

CAMPUS RESERVATION POLICY AND PROCEDURES

Concordia University Texas is honored to support first responders as you work to keep our community safe and healthy during this time of COVID-19. We've opened our Residence Halls for our Austin-area first responders as a comfortable safe-haven to rest. We pray that our humble room offerings can be a place of peaceful rest and comfort during these times of uncertainty. We invite you to take a nature walk on our campus or on the public preserve trails while practicing social distancing. We feel privileged to support our local first responders as you work selflessly for our community.

As the Occupant of a room at Concordia, you acknowledge that you are liable for all damages resulting from your utilization of the facilities and services provided by the University. Concordia retains the right to require the occupant, to leave the premises if the University deems it as necessary. The University assumes no responsibility for loss or theft of personal property, or damage to personal property of Client or any of its participants. To the extent permitted by law, Occupant shall defend, indemnify and hold harmless the University, its officers and employees, against any and all claims for loss, injury and damage to persons or property, including claims, arising out of activities conducted by Occupant on University premises. The University assumes no liability whatsoever for any property placed by Occupant in University buildings or on University premises. The University assumes no liability for all claims based on COVID 19 sickness, exposure or contraction.

In keeping with our mission, Concordia is offering these rooms to first responder/front-line healthcare workers at no charge. Any damage to the room beyond normal wear-and-tear shall be the responsibility of the Occupant. In addition, a non-refundable fee of \$125.00 will be assessed for lost room keys and \$25.00 will be assessed for lost ID cards.

- 1. If you have been directed to isolate by a medical professional, we are unable to secure your reservation. CTX is not a designated isolation place for a person under investigation, being monitored, or COVID positive.**
- 2. Upon notification of a positive test for COVID-19, Occupant shall not return to campus. Occupant's agency liaison shall be responsible for removing personal items of the occupant within 12 hours of receipt of test results.**
- 3. Occupant shall not dispose of Personal Protective Equipment (PPE) on the Concordia campus and agrees to keep all PPE worn in the work setting in their vehicle while on campus.**
- 4. Occupants shall maintain social distancing between themselves and members of the Concordia community.**
- 5. Occupant understands that upon receipt of a positive test for COVID-19, Concordia University may communicate certain information regarding the positive test in order to remain compliant with regulatory requirements and/or to protect the Concordia University community.**

Room Occupancy and Guests

Each room reservation is a maximum occupancy of one person. Guests are prohibited for any period of time Occupant's stay.

Check-in Procedure

Please check into your room after 1 pm on the first day of your reservation.

Your room number and Check-In box will be emailed to you after you register.

1. When you arrive on campus, you will go through the guard gate.
 1. If the gate is down, check in with Campus Police.
 2. If the gate is up, continue through the gate.
 3. Turn right on Killian Dr. - this road ends with H1 and H2 on the left.
2. Park in Lot D in front of the Residence Hall. Follow directional signs on campus, or refer to the campus map provided on the website.
3. The Check-In lockbox containing your keys is in the middle of the right section of the residence hall, building H2. There will be a directional sign posted.
4. Use the code (listed above) to gain access to the Check-In Box.
 1. Inside the box, you will find an envelope with your name on it which will contain your room key, external building access key card, and a parking pass.
 2. The key card will give you access to the external doors of the Residence Halls and the front main gate of the campus.
 3. The parking pass should be displayed on the dash of your car. There is also a map of campus on the backside.
 4. Additionally, there is a link to a map of the Residence Hall on our resource page.
5. Use the key card to enter the Residence Hall. Room numbers are posted on the outside of the doors and way-finding signs are posted in the halls. Inside your room, you will find toilet paper, soap, and a trash bag. Make yourself at home.
6. At this time we are only capable of housing first responders thru May 31st 2020. When you anticipate the end of your stay, please complete the [checkout form](#). This link is also listed on the website.

Check-Out Procedures

When you know your intended check-out day, [please complete this form](#).

Day of Check-Out Procedure:

1. Please complete your room check out procedures by 11 am on the last day of your reservation.
2. Remove any personal items from the room, including the toiletries, etc. from the bathroom and food and drinks from the refrigerator.
3. Place any trash in the dumpsters located outside of the residence hall, in front of H1.
4. When you are ready to leave the Residence Halls, place the room key and building access key card in the second envelope* received at the beginning of your stay. Complete the information on the envelope, and seal it. Please leave the envelope on a desk in the room.
5. After you've sealed the envelope, exit the room and the building. Please complete the check-out form (link above) if you haven't already done so.

*A fee of \$125.00 will be assessed for lost room keys and \$25.00 will be assessed for lost ID cards.

Cleaning Procedures:

1. The University will not provide daily housekeeping services during the occupant's stay.
2. In the event that the occupant needs an additional supply of toilet paper, trash bags, or soap, the occupant will need to notify the On Call/After Hours (512) 222-8972 RA to deliver the supplies via a no-contact process.
3. The occupant is required to bring the disinfecting cleaners to complete the following cleaning procedures. The occupant agrees to complete a disinfecting cleaning of all the room's surfaces, bathroom, and fixtures with upon occupant checkout and prior to next occupant stay.
4. University staff will inspect rooms between occupants and replenishment of standard supplies.

Campus Parking

You will receive your parking permit in the envelope with your key and access card. Display your permit on your dash and park in lots D and C, labeled on the map you will find on the reverse side of your parking permit.

Campus Security

You may contact CTX Security 24 hours a day by calling 512-313-3311 (or extension 311 from any campus phone). Response time is within 5-10 minutes. In an emergency, you may also dial 911.

If you are locked out of the building, please first contact the On-Call Resident Assistant (RA), 512-222-8972 and then Security at 512-313-3311.

Heating/Cooling/Other Facility Concerns

On the wall with the air conditioning unit, there is a remote control attached to the wall that can be used to change the temperature of the room.

Occupants Must Maintain The Assigned Space In A Clean Condition:

Removal of University furniture from occupant rooms is prohibited. No alterations are to be made to the furniture or fixtures provided by the University and no construction or alteration of any type (including, but not limited to, lofting of beds) may take place within the room.

Utilities

Occupants are encouraged to be responsible users of campus utilities and to turn off lights and faucets when not in use.

Certain Residence Hall Common Areas Are Reserved for Students Only:

Please comply with on-campus signage indicating rooms and facilities that are reserved for our student population. Kitchenette, H1 front lobby, and H1 back lobby (with pool table and ping pong table) are reserved for students only; please do not enter or occupy these areas.

Athletic Facilities:

All athletic facilities are currently closed.

Laundry Room:

In response to the ongoing Covid 19 Pandemic, the following procedures apply to the use of laundry facilities at CTX:

1. Only one person is allowed in the laundry room at a time. Please return to your room while waiting for your laundry, please do not wait in the lobby.
2. Please remove laundry promptly from machines.
3. Face protection/mask must be worn while in the laundry room.
4. Please wipe down the surfaces of the machine you are using when you are finished. Remember to wash your hands before and after using equipment in a shared space.
5. Please do not use the machines designated for student use only.

Call the person on duty at (512) 222-8972 to report any issues with the facility.

Responsibility For The Room:

The occupant is responsible for maintaining assigned rooms in good order, including but not limited to, the interior and exterior of any doors providing entrance or exit to or within the room, as well as damage to or loss of fixtures, furnishings, or properties furnished. The occupant agrees to accept responsibility for the acts and omissions of the occupant. The occupant may be held jointly and severally liable with occupants who cause damage, loss, or cleaning charges or to pursue other legal remedies as the circumstances may permit.

Ball Playing, Skateboarding, Bicycles/Scooters:

Ball playing, skateboarding, rollerblading, scooter and bicycle riding, or the use of any wheeled vehicle (except approved wheelchairs) is prohibited in all the Residence Halls. These activities have the potential to create excessive noise, inflict damage to University property, and can cause physical injury.

Occupants can store bicycles only in the designated bicycle rack areas. Occupants are expected to exercise caution when using the bicycle racks by providing the necessary locks. Bicycles are not to be ridden inside University buildings, including residence halls. Occupants are also responsible for removing their bicycles by the end of their stay.

Room Search And Entry:

The University reserves the right to enter and search any room without advance notice and without consent of the occupant for the purposes of repair, maintenance, pest control, and protection of the health, safety, and security of residents and occupants.

Appliances:

Refrigerators and microwave ovens are available in each residence room. All items stored in these appliances are to be removed by the end of your stay.

Most electrical appliances will place strain on the wiring system which creates a fire hazard. All appliances used in residence halls must be UL-listed and should be properly maintained by the student. The use of any appliance with open heating coils or surfaces is prohibited. Students found in violation of policy will be directed to immediately remove prohibited items and may be subject to disciplinary action.

Common Appliances and Objects Approved for the Residence Hall:

Blenders, Coffee grinders, Electric blankets and heating pads, Electric can openers, Food dehydrators, Juicers, Lava lamps, Clothes steamers, Battery operated air fresheners

Prohibited Objects and Appliances:

Any appliance with open heating elements/coils: Bread makers, Broilers, Camp stoves, Coffee/drink warmers, Convection ovens, Crock pots, Deep fryers, Egg cookers, Electric sandwich makers/presses, Electric skillets, griddles, or waffle makers Electric woks, Induction cooking appliances, Hot cutters, Hot oil popcorn poppers, Hot plates, Rice cookers, Soldering irons, Space heaters, Toasters/toaster ovens, Warmers (e.g. wax or potpourri)

Smoking:

Smoking. Including the use of electronic cigarettes, is prohibited on campus.

Pets:

Pets are not allowed in the Residence Halls. Please note, this prohibition on pets does not apply to service animals.

Garbage:

Under no circumstances are occupants to place, or allow to be placed, trash cans or bags in the hallways outside rooms or in stairways. Occupants are expected to empty their own trash in the dumpsters located in the parking lot in front of H1 on a regular basis and may be charged for cleanup of unreasonable messes.

Occupants need to place their trash in trash bags and place them in the designated trash rooms or trash bins located outside the residence buildings.

Fire Protection:

All occupants are expected to vacate the residence halls quickly and in an orderly fashion in the event of a fire alarm. Occupants are prohibited from tampering with, disabling, or otherwise interfering with fire sprinklers, smoke detectors/alarms, heat detectors, AED units, fire-alarm mechanisms and/or fire extinguishers. Tampering includes, but is not limited to: removing the batteries of any alarm system; disconnecting wire from any alarm system; muffling the sound of any alarm system. The University staff may assess occupants either collectively or individually a \$250.00 re-inspection charge for false alarms and/or damage to alarm mechanisms or extinguishers.

Fire Evacuation Procedures:

When occupants hear the fire alarm, they should leave at once. To vacate in the safest possible manner, occupants should:

- Feel the door that leads from the room to the corridor before opening it. If the door is hot or smoke is seeping in, do not open the door. If trapped in the room and unable to reach the fire exit, keep the door closed and seal any cracks. Call the fire department by dialing 911. Give the name and location of the building and the room number. If a telephone is not available, open a window for air and signal for help.
- If the door feels cool, open it cautiously. Be braced to slam it shut if the corridor is full of smoke or if heat pressure is felt against the door. If the corridor is clear, close the door when leaving the room, proceed to the nearest exit, descend to street level, and leave the building. Move to the designated evacuation area.
- If caught in smoke or heat, stay low where the air is better. Take short breaths through the nose until a fire exit is reached.
- Do not use elevators. Elevator shafts are like chimneys. Smoke could enter the elevator shaft, thereby asphyxiating the occupants trying to evacuate the building.

Important: Be sure the exit doors are kept closed at all times so smoke cannot enter the stairway. If at any time, an exit door is observed being tied or propped open, please report the information to University Staff.

Severe Weather Evacuation Procedures:

In the event of inclement weather that occupants are encouraged to seek shelter, occupants should:

- Close the door when leaving the room, proceed to the nearest exit, descend to street level, and leave the building. Move to the designated evacuation area.
- The designated evacuation area for Building H1 and Building H2 is the mail room hallway area in the lobby of H1.
 - The designated evacuation area is located between the laundry room and the mailboxes on the first floor of H1.

- If occupants are unable to evacuate due to severe weather, occupants should move into the bathroom and close the door. Occupants sit in the bathroom tub and wait until they receive word from University Staff.
- University Staff will make efforts to communicate with and guide occupants to the designated evacuation area. Occupants are encouraged to download the CTX SAFE phone application and follow instructions from the application regarding inclement weather.

Campus Emergency Notifications

With the registration to stay at Concordia University, the occupant's cell phone number may receive any campus emergency notifications. This includes but is not limited to, severe weather warnings, campus safety issues, etc.

Get Temporary Alert Messages

Opt-In to CTX Safe by texting "CONCORDIA" to 237233. You can opt out any time.

Security And Safety:

All occupants are expected to abide by the security policies pertaining to Residence Halls.

Occupants who enter or leave by locked security doors are responsible for leaving the doors in a locked position. Doors should not be propped for any length of time.

Occupants are encouraged to keep their residence hall room, windows, and exterior building doors locked at all times when the occupant is not present in the room. Keys should be carried at all times and are not to be loaned or duplicated.

Occupants should report anyone or anything suspicious or any lost or stolen articles to Concordia University Texas Police at the number below.

No security measure is fail-safe, and the University disclaims any express or implied warranties of security.

University police can be contacted by phone at (512) 313-3311.