

## **Roth Information Booklet**

**Roth:** Residences of Old Town Hall is located at 607 E Center Street, Rochester, MN, 55904.

Roth offers a unique living opportunity for Luther students who are involved in the nursing program at Mayo Clinic, are part of the Rochester Internship Program, and if space permits for student teachers and social work internship students. Luther College leases three floors at Roth located just minutes from downtown Rochester. The purpose of this housing option is to create an atmosphere similar to living in a residence hall on campus, though embedded within the city of Rochester.

### **Key Features and Amenities**

- Controlled outside and individual floor access via a key card
- Each room has a private restroom, microwave, refrigerator and built-in closets with campus residence hall furniture: twin XL loftable bed, mattress, desk, desk chair, and dresser
- Housing fee includes all utilities, WiFi, and parking
- Each floor is equipped with a kitchen that includes a stove, oven, microwave, toaster, pans, plates, bowls, utensils, large-screen TV, white board, and table and chairs
- Luther College printers on two floors
- The ground floor of Roth has a large commercial kitchen for shared food preparation, group dining room, and TV lounge
- Two Luther College RAs that provide assistance and build community through planned events
- Coin operated washers and dryers in the basement
- Roth is served by Rochester Transit with a bus stop located directly across from the main door
- Access to the nearest Skyway entry point is just three blocks from Roth
- Mail Delivery directly to Roth and general campus mail delivered once a week
- A lovely walking and biking trail is located just a block from Roth that runs throughout the city

### **MOVING IN**

Students moving into on campus housing have three arrival days beginning on Sunday the week classes begin. We understand the nursing and internship programs have orientation days on the Monday and Tuesday before classes begin. Students at Roth will have two additional days to move into their Roth rooms. Therefore, move-in for Roth will be the Friday, Saturday, and Sunday the weekend before classes begin. All Roth students will receive a Google Sheet to sign up for a check-in time during those dates in early August.

Roth students will check in with a Resident Assistant or Roth Property Manager upon arrival. Each resident will complete a Room Condition Report form indicating the condition of the room and its furnishings. Students are encouraged to be accurate when completing the RCR, as charges can be levied from damages/ missing items, or lack of cleanliness upon checkout.

## **MOVING OUT**

All Roth residents will be expected to move out of Roth the day following the end of classes. For residents at Roth only during the fall semester, the move out day will be the Friday after fall classes end. For students at Roth for January term only, the expected move out date will be the day after January term classes end. For residents at Roth the entire year, the move out date will be the Friday after spring semester classes end. The reason dates are important is that there are short windows to clean rooms before the next group arrives at Roth including summer housing that begins the Tuesday after spring term ends.

At the time of checkout, all student belongings must be out of the room and the room should be in the same state of cleanliness as it was upon check-in. A residence life staff member will go through the RCR form and note any changes in condition to each item. Damages and missing items will result in fines in order to pay for replacements and repairs. Rooms not left in a clean state, will be charged a minimum of \$100 for improper checkout.

## **DOOR ACCESS SYSTEM/KEYS**

All Luther Roth residents will receive an access card for the building when moving into the building. Main floor doors are locked at all times. Access cards will need to be used on the main floor doors to enter Roth. The same access card will be used to enter Luther floors through the elevator and stairways. Lost cards must be reported to Roth management and a \$25 replacement charge will be assessed through Luther billing on student accounts.

Each Roth resident will also receive a key to their room. Lost keys should be reported to Roth management and a \$50 replacement charge will be assessed through Luther billing on student accounts.

## **HEATING/COOLING**

Each room at Roth contains a built-in wall air conditioning unit. From May 15 to October 15 the building chiller system is turned on and the AC units in the rooms run cool air. During the opposite time frame the chiller is shut off and the building is heated. This is similar to the system on campus. In the case of unseasonably hot or cold weather spans, the AC or heat may be turned on to assist with sustained weather conditions. During the winter months all windows should remain closed to avoid room pipes from freezing as they are located directly under the windows. If a pipe freezes due to an open window, the student will be held responsible for the damages.

## **BICYCLE STORAGE**

Students at Roth have a couple of bicycle storage options. Students can keep bicycles on the Roth outside rack located beside the building. As in any city, a good bike lock is highly recommended. Students can also keep bicycles inside the designated storage area by requesting a key from the Roth building manager.

## **BREAKS**

Roth will remain open for all academic year breaks. We do encourage residents to register for breaks through a Google form so we know who is around for the breaks for safety reasons. Rooms will be inspected for health and safety issues during these periods. Rooms may also be inspected at other times of the year by Roth Management. Students will be notified ahead of time concerning room inspections.

## **CLEANING**

Basic cleaning supplies, toilet paper, paper towels, brooms, and vacuums are provided at Roth located in the kitchen closets on each floor. Basic kitchen cleaning such as taking out the trash will be provided by the student worker staff. However, each resident is expected to keep the kitchen space clean each time after use of the space. Similar to campus housing, individuals, floors, or building members will be charged for common area damages if the kitchen areas are not kept clean after use.

## **RESTROOM CLEANING**

It is recommended that residents clean their restrooms weekly. Cleaning supplies can be found in the kitchen closets on each floor. Failure to properly clean restrooms will result in cleaning charges and possible replacement charges depending on the damage. New showers are expensive, so residents should do their part and clean on a regular basis. Residents should not use hair dye in the restrooms due to damage to the sinks and floors. Residents should dispose of hair in trash cans and not the sinks when cutting hair in the restrooms.

## **Room Repairs**

Roth residents can put in work requests to have items in their rooms or common areas repaired. There are two ways to do this at Roth. The first is to submit a request through the Roth portal. The second way to submit a work request is by filling out a Maintenance Request form found on the main floor by the desk. Residents can also speak with management staff during the day. In the case of an emergency situation related to room or building facilities such as a flood, the emergency number to contact for Roth 24/7 staff is 507-421-0964.

## **ROOM DESIGNATIONS/ROOM DRAW**

There are three types of designated rooms at Roth. Single rooms are standard interior rooms where one person resides in the space. Corner double rooms are larger in size and two students will be expected to reside in these rooms. Interior double rooms are standard double rooms located in the middle of the halls where two residents reside. Corner double rooms are larger in size, therefore cost more than interior doubles.

Roth rooms can be single sex or gender inclusive. All residents choose specific rooms within the building during the room draw process held in the spring. A single room draw application process is held before

standard double room draw night. All room assignments are binding. Mid-year housing assignments are made by residence life.

## **LAUNDRY**

Laundry facilities are located in the basement of Roth. The machines are coin operated. There is a change machine located in the main floor kitchen. If residents experience a machine not working correctly, they may put a fixit tag on the machine that is located in the laundry room or complete a fix form found on the front desk so the unit gets repaired. Refunds can be obtained by talking with one of the Roth building managers.

## **TRASH and RECYCLING**

Residents are expected to take all personal trash and recycling outside of Roth to the dumpsters and recycling bins located in the parking lot behind the building. If students are using the kitchen trash cans for personal trash, floor community fines will be issued.

## **ROOM FURNISHINGS**

The rooms and furnishings are as follows:

- Chest of drawers, an adjustable bed with supplies to loft, desk, and desk chair for each resident (similar to Towers and Farwell campus furniture)
- Each room contains large built-in closets. Closet doors must remain in student rooms.
- Each room contains a microwave and small refrigerator
- There are blinds on all windows
- Each room contains a wireless access point
- Each room contains a private restroom/shower
- All college-owned furnishings must remain in the house at all times.

## **FLOOR KITCHEN**

There are no meal plans offered at Roth. Students are responsible for shopping and preparing their own meals. There are several grocery stores in Rochester and some of them offer grocery delivery.

Students may microwave items in their individual rooms. However, the use of other cooking appliances (examples include rice cookers, toasters, air fryers, crockpots, and all other cooking appliances) must take place in the floor kitchens where proper surfaces and ventilation can be found. It is recommended that residents run the exhaust fans located in the kitchens when cooking. Students will be expected to clean up after using the kitchen spaces in Roth. Individuals or floor members will be charged for common area damages if the kitchen areas are not kept clean after use.

Each floor kitchen comes with the following items:

- A full kitchen, including a range, oven, refrigerator/freezer, microwave, toaster, air fryer, dish sink
- Each floor kitchens contains a table, chairs, white board, and television
- Basic cooking supplies (pots, pans, plates, cooking utensils) are provided, but students can bring some of their own if they wish
- The second and fourth floor kitchens house Luther printers

## **INTERNET**

Wireless network access is located in each student room and throughout the common spaces in the building. Students will receive password information on arrival to Roth. Portable WiFi devices and routers are prohibited at Roth because it creates issues with the building WiFi.

## **LOCKOUTS**

If a resident is locked out of their room, they should try to get in touch with one of the Roth RA's. If an RA is not available, residents should use the Roth office number 507-281-4668 to contact the manager during business hours. After hours, residents should use the manager number for assistance 507-421-0964. Someone must come to Roth to let residents in after hours if an RA is not available. Similar to campus, after one lockout, residents will be charged \$5 per lockout.

## **MID-YEAR VACANCIES**

If there is a mid-year vacancy in a room in a double room, the remaining student will have the opportunity to fill the vacancy prior to December 1 for the next semester with another student who meets the Roth criteria. After that time, the Residence Life office may assign a student to fill the vacancy after notifying the resident of the room. If a student in a double room declines a roommate, they should expect to pay the single room rate.

## **PARKING**

Roth parking is located directly behind the building for residents. Residents with vehicles are issued a parking permit at no additional charge through Roth management upon moving into the building. Residents will fill out a short form including information on their vehicle before being issued a parking pass. As in any city, it is recommended to always lock your car doors, and do not leave valuables in sight (cell phones, money (including change), purses, wallets, backpacks, or phone chargers).

## **POLICIES**

Luther students residing at Roth are bound by the *Luther Student Handbook* policies. It is important to note that with greater independence comes greater responsibility.

## **COMMUNITY DAMAGES**

Community damage charges may need to be assessed at Roth, similar to campus. Charges are assessed at times to cover the costs of replacement of damaged items, repair of damaged items, or cleaning of the common area (such as the floor kitchens). If the individual(s) responsible for the damage cannot be identified, charges will be divided among the students of the community.

## **ROOM ARRANGEMENTS**

Students are free to personalize their rooms within the limits set by campus policy. Consideration for safety and respect for college and Roth building property must be regarded. Violations of these expectations will result in individual room charges for residents.

- No college owned furniture may be removed from a student room, including closet doors.
- Painting of student rooms is not permitted.
- Nails, adhesive stickers, decals, self-adhesive Velcro strips/squares and other devices or materials which may cause damage may not be used on the room interior, woodwork, or doors. The two-sided adhesive pads are particularly damaging to the walls, doors, and paint. Masking tape, poster putty, and 3M Removable Strips and Hooks are recommended for hanging room items. Students will be charged for any damage or nail holes put into the walls.
- Tampering with electrical systems is prohibited for the safety of all residents and the general upkeep of the building.
- No dry erase boards on student doors in the building.
- All vents need to remain uncovered for proper ventilation.
- Beds should not be lofted over windows or placed by windows for clear safety reasons.

## **TORNADO SHELTER**

In case of severe weather, students should go to the basement of Roth away from windows.

## **WHAT TO BRING**

- Students should plan to bring similar items to what they would bring on campus plus:
- Shower curtain
- Small bathroom rug
- If a student prefers to use their own cooking supplies they are welcome to bring their own

## **ADDITIONAL INFORMATION**

- The area outside of room doors should be kept clear of shoes, welcome mats, or other items.
- Quiet hours and courtesy hours do apply at Roth.

- It is generally up to the residents to confront noise issues. If asked by another resident to reduce noise levels to a reasonable level at any time, you are expected to do so. Studying and sleeping take priority for students.
- Continuous noise issues should be referred to the RA.
- The Alcohol and other Drug policy is the same at Roth as on campus residence halls and is based on federal law. Also in place at Roth are the Luther Code of Conduct, Sexual Misconduct Policy, Honor Code, and general residence hall policies with the exception of students being able to have microwaves in their rooms.