

LRCC Residence Hall Handbook

Fall 2026



Contact Information for Residence Hall Directors

Boese Hall

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Cookman Hall

The residence hall is your home while you are enrolled at LRCC. You are a part of a family, living in close quarters. Mixing with students of diverse backgrounds may be a new experience for you. This handbook is designed to help you successfully live in this situation with a minimum of conflict. Above all students must realize that all residents are members of God's family. This means that residents are brothers and sisters in Christ and should demonstrate Christian love for each other. This attitude alone will help facilitate amicable relationships.

Respect Others Privacy

We all value our privacy. Do not enter another student's room without permission, including that of your suite mate. For your own privacy concerns, report to the Residence Hall Supervisor on any occasion you have reason to believe another student has entered your room without your permission.

Quiet Hours

Different people will have different schedules for studying and sleeping. Therefore 10:00 P.M. to 7:00 A.M. Sunday through Thursday nights and 11:00 P.M. to 7:00 A.M. Friday and Saturday nights is a designated quiet time. During this time all conversations and media are to be at a level which cannot be heard in other's rooms. Please respect others' needs.

Visitation in opposite sex residences is not permitted.

We need to avoid the appearance of evil. Therefore, men are not allowed to visit women in their residence hall rooms at any time. Women are not allowed to visit men in their residence hall rooms at any time. If it is necessary to wait for someone, this may be done in the lobby area or the student union.

Modesty

When outside your room, remember to dress modestly and appropriately as there could be either men or women in the halls at any given time.

Residence Hall Lobby Hours

Lobby hours are 7 A.M. to 11 P.M. Sunday through Thursday and weeknights or 7 A.M. to midnight. Friday and Saturday nights.

Curfew

Campus curfew is 11:00 P.M. until 5:30 A.M. Sunday through Thursday and midnight until 5:30 A.M. Friday and Saturday. Students planning to work late or attend a special ministry event, which will cause them to return to the residence hall past curfew, should contact the Residence Supervisor in advance to apply for curfew extension. If something unexpected arises that delays the student's return, the student must contact the Residence Supervisor. A first-time failure to respect curfew is a minor variation from the college's community ideals, standards and expectations of conduct. A pattern of repeated failures will be treated as a serious variation from the college's community ideals, standards and expectations of conduct.

Overnight and Weekend Check-out

Cookman students wishing to spend a night or weekend off campus must sign out and in on the form in the Student Union. Boese students should use the form on the bulletin board. The purpose of this checkout procedure is to provide some level of personal accountability and have a telephone number available to reach the student in case of an emergency. The College does not assume responsibility for locating students who are off campus on personal trips.

Departures must occur before the 11:00 weeknight and 12:00 weekend overnight curfew. Returns must be after the end of curfew at 5:30.

Failure to sign out and in will follow the same set of penalties as room inspection failures.

Fire Safety

For safety reasons, hot plates, toasters, or similar items, any open flame, and plug-in air fresheners with oil are not permitted in resident's rooms. Fire drills will be held periodically.

Security

For security purposes, the residence hall doors will be kept locked at all times so make sure you have your key with you before you leave. In Cookman, the door will automatically lock behind you. In Boese not all doors are automatic so please be sure the door locks behind you. LRCC does not provide security services. If you need to report a crime or a trespasser on campus you should call 911. When it is safe to do so you also need to report this activity to the administration.

Food Preparation

Food preparation in a student room is limited to microwave oven usage. Hot plates, toaster ovens, open flame, toasters, and other cooking equipment are not allowed. Students are free to use the equipment provided in the student union for food preparation. However, it is designed primarily for 'heat and eat' foods. **Whoever uses this area is responsible for cleanup.** All perishable items must be removed from before Christmas break and the end of the Spring semester.

Laundry

The laundry room is available for use Monday through Saturday, 7:00 A.M. until 9:00 P.M. Washing cycles should not be started after 7:00 PM so that drying can be finished by 9:00 PM. Since the laundry room is shared by all those in the residence hall, please be considerate of others. Clothing left unattended in the washer or dryer beyond the regular cycles may be removed in your absence so that others may use the laundry equipment. Please report any problems, mechanical or otherwise, to the Residence Supervisor.

Garbage

Please place all garbage in the heavy plastic bags provided and deposit it in the garbage cart beside the cafeteria side door.

Cleaning Supplies

Garbage bags and toilet tissue are provided for you as well as cleaning supplies for your bathroom. These supplies are kept either in the laundry room or the bathroom in the hall beside the laundry room. Feel free to get what you need when you need it. You are asked to return the cleaning supplies once you have cleaned your bathroom, so they are available for others.

Guests

Overnight guests may be accommodated if beds are available in the residence halls. Permission must be secured from the Administration. All guests must abide by LRCC Community standards and expectations of conduct. Guest fees for rooms are \$25 per night plus meal costs. Guests are expected to leave their room in a clean and orderly condition. In most cases there is no fee for a person staying in a student room with the student for one night.

Pets

No pets are allowed in buildings on campus.

Right to Enter

LRCC reserves the right to enter any part of the campus including residence hall rooms at any time for inspection, maintenance, or any other reason they deem necessary. In consideration of student needs and sensibilities those entering will first knock and identify themselves. They will then knock again, if there is no response, they will let themselves into the room.

Room Inspections

Students should maintain their assigned room in a neat and clean condition. Rooms will be inspected once a week for general order and cleanliness. The residence hall supervisor will announce the day chosen at the beginning of the semester. This may be changed by later announcements. The Residence Supervisor or another assigned LRCC staff member will conduct the inspection to encourage sanitary conditions, promote harmonious roommate relationships, and help reduce wear and tear on residence hall facilities. Suite mates should decide on a fair schedule for bathroom cleaning. An unclean shared bathroom may cause both rooms to fail inspection.

Weekly inspections will look at the following areas.

- All clothing hung up, in drawers, or in a laundry basket.
- All trash in waste basket
- No dirty dishes in room
- Bedding should at least be pulled up.
- The bathroom should be wiped down.
- No obvious dirt on the floor
- No Damage to room and furnishings

If a room fails inspection the following will be imposed

1st failure: Warning and instruction in what is acceptable.

2nd failure: 1 hour uncompensated community service at LRCC

3rd failure: 3 hours uncompensated community service at LRCC

4th failure: 5 hours uncompensated community service at LRCC

Service will be assigned by the Vice President for Student Life.

Failure to complete assigned hours of service will be considered a persistent rebellious attitude. A persistent rebellious attitude is a very serious variation from LRCC community standards and expectations of conduct.

Beginning of Semester Check-in Procedure

Students will be assigned a room and given a key by the registrar at registration. When arriving on campus the Residence Hall Supervisor will inspect the room with the student.

End of Semester Check-out

Students must schedule time to check-out and turn in their key with the Residence Supervisor (or his designee) by the end of the day following the end of the semester. Any exception must be approved by the President. Rooms will be inspected similar to weekly inspections except that all property belonging to the student should already be removed. The Residence Supervisor will collect keys from the student and, if necessary, arrange for additional cleaning or repair.

Cleaning and Damage Deposit

There is a \$100 cleaning and damage deposit for each resident student. This deposit covers any cleaning, replacement, or repair which has to be done once the student has vacated his residence room. LRCC reserves the right to inspect residence rooms at any time. If damage is done by the student or extensive cleaning is required, then the student is responsible for the entire cost of the cleaning or repair even if it exceeds the deposit amount. These costs will be added to the student's account. If a student has a balance due on their account, the refundable portion of the deposit will be applied to this balance. Any amount of deposit which is due to the student will be mailed within three weeks of the last day of exams.

Key Deposit

Students must pay a \$20 key deposit per key. Keys issued to students may not be duplicated or loaned and must be turned into the Residence Supervisor at check out. If keys are lost or stolen, the deposit is forfeited. A new \$20 deposit will be added to the student's account. The Residence Supervisor must be notified immediately of lost keys. If a student has a balance due on their account, the refundable portion of the deposit will be applied to this balance.

Student Cleaning Responsibilities

Students will be assigned cleaning duties in their residence hall on a rotating basis. Failure to complete the assignments will be treated in the same manner as room inspection failures.

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