

## **RULES/GUIDELINES**

(To be posted on the back of the front door of your apartment)

### **“Fire” Emergency Evacuation**

In case of fire, all residents must exit the building using the nearest stairwell to their apartment and meet in the back parking lot to be accounted for. The head residents or emergency personnel will further instruct you if it is not possible to occupy your apartment.

If the fire is minor, you may use a fire extinguisher to put it out. A fire extinguisher is located in every hall, both laundry rooms, and in the lounge area of each building.

### **Tornado or Severe Weather**

If a warning has been issued, the residents should go to the safest place in their building. In both buildings the safest place is the basement level hallway. The TV in the lounge may be turned on to receive weather updates. When an “ALL CLEAR” has been issued, the residents can return to their apartments providing the buildings were not damaged by the storm. The head residents or emergency personnel will further instruct you if it is not possible to occupy your apartment.

### **Guests**

Guests of the opposite gender will be allowed, with the mutual consent of all roommates, in the living and kitchen areas of the apartment during visiting hours. *Guests of the opposite gender are prohibited under any circumstances to enter the bedroom areas.* (See your contract for more information.)

#### **Same Gender Apartment Visiting Hours**

|                   |                    |
|-------------------|--------------------|
| Sunday -Thursday  | 9:00 am – 11:00 pm |
| Friday & Saturday | 9:00 am – midnight |

#### **Opposite Gender Apartment Visiting Hours**

|                   |                     |
|-------------------|---------------------|
| Sunday – Thursday | 11:00 am – 11:00 pm |
| Friday & Saturday | 11:00 am – midnight |

#### **Lounge Visiting Hours**

|                   |                    |
|-------------------|--------------------|
| Sunday - Thursday | 7:00 am – 11:00 pm |
| Friday & Saturday | 7:00 am - midnight |

### **Overnight Guests**

All overnight guests must receive approval from the management to stay as well as the approval of all roommates present during the visit. Relatives and friends may stay overnight without charge for the first three nights, additional nights are \$15 per night, per person. (See your contract for more information.)

### **Security System**

The outside doors are kept locked at all times. The same key issued for your apartment door will open the outside entrance of your building. The intercom system is expected to be used as intended. Residents should ask who it is before granting entrance to a guest of another resident.

The Student Center has a policy of “NO SOLICITING”. Please do not allow access in the building to any solicitor. The blocking open of entrance doors with the intent to permit non-residents access is prohibited. Please do not compromise the safety of your fellow residents by propping the door open and do not give your key to anyone else to use.

### **Facilities**

The Student Center is located on a nine acre, partially wooded site bordering the Red Cedar River. Residents are welcome to walk our nature trails, use our campfire area, and enjoy a leisure outing on the Red Cedar in our canoe. Our large lawn and patio area with gazebo provides an excellent place for group sports, social functions, and picnics. These areas are provided for appropriate recreational use, but remain under the control of management. For your convenience, in each building there are two laundry rooms with free washer and dryer use, lounge with cable TV, and a pop machine. The use of many of our facilities requires a reservation at no charge.

### **Tenant Vehicles**

Residents will be assigned a parking space and issued a parking sticker upon registration of their vehicle. Each registered car owner is responsible for making sure the parking permit is visible through the front windshield of their vehicle. If a warning notice is received on a registered vehicle, the owner must contact the head residents immediately to correct the error. Failure to do so will result in the car being *towed at the owner's expense*. Parking in someone else's space with or without permission is prohibited and will result in your vehicle being *towed at your expense*.

Residents are expected not to drive or park on sidewalks, lawns or designated no parking areas (handicapped parking). Driving between buildings or on patios or sidewalks is forbidden except during move in or move out time. Please exercise caution when driving on Student Center property.

Changing of oil in motor vehicles is permitted only along the south driveway next to the garage. Please appropriately dispose of the old oil immediately.

If a tenant does not own a car, he/she can not secure a space to be used by a friend. The space must be used by the tenant's personal car.

### **Visitor's Parking**

Tenants are responsible for educating their guests about the parking policies. All visitors must register their vehicle by filling out the “Visitor's Parking log” located on the message board next to each head resident's door and park in guest's parking along the south driveway. PLEASE DO NOT have your guest park in a tenant's assigned parking space, *including your own*, as this will result in the vehicle being *towed at owner's expense*. Guests must be physically visiting a resident in order to legally use guest parking.

### **Bike Registration & Storage**

All bikes must be registered and tagged with the appropriate Student Center permit. Two bike racks and a garage for the storage of bikes are provided by the Student Center. Meridian Township ordinances prohibits the storage of bikes in stairwells, balconies, and hallways of the Student Center. Due to limited space in an apartment and the potential for property damage, you may not store your bike in your apartment.

### **Campfire Use**

In keeping with the guidelines of our permit, and with respect to the potential danger a campfire presents, the Student Center has established the following policy concerning its use:

- Must be a Student Center tenant to reserve the campfire area and the tenant must attend the campfire from start to finish.
- Reservations are made during business hours at the Student Center office
- Use is limited to Student Center groups and/or University Ward activities
- A bucket filled with water and a fire shovel must be kept on site for use in controlling and extinguishing the fire.
- All fuel (kindling, logs & lighter fluid) must be kept at least 15 feet away from the fire.

### **Canoe Use**

The canoe is available for use ONLY by our residents through the head residents. All individuals requesting the use of the canoe must sign the “Canoe Agreement”.

### **Cleaning Inspections**

Cleaning inspections will be done on the first Wednesday of every month between 7:00 pm – 9:00 pm and/or the first Thursday of every month between 10:00 am – 12:00 noon. (Any changes to the day and/or times for inspections will be posted in advance.) Head residents will post a sign up sheet outside their door for each apartment to sign up for either the evening or the morning cleaning inspection. We would strongly encourage having one tenant from the apartment present during the inspection. Doing so would allow for discrepancies to be explained by the head resident along with allowing the tenant the time to fix the discrepancies and pass the inspection without rescheduling a follow up inspection later in the week. Any tenants present during the inspection must be awake and properly dressed. The head residents will also provide a cleaning checklist of what needs to be done to pass the inspection. The checklist provides an example of how the assignments can be divided amongst the roommates so all are equally sharing in the responsibilities. This is just an example and not a requirement.

### **Work Orders**

Residents requesting work done need to fill out a work order form located next to each head resident’s apartment. Place the completed work order form in the space provided (plastic holder or magnet to board). Maintenance will pick up the work orders on a daily basis. Serious problems take priority.

See your head resident for light bulbs, to fix a jammed garbage disposal, assist in resetting circuit breakers, and to replace burned out fluorescent lights.

Emergencies such as: *No heat, plumbing problems of any kind need to be immediately reported to the Student Center Office or your head residents.*

### **Garbage Disposals**

It is not the function of the disposal to become a depository for garbage until it become full before it is run. The disposal should be run each time there is something to dispose of. Filling it full and then turning it on puts stress on the motor and can cause it to lock out the overload. If this happens, there is a small red button on the bottom of the disposal. Please push the button, and try again. If it still will not work, submit a work order. Never operate the disposal without running the cold water. *ABSOLUTELY NO fruit and vegetable peelings or bones of any kind should be ground in the disposal!*

### **Toilets**

In case a toilet begins to overflow, (old bathrooms only) quickly remove the tank cover, and simply lift up on the large ball that is attached to the metal rod. This will immediately stop the overflow. Place something in the tank to hold the ball up, and call maintenance immediately. *DO NOT TRY TO FIX IT!* If you notice your toilet running all the time, please notify maintenance immediately.

*URGENT!! REPORT ALL PLUMBING PROBLEMS TO THE OFFICE IMMEDIATELY!*

*ABSOLUTELY NO SANITARY NAPKINS OR TAMPOONS ARE TO BE PUT DOWN THE TOILET, EVER!!*

### **Adhesive Products**

The use of tape, stickers, decals, or contact paper on wall surfaces, ceilings and doors are *PROHIBITED!* All wall hangings must be hung using small picture nails or picture putty.

In recent years the Student Living Center has incurred considerable expense in repairing the damage left by using adhesive products on the wall surfaces. As part of the check out process, we will note the condition of the wall surfaces. As part of the check out process, we will be retained to cover the cost of the repairs. The amount assessed for damages will be based on the cost to hire a professional painter to repair and repaint the wall surface.

### **Water Use**

This is an expense included in your monthly rent. Conserving on this resource will help in keeping our cost down which directly influences your rental rate. For this reason, the use of water for washing cars is prohibited.

### **Furnace & Air Conditioning System**

The following guidelines will help you to realize optimum use of your unit:

#### **Air Conditioning Setting**

Never set the dial below 72°. If set below 72°, it may cause the unit to freeze up and quit working, possibly resulting in a major expensive repair.

#### **Heat Setting**

Never set dial above 78°. Help us to conserve on resources and manage energy cost.

Whenever possible open windows to cool down or heat up apartment. However, when you run either the AC or HEAT, *PLEASE DO NOT OPEN THE WINDOWS.* It makes good sense to conserve on heating and cooling costs when this is a factor in determining the lease value.

### **Screens**

We are required by Meridian Township ordinance to have screens at all windows that open. When a screen is removed, often the pins that hold them in place break and the screen needs to be fixed. It is for this reason that a charge of \$5.00 to \$35.00, depending on the extent of the damage to the screen will be assessed for repairs.

### **Stove**

All stoves are self-cleaning. Absolutely, please *DO NOT USE* chemicals to clean the oven. Chemicals will damage the oven.