Apartment Handbook
Academic Year 2012-2013

Mission Statement

University Housing supports academic and personal success through high quality service in safe and diverse living communities.

Introduction

The University of Idaho welcomes you to your new residence. It is our sincere hope that your stay in our apartments will be pleasant and comfortable. We hope this will be a positive experience for you while you are attending the university.

The regulations contained in this apartment handbook ("Handbook") are designed to provide a safe and healthy environment for all residents. The information in this Handbook is intended to advise you of the terms and conditions associated with the Apartment License Agreement ("License Agreement"), to inform you of University Housing procedures, and to acquaint you with staff, facilities, and services available to you. The Handbook contains guidelines, regulations, and policies which are all incorporated into your License Agreement as a part of the terms and conditions of occupancy. Before you move into your apartment, you will be required to sign a License Agreement, in which you agree that you accept and are bound by the terms and conditions contained in this Handbook, the Student Code of Conduct, the Apartment Rate Schedule, the UI Residential Data Connection Privilege Agreement, and the Fire Safety Regulations, each of which is available on the University Housing website. It is your responsibility to familiarize yourself with the guidelines, regulations and policies so that you know and understand the expectations placed on you as a resident.

Human Dignity and Community Statements

The University of Idaho and the University Housing office recognizes the unique opportunity we have, in the apartment setting, to learn about each other outside of the classroom. Because of this, we have developed two statements to clarify for all residents the beliefs held by of our department. These statements form the foundation of our residential communities.

Human Dignity

The University of Idaho is a place where human dignity must be respected. As members of the university community, we stand against actions that demonstrate insensitivity, intolerance or prejudice towards others because of their race, gender, sexual orientation, gender expression/identity, age, disability, religious belief, or national origin. Each person deserves to be treated with dignity, and we must all do our part through the respect we accord others.

Community Statement

The University of Idaho's Residential Housing Communities are operated with a strong conviction that an energetic and creative campus community is one that appreciates diversity and pluralism. We seek to build campus communities that reflect, recognize, and support the expanding pluralism at the University of Idaho. While acknowledging the time, resources, and challenges essential to achieving these goals, we in the UI Housing view the long-term benefits as vital to our residential program.

FERPA

The Family Educational Rights and Privacy Act of 1974 (also known as the Buckley Amendment), as amended, is a Federal law that governs the confidentiality of student records. Generally, the law requires that educational institutions maintain the confidentiality of what are termed "education records," ensures that each student has access to his or her education records, and provides students with an opportunity to correct erroneous information contained in their education records.

What this means to you as a student is that we are limited as to the information we can discuss with others regarding your student records, regardless of who may be paying your fees.

If you would like others (possibly parents) to discuss any aspect of your education records with University of Idaho employees, you will need to fill out a form with the registrar's office stating what information we may share about you.

Eligibility, Application, Assignment & Deposit

Student Status

To be eligible for an apartment, the occupant must be enrolled as a full-time graduate or undergraduate student at the University of Idaho during the semester. Each semester, an undergraduate resident must take at least 12 credits and a graduate resident at least 9 credits unless completing thesis or dissertation requirements. Students who drop below full-time status will need written approval from the University Housing office to remain in a university apartment. Graduate students completing thesis or dissertation requirements must register and pay fees for at least 1 credit hour per semester and provide a letter from their advisor indicating progress is being made towards completing their thesis. Post Doctorates must have a letter from their department confirming their appointment. There is not an enrollment requirement for summer semester if the student signs a License Agreement for the following year and is pre-registered for courses for the following fall semester. Correspondence, directed study or audited courses do not fulfill eligibility requirements. Web based classes that do not require you to be in Moscow, would also not meet eligibility requirements.

Eligibility

A. An "Eligible Student" is admitted to the University of Idaho.

B. University Housing allows for the accommodation of a maximum of 2 occupants per bedroom in all apartment units. Requests for exceptions to this policy may be directed to the Customer Relations Manager.

C. Applicant status matches the apartment available:

Married couple/single student over 25 or law or graduate student roommates	one or two bedroom
Student with child	two or three bedroom
Student with two or more children	two or three bedroom
Student with three or more children can request	three or four bedrooms (Only two 4 bedroom units)

D. As long as an apartment is of suitable size, a qualified student may share it with a spouse, any children over whom the student has legal custody or is in the process of obtaining legal custody, and anyone else who is claimed as a dependent on the student's most recent federal income tax form. If legal dependent(s) are over the age of 18 Student will provide the previous year's federal taxes to show that child was claimed as a dependent.

E. Students over the age of 19 years may live in Elmwood Apartments.

Single full time students may have roommates who are also students at the UI and who are otherwise eligible. Only the persons named on the License Agreement are allowed to live in the apartment. Each student will be required to sign their own independent license agreement.

Proof of Eligibility

The student must provide, upon request, proof of eligibility for all occupants through a marriage certificate (must be recognized by the State of Idaho), birth certificates, custody papers, documentation of legal dependency, etc.

Changes in Status

All occupants living in the apartment must be listed on the License Agreement before moving into the apartment.

Only the persons named on the License Agreement and any individuals added through birth or marriage are allowed to live in the apartment. The student must provide, upon request, proof of eligibility for all occupants through a marriage certificate (must be recognized by the State of Idaho), birth certificates, custody papers, documentation of legal dependency, etc.

Changes in family status (birth, marriage, or divorce) must be immediately reported in writing to the University Housing office. Eligibility for an apartment may depend on size of the family.

If your roommate cancels his/her portion of the License Agreement, the student remaining in the apartment will be responsible for the full month's charges, unless he/she finds another UI student to be his/her roommate and the new student is approved by University Housing. The new student will be required to sign his/her own License Agreement and pay his/her own deposit.

Conviction of a Crime

Student must notify University Housing in writing if Student, Student's spouse, or a dependent listed on the License Agreement has ever been convicted of a crime or is currently charged with a crime (the term conviction will be interpreted broadly and will include pleas of no contest, deferred adjudications, withheld judgments and similar dispositions, whether occurring as an adult or a juvenile.) Student must provide University Housing a statement with a complete description of his/her or the dependent's actions and full details of the charges/sanctions against him/her. Failure to notify University Housing of a criminal conviction prior to university housing occupancy or immediately upon being charged with or convicted of a crime during University Housing occupancy may be grounds for denial of, or immediate removal from, University Housing. Once University Housing has been notified by a Student that he/she or a dependent has been charged with or convicted of a crime, the matter will be reviewed. The University shall at all times have the right to determine in its discretion if Student is eligible to occupy a university residence.

Application

An application for an apartment must be submitted online at www.iwanthousing.uidaho.edu. Applicants must be accepted to the University of Idaho at the time of application. A non-refundable application fee of $30 is required at the time of application.

Assignments

The following items are important to note in the assignment process:

Application Fee: An application fee of $30 is required to proceed with the application process. The application fee is paid online using a debit or credit card. The fee is non-refundable unless University Housing has no suitable and available unit.

Deposit: When an apartment assignment is made, the Student will receive an apartment assignment letter sent to her/his Vandal email address. The Student shall, by the deadline stated in the assignment letter, submit a deposit of $500 to reserve the apartment. The University agrees to refund the Deposit to Student within thirty (30) days following Student's surrender of the Apartment, less the carpet cleaning fee, if (1) Student has occupied the unit for the full term of this License Agreement, (2) the Apartment is left in as good condition as at the time of original occupancy by Student, reasonable wear and tear excepted, and (3) Student has satisfied all other Student financial obligations to the University.

Cancellation: If Student cancels his/her Apartment Housing Application in writing prior to the date on which an apartment is assigned to Student, a full refund of the Deposit will be made to Student within thirty (30) days after such cancellation.

Cancellation is not permitted after Student occupies the Apartment. Upon occupancy, Student shall be obligated to pay all amounts due under this Agreement for the full duration of the term of this Agreement.

The applicant must keep the University Housing office notified of any changes of address or telephone numbers. Failure to do so may result in loss of assignment and forfeiture of the Deposit.

Apartment Rate Payment and Utilities

Apartment Rates Due

The entire semester's charges will be deducted from your financial aid. If you do not have financial aid, a payment plan must be set up through the Student Accounts office by the first day of classes, for your residual rent due. Payments must be paid on the first day of each month. Payments are delinquent after the fifth day of the month.

Delinquent Accounts

A late payment charge will be assessed to the student's account on the fifth day of the month. If the account fails to be brought current, your agreement could be terminated in 10 days.

Record Hold

A hold is placed on the registration, transcripts, and/or diplomas of the student resident when debts owed to the University Housing office are not paid in full.

Utilities

The University shall provide access to the internet and local phone service (students must provide their own phone), water, sewer, and trash disposal service. Other utilities such as gas, cable, and electricity shall be paid by the student resident, Students are required to have electricity at all times and residents of South Hill Vista are also required to have gas at all times. Payments for utility service must be made promptly, directly to the utility company.

Check in

A. Report to the Living Learning Community (LLC) 24-Hour Desk, located in LLC Building 2, to pick up apartment keys and other necessary information.

   A student may take occupancy of the assigned apartment between the hours of 8 a.m. and 9 p.m. any day of the week. If a student plans to arrive after 9 p.m., the University Housing main office must be notified and the request must be approved.

B. Upon check-in, the student occupying the apartment will receive an Apartment Condition Form. It must be completed and the original returned to the University Housing office within three days after taking occupancy of the apartment. Upon request, a copy of the Apartment Condition Form will be made and given to the student.

Check out

A. If the student fails to move out on the date he/she lists on the Confirmation of Intent to Vacate Form, the deposit will be forfeited, and additional charges assessed.

B. University of Idaho will deduct from the deposit any unpaid charges and the cost of cleaning and/or repairing damage beyond normal wear and tear, plus a $10 processing fee. A carpet cleaning fee of $35 for one bedroom units, $45 for two bedroom units, $55 for three bedrooms units and $65 for four bedroom units will be deducted from the $200 deposit. The carpet cleaning fee will be assessed if the unit was occupied for at least one semester.

C. If cleaning and/or damage charges exceed the amount contained in the University Housing deposit, the remaining balance will be billed to the student's account.

D. Failure to check-out properly will result in an improper checkout fee of $50.00.

E. All keys must be turned in to the Living Learning Community (LLC) 24-hour Desk located in LLC building 2 and signed off as being received by a University Housing staff member. You will not be considered "checked-out" until all your keys are returned.

F. If, prior to the expiration of the agreement, you cease to be registered as a student at the university, you will automatically become ineligible to occupy the apartment and may forfeit the deposit.

G. Termination of the agreement resulting from failure to abide by the terms and conditions stated in this handbook and in the agreement will also result in forfeiture of the deposit.

H. Personal items or trash left behind in the apartment after resident checks-out will be assessed a removal fee based on the amount and size of items as well as a $10.00 processing fee.

License Agreement Termination and Transfer

Beginning Date of License Agreement

The license agreement begins on the date designated in the assignment letter and entered on the agreement or the date the student checks in, whichever comes first. If the University Housing office permits the student occupancy in advance of the license agreement date, the license agreement is deemed amended.

Renewal of the License Agreement

A license agreement may be renewed upon mutual license agreement of student and University Housing. A request for renewal of a license agreement must be submitted to the University Housing office no later than: November 1, 2012 if you are extending an agreement that ends in December 2012; or April 1, 2013, if you wish to renew for the fall semester. Renewal of a license agreement will normally be granted if the student has complied with the terms and conditions of occupancy during the current agreement period. A license agreement will not be renewed if charges and/or utility payments are delinquent.

Termination of the License Agreement by University Housing

A *Termination of Agreement* notice may be given as a result of violations of the terms of the agreement and/or this handbook. A student may not avoid a *Termination of Agreement* notice by not accepting the notice. A notice may be delivered personally, or by certified mail. A student who is served with a *Termination of Agreement Notice* has 10 days to properly check out of the apartment. The deposit is forfeited and all other charges due the university will be billed to the student's account.

Termination of the License Agreement by Student

The student may terminate the license agreement only at the end of the period stated on the license agreement, unless student ceases to be a registered student or until another qualified student is secured to take over their license agreement. If the student vacates the apartment any time prior to the end of the agreement without an approved academic program or requirement which requires that the student live outside of Moscow, Idaho, the student is responsible for monthly rent and charges until the apartment is occupied by another qualified student or until the end of the license agreement, whichever comes first. Student will forfeit the deposit. If prior to the expiration of the license agreement, student ceases to be registered as a student at the university, student shall become ineligible to occupy the licensed apartment and shall forfeit the deposit, and student shall be charged the less-than-12-month apartment rate or 12-month apartment rate for each month student occupied the apartment.

A license agreement may be terminated prior to the last day of its term if the student completes requirements for his/her degree or participates in an approved internship or student teaching program which requires that the student live outside of Moscow, Idaho. The student is required to file a *Confirmation of Intent to Vacate* form at least thirty (30) days prior to the date of early termination. The rate of charges will be at the less-than-12-month license agreement rates or 12-month license agreement rates, whichever is appropriate. The student will forfeit the deposit. If the student does not give 30 days notice, he/she will be responsible for the rate of charges until 30 days after the written notice is given.

Substitution of another Resident

Students may be released from the agreement only if, with prior written approval from University Housing, they find another qualified student to occupy the apartment and the university approves of the proposed new occupant. The procedure for substituting another student resident is described in the agreement. The university may, at its discretion, enter

into a new agreement with the proposed new occupant.

Intent to Vacate

If you are not returning to University Housing apartments for the following semester, you must file a *Confirmation of Intent to Vacate* form at least thirty (30) days prior to the date of actual check-out. Failure to give 30 days notice will result in a $50 improper check-out charge. You must notify University Housing by November 1, 2012, if you are vacating in December 2012 and by April 1, 2013 if you are vacating any time after May 2013.

A. The move-out date listed on the Confirmation of Intent to Vacate form will be considered "binding" on the date the notice is received by the University Housing Office, and the apartment shall be assigned to the next person on the waiting list. A Confirmation of Intent to Vacate date can be withdrawn or amended only if there is not a waiting list.

B. Students who fail to vacate at the end of the term of their current agreement will be charged a prorated amount, based on the less-than-12-month-rate beyond the end of the license agreement period, and the student may forfeit their deposit. Further, students who remain after the end of the term of the license agreement without written extension by University Housing are subject to removal.

C. The apartment should be left in the condition in which it was received. Student will be charged for removal of anything left behind, including trash or personal items.

D. All keys must be returned to the Living Learning Community (LLC) 24-hour Desk, which is located in the LLC Building 2.

E. Residents should return their parking permit to Parking Services, if they are checking-out before the end of the term academic year. Parking permits are not transferable and there may be a prorated refund.

F. All money owed the University Housing office must be paid in full prior to vacating the apartment. Any remaining balance will be deducted from the deposit. If there is still a balance, it will result in a hold on the student's account, and the student will not be allowed to register for classes, request transcripts or his/her diploma until his/her account is current.

Apartment Reassignments

University Housing may reassign a student to a different apartment at any time for any or no reason. The student does not have a leasehold interest in any apartment and there is no landlord-tenant relationship between the University and any occupant of any apartment. Apartment reassignments will be approved on a case by case basis.
To request reassignment, a student must:

A. Submit a written request by completing an Apartment Transfer Request form provided by the University Housing office.

B. If the move is approved, the reassigned student has up to three days to complete the move. The student has access to both apartments during this time. Apartment rate charges are prorated for both the old and new apartments, including the overlap days. Student has access during this time and must pay the pro-rated charge for both apartments.

Forwarding Your Mail

Students vacating their apartment or transferring to another apartment should fill out a *Forwarding Address* form online at usps.com. The University will not be responsible for forwarding unclaimed mail or packages.

University Housing Staff and Resources

Apartment Community Assistants (ACAs)

Apartment Community Assistants (ACAs) are University Housing Student Staff members who live in apartments in each of the living areas to serve as a resource for apartment residents. These students are available to assist you if you have a question about the campus or the University Housing office and its policies. ACAs are responsible for upholding the guidelines and policies outlined in this handbook and are available to help when conflicts arise between residents. In addition to these responsibilities, they also organize programs and events for the apartment communities. Although ACAs are University of Idaho employees, they are also student advocates and will work with you to make your communities the best they can be.

A. An ACA will be on call from 5:00 PM.-7:00 PM. Sunday through Thursday, and 7:00 AM to 7:00 AM on Friday and Saturday (24 hours each day). . If you need assistance from an ACA please call 208-669-0065.

B. Spouses and children of ACAs are not members of the University Housing Staff and they cannot act on behalf of the university. Please refrain from asking them to do so. Only ACAs are authorized to answer university related questions and act as representatives of University Housing.

Resident Director / Area Coordinator for Apartment Housing

The Resident Director (RD) / Area Coordinator (AC) for apartment housing is the direct supervisor of the Apartment Community Assistant (ACA) staff. Responsibilities include training and supervision of the ACAs, coordinating communication from the University Housing office to the apartment residents, establishing and upholding the policies of the License Agreement and this handbook, and overseeing programming and newsletter production.

Amenities and Services

Computer Network Connections

Before you arrive on campus go to http://www.uidaho.edu/universityhousing/resources-and-services/computer-connectionsto find out what equipment you need and the steps to activate your connection. You can register your Ethernet adapter before you get here

so your connection will be ready when you arrive. If you have questions regarding the use of Ethernet, call the University ResNet office at 208-885- 5507 or 800-681-9361, or send e-mail to: support@resnet.uidaho.edu. Ethernet ports provide direct campus and Internet connections in every apartment. You must provide a patch cable to plug your computer into the wall plate. This is a special cable called a CATV or CATVI cable External Ethernet adapters and the patch cables are available at most computer retail stores and can be purchased right here on campus at the University Bookstore. It is recommended that you choose a quality adapter to minimize problems with the use of your connection. You may not want to purchase this cable until after you arrive, so you know the length you will need. Ethernet adapter brands recommended for use on the campus network are Intel or 3Com.

For the protection of your computer, you should always use a surge protector. A power strip will not protect your computer against a short or a surge of electricity. In an effort to reduce the risk of electrical fires, we are requiring students to use surge strips or extension cords which provide surge protection, cord arc protection, and ground fault protection. Products that meet or exceed these requirements are Fire Shield Surge Strips and Fire Shield Safety Extension Cords. While they are not the only products, they are among the best, and we encourage students to consider the Fire Shield products to meet our requirement.

UI Residential Data Connection Privilege Agreement

Ethernet connection is provided in your apartment as a privilege, not a right. Along with the freedom of access our campus information infrastructure affords comes the responsibility to be a good citizen. It is the responsibility of the connected resident to adhere to these and all University of Idaho policies. The voice, video and data networks are for the use of UI students, faculty, and staff, and are to be used only for the educational, academic, and research purposes of the University. The university reserves the right to restrict access, availability of access, and the terms of this License Agreement at any time for any reason.

A. You must comply with the University of Idaho Computer Use Policy, which can be found at.

B. You must install and regularly maintain a virus scanner on your computer. You understand that support personnel will not provide assistance for any computer that is not running a virus scanner or is not up to date with the manufacturers recommended security patches. The University of Idaho offers Sophos Anti-Virus for free to current students, staff, and faculty. Click here for more information.

C. You understand that you may not use any software or hardware designed to disrupt the security of the campus network or any devices attached to the network. Likewise, you understand that you may not engage in any activities designed to interrupt or intercept the network traffic of other users.

D. You understand you may not use university resources to support personal business interests and that you may not sell or provide access to university networks to outside concerns.

E. Use of network-based games employing broadcast transmission packets (such as

World of Warcraft, Call of Duty, etc.) is discouraged. While appealing, these games generate massive network traffic that disrupts the activities of other users across the campus network. You will respect the priority of academic use of the network.

F. You will not use your connection to engage in software piracy or copyright infringement.

G. You understand you may not activate any type of shared file service or server that allows access to your personal computer by anyone other than yourself.

H. You understand you are personally responsible for any activities originating from your network connection.

I. You understand that the university assumes no liability for data loss or equipment damage pursuant to your use of this data port.

J. You understand that use of university information resources on campus is guided by the same principles and subject to the same sanctions as other campus activities. Violations of these principles will be reported to the appropriate campus judicial body. Sanctions for violations can include, but are not limited to, disconnection from the campus network, termination of your University Housing Agreement (if applicable), disciplinary action by the University Judicial Council, and criminal prosecution by state or federal authorities.

K. You understand you have the right to your fair share of the campus network capacity. If you have reason to believe another user or group of users is interfering with your access to the network, you will report the problem to the help desk and expect that the university network administrators will investigate and, if necessary, take corrective action.

L. The university reserves the right, and by using this connection you give permission to UI, to monitor traffic through your data connection for the purpose checking compliance with this license agreement.

By accepting and using the Ethernet connection provided in your apartment, you agree to abide by the terms and conditions set forth above. This agreement is only valid while you are registered as a student at the University of Idaho.

Important Security Note

If you use the campus wireless network, you should clearly understand that you will be transmitting your information and data through the public airwaves. The University of Idaho assumes no responsibility for any data loss or the compromise of private information such as passwords, credit card information, registration data etc. while connected to the wireless network.

Community Center

The Apartment Housing Community Center, located at 502 Taylor, is a multi-purpose facility for use by the residence life staff and the apartment residents. Residents may reserve the center for university and personal events. In order to reserve the community center please call University Housing at 208-885-6571. Please make reservations at least two weeks in advance.

Residents are responsible for returning the Center to a reasonable level of cleanliness after the event. Residents will be asked to sign for the key card and agree to the terms of responsibility when they use the Community Center and advised what possible charges could be assessed if the agreement is not followed. The key card will be picked up and returned within 24 hours of the event to the Living Learning Community (LLC) 24-Hour Desk at LLC building 2.

Keys

The student residents in South Hill and South Hill Vista are issued two apartment keys and one mailbox key. Elmwood residents will be issued one apartment key and one mailbox key. All university-issued keys, including mailbox keys, that are not returned at the time of check-out, or lost sometime during your occupancy, will result in a lock change and a charge billed to the student account for the lock change and key replacement. Residents wishing to have more keys made may request duplicate keys from the Living Learning Community (LLC) 24-Hour Desk located in LLC building 2. Unauthorized duplication of keys is prohibited.

Laundry Facilities

South Hill and South Hill Vista apartments have space provided for washer and dryer hook-up. South Hill features electric hook-ups, while South Hill Vista features both gas and electric. It is highly recommended that you submit a service request to request Housing maintenance staff to come and hook-up or disconnect your laundry appliances. This will ensure tight and correct connections and help to avoid later damage and charges. There is no charge for this service.

Lockouts

Residents are responsible for carrying their keys when they leave their apartment. If a student or spouse becomes locked out of the apartment, he/she should go to the Living Learning Community (LLC) 24-hour Desk to obtain a temporary key. You must be able to produce a picture ID card (Vandal Card, driver's license or passport) so the university staff member can confirm that you are a resident of that apartment. Picture ID's can be purchased through the Vandal Card office. After the third lock-out of the semester, the resident may be contacted by their resident director to assess the situation.

For the first two weeks of the semester this service is free of charge, but after the first two weeks of school the student's account will be charged a $10 processing fee. Lock out keys not returned within 24 hours may result in apartment locks being changed and the student being charged for the parts and labor.

Children under 18 years of age will not be let into an apartment without a parent or legal guardian. If a child approaches an ACA or other University Housing employees and is locked

out of their apartment without his/her parent or legal guardian, the following steps will be taken:

A. The University Housing employee will attempt to contact the adult residents of the apartment by sending a note through the Dean of Students' Office to his/her class, or by contacting him/her at work. If contacted, the adult resident is responsible to come let the child into the apartment.

B. If the parent(s) or legal guardian(s) are not found or do not respond immediately, as a last resort the Moscow Police will be contacted to take the child into protective custody until the parent(s) or legal guardian(s) areas able to pick him/her up.

Use of Serpentine Walkway - Loading and Unloading

Driving on the sidewalks is strictly prohibited. The wide pathway that meanders through Family Housing units is referred to as the Serpentine Walkway. Vehicle use on this walkway is ***only allowed while actively unloading or loading*** items that cannot reasonably be transferred from the parking lot. All vehicles on the Serpentine are limited to 30 minutes at all times; this is strictly enforced by Parking and Transportation Services. Vehicles must travel at "walk-speed" while on the Serpentine; this is about 3 miles per hour. Pedestrians have the right of way at all times. Vehicles parked on the walkway should be parked in a manner that does not impede pedestrian or emergency access.

Parking

Permits are required at all times at Family Housing and Elmwood apartments. All parking lots on campus are managed by Parking and Transportation Services (PTS). This includes permit issuance, enforcement of regulations, and the motorist assistance program. Additional parking information, not included below, should be obtained from PTS located in the North Campus Center, or you may contact PTS at parking@uidaho.edu, or 885-6424. Campers, trailers, golf carts, etc, are considered vehicles and must display a permit unless otherwise approved by University Housing or Parking Services.

Green parking permits are available for purchase by CURRENT residents of Elmwood Apartments, and Family Housing (FH). To be eligible to purchase a Green permit, housing agreements must be completed. If a resident of Elmwood, or FH moves elsewhere, they are no longer eligible for a Green permit. The permit may be returned for a pro-rated refund, and a different permit type may be purchased for a pro-rated price. Purchasing another permit in addition to or in place of a Green permit is permissible. Parking restrictions/rules for each individual permit will be applied (e.g., only Green permits allowed in Green areas). There is a limit of two FH Green permits per individual unit, a request for a third FH Green permit must be submitted to the Parking Office. The third permit may be restricted to specific parking areas to increase the availability of parking spaces close to apartments. More than one Elmwood permit may be purchased by residents based on current space availability. Green permits are specific to Elmwood, and FH, and are valid in Green lots located at permit owner's place of residence. Green permits are also valid in Blue lots. Green permits are NOT valid in Gold, Red, Silver or Purple lots, meters, any specially marked space, or on the campus walkway system. Green permits are required at all times.

Visitors to Family Housing and Elmwood apartments must also display a parking permit at all times. Family Housing Visitor permits are available for purchase by CURRENT residents of Family Housing who have purchased or are eligible to purchase a Family Housing Green permit; limit is one per apartment unit. Family Housing Visitor permits are intended for use by occasional visitors of residents in Family Housing. Family Housing Visitor permits may not be used for 10 or more consecutive days of parking. Family Housing Visitor permits are not to be used in any vehicle owned or operated by a resident of Family Housing. Improper use of the permit is illegal and may result in citation, vehicle impoundment and/or revocation of the visitor permit. Family Housing Visitor permits are ONLY valid in Green Family Housing parking lots. They are NOT valid on the serpentine walkway system at Family Housing.

Daily Visitor permits are also available for purchase at the Parking Office; these can be used for visitors to park in Green parking lots if the annual Family Housing Visitor permit is not preferred.

Pit Crew Motorist Assistance Services

Parking and Transportation Services offers a free Motorist Assistance Program during regular business hours for vehicles located on University of Idaho owned and managed streets or lots on campus. These services include jump starts, vehicle unlocks, assistance with flat tires, and borrowing of gas canisters. For assistance, please call 885-6424.

Newsletter

The Apartment Housing newsletter, *Home Front Happenings*, is distributed every month via email during the academic year featuring articles, community events, and other information for the apartment communities. For those residents who do not have computer access or would like to receive a paper copy of the Home Front Happenings, please contact your ACA. If you have any information you would like to add to the newsletter please contact the Resident Director.

Playground Areas

The playground equipment found in South Hill and South Hill Vista is unsupervised and UI assumes no responsibility for use of the facilities and equipment. **Parents must supervise their children while in the play areas.**

Residents are responsible for reporting all safety hazards, damages, and needed repairs by service request on-line at http://resnet.uidaho.edu/wo/. If play equipment is designated not to be used (by sign, caution tape, etc.), parents will be held responsible for keeping their children off the structure.

Privacy

The University Housing office wants to insure you and your family has the privacy you want. Please refer to the FERPA section above. Students may request that their directory information not be released. However, this will prevent your phone number from being published in the campus directory or given out from any university office, including the campus operator. Please call the Registrar's office at 885-6731 for more information.

Telephone Services

Each unit is equipped with a telephone line, providing call waiting, on-campus and local calls. You will need to bring your own telephone. Your phone number will be provided to you with your assignment. This line includes call waiting, at no extra charge to you. Use *1 (hit flash and wait a second, then hit *1) to switch back and forth between lines.
You also have the ability to call forward. Dial *58 and then dial the number you want to forward to. Then *50 activates the call forward and #40 deactivates your call forwarding.

If you have any problems with your telephone service make a service request at www.uidaho.edu/universityhousing.

A defective telephone instrument or bad cord is the responsibility of the student.

A. **On-campus calls**: dial 5 and then the last four digits of the telephone number to make calls.

B. **Local off-campus calls**: calls to Moscow, Genesee, Potlatch, Bovill, Deary, Cora & Wellesley, Idaho and Pullman, WA can be made by dialing the number 9 and then the seven-digit telephone number of the off-campus telephone.

C. **Long distance calls**: you can make long distance calls through a pre-paid calling card or toll free number only. Dial number 9 and 1 then the toll free "800" number and then follow the directions as specified on the card. Long distance charges may not be billed to your phone number. Long distance discount rate plans may not be assigned to your phone number.

D. Outgoing collect calls: you may also call someone collect by dialing 9 then 0 followed by the area code and number. Collect calls may not be accepted to your phone.

Direct billing of telephone charges to your campus phone number for the types of calls listed below is not allowed:

- Collect calls
- Third number billings
- Calling card charges billed to an 885 number
- Directory assistance call completion
- Operator assisted calls

For information on charges contact Telephone Services at 208-885-5800, email *phones@uidaho.edu*, or go to their office located in the Administration Building, room 17. You can also visit their web site at *http://www.its.uidaho.edu/phones/*.

Television

Cable

Apartments are wired for cable television service. All residents must have the cable installed by an outside vendor, at the student's expense.

Satellite Dishes
AC2a: A satellite dish cannot be directly attached to the apartment building.

AC2b: The installation of a satellite dish must be authorized and attached to a bracket installed by University Housing.

To have a bracket installed, come to the University Housing office to sign an agreement to have a bracket installed and pay the one-time $25 fee per apartment. If a bracket already exists on your unit, you will not need to have another one installed and you will be allowed to utilize the current one available at no charge. No brackets should be installed on the roof. Any brackets on the roof, or improperly installed will be relocated at the student's expense.

Once the bracket is installed, residents must have the satellite dish installed in a safe and secure manner which does not damage the building. University Housing does not install satellite dishes and does not accept any responsibility for the satellite dish or the installation of a satellite dish. Antennas of any size are not allowed.

Trash

Residents are required to dispose of their trash in the proper areas in the containers provided. When not in use, dumpster lids must be kept closed for sanitation and safety reasons. It is recommended that children do not dispose of trash in the dumpster, especially if they are not tall enough to dispose of the garbage properly.

AC3a: The dumping of oil, grease, and paint in the dumpster or in the parking lots is prohibited. Trash or recycling which has not been disposed of properly will result in a charge of at least $10.

Please do not use dumpsters that are not located in the University Housing on-campus housing area. Items for donation must be taken to place of donation, such as Goodwill.

General Apartment Care and Maintenance

To submit service requests on the Web go to: www.vandalweb.uidaho.edu; and from Main Menu click on Student Housing Information, then click on University Housing Maintenance/Custodial Requests.

Emergency Maintenance During Non-Business Hours

Should you have an emergency maintenance situation take place over night, during the weekend, or on a holiday, please contact the Living Learning Community (LLC) 24-hour Desk at 208-885-7379. The situation will be assessed and someone will contact maintenance personnel if needed.

The DEFINITION OF EMERGENCY is a situation that will cause or could potentially cause physical harm to residents or will cause or could potentially cause physical damage to the apartment or buildings.

The following are examples of an emergency situation and will be given immediate attention:

A. Gas leaks

B. No heat (when the inside temperature is below 60 degrees)

C. No electricity

D. Plugged or broken toilet

E. Water leaks or broken water lines where the resident cannot close a valve or shut the water off to the apartment

F. Frozen water pipes

G. Plugged sewer lines

H. Refrigerator not operating (resident should store items with neighbors). University Housing will not be responsible for spoiled items from the fridge

I. Broken windows that compromise safety and/or security.

The following would **NOT CONSTITUTE AN EMERGENCY** between the hours of 4:00 pm and 8:00 am:

A. No hot water

B. No heat when the inside temperature is above 60 degrees

C. Removing articles such as contact lenses or rings from drains

D. Plugged sinks or bathtub

E. Broken garbage disposals

Non-Emergency Maintenance During Regular Business Hours

Maintenance personnel are available from 7 a.m. to 3:30 p.m. Monday through Friday, except holidays. Once they receive your request for service, depending on the maintenance needed, you can expect to have your problem addressed within five days. Although you may submit a service request online on weekends and holidays, no requests will be completed until (at earliest) the next working day. For timely service, please submit the service request as soon as the problem develops, especially if you need service the same day.

Maintenance for normal wear and tear will be handled at no charge to the student. If damages result from carelessness, misuse, abuse, negligence, deliberate vandalism, accident or any other cause by a resident or guests of a resident, any resulting maintenance, repair or replacement necessitated by these damages must be paid for by the resident. Furthermore, a $10 processing fee will be assessed. If you have a problem submitting a

service request on the housing website or are not getting the service you need, please contact University Housing at 885-9675.

Modifying Your Apartment

AC4a: Residents are **not permitted** to modify either the inside or outside, or the immediate grounds surrounding the apartment building, without prior written authorization from University Housing. This includes attaching anything to the building, improperly installed satellite dishes, improperly installed additional shelving, attaching air conditioning units to walls, improper modifications to plumbing such as bidets or dishwashers, placing semi-permanent signs outside your apartment, hanging laundry wire or string, modifying landscaping (trees, shrubs, etc.), installing drapery hardware, etc.

Blinds, appliances or other fixtures should not be removed from the unit.
Residents who install shelving in their unit could be subject to billing for repairs and/or fines, if the shelving has not been preapproved or is improperly installed All shelving must be at least 24 inches away from the water heater to allow maintenance access. Any shelving installed must remain installed in the apartment

Residents are allowed to have up to ten nail holes per room. Above this amount, the resident will be charged at check-out for each additional nail hole. Residents are required to use small sized nails (generally designated photo nails) and/or photo nail brackets. Holes should be no larger than a picture hanger nail or tack. DO NOT use carpentry nails, large screws or molly bolts. During their stay or upon vacating, residents must not spackle, patch, prime or paint walls any way. University Housing recommends using picture hangers or 3M double-sided adhesive strip products to secure your frames.

To ensure structural safety, waterbeds are not allowed.

If you have questions regarding modifications to your apartment, call the University Housing work order line at 208-885-9675. Modifications made without prior written authorization could result in billing for repairs to bring the structure to its original form, fines and other action up to, and including, termination of the apartment agreement.

Residents of the South Hill Apartments who are unable to move their furniture upstairs due to the handrail, are instructed to contact Maintenance to temporarily remove the railing. Residents who remove the railing without assistance from Maintenance could be subject to billing for repairs and/or fines. You may put in a service request at *www.uidaho.edu/housing* or call 208-885-WORK (208-885-9675).

We want to help you keep your apartment in an orderly condition by repairing items when they become faulty or damaged. All breakage, damage, and need for general maintenance and repairs for your apartment and apartment areas, including porch lights and interior tube lights, playground equipment, mail areas, and laundry facilities, must be submitted to the web at *www.uidaho.edu/housing* immediately or as soon as you notice a problem. Only University Maintenance is authorized to make such repairs.

Please do not leave your apartment unlocked because you are expecting a maintenance person. You could find yourself locked-out. University Housing staff will always lock the door when they leave.

Right of Entry

University Housing will enter apartments at any time when an emergency or situation endangering health or safety arises to take corrective action and/or to make needed repairs.

Guidelines used when entering an apartment:
The University reserves the right to enter the apartment without notice during reasonable hours when necessary to provide maintenance, service, repairs, improvements, to make inspections, or for any other legitimate purpose. The hours between 9 a.m. and 4 p.m. have been designated as a reasonable time period. A Maintenance Service Card will be left by the maintenance personnel stating when they were in your apartment and what was done.

University Housing staff will knock on the front door of the apartment, wait 30 to 40 seconds and knock again, louder. If there is no answer at the door or no indication that someone is home, they will use their pass keys, open the door about six or seven inches and call out to see if anybody is home.

The University makes every effort to respect a student's right of privacy. However, the University may enter your unit without notice under the following conditions:

A. For emergency situations

B. To protect University or private property

C. To provide for sanitation as needed

D. To enable others to reasonably and quietly enjoy the use of their units (e.g., unattended stereo, alarm clock, etc.)

Scheduling Service Requests

Maintenance personnel are usually on a tight schedule and have been instructed not to perform maintenance that is not listed on the service request. The only exception is when they estimate that the additional job will only take a few minutes and they have the tools and equipment. If they are unable to do the unlisted job at that time, it will be the responsibility of the resident to submit the service request on the web at *www.uidaho.edu/housing* and request the repair be completed at another time.

Health and Safety Code Compliance

AC5a: The student shall comply with the city, county, state and federal codes regarding health and safety.

Upon proper notice, the student shall comply with all requests from the University Housing office pertaining to the correction of health and safety concerns or violations in their assigned unit. Students will be given a specific amount of time to correct the health and safety concerns or violations. Should the student fail to correct the violation in a timely manner him/herself, University Housing reserves the right to send in staff to correct the concerns or violation and the student will be responsible for the cost of such. University Housing also reserves the right to terminate a student's apartment agreement if a reasonable level of cleanliness and sanitation is not maintained.

Care of Apartments and Equipment

AC6a: Residents are responsible for the care of the apartment, appliances and equipment inside or attached to the apartment.

AC6b: Residents must keep thermostats at a minimum of 60 degrees between September and May, especially when the residents leave overnight or when they are checking out of their apartment. Frozen pipes can cause considerable damage to the apartment as well as neighboring apartments.

Initial inspection of the apartment and its furnishings must be made by the student upon occupancy by completing the *Apartment Condition Form.* This check-in record will be retained in the student's file at the University Housing office and will be the basis for determining damages, loss, or cleaning charges assessed at the termination of residency.

Some examples for which charges are usually assessed, but not limited to, are:

- Damage beyond normal wear and tear (can be caused by decorating).
- Labor costs that result from cleaning apartments that are not cleaned sufficiently when resident vacates, i.e. hard water stains or dirty ovens.
- Large or excessive nail holes (more than 10 small holes per room; use "photo nails" only).
- Burns or burn holes of any kind.
- Stained carpets that will not steam clean.
- Frozen pipes during the winter months if the heat has been turned below 60 degrees.
- Repair/replacement of garbage disposals/drains jammed or damaged by excessive amount of material or inappropriate material. Only soft foods should be put in the disposal and only in small amounts at a time. Never put stringy foods like corn husks or hard items like bones, rinds, or pits from fruit. The garbage disposal is not for heavy food items; those items need to be taken to the dumpster. You could be charged for repair or replacement costs if you are discovered abusing or misusing the disposal.
- Toilets plugged with food, grease, toys or other miscellaneous items.

South Hill and South Hill Vista have been built to be extremely airtight. Due to this lack of air circulation, steam from cooking, showers, bathrooms or humidifiers condenses on the walls and occasionally causes mold to grow. Residents can help prevent this by following these suggestions:

A. Turn on exhaust fan over stove while cooking.

B. Turn on exhaust fans in bathroom during shower/bath and leave on until all steam has dissipated.

C. Occasionally open a window to allow air to circulate (even in winter). The window only needs to be open about ½ inch or so to be effective.

D. Do not over-pack a closet. Allow clothes to hang freely. This will help the air to circulate and lessen the possibility for moisture to accumulate.

E. Monitor the effectiveness of your dryer. If your clothing is often damp, it may be that something is clogging your dryer vent. Submit a service request on Vandalweb if you believe this is the case.

F. Wash the wall with bleach water when mold is first discovered and submit a service request immediately on Vandalweb..

Cleanliness and Sanitation

For the health and safety of all families, it is the responsibility of the residents:

A. To keep the apartment clean and free from garbage and trash.

B. To share in the proper care, cleaning, and use of community areas and facilities, including stairs, stairwells and laundry rooms.

C. To dispose of all trash and garbage in the dumpsters provided near each building. Do not use dumpsters that are not located in the University Housing on-campus housing area. Residents shall not sweep trash from inside to outside of the apartment or throw dirt, trash, garbage, or waste from windows or balconies.

D. To keep stairwells, landings, and patios clean and free of clutter from toys, bikes, boxes, etc.

E. To not shake rugs and dust mops from patios and balconies.

F. To keep children's toys and all bikes off the common areas, grass, sidewalks, and parking lots when not in use.

G. To not use corrosives such as Drano or Liquid Plumber. They are a safety hazard to our employees as well as our pipes. If you have a slow or plugged drain, submit a service request on Vandalweb.

Pests and Nuisance Prevention

All residents must help by practicing good housekeeping techniques and doing additional spraying. Since bugs in an apartment can be unbearable, please use the following suggestions for the control of roaches and other bugs:

A. Purchase a trash can with a tight-fitting cover and use plastic liners in all trashcans.

B. Do not leave dirty dishes or food on the countertops or sinks overnight.

C. Store open food containers (cereal boxes, etc.) in plastic bags or in the refrigerator.

D. Do not use contact paper in cabinets. Cockroaches feed on the sticky backing.

E. Do not leave paper bags or newspapers sitting in your apartment. Pests nest in these areas.

F. Keep all counter tops and floors clean and free of food crumbs.

G. Do not store damp rags or sponges in dark closets. Store all brooms and mops with the handle down.

H. Do not allow grease to build up on the stovetops and burners or in the oven.

I. Do not leave articles of clothing or bedding on closet floors, in corners, etc. Pests nest in dirty closets.

J. Once every three months move all major appliances (refrigerator, stove, washing machine) and thoroughly wash the floor and wall behind them. Please be careful not to tear or damage the flooring. Use insect spray before replacing appliances.

K. Spray door jams and under sinks for spiders, ants and other miscellaneous bugs. Insect traps and sprays can be purchased at local stores such as Wal-Mart or Tri State.

Health and Safety Procedures

Alterations

In order to assure that the residence remains safe for occupants, occupants shall make no repairs or alterations to, or install anything in or on their apartments, buildings or grounds without prior written authorization from the University Housing office. Such alterations include, but are not limited to: painting, papering, wiring, installing a satellite dish, adding or changing locks, or remodeling patios or balconies without prior written authorization from the University Housing offices. You will be charged for improperly installing a satellite dish, or any other unapproved alterations.

Fire Safety

Each resident must be alert to the danger of fires. Residents must promptly report fire or

smoke by calling 9-911 first and then the University Housing office, Living Learning Community (LLC) 24-hour Desk or an ACA. University Housing staff routinely check and maintains smoke detectors and fire extinguishers to insure they are in proper working order.

Fire Prevention

The University continues to make every effort to protect our students from the risk of fire and personal property damage. A major area of concern is electrical fires caused by the unintentional misuse of power strips and extension cords. In an effort to reduce the risk of electrical fires, we are requiring students to use surge strips or extension cords which must provide surge protection, cord arc protection, and ground fault protection. Products that meet or exceed these requirements are Fire Shield Surge Strips and Fire Shield Safety Extension Cords. While these are not the only products, they are among the best, and we encourage students and parents to consider the Fire Shield products to meet our requirement. The Fire Shield products can be purchase from local retailers, including Wal-Mart.

Fire Extinguisher

A fire extinguisher is located in all apartments on the wall in the kitchen or laundry area. The fire extinguisher must not be re-hung or relocated. The university checks fire extinguishers at least once a year.

If the fire extinguisher is used to extinguish a fire, submit a service request on Vandalweb immediately and it will be recharged.

Periodically inspect the gauge to be certain the fire extinguisher is properly charged. If the needle indicates that it is undercharged or overcharged, submit a service request on Vandalweb immediately for replacement.

If a Fire Occurs

If a fire occurs, please follow the fire safety procedures outlined below:

A. Leave the building immediately. You have very little time to reach safety. Most smoke and dangerous gases rise, so keep your head low and move quickly. Crawl if you need to so you do not breathe the smoke.

B. If you suspect a fire in another room, touch the door with the back of your hand before opening it. Before touching the door handle, cover your hand for protection. Intense heat, deadly smoke or gas may be on the other side.

C. If it is not hot, open it cautiously, to check for heat, smoke, or flames on the other side. Keep your head out of the way when first opening the door and be ready to slam it shut if any heat or smoke rushes in.

D. Do not waste time getting dressed, looking for keys, or gathering valuables. Get out of the building immediately and stay out.

E. Call the fire department from the OUTSIDE of the building, 9-911, and report the location of the fire. Stay on the telephone until instructed to hang up. Assign someone

to alert other occupants of the building.

F. In the event that you hear a neighbor's smoke detector ringing for an extended period of time, contact the fire department first and the University Housing office or the LLC 24-hour desk second. Know the location and route of your escape.

Prepare in Case of a Fire

Before a fire ever occurs, train family members to recognize the alarm signal and now to respond. You and/or your family should also prepare by having an escape plan and a designated place outside to meet.

Smoke Detector

A smoke detector is located on the ceiling in the hallway between the bathroom and bedrooms, in addition to one on the main floor. When the detector senses smoke, it will make a loud, piercing sound. When the detector beeps intermittently, the batteries need to be replaced. **Please contact your ACA for a replacement battery when the battery is low.** It is the resident's responsibility to submit a service request whenever the smoke detector is inoperable.

Excessive amounts of smoke from cooking or excessive amounts of steam from the bathroom will activate the smoke detector. In the event this occurs, simply ventilate the apartment by opening the doors and windows and turning the fan on. The detector will automatically quit beeping once the smoke or steam is completely removed from the area.

Any smoke detector found without batteries will result in a $25.00 fine.

Tampering with Fire Safety Equipment

AC7a: Residents are not to tamper with the fire safety equipment either in their residence or outside their residence. If it is reported that the smoke detector or fire extinguisher has been removed or is inoperable and has not been reported to the University Housing office, the student will be assessed a $25 fine (for each smoke detector without a battery or that has been disconnected) and may be subject to disciplinary action. A second violation may result in judicial sanctions.

Roofs

AC8a: Walking, playing or climbing on any roof in the Apartment Communities is prohibited. Do not allow children to play on the building roofs.

Crawl Spaces

AC9a: Residents are not permitted to open or access crawl spaces or attics.
Only University Housing Maintenance employees are allowed to access these crawl spaces and attic spaces. If you have concerns about these areas, please contact University Housing.

Stairwells

All stairs and stairwells must be kept clear at all times for the purpose of providing clear exits. Children's toys are especially hazardous and must be kept away from these areas.

AC10a: Toys, children's vehicles, boxes, newspapers, barbeques, plants, bicycles, etc. must not be left on stairwells.

AC10b: Motorized vehicles, such as motorcycles, scooters, and mopeds may not be parked on stairwells, patios or next to the building at any time.

Apartment Housing Policies

Abandoned Personal Property

Any personal property left in the apartment or on the premises by students who vacate or abandon an apartment will be inventoried and held for 10 days and then deemed abandoned, and the university may immediately dispose of the property without compensation and charge the student for labor involved in removing any trash or property. The University may sell or otherwise dispose of such property in any manner without liability.

Alcohol

The University of Idaho's policy on alcohol follows all state, federal and local laws. Open containers of alcohol are prohibited in all public areas such as parking lots, common hallways, playgrounds, parks and the Community Center.

AC11a: Open containers holding alcohol are also not allowed outside of the apartment on the balconies of Elmwood or either entrance of South Hill Vista and South Hill.

AC11b: Underage possession or consumption of alcohol is an illegal act and will be handled by the proper authorities. Any violation of this policy may result in disciplinary action. This action may include, but is not limited to, removal from the Apartment Community and/or a referral to the Dean of Students for judicial action. Moscow police may also be contacted.

Appearance of the Outside of the Residence

Residents are expected to keep the front and rear of their apartment tidy. Anything seeming to create a hazard or unsightly appearance will be addressed by the Apartment Community Assistant staff, including but not limited to, clotheslines, bicycles, garbage, children's toys and storage of barbecues. The University Residence office will work with you in discussing these issues. Old washer, dryers, dishwashers or other large appliances that young children can get caught in, must be hauled off by the resident. If University Housing has to remove the appliance, the student will be charged.

Barbecues

AC12a: Use and storage of gas, electric or briquette barbecues must take place a reasonable distance from buildings.

AC12b: Elmwood residents are not permitted to have barbecues.

AC12c: Barbecues cannot be stored on the walkways or chained to the building. Barbecues not stored properly will be considered abandoned and may be removed.

AC12d: Ash and briquettes must be disposed of properly and only when fully extinguished

and MUST NOT be dumped in any part of the grass.

Car Repair

AC13a: University parking lots, sidewalks or buildings must not be used for car repair.

AC13b: Apartment interiors may not be used for auto repair of any kind.

Child Care

AC14a: Childcare is restricted to five children per apartment at one time, including the children who reside there.

Children

AC15a: The resident is responsible for the actions of children who occupy his or her apartment.

Children are to be properly supervised at all times. Neglect of parental responsibility may result in termination of the license agreement. The student will be held financially responsible for the actions of the children. The University is not liable for accidents which may occur to children. Please keep children away from trash dumpsters for their own safety as well as safety of others. Please do not allow them to dig holes, break off branches of the trees or otherwise damage the grounds.

Disturbing the Peace

AC16a: The student, their dependents or guests, shall not disturb the peace or unreasonably interfere with the quiet enjoyment of other residents on the premises. Students and their family members should respect quiet hours and be courteous during other times. Continued or persistent disruptions of the community could result in termination of the License Agreement.

AC16b: Disturbing the peace includes any conduct that is offensive to accepted standards of decency such as, but not limited to, public nudity, public urination and defecation, or sexual behaviors. Public spaces are defined as, but not limited to, the Community Center and anything visible to outside.

Drugs

AC17a: The possession or use of controlled substances is prohibited everywhere within the apartment communities and violations will be referred to the police. Any violations may also result in judicial action.

Evacuation

Residents are required to vacate their apartment when instructed by University personnel and/or Police or Fire personnel. Elmwood residents are required to vacate their apartment and evacuate past the parking lots to the other side of the street, if a fire alarm sounds.

Exclusions

University Housing reserves the right to exclude (prohibit entry to a specific area) those whose behavior is determined to be detrimental to the well-being of the apartment communities or incompatible with its functions as part of an educational institution.

Firearms

Firearms are not allowed on campus or in private vehicles on campus.

AC18a: No resident shall possess a dangerous weapon in the apartment communities, such as but not limited to, knives, air rifles, BB guns, pellet guns, nunchucks, throwing stars, swords, or archery equipment.

Firearms and weapons are further defined in the Student Code of Conduct. Any item used in the act of intimidation or harassment may be confiscated. The Moscow Police Department offers a 24-hour gun storage/retrieval service at the Police Campus Substation (208-885-7074).

Fireworks and Explosives

AC19a: Fireworks, gunpowder, explosives, gasoline, propane, lighter fluid and other flammable liquids are strictly prohibited within the apartment communities. This prohibition includes possession, storage and use of these items.

Experiments involving the use of chemicals which may be explosive or toxic and the discharge of firecrackers on university premises are prohibited. Use of fireworks or explosives will result in judicial action and may result in the immediate termination of your Apartment Agreement.

Guest Policy

The University Housing office reserves the right to deny a guest's visit.

AC20a: Guests are not permitted to stay longer than fourteen (14) days total per semester.

AC20b: The student resident is responsible for the conduct of guests while the guests are visiting the apartment community.

Any violation of the policies outlined in the agreement or this handbook by guests of an apartment will be held against the student resident of the apartment. The irresponsible conduct of a guest could result in judicial action. Unwanted guests should be reported to the Moscow Police.

Harassment of Residents or Staff

AC21a: Residents of the apartment community should treat fellow residents and their Apartment Community Assistant (ACA) staff with respect.

AC21b: Residents should offer full and timely compliance with any and all directives issued by a member of the Residence Life Staff, insofar as such directives are consistent with the responsibilities or requirements of a resident living in apartment housing.

Any resident found harassing other residents or staff members may be referred for university judicial action. Harassment could result in judicial action and/or cancellation of the apartment agreement.

Holiday Decorations

AC22a: All decorations are required by fire codes to be non-combustible.

All decorative lighting should be UL listed and of the type that does not produce heat. You should be able to hold a bulb between your fingers without discomfort for an indefinite period of time. Do not overload electrical outlets with too many plugs.

AC22b: Christmas trees are required to be treated with flame retardant.

A support device shall be used that holds the tree in a stable, upright position. Never place your tree near heaters, heat producing appliances, lighting fixtures, televisions or computers. Do not use electric lights on metal trees; light them with companion spotlights only. **REMOVE TREES PROMPTLY AFTER THE HOLIDAYS.** Trees are not allowed to be placed in dumpsters or disposed of on university property. The Moscow Recycling Center on Jackson Street accepts trees.

Improper Bicycle Storage

Bicycle racks are available adjacent to most buildings in the apartment communities.

AC23a: Bicycles must not be stored in such a manner as to block the walkways or other pathways.

Bicycles found stored improperly will be considered abandoned and will be removed. University Housing will hold the bicycle for 10 days, at which time University Housing will dispose of the bicycle without compensation and charge the student for any labor involved in removing it. After 10 days, the university may dispose of such property without liability.

Lost and Found

If you have lost any personal items, especially keys, be sure to check with the University Housing office on the second floor of Wallace Residence Center or the Living Learning Community (LLC) 24-hour Desk LLC building 2. All lost and found items should be turned in to the University Housing office on the second floor of Wallace Residence Center.

Every effort will be made to contact the student when an item is turned in. If you move away before you discover that you left items behind, simply e-mail *housing@uidaho.edu* and reasonable actions will be taken to return your lost item(s) to you.

Motorcycles

AC24a: Motorcycles cannot be parked outside individual apartments, either on the back patio or by the front door. They should be parked in the designated parking spots in the parking lot.

AC24b: Motorcycles may not be kept inside apartment units.

Mowing of Lawn Areas

The University Grounds Crew will mow all of the apartment communities grass areas weekly, weather permitting. Residents must have all toys, bikes, clothes, tools, trash or other personal items picked up from the lawn areas. Facilities will not be responsible for items left on the grassy areas

AC25a: It is expected that residents closely supervise their children when Facilities is mowing, cutting weeds, fertilizing, etc. to allow the Grounds Crew to efficiently and effectively maintain the landscaping.

AC25b: Residents are not allowed to apply chemicals to the lawn, i.e. fertilizer, Round Up, etc.

Property Insurance

The University encourages all residents to carry appropriate property insurance. The University is not liable for theft or damage to personal property for any reason. The University does not assume any liability for personal injury resulting from explosion, fire, or mechanical failure of the water, gas, or electrical systems, or for negligence by occupants of the buildings. To have protection from the possibility of such losses or personal injury, the student should carry property insurance, and personal possessions should be marked or engraved with names. We recommend specifically mentioning patio sliding glass doors, if they apply, in the insurance policy. Property insurance can be purchased through most local insurance companies.

Pets

AC26a: All pets must be registered with University Housing prior to the animal moving in to the apartment. Visitors with pets are strictly prohibited.

AC26b: No pet sitting is allowed.

AC26c: A resident may not provide food or shelter for any unregistered animal. All university employees, including the custodial and maintenance personnel, strictly enforce this policy. Anyone found harboring an unregistered pet will be subject to a $200 fine for the first offense and will be required to remove the pet within seven days. If the pet is not removed or another pet is found, it could result in termination of the agreement.

A. Approved pets are:
    a. Fish kept in an aquarium, limited to 25 gallons or less are allowed in all University Housing Apartments.
    b. Cats and birds, which have been registered with University Housing, are allowed. With the exception of approved service and assistance animals, no other animals—including dogs, ferrets, rodents, rabbits, snakes, lizards, or exotic animals, etc—are allowed. Persons requiring a service or assistance animal as a reasonable accommodation for a disability should contact University Housing.

B. A maximum of two approved pets - two cats, two birds or one of each are allowed per apartment.

C. All cats and birds must be suited to living in an apartment and apartment community.

D. Nervous or aggressive pets; pets that meow or chirp loudly and frequently are not considered suitable.

AC26d: All cats must be spayed or neutered prior to being moved into the apartment or by 12 months of age.

E. AC26f: Birds must be kept caged at all times.

Pet Registration

Pet owners are responsible for the providing the following information when registering the animal with University Housing:

A. A copy of a veterinarian-signed proof that the cat has been spayed or neutered and all necessary vaccinations and shots are current.

B. All liability for the actions of the animal in direct contact with others (bites, scratches, etc.) is the responsibility of the owner, **not** University Housing or the University of Idaho.

C. All pets must be licensed in accordance with all city and state laws and regulations. A current copy of the license(s) must be on file with University Housing.

D. The pet owner is encouraged to attach a photo of the animal to the registration form for purposes of easy identification.

Pet Deposit

Pet owners assume all responsibility for damage to University Housing buildings and grounds caused by their pets(s). A pet deposit has been established to help facilitate payment should damage occur. The deposit is not required for an approved service or assistance animal.

A. A $300 deposit (in addition to the housing deposit; fish excluded) is required.

B. Unless otherwise specified, the pet owner is financially responsible for all pet-related damage, which means any repairs, replacements and cleaning in apartment buildings and grounds that are determined to be caused by the pet. The pet owner is required to pay all such costs, even if the amount exceeds the amount of the deposit.

Pet Care

Pet owners assume all responsibility for the well-being of their animals and for their animals' actions on campus.

A. AC26f: Pet owners are expected to provide adequate care to meet the animal's needs with regard to food, hygiene, health care, and exercise/attention as needed.

B. AC26g: Cats must be litter trained and kept indoors at all times.

C. AC26h: Birds must be caged and kept indoors.

D. AC26i: If your pet must be taken outside (to be transported to a veterinary office, car ride, etc.) they must be in a carrier, or on a leash (in control of owner) at all times when outside of the apartment.

E. AC26j: Pet owners are responsible for cleaning up any pet-related accidents in their apartment and for ensuring that wastes are picked up and thrown away in a sealed plastic trash bag and placed in the dumpsters located throughout the apartment community.

F. AC26k: Pets are not allowed at any time to be on or in the playground areas within the apartment community.

G. AC26l: No pet(s) shall be left unattended in any apartment unit for longer than 24 hours. If it is reported to a University Housing staff that a pet(s) has been left unattended for more than a 24-hour period, University Housing staff may enter the apartment and remove the pet to be transferred for impoundment through Animal Control. Any expense to remove or reclaim the pet will be the responsibility of the owner.

H. Residents leaving for any period over 24 hours (and the pets are being left in the apartment) should contact University Housing with information of the person caring for pet(s) in resident's absence 48 hours prior to departure.
   Information needed in resident's absence:
   a. Name of caregiver
   b. Phone number where caregiver can be contacted
   c. Phone number where pet owner can be reached (when possible)
   d. Dates of absence

I. AC26m: Pets must not be allowed to disrupt others (e.g., continuously squawking, yowling, etc.). This is defined as loud enough to be heard in neighbor's unit.

J. The owner must contact University Housing if pet has escaped its confines and is unable to be located within 12 hours.

Maintenance Calls

AC26n: The resident shall have pets caged so maintenance can be performed in the apartment.

The resident shall, whenever a pre-scheduled inspection or maintenance is needed, either be home or have all animals caged. If a maintenance person enters an apartment where an

animal is not caged, maintenance shall not be performed. If this same situation occurs again, the resident will be charged a fee of $25. Upon a third situation the resident will be asked to remove the pet permanently from the premises.

Enforcement of Procedures

University Housing staff reserves the right to require removal of a pet from the premises on a temporary or permanent basis for the following causes:

A. Creation of a nuisance after proper notification.

B. Excessive pet noise or odor after proper notification.

C. Unruly or dangerous behavior.

D. Excessive damage to the resident's apartment unit and/or surrounding areas.

E. Repeated problems with vermin or flea infestation.

F. Failure of the resident to provide adequate and appropriate vaccination of the pet.

G. Leaving a pet unattended for more than 24hours.

H. Failure of the resident to provide adequate care of his/her pet.

I. Failure to observe any other policy and ones not here listed, upon proper notification.

J. Visitors with pets are strictly prohibited. Exception to this rule is made for animals that assist the disabled. Accepted paperwork must be presented upon request.

If a pet is to be removed, the owner will be notified in writing and will be given up to 48 hours to remove the pet from University Housing property.

In the event University Housing would no longer permit pets, owners with currently registered pets may file a request to have their registered pet(s) "grandfathered."

AC26o: **Dogs are not allowed on apartment grounds at any time**. This includes, but is not limited to: parking lots, apartments, playgrounds, sidewalks, community center, etc. Service and assistance dogs will be permitted to assist the disabled, but must remain in control at all times. Accepted paperwork must be presented upon request. (Please see "Service and Assistance Animals".)

We continue to have problems with stray cats. We make every attempt to catch them in cages so they can be turned over to the Humane Society for adoption. PLEASE DO NOT RELEASE CATS FROM THE CAGES. There will be a fine for anyone reported releasing cats from the cages.

If you discover any deceased animals, do not touch them. Immediately contact the LLC 24-hour Desk at 208-885-7379 to have an ACA or professional staff member handle the situation.

University Housing reserves the right to change or modify this policy at any time without prior notice.

Service and Assistance Animals

A service or assistance animal is a domestic animal necessary to afford a person with a qualifying disability equal opportunity to use and enjoy a University residence. A student seeking permission to have a service or assistance animal in campus housing must first contact University Housing and Disability Support Services.

The University requires the student to provide a Certification of Need for Service or Assistance Animal from the student's attending or diagnosing licensed health professional confirming the student's disability and disability-related need for the requested animal as a reasonable accommodation. Questions related to whether the student has a qualifying disability and whether the requested animal is necessary to afford the student equal opportunity to use and enjoy the University residence will be determined by a committee comprised of representatives from University Residences, Disability Support Services, and the Counseling and Testing Center. **The University may require recertification of need for a service or assistance animal as the result of changes in the student's medical or mental health condition, replacement of student's animal, or revision of University policies.** The following policies and requirements apply to all permitted service or assistance animals:

A. The animal must perform a specific service, assistance, or support function directly related to the student's disability.

B. The animal must be licensed in accordance with city and county regulations and wear vaccination and owner tags.

C. The animal must have current vaccinations required by law and all core vaccinations as recommended Washington State University College of Veterinary Medicine http://www.vetmed.wsu.edu/depts-vth/vaccinations.aspx

D. The animal must be in good health.

E. The animal must be appropriately socialized to reside in an on-campus community, and must not demonstrate aggression toward people or other animals. The owner of an aggressive or repeatedly disruptive service or assistance animal will be required to remove the animal from university facilities.

F. The owner must be in full control of the animal at all times. The animal must be leashed when outside the unit, and shall not be left unattended in campus housing or yard areas.

G. The animal must be house broken and may not relieve itself in the unit, except in properly designated locations, e.g., the litter box for a cat.

H. The owner is responsible for animal hygiene sufficient to prevent offensive odors within, or permeating from, the unit. Flea control is essential and adequate measures are required. If a flea problem develops, it must be remedied immediately and effectively.

I. The owner is responsible for the health and welfare of the animal, providing adequate nutrition, making sure it gets adequate exercise, giving it ample time to eliminate its waste in appropriate locations, and immediately cleaning up after the animal when it defecates outside the unit, in order to protect small children and others from contact with animal waste.

J. The owner must ensure that the animal does not damage property inside or outside of the unit, and assumes responsibility for the cost of repairing all damage done by the animal.

K. If at any time the animal is replaced with another animal, the student must immediately notify University Housing of the reason and get approval for the new animal. The University may require recertification of need by the student's attending or diagnosing medical provider.

L. The animal must be kept in compliance with all applicable city and county animal laws and regulations, including but not limited to those regarding licensing, vaccination and nuisance/noise prohibitions, and must wear vaccination and owner identification tags.

M. The owner must notify the university of any change in her or his medical or mental health condition that affects the owner's need for a service or assistance animal as a reasonable accommodation for her or his disability.

Quiet Hours

AC27a: Quiet Hours are designed to provide all apartment residents with a reasonable atmosphere to sleep, study, and enjoy the community. Creating noise of any sort which is disruptive to other apartment residents during Quiet Hours is considered a policy violation.

The following are Quiet Hours for Apartment Communities:

Beginning of fall semester through May:
Sunday – Thursday 8p.m. – 7 a.m.
Friday & Saturday 11 p.m. – 8 a.m.

June until the beginning of fall semester:
Sunday – Thursday 10 p.m. – 7 a.m.
Friday and Saturday 11 p.m. – 8 a.m.

Removal of Obstructions

AC28a: The University reserves the right to remove any obstruction that may create a hazard or unsightly appearance, including such items as motorcycles, appliances or any item that could be considered a safety hazard to children or others. University Housing will hold the items for 10 days at which time University Housing will dispose of the items without compensation and charge the student for any labor involved in removing them.

Resolving Differences

Differences between residents should be resolved, if at all possible, between the residents involved. If there is a dispute between you and your neighbor, it is your responsibility to contact them first. Banging on the walls is not considered a proper form of contacting your neighbor. University Housing will not become involved with non-threatening issues if residents have not tried to work them out on their own. If differences cannot be resolved after contacting your neighbor, contact the Apartment Community Assistant (ACA) to aid in finding a solution.

Home Businesses/Door-to-Door Sales/Yard Sales (Residents)

AC29a: An apartment is not to be used as the primary office for a business.

Yard sales are permitted, as well as selling items individually through either the *HomeFront Happenings* newsletter or other publications.

Selling Tupperware, make-up, or other items is allowed as long as those activities do not disturb the peace of the apartment housing communities, such as door-to-door sales.

AC23b: Residents found soliciting door-to-door without permission may be subject to a $50 fine.

Children living in the apartment areas can sell products door to door in their apartment community for school, community, and/or church fund-raisers as long as the children are accompanied at all times by a parent.

Sidewalks and Access Ways

AC30a: Driving on the sidewalks is strictly prohibited by University Housing and University Parking Services. The Serpentine Walkway is designated primarily for emergency vehicle access. Those accessing the Serpentine Walkway must not park for longer than 30 minutes and must be loading or unloading.

AC30b: The Serpentine Walkway is not meant for overnight parking.

Parking services will issue tickets to those who are found violating the policy. If you have a temporary handicap access card you may park in the handicap parking spaces, but your ADA permit must be displayed at all times.

Sledding

AC31a: Sledding is not allowed on the University of Idaho campus at any time, regardless of weather conditions.

Smoking

University Housing apartments are totally smoke free. Smoking is not permitted in University Apartments or outside apartments in front of air intake areas or open windows. The following guidelines are intended for the welfare of all of our residents:

A. AC32a: Smoking is prohibited inside buildings. If it is discovered you have been smoking in the apartments, you will be assessed a $200 fine.

B. AC32b: If you are smoking outside of your unit you must be at least 25 feet from any windows or doors. Do not smoke in front of air intake areas and open windows.

C. AC32c: Residents found smoking within 25 feet of any windows or doors will be given one documented warning. If the resident is found smoking again after the warning has been issued, they will face Judicial Action, including the assessment of a $25 fine for each subsequent offense.

D. If you are asked by a staff member to move to another location while smoking, you are expected to comply.

E. AC32dc: Cigarette remains must be properly disposed of in appropriate receptacles.

Snow Removal

The University removes snow from the perimeter sidewalks. Residents are responsible for snow removal from the front door to the perimeter sidewalk. Please be sure parked cars do not overhang the sidewalk, as this hinders snow removal efforts. Engine block heaters must be unplugged prior to snow removal and extension cords must be removed from sidewalk areas. These are dangerous for snow removal equipment and pedestrians.

Because snow removal may cause large amounts of snow to be piled in various areas:

AC27a: lawn furniture, toys, and other items that may be damaged by snow removal and snow removal equipment should be kept away from any university-cleared sidewalk. The university is not responsible for damage to items left in the snow removal clearance path or the lawn areas.

Products such as Snowmelt or Icemelt are acceptable solutions for residents to use to clear their sidewalks. Litter and sand are acceptable when used properly and not in abundance. If using products such as litter and sand, these products must be kept on sidewalks and off of the grass, as they will kill it.

Solicitation (Non-Resident)

AC33a: University Housing supports residents's desire for privacy by restricting door-to-door sales or solicitation, regardless of purpose or the nature of the sponsoring organization. Outside vendors cannot sell items in the apartment communities without a permit from the Office of Dean of Students or their appointed representative. Services such as newspapers are excluded. It is the responsibility of the student or spouse to notify their Apartment Community Assistant (ACA) if solicitors or salespersons are on the premises.

Subletting

AC34a: The University of Idaho strictly prohibits "subletting." Student cannot have unregistered roommates. The only people that are allowed to live in the unit are the people listed on the agreement.

Window Screens

AC35a: Screens cannot be removed without prior approval from University Housing.

Violation of Apartment Community Policies and Procedures

Violation of apartment community policies and procedures could result in one or a combination of the following:

A. A written agreement that no further violations of Apartment Housing Policies (as outlined in the Agreement and/or this Handbook) will occur.

B. Relocation to another unit.

C. Immediate termination of your agreement, which would not absolve you of your financial obligations.

D. A fine not in excess of $200 and/or restitution for the full cost of the damage or loss.

E. Students are subject to the rules and regulations in the "Student Code of Conduct".

Future Regulations

The University reserves the right to make and enforce other rules and regulations as may be appropriate or necessary for the safety, care and cleanliness of the premises, and for securing the comfort and convenience of all residents. Future policies may be announced by letter or through the on-line newsletter, *Home Front Happenings.*