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On behalf of the Mines Park and Residence Life staff, we are thrilled to have you as a new resident this upcoming year! We hope that you find your stay here to be an enjoyable one, and we look forward to getting to know you and help you succeed at Mines! For our returning residents, we are excited to continue working with you this upcoming year and hope you continue to enjoy your time here at Mines Park.

Should you have any questions or concerns regarding your housing or in general, please visit the Mines Park Housing Office, during business hours, or email minespark@mines.edu at any time.

This booklet provides a plethora of information regarding move-in for new residents, amenities, inclusions and updates, and policies and procedures for all residents. We hope you find this information helpful, but please note the policies listed herein are not comprehensive. Additional information can be found in your 2018-2019 Lease Agreement and the Residence Life Handbook.

Again, welcome to Mines Park and we look forward to the year ahead!

Sincerely,

Paul Carey
Mines Park Residence Life Coordinator
Meet the Staff!

Paul Carey
Mines Park Residence Life Coordinator

Makayla Shoup
Mines Park Community Director

JP Luke
Community Assistant
Buildings: 1813, 1815, 2025, 2027

Claire Gromely
Community Assistant
Buildings: 1805, 1807, 1809, 1811

Caleb Stetson
Community Assistant

Michelle Nguyen
Community Assistant
Buildings: 1903, 1905, 1907, 1909, 1911, 1913

Adam Marcinkowski
Community Assistant

Brittany Slupe
Community Assistant
Mines Park Housing Office Information

Mines Park Housing Office
Community Center #2

Starting August 1, 2018
Monday - Friday
8:00 AM - 7:00 PM
Saturday & Sunday
10:00 AM - 2:00 PM

Office hours are subject to change during university closures and holidays
Important Contact Information

Mines Park Housing Office
(303) 869-5444
minespark@mines.edu

Campus Living Office
(303) 869-5433
housing@mines.edu

Mines Police Department
(303) 273-3333

Facilities Management
(303) 273-3330

Computing, Communications, and Information Technologies (CCIT)
(303) 273-3430
ccit@mines.edu
Several street names will be changing starting on August 1, 2018. The Mines Park staff will notify you once these changes are finalized by Mines.
Welcome to Mines Park! Below is a variety of information regarding check-in procedures for those who are new residents. Please make sure to take the time to read your move-in email and this information listed below!

You may arrive at the Mines Park Housing Office, located in Community Center #2 (2001 Infinity Circle Golden, Colorado 80401) beginning on August 1, 2018 during business hours (Monday-Friday 8:00 AM - 7:00 PM and Saturday-Sunday 10:00 AM - 2:00 PM) to pick up your check-in packet and apartment keys.

**PLEASE BE AWARE WE DO NOT ALLOW ANY NEW RESIDENTS TO CHECK-IN BEFORE AUGUST 1, 2018. PLEASE MAKE ACCOMMODATIONS OFF CAMPUS IF YOU ARE ARRIVING BEFORE THIS DATE.**

**PLEASE BE AWARE IF YOU COME ANYTIME OUTSIDE OF THE HOURS LISTED ABOVE, YOU WILL BE UNABLE TO CHECK INTO YOUR APARTMENT. WE WILL NOT BE ABLE TO ACCOMMODATE YOU UNTIL BUSINESS HOURS.**

When checking in, please make sure to bring your Blaster Card and/or a photo ID with you.

Once you arrive to the Mines Park Housing Office, you will receive a check-in packet with the following materials that need to be turned in within 24 hours of checking in:

1) Unit Condition Report - completed and signed
2) Xcel Energy Third Party Notification form - completed and signed
3) Emergency Contact sheet- completed

Prior to moving in, carefully walk through the apartment. Note the conditions of each item on the condition form *(please do not leave anything blank)*. You may be charged for any pre-move-in damages not indicated on the condition form.

**Parking:** If you plan on renting a moving truck and are looking to park it near your apartment for several days, you will need to contact Parking Services for a temporary parking pass. This also extends to parents', family members', friends', and/or guardians' vehicles.

In your check-in packet, there will also be information regarding how to obtain and Mines Park parking permit. This year, physical permits will NOT be distributed by Parking Services. Please follow the information, emailed to you, in regards to "purchasing" a permit. All parking permits will be linked to the resident's licence plate.

**Mail:** The Post Office requests that you check your mailbox at least once a week. There will be a green form in your mailbox that you MUST fill out. Please fill out this form, and write the names of all people occupying your apartment. Once this form is completed, place it back in your mailbox. The Post Office will not deliver mail until this form is completed and returned.
## Rates, Occupancy, & Utilities

<table>
<thead>
<tr>
<th>UNIT TYPE</th>
<th>2018-2019 MONTHLY RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mines Park Family Housing 1-Bedroom</td>
<td>$1,196.00 per month</td>
</tr>
<tr>
<td>Mines Park Family Housing 2-Bedroom</td>
<td>$1,393.00 per month</td>
</tr>
<tr>
<td>Mines Park Single Student 1-Bedroom</td>
<td>$1,196.00 per month</td>
</tr>
<tr>
<td>Mines Park Single Student 2-Bedroom</td>
<td>$1,638.00 per month</td>
</tr>
<tr>
<td>Mines Park Single Student 3-Bedroom</td>
<td>$2,247.00 per month</td>
</tr>
</tbody>
</table>

Rent is due on the FIRST DAY of each month. Rent is posted to your Trailhead account on the FIRST BUSINESS DAY of each month. Rent must be paid by the FIFTH DAY of each month or you will be charged a late fee.

<table>
<thead>
<tr>
<th>UNIT TYPE</th>
<th>MAXIMUM OCCUPANCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mines Park Family Housing 1-Bedroom</td>
<td>2 adults or 1 adult/1 child</td>
</tr>
<tr>
<td>Mines Park Family Housing 2-Bedroom</td>
<td>2 adults or 2 adult/1 child or 2 adults/2 children</td>
</tr>
<tr>
<td>Mines Park Single Student 1-Bedroom</td>
<td>2 residents</td>
</tr>
<tr>
<td>Mines Park Single Student 2-Bedroom</td>
<td>2 residents</td>
</tr>
<tr>
<td>Mines Park Single Student 3-Bedroom</td>
<td>3 residents</td>
</tr>
</tbody>
</table>

Residents **ARE** responsible for arranging & paying for gas and electricity with Xcel Energy.

Residents are **NOT** responsible for paying for water, sewer, streaming TV services, or internet services.
Residents are **NOT** required to have Renter's Insurance, but are strongly encouraged to!

"Mines shall not be liable for damage to or destruction of any personal property kept on the premises, unless such loss is caused by gross negligence" (Mines Park Lease Agreement - Section 23: Responsibility for Personal Property)
AMENITIES

Community Centers

Mines Park has two Community Centers:

- **Community Center #1**
  - 1901 19th Street
- **Community Center #2**
  - 2001 Infinity Circle

Both buildings have laundry facilities, a kitchen, restrooms, a TV lounge, and community-use areas.

Residents have the ability to reserve ONLY Community Center #1 for various programs, events, and/or gatherings. If you are interested in reserving Community Center #1 please stop by the Mines Park Housing Office to fill out a reservation request form. **Community Center #2 cannot be reserved.**

There are several charcoal grills and picnic tables outside of Community Center #1 for residents to utilize, as well. However, these grills and tables cannot be reserved. Also, there are a variety of recreational areas and green space for residents, and a playground for children to use within Mines Park!

Laundry Facilities

There are laundry facilities located in both Community Center #1 and #2. **Laundry is FREE for all Mines Park residents and Family Housing partners.**

There are limited laundry facilities in Mines Park, please remove clothing from the washers and dryers promptly so that others may use the machines. Items left in the laundry room for more than a week will be collected and donated.

Philo Streaming TV Services

Philo is a streaming television service that is provided by Mines and included in residents' monthly rent. In addition to live and on-demand content, Philo also offers the ability to record your favorite shows and movies! Residents will also have access to HBOGo and MaxGo.

Access will be available within 24 hours of your check-in date and will work only while connected to campus networks. This service is available through computers, mobile devices and some streaming boxes.

Residents are NOT permitted to set up their own cable with an outside company, nor are they allowed to have a satellite dish of any kind.

Wired and Wireless Internet Services

Both wired and wireless network connections are provided to residents in Mines Park as part of their apartment rate. Students will register online to receive a Mines IP address for their computers, and Ethernet cables may be checked out at the Mines Park Housing Office. **Personal routers or wireless printers ARE NOT ALLOWED as they reduce the quality of the wireless network.** If you experience any issues with your wired or wireless connection, please contact Computing, Communications, and Information Technologies (CCIT).
This year, physical permits will NOT be distributed by Parking Services. Please follow the information, emailed to you, in regards to "purchasing" a permit. All parking permits will be linked to the resident's licence plate.

Each Mines student is given a Regional Transportation District (RTD) pass which can be used to utilize the city's bus and/or rail system. Passes can be picked up in the Campus Living Office.

Trash, Recycling, & Donations

There are several trash and recycling receptacles around the Mines Park apartment complex. Residents are responsible for the removal of trash and recyclables from their bedrooms and apartments, including living rooms and all common spaces. Trash and recycling must be placed in the appropriate receptacles.

Located by Community Center #1, there is a bright, orange clothing donation bin. If you are interested in donating any clothing items or shoes, please feel free to place ONLY these items in this bin.

Located in the Community Center #2 kitchen, there is a non-perishable food pantry that is open to all Mines Park residents. It is asked that resident only take what they need and be respectful to those who may actually need to utilize this resource. If you are interested in donating any non-perishable, non-expired food items please feel free to drop these donations off at the Mines Park Housing Office.

Air Conditioning & Heating

Every apartment in Mines Park has heating. Air Condition is included in all of the 2000 buildings, however air condition is not included in any of the 1800 or 1900 buildings.

Please note, A/C window units are NOT permitted in or on the premises. However, residents are allowed to have standing/portable fans and standing A/C units in their apartment.
We Are Here For YOU!

On-Call Services

Every weekday and weekend there a Community Assistant (CA) on-call to help assist any Mines Park resident.

Community Assistants are a great resource for you, so please utilize them! The can assist you with housing information, general questions and concerns, lock outs, you may have, noise complaints, roommate conflicts, and so much more.

Please keep in mind that Community Assistants are also students and may not be available at certain times.

If you are ever experiencing an emergency, call 911.

Quiet & Courtesy Hours

Residents, as well as their family members, dependents, and guests shall refrain from causing any excessive noise, objectionable disturbance, or nuisance which may interfere with the comfort, convenience, or peaceful enjoyment of other residents.

Quiet Hours will be maintained Sunday through Thursday from 7:00 PM until 7:00 AM the following day, and Friday and Saturday 11:00 PM until 11:00 AM. During Quiet Hour periods, TVs, stereos, voices, etc. must be lowered until inaudible in neighboring apartments and building hallways. During the last two weeks of each semester, all buildings will observe 24-hour quiet hours.

Courtesy Hours are maintained 24/7. Excessive loud disturbing noise or behavior at any time during the day or night will not be tolerated.

Health & Safety Inspections & Entry

Authorized employees of Mines have the right to enter a resident's apartment at reasonable hours and in a reasonable manner to inspect the apartment, to perform maintenance or repair work, or to respond to an emergency or urgent repair need.

Health & Safety Inspections occur once a semester. The Mines Park staff will notify residents 24 hours in advance when these inspections will be taking place.
Each year, the Mines Park Community Assistants and staff work very hard to provide residents the **BEST** programs and events! This year, the Mines Park staff is excited and is look forward to **DOUBLING** the amount of programs and events offered to residents! Below are some past and new programming and event opportunities residents can look forward to attending this year:

### Mines Park Wide Programs!
Welcome Events, Movie in the Park, Halloween Spectacular, End of Year Events!

### Reoccurring Monthly Programs!
Paint Nights, Bingo Nights, Movie Nights!

### Specialized Community Programs!
NEW! Programs for Family Housing, Graduate Student Housing, and International Exchange Students!

### RLC & Community Director Programs!
Pizza with Paul (RLC), First Day of Class and Finals Week Breakfasts!
Mail & Packages

Each Mines Park resident is given a mailbox (shared by all residents of the apartment) and mailbox key.

Residents who live in 1800 buildings, your mailboxes are located by the first Mines Park entrance off 19th Street. Residents who live in 1900 buildings, your mailboxes are located by Building 1903. Residents who live in 2000 buildings, your mailboxes are located on the exterior, East side of Community Center #2. The Post Office requests that you check your mailbox at least once a week.

For new residents, there will be a green form in your mailbox that you MUST fill out. Please fill out this form, and write the names of all people occupying your apartment on this form. Once this form is completed, place it back in your mailbox. The Post Office will not deliver your mail until this form is completed and returned.

There are several ways your packages can be delivered in Mines Park. First, your package can be delivered to the Mines Park Housing Office, during business hours, via US Post Office, UPS, or FedEx. Second, your package can be delivered to your front door and left in front of it if no one answers. Third, your package will be placed in a large package mailbox, by your apartment's mailbox, in which you will have a key in your apartment mailbox to open the large package mailbox.

If the Mines Park Housing Office receives a package, you will receive an email stating that you have a package to pick up from the office. Please pick up packages in a timely manner. Any packages belonging to a student who is no longer a resident or is not listed in our system will be Returned to Sender.

The Mines Park Housing Office does not have the ability to forward or ship packages. There are outgoing mailboxes for envelopes by your apartment's mailbox.

Facilities Work Order Requests

Residents shall be responsible for keeping their apartment in good, clean, and safe condition and shall replace all disposable items, such as incandescent light bulbs and florescent lights, consumed in fixtures in the apartment at their own expense.

If there are any damaged, broken, or malfunctioning appliances, item of equipment, or part of the apartment that is not the resident’s responsibility please fill out a work order. Please visit the Work Order Request Page for more information regarding how to submit a work order.

In the case of a facilities emergency, please visit the Mines Park Housing Office during business hours, call the Community Assistant on-call after hours, or call 911.

Washer & Dryers: If you are experiencing an issue with a washer or dryer, please notify the Mines Park Housing Office. DO NOT SUBMIT A WORK ORDER.

Keys: If you have lost a key to your apartment, bedroom, or mailbox, please notify the Mines Park Housing Office. DO NOT SUBMIT A WORK ORDER.
Community Standards

Alcohol & Drugs

Alcohol use in the Mines Park Apartments, is acceptable only for residents who are 21 years old and over. All roommates must be 21 years of age or older in order to possess and consume alcohol in apartment communal areas (i.e. living room and kitchen). If at least one roommate or guest is not 21 years of age, then those residents who are 21 years of age or older must keep their alcohol in their respective private living quarters (i.e. bedroom). All Mines Park residents are expected to be respectful of their community.

Underage alcohol consumption and/or intoxication are prohibited in and around the Mines Park apartment complex.

It is against policy to host individuals (i.e. parties) in a room or apartment where alcohol is present.

Possession of a keg, common source, or large quantities of an alcoholic beverage, regardless of age, is against policy.

It is illegal to possess, store, or utilize marijuana on Mines' premises as Mines is a Federally-funded institution - even if the student possesses as Red Card (medical marijuana identification). It is a felony to provide marijuana to an underage individual in the state of Colorado. More information can be found on Article V, Section 13 of the Colorado School of Mines Student Code of Conduct.

The misuse or unauthorized distribution or possession of prescription medication is against policy.

The possession of a Medical Marijuana Registry identification is governed by the Colorado School of Mines Illegal Drugs Policy. Any student who has obtained a Medical Marijuana Registry identification must meet with the Dean of Students to discuss expectations and or to provide appropriate documentation demonstrating the student has been legally cleared to possess a card. The use and storage of medical marijuana is prohibited on campus.

Smoking Policy

All campus and State buildings, including any residential communities, are designated a non-smoking on the interior part of the building. It is the law, when smoking on-campus and in Mines Park that you remain 50 feet away from a building to avoid second-hand smoke.

Hookahs (open-flame/coal smoking devices) are not permitted in Mines Park apartments.

No vaporizers or e-cigarettes are allowed to be used or stored in or around Mines Park apartments.

It is prohibited to smoke, possess, or store marijuana/cannabis on-campus or your apartment.
Community Standards

Animals & Pets

There shall be NO pets on the premises, either residing or visiting, other than harmless aquatic life kept in appropriate domains not to exceed 10 gallons. Fish kept as pets in the residential buildings must remain in their aquariums at all times. No gravel is allowed down the drains of sinks, showers, or toilets.

Exceptions to the pet policy are granted for students who have pre-approval, through Disability Support Services, for an Emotional Support Animal (ESA) or Service Animal. More information along ESAs can be found on the Disability Support Services web-page regarding accommodations.

Please note, an ESA is NOT permitted within a residential community until it is had been fully approved by BOTH Disability Support Services and the Department of Residence Life.

Violation of this policy will result in possible fines and/or possible eviction from your apartment.

Visitors & Guests

Guests are limited to a maximum visitation of three (3) days/night within a 14 day period. Please speak to the Mines Park Residence Life Coordinator if your guest is staying longer, for approval.

No more than one (1) guest per bedroom will be allowed in an apartment unit, per fire code.

Residents are responsible for the conduct of their guests and for any financial obligations incurred by their guests while at Mines. Residents are responsible for the behavior of their guests.

Residents should respect the rights of their roommate(s) and ask permission to have a guest prior to making plans.

Guests visiting Mines Park must be accompanied by the host resident at all times in any public area. Visitors who violate the visitation policy or conduct policy, or who have become a problem to roommates will be required to vacate the premises.

When a guest becomes a nuisance to roommates and/or community members, they will be asked to limit their visitation time or may be asked to leave. If the problem persists, they may have further restrictions placed upon them by Residence Life.

This is not an comprehensive list of our policies. Please review the 2018-2019 Residence Life Handbook and your 2018-2019 Mines Park Lease Agreement for more detailed information.
Community Standards

Damages
Mines shall examine the condition of the apartment prior to the resident's arrival and after the resident's departure.

Mines staff will assess appropriate charges for damages beyond normal wear and tear by the resident, including but not limited to extra cleaning; repair of damage to the premises caused by the fault or neglect of the resident; replacement of repair of furnishings and equipment located on the premises, if such replacement or repair is necessitated by the fault of neglect of the resident; removal of abandoned property; and, payment of overdue rent, fees, and accrued interest.

If they resident neglects to return all keys promptly to Mines upon termination of their lease, their student account shall be charged for re-keying the apartment or mailbox.

Keys & Lockouts
In the case that you lock yourself out of your apartment, please follow these procedures:

During normal business hours (Monday-Friday 8:00 AM - 5:00 PM and Saturday-Sunday 10:00 AM - 2:00 PM), stop by the Mines Park Housing Office to have a Desk Assistant let you back into your apartment and/or bedroom.

For assistance after hours, contact the Community Assistant on-call and they will let you back into your apartment and/or bedroom.

Residents are given two lockout "freebies" during the entire academic year. Any lockout that occurs after this, residents will be charged $20.00. It is very important to remember that your Community Assistant is also a student and may not be available at certain times.

Temporary keys are ONLY given to residents who have lost their key. If you have lost your key, you will be charged a re-key fee. If you have lost your key(s), do NOT fill out a work order. Please stop by the Mines Park Housing Office if you have lost your key(s).

Smoke Detectors & Light Bulbs
Residents are responsible for maintaining life safety equipment, including battery replacement in their apartment's smoke detector as needed, or at a minimum, on an annual basis.

Residents are responsible for replacing all light bulbs in their assigned apartment unit, except for in the kitchen. If your kitchen light bulb goes out, please fill out a work order to notify Mines Facilities Management.

This is not an comprehensive list of our policies. Please review the 2018-2019 Residence Life Handbook and your 2018-2019 Mines Park Lease Agreement for more detailed information.
Community Standards

Weapons and Firearms
Colorado School of Mines policies, rules and regulations, prohibit weapons and firearms anywhere on Colorado School of Mines-owned property. By signing your Lease Agreement, "residents hereby waive their rights to possess, carry or store any weapon, firearm, or explosives, including concealed carry handguns, in any Colorado School of Mines-owned apartment."

In the event a person or resident violated the terms of such contract, the person may be excluded from the building or facility to which they have been granted access. In other words, you may be evicted from Mines Park if this policy is violated.

Mines Police Department offers all students the ability to securely store up to three (3) firearms at their office on Jones Road. Please contact Mines Police Department if you are interested.

Bicycles
It is a resident's responsibility to register their bike(s) with the Mines Police Department.

Residents may store their bike(s) in their apartments and/or bedrooms, or on a bike rack located outside of your apartment building. No bikes should be stored under stairwells or stored on stair handrails. If your bike is not properly stored it will be confiscated by Mines Police Department.

Use Restrictions & Prohibited Items
Mines Park shall be occupied only as a private dwelling and may not be used for business or commercial purposes. Residents may not sublease their apartment.

Items such as, waterbeds, satellite dishes, storage sheds, window A/C units, portable dishwashers or washers and dryers are not permitted in or on the premises.

There is NO camping allowed on Colorado School of Mines property without the express written consent of Mines. The burning of incense, candles, or any similar item (i.e. candle warmer) is prohibited in the apartments.

Only small electrical appliances that are Underwriters Laboratories (UL) approved are permitted in apartments. Halogen lamps of any kind are not permitted. Mines Park residents may utilize additional approved small cooking appliance (i.e. toaster, toaster oven, personal grills) in their kitchen spaces. Grills, of any kind, are NOT allowed on the second or third floor of an apartment building. All personal grills (charcoal and gas) must be placed outside of the apartment unit on the ground floor. No grills may be stored under stairwells, per fire code. No toys or personal belongings should be left outside or placed under stairwells.

Mines prohibits any hobbyist or recreational flight of drones/Unmanned Aircraft Systems (UAS) on or over Mines property. Hobbyist drone/UAS activities are limited to the Mines' survey field areas after prior approval is obtained from the Mines Police Department.

This is not an comprehensive list of our policies. Please review the 2018-2019 Residence Life Handbook and your 2018-2019 Mines Park Lease Agreement for more detailed information.
Emergency Evacuation Plan

Mines Park 19th Street & Family Housing Emergency Evacuation Plan

Plan Ahead
Learn the location of the exits in your building, not just the entrance you usually come in. Know the location of the nearest fire alarm pull station in your building.

Evacuation Procedure during a Building Alarm or Notification
Take essential belongings (keys, wallet, phone) if immediately at hand.
Encourage others to leave, close doors behind you.
Follow exit signs and leave the building by the nearest exit.
Move away from the building (at least 75 -100 feet or across the street). Community Center #17 (1901 19th Street) is open if it is safe.
Do not re-enter your building until told it is okay.
Do not interfere with the Fire Department.
If you see someone wearing a red Building Evacuation Team vest, direct your questions to that Individual.

Mines Park is Equipped with Alarms:
Audible Alert: repeating pulsed tone.
Visible Alert: white strobes located throughout the buildings.

If you discover a fire:
Alert people in the area of the need to evacuate.
Activate the nearest fire alarm pull station (typically by exits).
Call 911 from a safe location and give the operator all details.
Once outside find a Public Safety Officer or a Fire Department member, the Fire Department will want to talk to you.

Mines Park Infinity Circle Emergency Evacuation Plan

Plan Ahead
Learn the location of the exits in your building, not just the entrance you usually come in. Know the location of the nearest fire alarm pull station in your building.

Evacuation Procedure during a Building Alarm or Notification
Take essential belongings (keys, wallet, phone) if immediately at hand.
Encourage others to leave, close doors behind you.
Follow exit signs and leave the building by the nearest exit.
Move away from the building (at least 75 -100 feet or across the street). Community Center #17 (2001 Infinity Circle) is open if it is safe.
Do not re-enter your building until told it is okay.
Do not interfere with the Fire Department.
If you see someone wearing a red Building Evacuation Team vest, direct your questions to that Individual.

Mines Park is Equipped with Alarms:
Audible Alert: repeating pulsed tone.
Visible Alert: white strobes located throughout the buildings.

If you discover a fire:
Alert people in the area of the need to evacuate.
Activate the nearest fire alarm pull station (typically by exits).
Call 911 from a safe location and give the operator all details.
Once outside find a Public Safety Officer or a Fire Department member, the Fire Department will want to talk to you.
For more information, please visit the Mines Park Apartment website

https://www.mines.edu/residence-life/mines-park/