unless damage results from the negligence of a specific University employee. This includes property in storage facilities and parking lots.

You agree to hold harmless and indemnify the Board of Regents of the University of Wisconsin System, the University of Wisconsin-Marathon County, Northcentral Technical College, its officers, employees and agents, and the Department, for, any claims for damages sustained by you or others in your room as a result of your acts or omissions relating to any changes or modifications made by you to your room or furnishings. This makes you financially responsible to the University, and releases the University in the event a person who is injured, by a hazard constructed by you, claims the University is liable for damages. In rooms occupied by multiple individuals where
responsibility cannot be determined by Marathon Hall, the costs will be divided equally amongst the residents.

14. DAMAGES AND COSTS - You agree to pay for any damages to the building, including fire damage, and for damaged or missing furniture, lost property, or service costs caused by you to Marathon Hall because of your actions, neglect, or intent. Such damage charges must be paid within 15 days after billing. In the case of damage to a shared residence unit (e.g.: double room, wing, etc.), where responsibility for damage or loss cannot be ascertained by Marathon Hall, the cost of damage or loss will be divided and assessed equally between or among the residents of the appropriate living unit. Marathon Hall reserves the right to assess common area damage between residents of the room, wing, floor, or hall.

15. VACATION PERIODS - Students may not occupy their rooms later than 24 hours after their last exam period of the semester, nor during Thanksgiving, winter or spring recess periods. Marathon Hall will be closed, unless notification is given of a change, and all services normally provided will be discontinued. Access to the Marathon Hall may not be possible, so students must follow break procedures.

16. FOOD SERVICE - All residents will be required to purchase one of the meal plans offered, as described in the information accompanying this contract. Food service will not be provided during vacation periods. Meal plans begin with the evening meal of the day before classes of the fall and spring semesters. On the last day of classes or exams prior to a holiday or an extended break, the last meal served in the dining room is the noon meal. Meals will resume with breakfast on the first day of classes following each of the vacation times listed above.

You will have an opportunity to change meal plans in the first two weeks of each semester. If you wish to change meal plans after this period, you will need permission from the ACDSAEM. There is no refund for unused meals except as provided in Item 10, TERMINATION OF CONTRACT. Service hours and locations may be adjusted by Marathon Hall after 48 hour notice to residents.

17. VACATING YOUR ROOM - You will vacate the premises within 24 hours after termination of this contract, discontinuance as a student, or your final exam of the semester, whichever occurs earliest. If you are graduating from NTC or UWMC, you may remain in your room until Commencement Day. Under no circumstances may you remain in your room later than building closing time on the last day of the contract term Marathon Hall reserves the right to require an individual to move out in less time if deemed, by the ACDSAEM, to be an emergency situation or a threat to others.
18. CHECK-IN AND CHECK-OUT - Upon moving into your assigned room, you will complete, sign, and turn in a Room Inventory Form/Room Condition Sheet, which will be an accurate and complete record of the contents and condition of your room. When vacating the room, you must officially check out by appointment with your Community Advisor. The Inventory Form, plus a room inspection by the Residence Hall Manager, will serve as the basis for determining damage, repair, or cleaning charges beyond normal wear and tear.

You agree to follow the proper check-out procedures when vacating the premises, which include returning keys issued to you; removing personally owned furniture and equipment, waste and debris; and leaving the room in an acceptable, clean condition. Should extra cleaning by Marathon Hall personnel be required because of poor housekeeping by you, a service charge may be added. Fines may also be assessed for any improper check-out violations or damages.

19. PERSONAL PROPERTY – Marathon Hall shall, without liability, have the right to dispose of any personal property left on the premises 30 days after contract termination. During such 30-day period, the University and its officers, employees, and agents will not be responsible for loss, damage, or theft of this property.

20. SAFETY AND SECURITY - For the safety & security of all residents, you are required to comply with safety and security procedures in Marathon Hall. You may not block or tamper with locked doors or admit unauthorized people into the building. Persons placing false fire alarms, interfering with a fire alarm system, interfering with fire fighters, or tampering with or removing fire-fighting equipment are subject to prosecution under Wisconsin Statutes and disciplinary action by the Marathon Hall or the University, including termination of this contract.

21. ROOM ENTRY - Authorized personnel may enter your room for serious life/health-threatening emergencies; to perform requested, preventive, or emergency maintenance; when there is reasonable suspicion of policy violations or illegal activity; for reasons of general welfare; breaks, or, in the absence of occupants of the room, to silence a disruptive noise. When possible, advance notice of room entry will be given. Marathon Hall employees are required to report any violations of the terms of this contract they may observe.

Room inspections will be limited to times when you have given your permission, break periods, or when staff have reasonable evidence to believe entry is necessary to resolve a serious life/health-threatening situation. Property can be seized and removed from your room when it constitutes an imminent danger, when it is University-owned property, or when its presence is unlawful. Law enforcement officers may enter rooms and search and seize property by their authority and responsibility.
22. GUESTS AND VISITORS - You are responsible for the conduct of your guests and visitors, including fellow residents & students. You may be subject to disciplinary action for their misconduct, and may be liable for any damages they cause. Guests may be housed overnight under the written policy stated in the Rights and Responsibilities Handbook, hereinafter called “the handbook”. Visitors are permitted at times appropriate to the visitation program; escorting visitors within Marathon Hall is required (Item 23, “RULES AND REGULATIONS”).

23. RULES AND REGULATIONS - You agree to abide by all state and federal laws and University and Marathon Hall regulations as outlined in UWMC publications and the Handbook, which are by reference a part of this contract. The University has the right to administratively remove any resident upon 24 hours' notice if a resident's disruptive behavior may have an adverse influence upon the Residence Hall community by continued residence. Marathon Hall reserves the right to require a resident to move out in less time if deemed, by the ACDSAEM, to be an emergency situation or a threat to others.

A. The following are requirements of state law, or are University or Marathon Hall regulations designed to maintain an appropriate physical and social environment for the mutual benefit of all residents. Violation of these regulations will result in disciplinary action.

- Overnight guests are permitted only if properly registered and in accordance with Marathon Hall policies.
- The only pets allowed in the residence hall are fish in a 5-gallon or smaller tank. Non-ownership or duration of pet care is not justification for a violation.
- Tobacco, alcohol or any illegal drug possession, use, and distribution are not permitted in Marathon Hall or on Marathon Hall grounds. Published University and Marathon Hall tobacco & alcohol policies and all state laws pertaining to tobacco & alcoholic beverages will apply. Other published controls and limits on the possession and consumption of alcoholic beverages must be observed.
- If you are responsible for excessive noise and/or disruptive or dangerous behavior, or if you display behavior that intimidates, harasses, or hazes other persons or interferes with the quiet enjoyment of the premises (which includes local streets and university grounds) by residents, you may be subject to disciplinary action, including contract termination; this includes behavior that attempts to force a roommate to move out of the room and/or attempts to prevent a new roommate from moving into the room. You may also be required to remove stereos, musical instruments, or other sound equipment from your room.
- Other policies as outlined in the handbook or by staff.
B. The following are not permitted and violations will result in disciplinary action:

- Weight-lifting equipment or playing amplified musical instruments in your room; parking of bicycles or motor vehicles except where authorized; removal of windows or window screens; installation of radio or TV antennas (cable TV is available in each room)
- Wrestling or boxing are not permitted in the Hall.
- Commercial activities, solicitation, or advertisement in or on the Marathon Hall premises.
- Possession of fireworks, firearms, knives or any other materials or weapons that might create a hazard.
- Abuse of item check-out privileges.
- Meal card alteration or unauthorized usage.
- Tampering with student room smoke detectors.
- Any containers, full or empty, of alcoholic beverages.
- Use of rollerblades, roller skates, skateboards, and bicycles are not permitted in Marathon Hall.
- NO smoking allowed in Hall. NO incense or candles allowed.
- Abuse/violation of internet connection privileges.
- Possession, use, or sale of narcotics or dangerous drugs, including marijuana
- Tampering with fire equipment; e.g., fire alarms and extinguishers, and common area smoke detectors. Violations of this rule include, but are not limited to: removing a fire extinguisher from its prescribed location; fully or partially discharging a fire extinguisher for any purpose other than putting out a fire; and setting off false fire alarms.
- Interfering with the security system; tampering with locks in student rooms and other areas; or altering or duplicating University keys. Violations of this rule include, but are not limited to: duplicating keys to give a copy to a friend or any other person or allowing a non-resident to use your Hall keys while not accompanied by you.
- Shooting off firecrackers, fireworks, firearms, or using bows and arrows. Violations of this rule include, but are not limited to, discharging or in any way attempting to discharge types of manufactured or homemade fireworks including cannons or bottle rockets in, out of, or adjacent to the residence hall.
- Throwing objects such as; but not limited to, water balloons, cans, or firecrackers out of windows.
- Violations of policies and procedures as outlined in the Handbook or as directed by hall staff

C. Changes in the rules and regulations may be made by Marathon Hall during the term of this contract by placing notices on floor bulletin boards 48 hours before the changes
become effective. If the health or safety of persons using the facilities may be adversely affected by the delay, implementation may be immediate.

24. **CONTRACT CHANGES** - Changes may not be made in the terms and conditions of this contract without the agreement and written permission of the ACDSAEAM.