

DMACC Student Housing Guidelines 2026-2027

Carroll Campus Hope Hall



TABLE OF CONTENTS

1. Table of Contents
2. Welcome Letter
3. Contact List
4. Semester and Holiday Housing Information
5. Important Dates
6. Treatment of Residents and DMACC Community Members/Disability Services Office
7. Eligibility Criteria
8. Rent Payment/Mail Delivery
9. Student Housing Rules and Regulations
10. Student Housing Rules & Regulations Cont.
11. Student Housing Rules & Regulations Cont.
12. Student Housing Rules & Regulations Cont.
13. Student Housing Rules & Regulations Cont.
14. Student Housing Rules & Regulations Cont.
15. Room Inspections
16. Emergency & Safety Procedures
17. Check In & Check Out Procedures
18. Repair and Move out Charges
19. Immunization Records/General Health Information



Welcome to Des Moines Area Community College Student Housing at the Carroll Campus! We are excited to have you as part of our community and look forward to supporting you throughout your time here.

Living in student housing is a great opportunity to build connections, gain independence, and create a comfortable living environment while focusing on your academic success. Our goal is to provide a safe, respectful, and welcoming community for all residents.

As you are preparing to move in, please be sure to review the Student Housing Guidelines carefully. These guidelines outline important policies, procedures, and expectations to help ensure a positive living experience for everyone.

We encourage you to get to know your roommates, communicate openly, and take advantage of the resources available to you. If you have any questions or need assistance, housing staff and Resident Assistants are here to help.

We look forward to seeing you and wish you a successful and enjoyable year at DMACC!

Sincerely,

DMACC Student Housing Staff

CONTACT LIST

Coordinator of Resident Housing

Jamie Sitterle

Email: jsitterle@dmacc.edu

Phone: 515-433-5023

Resident Assistants

Phone numbers will be provided upon move in

Emergencies

DMACC Security: 515-964-6500

St. Anthony Regional Hospital: 712-792-3581 located at 311 South Clark St, Carroll IA

Police, Fire, EMS: 911

Central Iowa Crisis Line: 844-258-8858

Suicide Prevention Lifeline: 988 (call or text)

Maintenance Requests

Email maintenance requests to Kurt Lux: kurt_lux@newhopevillage.org

If Kurt is out of the office, please call (712)-792-5500 and ask for the maintenance department

DMACC Counseling Services

To initiate services please email: counseling@dmacc.edu

Note to Students:

The DMACC Student Housing Guidelines do not include all services, policies, or regulations that apply to students. If you have questions or concerns not addressed in these Guidelines, it is your responsibility to consult appropriate DMACC staff or review the full policies and procedures available at DMACC campuses.

Students are responsible for being familiar with all policies and procedures that apply to their activities. Failure to read and understand these policies will not be accepted as an excuse for noncompliance.

DMACC reserves the right to modify services, policies, and procedures at any time without prior notice.

HOPE HALL

HOLIDAY/SEMESTER BREAK

FOR 2026-27 ACADEMIC YEAR

Response times may be slower than usual during holiday breaks and campus closures. Please refer to the 2026–2027 Academic Calendar below for a list of upcoming holiday periods.

Board Approved
10/14/24

ACADEMIC CALENDAR 2026--2027
Des Moines Area Community College

Fall Semester 2026

AUGUST 2026

S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2026

S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER 2026

S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2026

S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2026

S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Spring Semester 2027

JANUARY 2027

S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2027

S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MARCH 2027

S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2027

S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MAY 2027

S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Summer Semester 2027

MAY 2027

S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2027

S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JULY 2027

S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2027

S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

LEGEND

- [Beginning of Term
-] End of Term
- ☐ Holiday -- College Closed
- ☒ College Closed
- ☐ Faculty Non-Duty Days
- ☐ DMACC In-Service Day
- ☐ Professional Day
- ☐ Floating Professional Day*
- ☐ Faculty Development Day

*The Floating Professional Day must be used on one of the designated dates in either August, November or December.

Faculty please work with your EAD to designate your Floating Professional Day.

There are **no classes** on the Wednesday before Thanksgiving. Offices are open.

*The Floating Professional Day must be used on one of the designated dates in either August, November or December.
Faculty please work with your EAD to designate your Floating Professional Day.
There are **no classes** on the Wednesday before Thanksgiving, Offices are open.

MARK YOUR CALENDARS FOR THE FOLLOWING IMPORTANT DATES:

**Residents are encouraged to plan ahead
for these periods when the rooms are closed.**

Thanksgiving Break – November 26th, 27th

Hope Hall will remain open during the Thanksgiving holiday break.

Winter Break

Hope Hall will **close** on **Friday, December 18th, 2026 at 4 p.m.**
Housing will reopen **Monday, January 4, 2027 at 8:00 a.m.**

Spring Break – March 15th-19th

Hope Hall will remain open during spring break.

End of 2027 Spring Semester

All students must vacate their rooms by **Sunday, May 9, 2026, at 4:00 p.m.**, unless they are approved to remain in the dorms for the summer semester.

If you are interested in summer housing, please contact the Coordinator of Resident Housing to confirm your eligibility.

Treatment of Residents & DMACC Community Members

Des Moines Area Community College Student Housing promotes a learning and living environment that is free of harassment and discrimination. Any behavior of harassment or discrimination should be reported to a Resident Assistant. Any resident or guest of a resident who is found responsible for harassing or discriminatory behavior may expect disciplinary action, which may result in removal from DMACC Student Housing and/or suspension from DMACC.

It is the policy of Des Moines Area Community College not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, creed, religion, sex, sexual orientation, gender identity, age, disability, genetic information (in employment), and actual or potential parental, family, or marital status. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law.

If you have questions or complaints related to compliance with this policy, please contact the Director, Enterprise Risk Management, 2006 South Ankeny Boulevard, Building 22, Ankeny, IA 50023, 515-513-0655, feedback@dmacc.edu; or the Director of the Office for Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, (303) 844-5695, TDD 800-877-8339, OCR.Denver@ed.gov.

For additional resources please visit: [DMACC Nondiscrimination Information](#).

DISABILITY SERVICES OFFICE

If you are a student in need of reasonable accommodation to ensure equal access, please contact the Coordinator of Resident Housing via email.

For additional information and support, visit DMACC Disability Services:
<https://www.dmacc.edu/disabilities/index.html>.

DISCIPLINARY PROCEDURES

Residents (and their guests) are accountable to the DMACC Student Housing Guidelines and the Student Conduct Procedure [SA 4606](#). Both documents will be taken into consideration when responding to housing-specific issues of student conduct. Housing specifically is defined as incidents occurring in or on the grounds of DMACC Student Housing.

ELIGIBILITY CRITERIA

To be eligible to live in DMACC Student Housing, individuals must meet the following criteria at the start of each semester:

1. Be enrolled at DMACC at least half-time, maintaining a minimum of six credits through midterm and remaining enrolled throughout the semester. Exceptions may be considered by the Coordinator of Resident Housing in special circumstances.
2. Be in good financial standing with DMACC, with no outstanding balance owed to the college.
3. Not be required to register under the Iowa Sex Offender Registry Law (Iowa Code Chapter 692A).
4. Acknowledge that DMACC Student Housing may conduct a background check when deemed necessary to ensure the safety of residents.
5. Understand that DMACC Student Housing does not provide family or married housing, and cohabitation is not permitted.

A housing agreement may be terminated for the following reasons:

1. A student gets married during the academic year
2. A student graduates prior to the end of the housing agreement
3. A student voluntarily drops below half-time status. This includes being dropped for never attending at the start of the term or for quitting attendance at midterm. The student will remain responsible for the full housing balance for that semester as well as an \$850 early housing termination fee and will forfeit their security deposit.
4. If a student is academically dismissed from DMACC, they will no longer be eligible to reside in student housing. The student will remain responsible for the full housing balance for that semester, in addition to an \$850 early housing termination fee and will forfeit their security deposit.
5. If a student or the student's guest is found responsible for violating the Des Moines Area Community College Student Housing Guidelines or the Student Code of Conduct, as outlined in SA4606 - Student Conduct – Procedure, the student's housing agreement may be involuntarily terminated. In such cases, the student will no longer be permitted to reside in student housing and will remain financially responsible for the full semester balance. Additionally, the student will be charged an \$850 early housing termination fee and will forfeit their security deposit.
6. If a student's payment plan is canceled or goes into default, a hold will be placed on the student's account. The student will then be responsible for paying the remaining balance for that semester in full.
7. A student who voluntarily or involuntarily terminates their housing agreement must remove all personal belongings from Des Moines Area Community College Student Housing within seven (7) calendar days of the termination date. Any items left unclaimed after this period may be removed and placed in storage at the College's discretion. At the conclusion of each semester, any remaining unclaimed items will be donated to a charitable organization

RENT PAYMENT

Room Rates 2026-2027

- Fall and Spring semesters: \$1,350 per semester
- A \$300 damage/security deposit is due at the time of signing the housing agreement and must be paid prior to move-in
- For the first semester, full payment or an approved student payment plan must be in place by August 20, 2026
- For the second semester, full payment or an approved student payment plan must be in place by January 10, 2027

Deposit Refunds

The security deposit will be refunded within 30 days after properly checking out, provided a forwarding address has been submitted. A deposit refund letter will be sent to the student's DMACC email outlining any applicable deductions, such as cleaning or damage charges. If charges exceed the deposit amount, the remaining balance will be applied to the student's account. If the student has an outstanding balance with DMACC, any refund will be applied toward that balance.

MAIL DELIVERY

Mail will be delivered to the Carroll Campus and held for pickup at the front desk. It is the resident's responsibility to pick up their mail on a consistent basis.

Please ensure your mail is addressed in the following format:

Student's Name
Hope Hall
906 N. Grant Road
Carroll, IA 51401

When ordering packages, please note on delivery instructions that campus is closed at 4pm M-F and not open on weekends or holidays.

DMACC STUDENT HOUSING RULES & REGULATIONS

Alcohol

The use of alcohol is prohibited on all property of Des Moines Area Community College. All applicable Iowa state laws and local regulations regarding the possession, use, and distribution of alcohol must be followed at all times.

No employee or student may be present on College property while under the influence of alcohol if it impairs their ability to perform normal functions or disrupts College operations. The use, possession, or misuse of alcohol - or being under the influence of any alcoholic or intoxicating beverage - is strictly prohibited on DMACC property, including DMACC Carroll Student Housing.

This policy applies to all individuals on DMACC property, regardless of age or affiliation with the College, including residents and their guests. Alcohol containers and paraphernalia (e.g., beer bong) are also not permitted in DMACC Carroll Student Housing. Any such items discovered must be discarded immediately.

Residents are in violation of the alcohol container policy if any alcoholic beverage container -whether full or empty - is found in their assigned room. If no resident is present at the time the container is discovered, all assigned residents of the room will be held responsible for the violation. All individuals present in a location where alcohol is found will be considered in violation of the alcohol policy. A first violation will result in a \$100 fine. A second violation may result in a \$100 fine and a referral for counseling. A third violation will result in a \$100 fine and may lead to eviction.

Altercations (Verbal or Physical)

Residents and/or their guests who intentionally behave in a way that causes another person to reasonably fear for their safety or well-being will be subject to disciplinary action. Prohibited conduct includes, but is not limited to, making threatening or intimidating comments, remarks, or gestures, as well as engaging in behavior that is aggressive, offensive, or abusive toward others.

Bicycles /E-Bikes

Bicycles may not be parked or stored in hallways. All bikes can be stored using the bike rack outside or within the resident's private room. E-bikes must not be left unattended while charging.

Business

No individual may operate or conduct a commercial business on Des Moines Area Community College property, including within DMACC Student Housing.

Candles/Open Flame/Grills

Incense, candles, and any other open-flame devices, including barbecue grills, are strictly prohibited in Des Moines Area Community College Student Housing. Violations of this policy may result in a \$100 fine.

Cleaning

Housing residents are responsible for cleaning their assigned bedrooms and bathrooms. DMACC will provide residents with necessary cleaning supplies, including vacuums and cleaning products.

Cooperation with Staff & Failure to Comply

Students are expected to cooperate with all housing staff (including Resident Assistants, New Hope staff, and campus officials) who are performing their assigned duties. Cooperation includes responding appropriately to reasonable requests, providing accurate information, and following directions related to community safety and policy enforcement.

Examples of Failure to Comply include, but are not limited to:

- Ignoring or refusing to respond to a Resident Assistant or staff member's request
- Providing false, misleading, or incomplete information
- Refusing to show identification when requested
- Interfering with Resident Assistants or staff while they are performing their duties
- Failing to complete or follow through on an instructed action (e.g., dispersing a gathering, lowering noise, leaving a restricted area)
- Being uncooperative, argumentative, or obstructive in a way that prevents Resident Assistants or staff from carrying out their responsibilities

Darts and Dart Boards

Darts and dartboards are not permitted within university housing. A \$100 fine may be assessed to the resident's account for violations of this policy.

Disposal of Garbage

All residents are expected to maintain a clean, safe, and sanitary living environment. It is each resident's responsibility to properly dispose of all trash by taking it to designated dumpsters. Failure to maintain appropriate cleanliness resulting in unsanitary conditions may result in a \$100 fine.

Garbage and trash must be disposed of in designated areas only. Discarding items in yards or common areas, including spaces outside apartment doors, may result in a \$100 fine.

To prevent plumbing issues, residents should not place refuse, grease, coffee grounds, or similar materials in toilets, sinks or garbage disposals. Additionally, items such as facial tissues, tampons, sanitary products, and other non-flushable materials must not be flushed down toilets. Noncooperation with proper disposal of these items may result in a \$100 fine.

Residents will receive a warning and at least 24 hours' notice prior to any inspection initiated in response to a complaint. Fines will be assessed to student accounts when violations are identified, as appropriate.

Disposal of Sharp Objects

Sharp objects (e.g., broken glass, needles, or blades) must be handled and disposed of safely to prevent injury. Items should be placed in a puncture-resistant container and securely sealed before being put in the appropriate disposal location. Never place loose sharp objects directly into trash bags or common waste areas.

Disorderly and Disruptive Conduct

Disorderly or disruptive conduct by residents and/or their guests is prohibited. This includes, but is not limited to, lewd, indecent, or obscene behavior; excessive noise; actions that disturb other residents; and activities that require a response from campus or municipal authorities. A \$50 fine may be assessed for violations of this policy.

Doors

Only non-offensive materials are permitted on the outside of doors. Doors should be kept closed when sound is coming from a room and must not be blocked in any way.

Drugs

The manufacture, possession, use, or distribution of illegal substances is strictly prohibited on any DMACC property or at DMACC sponsored activities. No student or employee may be present on DMACC property while under the influence of drugs or other illegal substances in a manner that impairs their ability to function safely or disrupts normal college operations.

The possession or use of illegal drugs, narcotics, hallucinogens, or drug paraphernalia is prohibited on all DMACC property, including Student Housing. Residents and/or their guests found responsible for manufacturing, processing, selling, delivering, distributing, purchasing, misusing, or possessing any illegal or controlled substance will be subject to a **\$100 fine**.

DMACC counselors provide education and prevention programming and are available on a confidential basis to assist students with substance-abuse assessment, evaluation and referrals for treatment. Additional information and contact information for community resources can be found at <https://www.dmacc.edu/counseling/index.html>

Fire Hazards, Combustible Fluids, and Hazardous Chemicals

Explosive, flammable, or toxic materials - including, but not limited to, dry ice, fireworks, and fog or smoke machines - are strictly prohibited on College and New Hope property. Violations of this policy may result in a \$100 fine. Additionally, the illegal discharge of fireworks may incur a city of Carroll fine of \$250 or more as well as a separate fine from New Hope.

Fire Safety Equipment

Residents are required to respond appropriately to fire alarms. When a fire alarm sounds, residents and their guests must evacuate the building immediately and may only re-enter once given permission by housing staff.

- **Tampering with fire safety equipment** is strictly prohibited. This includes, but is not limited to, disengaging smoke alarms (e.g., removing batteries or covering alarms).
- **Triggering a fire alarm or using a fire extinguisher** without an actual fire will result in a \$500 fine.

Each apartment unit is equipped with a sprinkler system. Residents must not hang items on, smoke near, or tamper with sprinkler heads, as this may activate or damage the system. Violations may result in a fine of up to \$500 and/or eviction from student housing.

Guests

Residents are responsible for the actions of their guests, including any damage or behavioral violations. All guests must follow DMACC's Student Housing Guidelines and Student Code of Conduct and must be accompanied by their host resident at all times while in student housing.

Guests are not permitted to have access to apartment key fobs or room keys at any time. Providing a key/fob to a guest is strictly prohibited; if it is determined that a resident has given their key/fob to a guest, the resident may be subject to disciplinary action, including removal from student housing.

Children must be supervised by an adult and are not permitted to stay overnight under any circumstances.

Overnight guests are permitted only with the mutual agreement of all roommates within the apartment. Additionally, guests may stay no more than **two nights per week** to ensure fairness and respect for shared living spaces. The individuals assigned to the apartment are the only ones permitted to reside there; guests may not occupy the space on a long-term basis.

If concerns or conflicts arise regarding guests, roommates should contact a Resident Assistant for assistance and resolution.

Insurance

Residents are strongly encouraged to obtain personal property and liability insurance. ***Des Moines Area Community College is not responsible for the loss, damage, or theft of personal property belonging to residents or their guests, nor for any injury or damage to persons or property occurring within DMACC Student Housing.***

Keys and Room Access

Each resident will be issued a key fob and bedroom key that allows them access into Hope Hall and their individual bedroom. Key cards must remain in the sole possession of the assigned resident and may not be shared or loaned to any other person. Lost key fobs/keys may result in a fine.

Lockouts

Residents are allowed two complimentary lockouts per semester, during which there is no charge to have their apartment unlocked. Each following lockout will be accompanied by a \$5 lockout charge.

Mandatory Meetings

Failure to attend a mandatory housing meeting, for which at least 48 hours' notice has been provided, may result in a \$50 fine. Residents who are unable to attend must notify the Coordinator of Student Housing in advance via email.

Noise

The volume of electronic devices, including televisions, radios, and stereos, must be contained within the resident's bedroom and must not be audible in hallways or neighboring units.

Owners of service animals or emotional support animals (ESA) are responsible for controlling their animals' noise. Excessive disruption caused by an animal, as determined by Housing Staff and Resident Assistants, may result in contract termination and/or removal of the animal.

Residents found responsible for noise violations will be fined \$50.

Painting, Wallpapering & Decorating

Residents are prohibited from painting, wallpapering, spackling, or making any alterations to their apartment. Up to four small nail holes per room are permitted and will be repaired at no cost upon check-out. Stickers, adhesives, scratches, or holes in doors, woodwork, or other surfaces are not allowed.

Parking

Residents at Hope Hall are permitted to have only one vehicle in the parking lot. Upon check-in, students will be assigned a parking pass they must keep in a visible spot in their vehicle. Any vehicle that is not registered with housing may be towed at the owner's expense, and inoperable vehicles are also not allowed and will be removed at the owner's cost. All vehicles must be parked properly within a single space and may not block sidewalks or dumpsters, occupy fire lanes, or park in handicapped spaces without a valid permit. Additionally, vehicles cannot belong to residents who have moved out or had their housing agreements terminated. Vehicle repairs are strictly prohibited on the premises. Boats and trailers are not permitted on the property. During the winter months, residents must avoid parking on sidewalks to allow for snow removal. Any violation of these parking rules will result in a \$50 fine.

Pets

Pets and animals are not permitted in DMACC Student Housing, except for fish in a tank of 5 gallons or less. Residents found to be in violation with an unauthorized animal will be subject to a \$300 fine. Improper disposal of pet waste, whether inside or outside, will result in a \$50 fine per incident.

Postings

All signs, notices, and other postings must be approved by the Coordinator of Resident Housing before being displayed. Any unauthorized postings will be removed.

Smoking

The use of tobacco products - including smokeless tobacco, smoking tobacco, and electronic smoking devices - is prohibited. Residents and their guests found using tobacco products are subject to a \$50 fine.

Solicitation

Soliciting and door-to-door selling are not permitted in DMACC Student Housing. This includes, but is not limited to, profit-making, campaigning, fundraising, or distribution of flyers. Residents should report any solicitation to their building Resident Assistant immediately.

Storage

Residents are not permitted to store belongings outside of their assigned room. There may be additional storage available upon request.

Vandalism

Residents (and/or their guests) who are found responsible for the intentional destruction of DMACC property will be subject to disciplinary action and will be charged the cost to replace or repair the damaged property.

Weapons

The following acts by students, faculty, staff or college property visitors are prohibited: 1. To have possession of a weapon of any type while on DMACC property. This prohibition includes, but is not limited to, those weapons which otherwise may be carried pursuant to a valid permit issued in accordance with the Iowa weapons law. 2. This policy applies to: a. All DMACC campuses, attendance centers, dining facilities, and office buildings, whether owned, leased, or rented by DMACC. b. All housing owned by DMACC or that lies within the boundaries of a DMACC campus (provided, however, that residents of such housing may possess knives having a blade exceeding five inches for cooking purposes). c. No DMACC location is exempt from this policy. This includes personal vehicles located on DMACC property, DMACC vehicles, DMACC walking trails, and DMACC outdoor athletic complexes. B. Investigation and Charge Procedure for Alleged Violations of Weapons on College Property.

Any person who observes a student, faculty, staff, or visitor violating the Weapons on College Property Policy shall immediately inform Campus Security.

Alleged violations of the Weapons on College Property Policy will be promptly investigated. Violations of the Weapons on College Property Policy will result in appropriate disciplinary action and may result in referral to law enforcement. Violations of the Weapons on College Property Policy by students will result in violations of the Student Conduct, Discipline and Appeals Procedure. The Judicial Officer will review Student Conduct/Discipline Reports and may choose to file additional charges.

Windows and Window Screens

Window screens must always remain in place.

ROOM INSPECTIONS

DMACC reserves the right to enter and inspect a student's apartment/room for the following reasons:

1. **Routine Inspections.** Apartments are subject to monthly inspections for safety and routine maintenance. Residents will be provided with a minimum of 24 hours' advance notice. If a follow-up inspection is necessary and the apartment continues to be in unsatisfactory condition, a \$100 fine will be assessed to the resident(s).
2. **Emergencies.** Entry may occur when there is reasonable belief that an occupant may be at risk of harm, the apartment may be at risk of damage, or a violation of the DMACC Student Housing Guidelines or Student Code of Conduct is suspected.
3. **Search Warrants.** College personnel, when presented with a legal search warrant by law enforcement personnel, will allow individuals to enter and search the room.

Illegal Items

Any items determined to present an immediate risk to the health or safety of residents, as identified during maintenance or inspection, will be removed from the apartment. Residents will be provided with written notification of such removal. Law enforcement will be notified in all instances involving illegal narcotics.

Prohibited Items

Items that are otherwise legal to possess but are prohibited within DMACC Student Housing Apartments (e.g., candles), in accordance with the DMACC Student Housing Guidelines or Student Code of Conduct, will be removed from the apartment. Residents will be provided with written notification of such removal. Removed items may be retrieved later upon arrangement, provided they are not returned to Student Housing.

Residents and/or their roommates may be subject to fines and/or disciplinary action for

EMERGENCY AND SAFETY PROCEDURES

Safety Precautions

Residents are advised to keep their apartment entry doors closed and secured. Additionally, residents should lock their vehicles and keep personal belongings out of sight whenever possible to help prevent theft or loss. ***Des Moines Area Community College is not responsible for the loss, damage, or theft of personal property belonging to residents or their guests, nor for any injury or damage to persons or property occurring within DMACC Student Housing.***

Fire Evacuation Procedures

Evacuation procedures are posted in the housing unit.

- **In case of fire call 911 and EVACUATE the building immediately.**
- Notify residents in the neighboring rooms by knocking on doors on your way out of the building.
- Notify the Resident Assistant(s). The Resident Assistant(s) will contact the Coordinator of Resident Housing.
- Residents and their guests must evacuate the building when the fire alarm sounds. They are not allowed to re-enter the building until directed to do so by housing staff.

If you accidentally set off the smoke alarm while cooking after 4pm during the week or on weekends, please call the nonemergency phone number for Carroll police and fire department at 712-792-3536.

Tornado Procedures

Residents are instructed to stay away from all exterior doors and windows. Students should proceed to the nearest bathroom or designated tornado shelter area, enter, and close the door. Please remain in the shelter area until the Resident Assistant provides further instructions.

If you hear a tornado siren and a test has not been announced, take it seriously and seek shelter immediately.

CHECK-IN PROCEDURES

Housing applications must be submitted and approved, and all required deposits must be paid prior to moving in. Residents are responsible for obtaining insurance coverage for their personal property within the apartment.

1. Check-in will be **Saturday, August 22nd & Sunday, August 23rd**. A Resident Assistant will reach out via email or by phone to schedule a time to meet you.
2. All residents of DMACC Student Housing are required to complete a Room Condition Report upon check-in. This report serves to document the condition of the unit and protects residents from charges related to pre-existing damage. The completed report must be submitted to Housing Staff prior to moving any personal belongings into the unit. Failure to submit the report will result in the resident assuming responsibility for any pre-existing damage.
3. Residents are required to attend a mandatory orientation session each semester. Residents unable to attend must provide written notification to the Coordinator of Student Housing. Orientation dates will be communicated via email.

CHECK-OUT PROCEDURES

Residents must remove all personal belongings and vacate the apartment by the designated move-out dates and times:

- Fall Housing Only: Sunday, December 20, 2026, by 4:00 p.m.
 - Spring Housing: Sunday, May 9, 2027, by 4:00 p.m.
1. **Cleaning:** Residents must complete all Cleaning Procedures listed below.
 2. **Room Condition Report:** Residents must complete the Room Condition Report (provided by Housing Staff).
 3. **Checkout Requirements:** Failure to complete any checkout requirements will result in a \$300 fine, including:
 - Return of all apartment keys
 - Exit walkthrough by authorized Housing personnel and completion of the checkout sheet

Repair and Move-out Charges

Residents are responsible for repairing or replacing any damage beyond normal wear and tear. Costs will be deducted from the security deposit, and any amount exceeding the deposit will be billed to the student.

Flooring

Replacement tears and burns	
Animal Damage	Actual \$

Walls

Holes	\$50.00
-------	---------

Windows, Screens, Blinds

Living room Window	\$700.00
Living Room Window Side	\$600.00
Bedroom Window	\$600.00
Screen	\$50.00
Living Room Blind	\$135.00
Bedroom Blind	\$80.00

Hardware and Doors

Mirror	\$100.00
Privacy door lock	\$75.00
Pulls, knobs, hinges	\$5.00
Door Jambs	\$100.00
Bathroom/Bedroom Doors	Actual \$

Fire Equipment

Smoke detector	\$25.00
Fire extinguisher	\$60.00

Keys/Key Fob

Door-bedroom	\$20.00
Key Fob	1st \$5.00
	2 nd \$10.00
	3 rd + \$15.00

Heating/Air Conditioner

Register/Grills	\$15.00
-----------------	---------

Electrical/Plumbing, Misc.

Light Fixtures	\$50.00
Bathroom fan	\$35.00
Breakers	\$10.00
Lavatory Counter/Faucet Repairs	Actual \$
Kitchen Faucet	\$60.00
Kitchen Counter Replace/Repair	Actual \$
Cabinet Repair	Actual \$
Toilet replacement	Actual \$
Toilet seat	Actual \$
Shower Stall Replacement	Actual \$
Shower Finish Repair	Actual \$

Appliances

Scratches	Actual \$
Range Hood	100.00

Cleaning

Stain removal	Actual \$
Deodorize	\$75.00
De-flea	\$300.00
Bed Bugs	Actual \$
Trash Removal (per hour)	\$50.00
Furniture Removal (per hour)	\$75.00

Laundry Equipment

Misuse (overloaded, dyes, etc.)	Actual \$
---------------------------------	-----------

GENERAL HEALTH INFORMATION

Immunization Records

Residents are encouraged to stay up to date on recommended vaccinations for their health and safety. While the State of Iowa does not require students to submit immunization records for housing, DMACC may request immunization information.

- Students living on campus may be asked to provide proof of MMR (measles, mumps, rubella) and meningococcal vaccines or complete a health form.
- This information is used for health and safety purposes, not as a condition of housing eligibility.
- Immunization Records may be submitted to the Coordinator of Resident Housing – Jamie Sitterle at jsitterle@dmacc.edu

Meningitis Information

What is meningitis? A rare, but potentially fatal, bacterial infection occurring in one of two forms: swelling of the membranes surrounding the brain and spinal cord, or the more deadly meningococcemia, an infection of the blood. College students, particularly freshmen living in dormitories, have a higher risk of getting this contagious disease.

How does meningitis spread? It is transmitted through the air via droplets of respiratory secretions and direct contact with an infected person.

- Symptoms include fever, severe headache, stiff neck, rash, nausea, vomiting, and lethargy, and may resemble flu. Because the disease progresses rapidly, often in as little as 12 hours, students are urged to seek medical care immediately if they experience two or more of these symptoms concurrently.
- Evidence has found students, particularly freshmen, residing in residence halls appear to be at higher risk for meningococcal disease than college students overall.

Who should be vaccinated? The Center for Disease Control recommends students, especially those 25 years of age or younger, who will be living in residence facilities be vaccinated.

Mumps Information

What are the mumps? An infection caused by the mumps virus.

What are the symptoms of mumps? The most common symptoms are fever, headache, and swollen salivary glands under the jaw. The disease can lead to hearing loss, aseptic meningitis (infection of the covering of the brain and spinal cord) and, in 20% to 30% of males who have reached puberty, the disease can cause painful, swollen testicles.

Who should be vaccinated? All individuals attending a college should have two mumps (MMR) immunizations. The vaccinations are 95% effective.

Resource: Iowa Department of Public Health: www.idph.state.ia.us/adpe