Apartment Procedures & Policies Handbook

Academic Year 2016 – 2017
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Welcome!

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 procedures and policies 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, to inform you of Housing & Residence Life procedures, and to acquaint you with staff, facilities, and services available to you.

Before you move into your apartment, you will be required to sign a License Agreement, in which you agree to, accept, and are bound by the terms and condition contained in this Handbook, the Student Code of Conduct, the Apartment Rate Schedule, and the UI Residential Data Connect Privilege Agreement, each of which are available on the Housing website. It is your responsibility to familiarize yourself with the guidelines, procedures, and policies so you know and understand the expectations as a resident.

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 toward 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 by respecting 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 Department 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 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 or spouses) to discuss any aspect of your education records with the 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.

# Apartment Procedures

## Eligibility, Application, Assignment & Deposit

### Application
An application for an apartment must be submitted online at: [https://www.iwanthousing.uidaho.edu](https://www.iwanthousing.uidaho.edu). Applicants must be accepted to the University of Idaho at the time of application. An application fee of $30.00 is required to proceed with the application process. The fee is non-refundable unless Housing & Residence Life has no available unit.

### 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 to qualify for full-time status. Students who drop below full-time status will need written approval from the Housing & Residence Life 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. Web-based classes that do not require you to be in Moscow, correspondence course, directed study courses, and audited courses do not count towards the minimum credit requirement for full-time status for Housing eligibility.

### Eligibility
- An eligible student is admitted to the University of Idaho.
- Housing & Residence Life allows for the accommodation of a maximum of two occupants per bedroom in all apartment units. Requests for exceptions to this policy may be directed to the Customer Relations Manager.
- Applicant status matches the apartment available:
  - 1 or 2 bedroom: Married couple / single student over 25 (limited availability for 21-24) / law or graduate student
  - 2 or 3 bedroom: Student with child
  - 2 or 3 bedroom: Student with 2+ children
  - 3 or 4 bedroom: Student with 3+ children
  - *There are limited 4 bedroom units available.
Requests for exceptions to this policy may be directed to the Customer Relations Manager.
- As long as an apartment is of suitable size, a qualified student may share it with a spouse, 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.

- Students over the age of 19 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
Changes in family status (birth, marriage, or divorce) must be immediately reported in writing to the Housing & Residence Life office, and proof of eligibility concerning these changes may be required. Eligibility for an apartment may depend on size of the family.

If a 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 replace the former roommate and the new student is approved by Housing & Residence Life. 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 Housing & Residence Life in writing if student, student’s spouse, or any 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) (the term “crime” will be interpreted to exclude traffic infractions).

Student must provide Housing & Residence Life a statement with a complete description of his/her or the dependent’s actions with full details of the charges/sanctions. Failure to notify Housing & Residence Life of a criminal conviction prior to Housing & Residence Life occupancy or immediately upon being charged with or convicted of a crime during Housing & Residence Life occupancy may be grounds for denial of, or immediate removal from, Housing & Residence Life. Once Housing & Residence Life 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 sole discretion, if student is eligible to occupy or continue to occupy a university residence.

Assignments
The following items are important to note about 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 Housing & Residence Life has no suitable and available unit.
• **Deposit:** When an apartment assignment is made, the student will receive an apartment assignment letter sent to his/her 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
  o Student has occupied the unit for the full term of this License Agreement;
  o The apartment is left in as good condition as at the time of original occupancy by Student, reasonable wear and tear excepted; and
  o 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 and prior to paying the Deposit, no penalties will be assessed to the Student. However, if Student cancels his/her Apartment Housing Application in writing after paying the Deposit, the Student will forfeit the entire $500 Deposit. Cancellation is not permitted after student occupies the apartment. Upon occupancy, which occurs when Student picks up a key to his/her Apartment, student shall be obligated to pay all amounts due under the License Agreement for the full duration of the term of the License Agreement.

The applicant must keep the Housing & Residence Life 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 & Utilities

**Apartment Rates Due**
The entire semester’s charges will be deducted from Student’s financial aid. If student does not have sufficient financial aid to cover the charges, then a payment plan must be set up through the Student Accounts office by the first day of classes.

**Delinquent Accounts**
A late payment charge will be assessed to the student’s account anytime a payment is late. If the account balance remains delinquent, the License Agreement could be terminated by Housing & Residence Life with ten (10) days’ notice.

**Record Hold**
A hold will be placed on the registration, transcripts, and diplomas of the student resident when debts owed to the Housing & Residence Life office are not paid in full.

**Utilities**
The University shall provide access to the Internet; 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. Failure to transfer utility services into your name upon moving in will result in the charges being added to your student account. The penalty for failing to set up your Avista account upon move in day will result in a $75 fee for processing. This fee will be put onto your student account.
Checking-In

- Students should 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 Housing & Residence Life main office must be notified and the request must be approved beforehand.
- Upon check-in, the student occupying the apartment will receive an Apartment Condition Form. It must be completed and the original returned to the Housing & Residence Life office within three (3) days after taking occupancy of the apartment. Students who fail to return the form by the deadline assume responsibility for all damage to the apartment that is not reflected in the previous Apartment Condition Form for that unit. Upon request, a copy of the Apartment Condition Form will be made and given to the student.

Checking-Out

- Student needs to notify Housing & Residence Life by completing an Intent to Vacate form (see below under License Agreement Termination and Transfer for more information)
- If the student fails to move out on the date the student lists on the Confirmation of Intent to Vacate Form, the deposit will be forfeited, and additional charges assessed.
- 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 $65 for one bedroom units, $75 for two bedroom units, $85 for three bedrooms units and $95 for four bedroom units will be deducted from the deposit.
- If cleaning and/or damage charges exceed the amount contained in the Housing & Residence Life deposit, the remaining balance will be billed to the student’s account.
- Failure to check-out properly will result in an improper checkout fee of $100.00
- 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 Housing & Residence Life staff member. You will not be considered “checked-out” until all your keys are returned.
- If, prior to the expiration of the License 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.
- Termination of the License Agreement resulting from failure to abide by the terms and conditions stated in this handbook and in the License Agreement will also result in forfeiture of the deposit. Please see section below regarding “Termination of the License Agreement by Housing & Residence Life”.
- 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 for each item left behind.

License Agreement Termination & Transfer

Beginning Date of License Agreement
The License Agreement begins on the date designated in the assignment letter and entered on the License Agreement or the date the student checks in, whichever comes first.
Renewal of the License Agreement

A License Agreement may be renewed upon mutual agreement of student and Housing & Residence Life. A new License Agreement must be submitted online at least sixty (60) days prior to the vacate date in the agreement. 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 Housing & Residence Life

A Termination of Agreement notice may be given as a result of violations of the terms of the License 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 ten (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 not terminate the License Agreement before 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 and approved by Housing to take over the student’s License Agreement. With the exception listed in the next paragraph, if the student vacates the apartment any time prior to the end of the period stated on the License Agreement 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 the student’s degree or participates in an approved internship or student teaching program located at least 50 miles outside of Moscow, Idaho. The student is required to file a Confirmation of Intent to Vacate form at least sixty (60) days prior to the date of early termination. If Student’s Agreement was for a twelve (12) month rate and the Agreement is being terminated prior to the conclusion of the 12-month term, Student may elect to (1) forfeit all amounts due under the License Agreement for the full 12 months of the Agreement, or (2) be charged at the current less-than-twelve (12) month rate for each month Student occupied the Apartment. The student’s Deposit will be returned, less the carpet cleaning fee and any charges for damage to the unit. If the student does not give sixty (60) days’ notice, the student will be responsible for the rate of charges until sixty (60) days after the written notice is given.

Intent to Vacate

If you are not returning to Housing & Residence Life apartments for the following semester, you must file a Confirmation of Intent to Vacate form at least sixty (60) days prior to the date of actual check-out. Failure to give 60 days’ notice will result in a $100 improper check-out charge.

- The move-out date listed on the Confirmation of Intent to Vacate form will be considered binding on the date it is received by the Housing & Residence Life 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 with approval by Housing & Residence Life only if there is not a waiting list.

- Students who fail to vacate at the end of the term of their current License 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 his/her deposit. Further, students who remain after the end of the term of the License Agreement without written extension by Housing & Residence Life are subject to immediate removal.
- The apartment should be left in the condition in which it was received, normal wear and tear excepted. Students will be charged for removal of anything left behind, including trash or personal items.
- All keys must be returned to the Living Learning Community (LLC) 24-hour Desk, which is located in the LLC Building 2.
- Residents should return their parking permit to Parking and Transportation Services (PTS), if they are checking out before the end of the term or academic year. Parking permits are not transferable and there may be a prorated refund issued by PTS.
- All money owed the University of Idaho 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 receive his/her diploma until his/her account is current.

Apartment Reassignments
Housing & Residence Life 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. Student-requested apartment reassignments will be reviewed and approved by Housing & Residence Life on a case by case basis. To request reassignment, a student must:
- Submit a written request by completing an Apartment Transfer Request form provided by the Housing & Residence Life Office.
- If the move is approved, the reassigned student has up to three (3) days to complete the move. The student will have access to both apartments during this time and must pay the prorated charge for both apartments.
- Student will be charged a $100.00 transfer request fee to their student account. If student is requesting transfer for an increase in family size which would put them into violation of the agreement, this fee will be waived.

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 is not responsible for forwarding unclaimed mail or packages.

Housing & Residence Life Staff & Resources

Apartment Community Assistants (ACAs)
Apartment Community Assistants (ACAs) are Housing & Residence Life 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 Housing & Residence Life
office and its policies. ACAs are responsible for upholding the terms of the License Agreement and 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 enhance the quality of your communities.

An ACA will be on call from 5:00 PM to 7:00 AM, Monday through Friday, and all day and night on Saturday and Sunday. If you need assistance from an ACA please call 208-669-0065. Spouses and children of ACAs are not members of the Housing & Residence Life 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 Housing & Residence Life.

**Resident Director of Campus Apartments**

The Resident Director (RD) for Campus Apartments is the direct supervisor of the Apartment Community Assistant (ACA) staff. Responsibilities include training and supervising the ACAs, coordinating communication from the Housing & Residence Life office to the apartment residents, establishing and upholding the policies of the License Agreement and this Handbook, and overseeing programming and newsletter production.

**Amenities & Services**

**Abandoned Property**

Any property left in an apartment will be inventoried and held for 10 days and then deemed abandoned, and the University will dispose of and charge student for labor for removing trash and property. Bicycles found stored improperly will be considered abandoned and will be removed.

**Computer Network Connections**

All computers, mobile devices and game systems must be registered with the campus network before they can be used. Before you arrive on campus you may go to [https://resnet.uidaho.edu/](https://resnet.uidaho.edu/) to find out what equipment you need and the steps needed to activate your connection. If you have questions regarding the use of wireless or Ethernet, please call the University ResNet office at 208-885-5507, or send an e-mail to: resnet@uidaho.edu .

Ethernet ports provide direct campus Internet connections in every room. You must provide an Ethernet cable to plug your computer into the wall plate. This is a standard Ethernet cable sometimes referred to as a CAT5 or CAT6 cable. Ethernet adapters and patch cables are available at most computer retail stores and can be purchased on campus at the University VandalStore.

For the protection of your computer, you should always use a surge protector. In an effort to reduce the risk of electrical fires, students are required to use surge strips or extension cords which provide surge protection, cord arc protection, and ground fault protection.

**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.

- You must comply with the University of Idaho Computer Use Policy, which can be found at http://www.uiweb.uidaho.edu/policy/
- You must install and regularly maintain a virus scanner on your computer. Support personnel will not provide assistance for any computer that is not running a virus scanner or is not up to date with the manufacturer’s recommended security patches. The University of Idaho offers Sophos Anti-Virus for free to current students, staff, and faculty. More information can be found at http://support.uidaho.edu/security/antivirus/
- 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 may not engage in any activities designed to interrupt or intercept the network traffic of other users.
- You may not use University resources to support personal business interests and you may not sell or provide access to University networks to outside concerns.
- 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.
- You may not use your connection to engage in software piracy or copyright infringement.
- You may not activate any type of shared file service or server that allows access to your personal computer by anyone other than yourself.
- You are personally responsible for any activities originating from your network connection.
- The University assumes no liability for data loss or equipment damage resulting from your use of this data port.
- 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 body. Sanctions for violations can include, but are not limited to, disconnection from the campus network, termination of your Housing & Residence Life License Agreement (if applicable), disciplinary action by the Student Disciplinary Review Board, and criminal prosecution by state or federal authorities.
- You have the right to use 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.
- 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.

**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., as a result of your using 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 Housing & Residence Life at 208-885-6571 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, agree to the terms of responsibility when they use the Community Center, and will be advised about possible charges that could be assessed if the terms of responsibility are 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.

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 are 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 may not loan their keys out to individuals who are not on the Key Agreement signed during check-in. 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-ups. 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 Housing Maintenance staff for hook-up and disconnect of your laundry appliances. This will ensure tight and correct connections and help 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 the Apartment Manager or Area Coordinator to assess the situation.

Any resident who is locked out of his or her apartment may go to the Living Learning Community (LLC) 24-hour Desk and check out a spare key or temporary access card. Each student will receive the first two lock outs free of charge; any lock out after this will result in a $10 fee being assessed to the student’s account for each lock out. Lock out keys not returned within 24 hours may result in room locks being changed and the student being charged for the parts and labor. The student will be charged $25 for each temporary card that is not returned on time.

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 Housing & Residence Life employee and is locked out of their apartment without his/her parent or legal guardian, the following steps will be taken:
The Housing & Residence Life 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. 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) are able to pick him/her up.

**Newsletter**

The Apartment Housing newsletter is distributed every month via email during the academic year featuring articles, community events, and other information for the apartment communities. Paper copies of are delivered upon request. If you have any information you would like to add to the newsletter please contact an ACA or the Apartment 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 submitting a service request on-line at [https://vandalweb.uidaho.edu](https://vandalweb.uidaho.edu). If play equipment is designated not to be used (by sign, caution tape, etc.), parents are responsible for keeping their children off the structure.

**Privacy**

The Housing & Residence Life office wants to ensure that you and your family have 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 fill out the Confidentiality Request form on the Registrar’s forms website ([http://www.uidaho.edu/registrar/forms](http://www.uidaho.edu/registrar/forms)) and turn it into the Registrar’s office. Please call the Registrar’s office at 885-6731 for more information.

**Telephone Services**

If you would like a landline within your apartment, please contact Telephone Services at 208-885-5800 or visit their web site at [http://www.uidaho.edu/telephone-services](http://www.uidaho.edu/telephone-services) to put in a request. Any costs are the responsibility of the student.

**Television**

*Cable*

Apartments are wired for cable television service. However, cable service is not provided by the University. All residents interested in cable service must have the cable installed by, and the cable service provided by, an outside vendor, at the student’s expense.

*Satellite Dishes and Antennas*

Satellite Dishes and 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.

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. Items for donation must be taken to place of donation, such as Goodwill, Salvation Army, etc.

**Recycling**
The green single stream recycling carts are for empty and rinsed out plastic containers, aluminum cans, and paper ONLY. Glass, plastic caps & lips, electronics, diapers, loose grocery bags, and trash are not PERMITTED and should be placed in the trash containers nearby.

**Parking**
University Apartments residents must obtain a parking permit to park in the lots adjacent to their residence. These lots are enforced year round, 24 hours a day. Upon completing a Housing License Agreement, residents may purchase Green parking permits at the Parking & Transportation Services office located at the corner of Railroad and Sweet Avenue or online at www.uidaho.edu/parking.

University Apartments and Elmwood Green permits are valid in their respective Green lots as well as Blue lots during the day. Green permits are to be used by current residents of University Apartments or Elmwood only. If a resident decides to move elsewhere, they are no longer eligible for the permit. The permit must be returned for a pro-rated refund, and an alternative permit may be purchased at a pro-rated price.

Guests/visitors are also required to display a parking permit. Annual University Apartments Visitor permits or daily Visitors permits are available for purchase through Parking and Transportation Services.

Please note that campers, trailers, and golf carts are not allowed to be parked within University Apartments or Elmwood. Residents should contact private off-site storage for these needs.

For additional information, please visit http://www.uidaho.edu/parking/rules-and-regulations/permits/greenpermits. Residents may also contact Parking and Transportation Services directly at 885-6424 with any questions.

**Pit Crew Motorist Assistance Services**
PTS 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.

**Serpentine Walkway - Loading and Unloading**
The Serpentine is the wide sidewalk with a brick border that goes through the middle of the South Hill Vista community and is for active loading and unloading of items that cannot reasonably be transferred to the unit from the parking lot. All vehicles on the Serpentine are limited to 30 minutes at all times and is strictly enforced by Parking & Transit Services. Vehicles must travel at “walk-speed” while on the Serpentine, which is about 3 miles per hour. Pedestrians have the right of way at all times. Vehicles parked on the Serpentine should be parked in a manner that does not impede pedestrian or emergency access. Driving on any sidewalk other than the Serpentine Walkway is strictly prohibited.
Buildings 301 Sweet, 315 Sweet, 319 Sweet, 354 Taylor, and 374 Taylor are the ONLY buildings allowed to have unrestricted gate access to the Serpentine while living with us. The Serpentine has one-way access only; vehicles may only enter with Vandal Card swipe at the bottom of the hill and exit at top. Access is put on the License Agreement holder’s Vandal Card prior to move-in. If usage is misused be a resident and documented by Parking & Transit Services or Housing & Residence Life, access privilege will be revoked from that resident. No other buildings or residents will receive Serpentine access, except Facility staff, Residence Life staff, and delivery carriers such as UPS, USPS, or FedEx. An additional spouse card may be issued upon request from the 24-Hour desk and returned at the end of the agreement.

**General Apartment Care & Maintenance**

**Service Requests**
For non-emergency repairs and damages, please submit a service request. 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, equipment, and time. 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 later.

Please do not leave your apartment unlocked because you are expecting a maintenance person. You could find yourself locked-out. Housing & Residence Life staff will always have a key to your apartment and will lock the door when they leave.

**Emergency Maintenance During Non-Business Hours**
Should you have an emergency maintenance situation take place overnight, 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 determined to be appropriate.

An emergency maintenance situation is one 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 maintenance situation that will be given immediate attention:

- Gas leaks
- No heat (when the inside temperature is below 60 degrees)
- No electricity
- Plugged or broken toilet, sinks, bathtub or sewer lines
- Water leaks or broken water lines where the resident cannot close a valve or shut the water off to the apartment
- Frozen water pipes
- Refrigerator not operating (resident should store items with neighbors until fixed). Housing & Residence Life is not responsible for spoiled items from the fridge
- Broken windows that compromise safety and/or security.

The following would NOT constitute an emergency between the hours of 4:00 p.m. and 8:00 a.m.:

- No hot water
- No heat when the inside temperature is above 60 degrees
- Removing articles such as contact lenses or rings from drains
• Broken garbage disposals

Non-Emergency Maintenance During Regular Business Hours
Maintenance personnel are available from 7:00 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 business 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 same day service is requested.

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 & Residence Life website or are not getting the service you need, please contact Housing & Residence Life at 885-9675.

Gardening/Outdoor Space
South Hill & South Hill Vista: Residents are not permitted to modify or plant anything in the ground. Residents may use free standing pots or planters so long as they are placed correctly. Front of apartments: May be place to the right/left of the front door, may not be on concrete walkway or grass areas. Rear of apartments: May be placed on the patio but never on grass areas. Planters must be maintained properly to not detract from the appearance of the apartment area.

Elmwood apartments may not place planters outside or plant anything on the grounds due to walkway constraints and fire response access.

Modifying Your Apartment
Residents are not permitted to modify the inside, outside, or the immediate grounds surrounding the apartment building without prior written authorization from Housing & Residence Life. This includes attaching anything to the building, improperly installing satellite dishes, improperly installing additional shelving, attaching air conditioning units to walls, modifying plumbing, placing semi-permanent signs outside your apartment, hanging laundry wire or string, modifying landscaping (trees, shrubs, etc.), installing drapery hardware, etc.

Housing & Residence Life respects cultural differences and understands that all students have different needs. To be inclusive of all students, Housing & Residence Life allows the approval and installation of certain types of bidets by request. Residents are still responsible for water damage if bidets are misused.

Blinds, appliances or other fixtures should not be removed from the unit. 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 when the resident checks out. Residents are allowed to have up to ten (10) 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 in any way. Contact a staff member for spackling repair. Housing & Residence Life recommends using picture hangers or 3M double-sided adhesive strip products to secure your frames.

If you have questions regarding modifications to your apartment, call the Housing & Residence Life 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. You may put in a service request.

Students should keep the apartment in an orderly condition by repairing items when they become faulty or damaged. All breakage, damage, and need for general maintenance or repairs for your apartment and apartment areas, including porch lights and interior tube lights, playground equipment, mail areas, and laundry facilities, must be submitted as a service request immediately or as soon as you notice a problem. Only University Maintenance is authorized to make such repairs.

**Right of Entry**

Housing & Residence Life 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 9:00 a.m. and 4:00 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.

Housing & Residence Life 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:

- For emergency situations.
- To protect University or private property.
- To provide for sanitation as needed.
- To enable others to reasonably and quietly enjoy the use of their units (e.g., unattended stereo, alarm clock, etc.).

**Health & Safety Code Compliance**

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 Housing & Residence Life 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, Housing & Residence Life reserves the right to send in staff to correct the concerns or violation and the student will be responsible
for the cost of such correction. Housing & Residence Life also reserves the right to terminate a student’s apartment License Agreement if a reasonable level of cleanliness and sanitation is not maintained.

**Care of Apartments and Equipment**
Resident are responsible for the care of the apartment, appliances and equipment inside or attached to the apartment.

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 Housing & Residence Life 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 include, but not limited to:
- Damage beyond normal wear and tear (including those 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 ten (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 that can be reasonably attributed to the heat having 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 mildew to grow. Residents can help prevent this by following these suggestions:
- Turn on exhaust fan over stove while cooking.
- Turn on exhaust fans in bathroom during shower/bath and leave on until all steam has dissipated.
- 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.
- 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.
- 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.
- Wash the wall with bleach water when mildew is first discovered and immediately submit a Service Request.
Cleanliness and Sanitation
For the health and safety of all families, it is the responsibility of the residents:

- To keep the apartment clean and free from garbage and trash.
- To share in the proper care, cleaning, and use of community areas and facilities, including stairs, stairwells, and laundry rooms.
- To dispose of all trash and garbage in the dumpsters provided near each building. Do not use dumpsters that are not located in Housing & Residence Life. Residents shall not sweep trash from inside to outside of the apartment or throw dirt, trash, garbage, or waste from windows or balconies.
- To keep stairwells, landings, and patios clean and free of clutter from toys, bikes, boxes, etc.
- To not shake rugs and dust mops from patios and balconies.
- To keep children’s toys and all bikes off the common areas, grass, sidewalks, and parking lots when not in use.
- 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.

Pests and Nuisance Prevention
All residents must help by practicing good housekeeping techniques and doing additional spraying. Please use the following suggestions:

- Purchase a trash can with a tight-fitting cover and use plastic liners in all trashcans.
- Do not leave dirty dishes or food on the countertops or sinks overnight.
- Store open food containers (cereal boxes, etc.) in plastic bags or in the refrigerator.
- Do not use contact paper in cabinets.
- Do not leave paper bags or newspapers sitting in your apartment. Pests nest in these areas.
- Keep all counter tops and floors clean and free of food crumbs.
- Do not store damp rags or sponges in dark closets. Store all brooms and mops with the handle down.
- Do not allow grease to build up on the stovetops and burners or in the oven.
- Do not leave articles of clothing or bedding on closet floors, in corners, etc. Pests nest in dirty closets.
- Once every three (3) 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.
- Spray door jams and under sinks for spiders, ants and other miscellaneous bugs. Insect traps and sprays can be purchased at local stores.

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 Housing & Residence Life 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 Housing & Residence Life 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 Housing & Residence Life office, Living Learning Community (LLC) 24-hour Desk or an ACA. Housing & Residence Life staff routinely check and maintain smoke detectors and fire extinguishers to ensure that 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 purchased from local retailers.

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 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 immediately for replacement.

If a Fire Occurs
If a fire occurs, please follow the fire safety procedures outlined below:
- Leave the building immediately. Most smoke and dangerous gases rise, so keep your head low and move quickly. Crawl if you need to so you do not breathe in the smoke.
- 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.
- 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.
- Do not waste time getting dressed, looking for keys, or gathering valuables. Get out of the building immediately and stay out.
- 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.
- 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 Housing & Residence Life 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 how 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.

Tampering with Fire Safety Equipment
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 Housing & Residence Life 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 and sanctions.

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

Stairwells
All stairs and stairwells must be kept clear at all times for the purpose of providing clear exits. Toys, children’s vehicles, boxes, newspapers, barbecues, plants, bicycles, etc., must not be left on stairwells. Motorized vehicles, such as motorcycles, scooters, and mopeds may not be parked on stairwells, patios or next to the building at any time.

Pets
Approved Animals
Fish kept in an aquarium, limited to 25 gallons or less are allowed. Cats and birds, which have been registered with Housing & Residence Life, are allowed. With the exception of approved service and assistance animals (and as otherwise required by law), no other animals – dogs, ferrets, rodents, rabbits, snakes, lizards, or exotic animals, etc. – are allowed. A maximum of two approved pets – two cats, two birds, or one of each – are allowed per apartment. All animals must be suited to living in an apartment and apartment community. Nervous or aggressive pets (those that meow or chirp loudly and frequently) are not considered suitable. All cats must be spayed or neutered prior to being moved into the apartment or by 12 months of age. Birds must be kept caged at all times.
Registration
All approved animals must be registered with Housing & Residence Life prior to the animal moving into the apartment. Visitors with animals not registered with Housing & Residence Life are strictly prohibited. No pet sitting is allowed in the Apartments. Residents may not provide food or shelter for any unregistered animals. Residents are subject to a $200 fine for the first offense if harboring an unregistered animal and will be required to remove the animal within seven (7) days or to pay the pet deposit.

Registering a pet with Housing & Residence Life requires:
- A copy of the veterinarian-signed proof that the cat has been spayed or neutered and all necessary vaccinations and shots are current.
- Understanding that the owner of the pet is solely responsible for all liability for the actions of the animal in direct contact with others (bites, scratches, etc.) and as to property damage.
- 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.
- A photo of the animal for easy identification purposes.

Deposit
Pet owners assume all responsibility for damage to Housing & Residence Life buildings and grounds caused by their pet(s). A pet deposit has been established to help facilitate payment should damage occur. The pet deposit is not required for an approved service or assistance animal. A pet deposit of $300, in addition to the housing deposit, is required for all pets other than fish. 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 by Housing & Residence Life to be caused by the pet. The pet owner is required to pay such costs, even if the amount exceeds the amount of the pet deposit.

Care
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. Cats must be litter-trained and kept indoors at all times. Birds must be caged and kept indoors. If your pet must be taken outside (to be transported to a veterinary office, car ride, etc.) it must be in a carrier, or on a leash (in control of owner) at all times. Pet owners are responsible for promptly cleaning up any pet-related accidents in their apartment and for ensuring that wastes are promptly picked up and thrown away in a sealed plastic trash bag and placed in the dumpsters located throughout the apartment community. Pets are not allowed at any time to be on or in the playground areas within the apartment community.

No pet(s) shall be left unattended in the apartment unit for longer than 24 hours. If it is reported to a Housing & Residence Life staff that a pet(s) has been left unattended for more than a 24-hour period, 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. Pets must not be allowed to disrupt others (i.e. continuously squawking, yowling, etc.), which is defined as being loud enough to be heard in the neighbor’s unit. The owner must contact Housing & Residence Life if a pet has escaped its confines and is unable to be located within 12 hours.

Pets & Maintenance Calls
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 and may be asked to remove the pet permanently from the premises. The University is not liable for an uncaged pet escaping the apartment while maintenance is being performed.

**Service & 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 the Apartment Community. A student seeking permission to have a service or assistance animal in housing must first contact Housing & Residence Life and Disability Support Services.

**Requirements**

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:

- The animal must perform a specific service, assistance, or support function directly related to the student's disability.
- The animal must be licensed in accordance with city and county regulations and wear vaccination and owner tags.
- The animal must have current vaccinations required by law and all core vaccinations as recommended by the Washington State University College of Veterinary Medicine [http://www.vetmed.wsu.edu/depts-vth/vaccinations.aspx](http://www.vetmed.wsu.edu/depts-vth/vaccinations.aspx)
- The animal must be in good health.
- 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.
- 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.
- 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).
- 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.
- 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.
• 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.
• If at any time the animal is replaced with another animal, the student must immediately notify Housing & Residence Life of the reason and get approval for the new animal. The University may require recertification by the student’s attending or diagnosing medical provider of the replacement animal.
• 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.
• 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 his/her disability.
Apartment Policies

1. Administrative Policies
   A. Failure to abide by the procedures outlined in the License Agreement or Apartment Handbook.

2. Care & Maintenance
   A. Abandoned Property – Failure to abide by procedures outlined and appropriately store or retain personal property, including bicycles.
   B. Appliance & Furniture Installation & Uninstall – Any appliance and/or furniture (i.e. washer, dryer, air conditioning unit, satellite dish, hand rail, shelving, etc.) needs to be approved by the Housing & Residence Life Facilities team and a service request must be submitted before installing or uninstalling.
   C. Cleanliness – Apartments and community areas must be clean and free of trash, food containers, and unsanitary situations that attract pests (rodents, cockroaches, ants, etc.) and create unpleasant living situations.
   D. Failure to notify – Failure to notify Housing & Residence Life of facilities or maintenance concerns in a timely fashion.
   E. Health & Safety – Failure to abide by procedures outlined.
   F. Exterior Appearance – The front and rear of apartments must be kept tidy according to Housing & Residence Life standards. Anything creating hazard or unsightly appearance is strictly prohibited.
   G. Pest Control – Residents are required to notify Housing & Residence Life to report any pest (rodents, cockroaches, ants, spiders, etc.) concerns.
   H. Odors – Having odors that originate from inside an apartment or common space that is detectable outside the apartment including but not limited to: marijuana, alcohol, excessive fragrances, garbage, hygiene, or other.
3. Children, Family & Guests
   A. Child Care – Child care is restricted to five children per apartment at one time, including children who reside there. Commercial child care is prohibited in University apartments.
   B. Family Responsibility – The resident is responsible for the actions of all children, spouses, and dependents who occupy the apartment.
   C. Guest Responsibility – Failure to abide by guest policy including having a guest stay overnight for more than the allowed 14 nights per year. The resident is responsible for the conduct of guests while the guests are visiting the Apartment Community.
   D. Playgrounds – Failure to abide by procedures outlined.
   E. Supervision—Children must be supervised at all times in the community. Residents are responsible for the actions of children.

4. Community
   A. Alcohol – Failure to follow University of Idaho Code of Conduct, state, federal, and local laws and policies. Open containers are strictly prohibited in public areas such as parking lots, playgrounds, outside the apartment, on balconies, in stairwells, parking, and the Community Center.
   B. Automobile Repair – University parking lots, sidewalks, and/or buildings are not to be used for car repair.
   C. Community Center – Failure to abide by procedures outlined.
   D. Compliance & Respect – The student, their dependents, or guests shall not be disrespectful and must comply with all University staff and community member requests. Failure to provide documentation (such as a University ID) to staff, interfering with staff while they are performing duties, or being uncooperative or verbally abuse to staff or community members is unacceptable.
   E. Disturbing the Peace – The student, their dependents, or guests shall not disturb the peace or unreasonably interfere with the quiet enjoyment of the community. Any conduct considered offensive such as, but not limited to, public nudity, public urination and public defecation, or sexual behaviors in public spaces. Public spaces are defined as, but not limited to, the Community Center and anything visible to the outside.
   F. Drugs – Possession or use of illegal substances or controlled substances without a prescription is prohibited everywhere within the apartment communities and campus.
   G. Entrepreneurial Enterprises – No business may operate out of, or use as its base of support, any room or residence on University property, or through University network.
   H. Harassment – Failure to treat fellow residents and University staff with respect. Harassment of any kind to anyone is not tolerated.
   I. Playgrounds – Failure to abide by procedures outlined.
   J. Quiet Hours – Failure to comply and/or creating noise of any sort which is disruptive to the community and/or residents during quiet hours.
      Beginning of Fall Semester through May: Sun – Thurs = 8:00 p.m. – 7:00 a.m.
      Fri & Sat = 11:00 p.m. – 8:00 a.m.
      June until the beginning of Fall Semester: Sun – Thurs = 10:00 p.m. – 7:00 a.m.
      Fri & Sat = 11:00 p.m. – 8:00 a.m.
   K. Resolving Differences – Failure to resolve differences and concerns between the residents involved in a non-threatening, civil confrontation.
   L. Serpentine – Failure to comply with outlined procedures.
M. **Sledding** – Strictly prohibited on the University of Idaho campus and therefore the Apartment Community.

N. **Smoking** – Prohibited inside University Apartments, and subject to a $200 fine. Failure to abide by the University’s smoking/tobacco policy.

O. **Solicitation** – Strictly prohibited. Residents must notify a staff member immediately of any solicitors.

P. **Passive Participation** – Residents are obligated to remove themselves from any situation and report it to the 24-hour Desk when a violation is occurring. Residents present during a violation of a Housing Policy and/or the Student Code of Conduct can be held responsible for the violation.

5. **Facilities**
   
   A. **Bike storage** – Failure to use bicycle racks available adjacent to most buildings in the apartment communities. Bicycles must not block walkways or pathways.
   
   B. **Care of Apartment Appliances** – Failure to abide by procedures outlined.
   
   C. **Damages** – Failure to abide by procedures outlined.
   
   D. **Gardening** – Failure to abide by procedures outlined.
   
   E. **Keys** – Failure to abide by procedures outlined or the signed “Key Use Agreement” upon check-in of the apartment.
   
   F. **Modifying Apartment** – Failure to abide by procedures outlined.
   
   G. **Mowing & Lawn Areas** – Failure to allow the Grounds Crew/Facilities to successfully mow, cut, or fertilize areas along the apartments. Chemicals such as fertilizer, Round Up, etc., are strictly prohibited.
   
   H. **Screens** – Must remain on windows at all times unless approved through Housing & Residence Life.
   
   I. **Snow Removal** – Residents are responsible for snow removal from the front door to the perimeter sidewalk. All lawn furniture, toys, etc., must be removed. The University is not responsible for any damage to items left in the snow removal clearance path or lawn areas.
   
   J. **Utilities** – Failure to abide by procedures outlined.

6. **Fire Safety**
   
   A. **Decorations** – Failure to be non-combustible, be UL listed, have flame retardant applied, or produces no heat. Overloading electrical outlets is strictly prohibited.
   
   B. **Procedures** – Failure to abide by procedures outlined.

7. **Items that are Prohibited**
   
   A. **BBQs** – Strictly prohibited in Elmwood Apartments. Storage of gas, electric, or briquette BBQs must take place a reasonable distance from buildings in the Vista and South Hill Apartments. BBQs not stored properly will be considered abandoned. Ash and briquettes must be disposed of properly and only when fully extinguished. Dumping on grass or walkways is strictly prohibited.
   
   B. **Firearms** – Possessing, using, or storing firearms is strictly prohibited under APM 95.12. Students in violation of this policy may have their License Agreement terminated and are subject to discipline under FSH 2300.
   
   C. **Waterbeds** – Strictly prohibited.
D. **Fireworks & Explosives** – Possession, storage, or use of fireworks, gunpowder, explosives, gasoline, propane, lighter fluid, and other flammable liquids are strictly prohibited. Experiments involving the use of chemicals which may be explosive or toxic, and discharge of firecrackers is strictly prohibited. See APM 95.12.

E. **Hover boards** – Hoover boards, Swagways, IO Hawks, Skywalkers, and similar devices, or associated parts for maintenance, repair, or storage are prohibited.

F. **Weapons** – Possession, storage, or use of other weapons, projectile or explosive devices, or explosive substances is strictly prohibited under APM 95.12 and FSH 2300. Unauthorized use or possession of dangerous projectile or explosive devices, including but not limited to sling shots, crossbows, catapults, and devices which causes dangerous chemical reactions is strictly prohibited under APM 95.12 and FSH 2300.

8. **Pets**
   A. **Procedures** – Failure to abide by procedures outlined.

9. **Service & Assistance Animals**
   A. **Pet Policies** – Failure to abide by procedures outlined.
   B. **Procedures** – Failure to abide by procedures outlined.