

# **Apartment Procedures & Policies Handbook**

## **Academic Year 2017-2018**

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# Welcome!

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Welcome to the University of Idaho, University Apartments. 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, color, religion, national origin, sex, age, sexual orientation, gender identity/expression, disability, genetic information, or status as any protected veteran or military status. Each person deserve 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 & Residence Life 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 (parents, spouses, etc.) 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. Please call the Registrar's Office at 208-885-6731 for more information.

## Apartment Procedures

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As an Agreement Holder, it is your responsibility to know and understand any and all University of Idaho policies and procedures outlined in the Student Code of Conduct, the Apartment License Agreement and the Apartment Handbook. If you have questions about any of these documents please contact Housing and Residence Life at 208-885-6571.

### Eligibility, Application, Assignment & Deposit

#### Application

An application for an apartment must be submitted online at: <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 must notify Housing & Residence Life immediately and 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.
- A qualified student may share the apartment 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 age 19 or older 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/adoption, 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 eligible 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 occupancy or immediately upon being charged with or convicted of a crime during 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

- Student has occupied the unit for the full term of this License Agreement;
- The apartment is left in as good condition as at the time of original occupancy by student, reasonable wear and tear excepted; and
- 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**

University of Idaho policy requires that a hold will be placed on the registration, transcripts, and diplomas of the student resident when debts owed to the University of Idaho 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, AVISTA.

The penalty for failing to set up your AVISTA account within the first billing cycle will result in a \$75 fee for processing each month that the service is not transferred into the agreement holder's name. The fee will be in addition to the monthly utility bill and billed to your student account.

### **Checking-In**

- Check-In packets and keys are available at the Housing & Residence Life 24-Hour Desk. The desk is located in the Living Learning Community (LLC) at 901 Paradise Creek Street.

- A student may take occupancy of the assigned apartment between the hours of 8 a.m. and 9 p.m. Sunday-Saturday. 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. The Apartment Condition Form 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)
- All keys must be turned in to the 24-hour Desk 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. A re-key fee will be billed to your account if not returned by your vacate date.
- Failure to check-out properly will result in an improper checkout fee of \$100, charged to your student account.
- 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.
- Any cleaning and/or damage beyond normal wear and tear, plus a \$10 processing fee, will be billed to your student account.
- 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 billed to your student account upon check-out.
- 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.
- 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”.

## **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 24-hour Desk.
- 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](https://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 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 7:00 AM to 7:00 AM 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.

### **Apartment Program and Assignments Coordinator**

The Apartment Program and Assignments Coordinator 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/> 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](mailto: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.) are 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.

### **Wireless 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. To make a reservation for the Community Center, please call the Housing & Residence Life office at 208-885-6571 at least two weeks in advance.

Residents are responsible for returning the Community 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 24-Hour Desk.

### **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 24-Hour Desk. Unauthorized duplication of keys is prohibited.

Any resident who is locked out of his or her apartment may go to the 24-hour Desk and check out a spare key or temporary access card. Each License Agreement holder 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 resident'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 resident 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.

### **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.

### **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>. If play equipment is designated to not be used (by sign, caution tape, etc.), parents are responsible for keeping their children off the structure.

## **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> 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**

All recycling will be the responsibility of residents. You may take your items to Moscow Recycling.

## **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](http://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/e,-d-,permits/e-7-greenpermits>. Residents may also contact Parking and Transportation Services directly at 208-885-6424 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 208-885-6424.

### **Serpentine Walkway**

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. 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. Residents are responsible for keeping personal belongings, like children toys, out of the Serpentine as to not impede emergency vehicle access.

The Serpentine has one-way access only; vehicles may only enter at the bottom of the hill and exit at top. Driving on any sidewalk other than the Serpentine Walkway is strictly prohibited.

## **General Apartment Care & Maintenance**

### **Service Requests**

For non-emergency repairs and damages, please submit a service request. To request service please [log](#) into Vandal Web and complete the service request form. It is the resident’s responsibility to notify Housing staff of any facilities or maintenance concerns. Failure to do so may result in damage charges being applied to the student’s account.

Please do not leave your apartment unlocked because you are expecting a maintenance person. You could find yourself locked-out. Housing and Residence Life staff will checkout 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 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. 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 208-885-9675.

### **Exterior Appearance**

The front and rear of apartments must be kept clean and clear of obstructions, including but not limited to, furniture, bicycles, garbage and planters. Anything creating hazard is prohibited.

### **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 placed 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. Chemicals such as fertilizer, Round Up, etc. are not allowed to be used on university grounds.

Elmwood apartment residents 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, installing satellite dishes, installing additional shelving, installing additional locks, security plates, security chain or child locks to any entry or exit doors, 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 staff will install Housing purchased and approved bidets by request. The approved model is approximately \$125. The cost will be billed to resident and the bidet is yours to keep upon move-out. Residents are responsible for water damage if bidets are misused.

Blinds, appliances or other fixtures should not be removed from the unit. Free-standing shelving must be at least 24 inches away from the water heater to allow maintenance access.

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. Please leave all 3M strips in place upon move-out, Housing staff will remove to ensure minimal wall damage.

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 submit a service request for temporary removal of the railing.

If any damage or need for general maintenance repair occurs please submit a service request immediately. Housing does provide and install replacement tube light bulbs for your apartment ceiling light fixtures.

### **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. In the event of an emergency, Housing staff may enter an apartment at any time.

Housing & Residence Life staff will knock on the front door of the apartment, if there is no answer at the door or no indication that someone is home, they will use their pass keys to enter and announce their entry verbally.

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.

- When responding to a service request.
- 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**

Residents 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 when outdoor temperatures are 40 degrees Fahrenheit or below. This includes times when you may not be present in the apartment. This will assist in prevention of frozen pipes which cause considerable damage to apartments. Failure to follow this policy that results in burst pipes will result in resident being charged for repairs.

### **Cleanliness and Sanitation**

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

- Keep the apartment clean and free from garbage and trash.
- Share in the proper care, cleaning, and use of community areas and facilities, including stairs, stairwells, and laundry rooms.
- 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.
- Keep stairwells, landings, and patios clean and free of clutter from toys, bikes, boxes, etc.
- Keep children's toys and all bikes off the common areas, grass, sidewalks, and parking lots when not in use.
- Do not use any chemical drain cleaner or clog remover. 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.

Having odors that originate from inside an apartment that are detectable outside the apartment including but not limited to marijuana, alcohol, excessive fragrances, garbage, hygiene or other odors is prohibited.

Apartments are extremely airtight so to prevent mildew accumulation within your apartment please follow recommendations below:

- Turn on stove exhaust fan while cooking.
- Turn on bathroom exhaust fans during shower/bath and leave on until all steam has dissipated.

- Do not place furniture directly against walls or mattresses directly on the floor, to allow for air circulation.
- 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 if mildew is discovered and immediately submit a Service Request.

### **Pests and Nuisance Prevention**

Prevention is key, please use the following suggestions for housekeeping techniques:

- 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.
- Clean all major appliances (refrigerator, stove, washing machine) and thoroughly wash the floor and wall around them on a regular basis.
- 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**

#### **Fire Safety**

Each resident must be alert to the danger of fires. Residents must promptly report fire or smoke by calling 911 first and then the Housing & Residence Life office, 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 extinguisher is discharged while not under threat of fire, resident may be billed for replacement of extinguisher.

## **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, 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 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. 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. 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.

### **Bicycle Storage**

The student, their dependents, or guests must use bicycle racks, which are available adjacent to most buildings in the apartment communities. Bicycles, including children's bicycles and similar toys, must not block walkways, pathways, or the Serpentine, please put items away after each use.

### **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.

### **Screens**

Screens must remain on windows at all times unless approved by Housing & Residence Life.

### **Snow Removal**

Residents are responsible for snow removal from the front door of the apartment to the perimeter sidewalk. All patio furniture, toys, bicycles, etc. must be removed from sidewalks and the Serpentine to allow for easier snow removal. The University is not responsible for any damage to items left in the snow removal clearance path or lawn areas.

### **Sledding**

Sledding is not allowed on the University of Idaho campus, including in the Apartment Community.

### **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, limited to maximum of a single 10 gallon aquarium
- Cats, must be spayed or neutered prior to move in
- Birds, must be kept caged at all times

Pets must be pre-registered with Housing & Residence Life. With the exception of approved service and assistance animals (and as otherwise required by law), no other animals are allowed.

There is a maximum of two approved pets per apartment. All animals must be suited to living in an apartment and apartment community. Nervous or aggressive pets are not considered suitable.

### **Registration**

All approved animals must be registered with Housing & Residence Life prior to the animal moving into the apartment.

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.
- 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.
- Display a provided “Animal in Residence” placard in front window of the apartment
- Owner must complete a pet application & pay a \$300 pet deposit

Pet owners assume all responsibility for damage to Housing & Residence Life buildings and grounds caused by their pet(s). The pet owner is required to pay such costs, even if the amount exceeds the amount of the pet deposit.

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.

### **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 Birds must be caged at all times. When taking your animal outside it must be in a carrier, or on a leash and under the control of owner.

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, which is defined as being loud enough to be heard in the neighbor’s unit.

### **Pets & Maintenance Calls**

- Submit your maintenance request, in the request must note that you have a pet and need to schedule a time for repair.
- Have pet in crate/cage at time of scheduled service.

- If a maintenance person enters an apartment where an animal is not caged, maintenance shall not be performed.

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>
- 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.

## **Children, Family and Guests**

### **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.

### **Child Supervision**

Children must be supervised at all times in the community. Residents are responsible for the actions of children.

### **Family Responsibility**

The resident is responsible for the actions of all children, spouses, and dependents who are listed on the License Agreement and occupy the apartment.

### **Guests**

A guest is defined as anyone who is not listed on the License Agreement. Guests may not stay overnight for more than a total of 14 nights a year. The resident is responsible for informing guests of all University policies and procedures. The resident is responsible for the conduct of guests while the guests are visiting the Apartment Community, regardless of the resident being present. Housing reserves the right to deny access to any guest(s) if it has been reasonably determined that the guest(s) has disturbed, endangered or disrupted the Apartments Community.

## **Community Responsibility**

### **Alcohol**

Residents must follow University of Idaho Code of Conduct, state, federal and local laws and policies that pertain to the sale, distribution and consumption of alcohol. Open containers are strictly prohibited in public areas such as parking lots, playgrounds, outside the apartment on balconies, in stairwells, and the Community Center.



**Automobile Repair**

University parking lots, sidewalks, and/or buildings are not to be used for automobile repair.

**Compliance and Respect**

The student, their dependents, and or guests shall not be disrespectful and must comply with all University staff requests. Failure to provide documentation (such as Identification) to staff, interfering with staff while they are performing duties, or being uncooperative or verbally abusive to staff or community members is unacceptable.

**Disturbing the Peace**

The students, 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 is prohibited. Public spaces are defined as, but not limited to, the Community Center and anything visible to the outside.

**Drugs**

The student, their dependents, or guests may not possess or use controlled substances without a prescription or illegal substances on University premises. You may not use a prescription drug in a manner that is inconsistent with the prescription nor may you distribute your prescription drug to others.

**Entrepreneurial Enterprises**

No business may be operated out of, or use as its base of support, any University own property, or through University network.

**Harassment**

The student, their dependents, or guests must treat fellow residents and University staff with respect. Harassment of any kind to anyone will not be tolerated.

**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.

**Quiet Hours**

You may not create noise of any sort that is disruptive to the community and/or residents during the hours of 10:00 PM and 7:00 AM. Practice courtesy for others at all times by exercising good judgment respective to noise.

**Personal Responsibility**

The student, their dependents, or guests are responsible for their behavior and the choices that they make. It is your responsibility to attempt to resolve differences and concerns between residents in a civil and non-threatening manner. If you feel that you are unable to do this, please contact Housing staff immediately for assistance.

## **Smoking**

The University of Idaho is a tobacco free campus, this includes cigarettes, smokeless tobacco (i.e. chew), e-cigarettes, and vapes. Smoking is prohibited inside University Apartments, and subject to a \$200 fine.

## **Solicitation**

Solicitation is prohibited. Resident should notify the 24-Hour Desk immediately of any solicitors.

## **Prohibited Items**

### **BBQs**

BBQs are not allowed 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 in the dumpster and only when fully extinguished. Dumping ash or briquettes on grass or walkways is prohibited.

### **Drones**

University of Idaho policy requires formal approval for official use of Unmanned Aircraft Systems (UAS), commonly called drones, from the UI UAS Committee. Personal use of UAS by university faculty, staff, students or third parties on university property is prohibited, except as approved by the Executive Director for the Office of Public Safety and Security.

### **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. For information about proper storage of firearms on University property contact the Office of Public Safety and Security at 208-885-2254.

### **Fireworks & Explosives**

Possession, storage, or use of fireworks, gunpowder, explosives, gasoline, propane, lighter fluid, and other flammable liquids are prohibited. Experiments involving the use of chemicals which may be explosive or toxic, and discharge of firecrackers is prohibited. See APM 95.12.

### **Hover boards**

Hoover boards, Swagways, IO Hawks, Skywalkers, and similar devices, or associated parts for maintenance, repair, or storage are prohibited

### **Waterbeds**

Waterbeds are not allowed in University apartments.

### **Weapons**

Possession, storage, or use of other weapons, projectile or explosive devices, or explosive substances is 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 prohibited under APM 95.12 and FSH 2300.

# Apartment Policies

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## 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. **Exterior Appearance** – The front and rear of apartments must be kept tidy according to Housing & Residence Life standards.
- E. **Failure to notify** – It is your responsibility to notify Housing staff of any facilities or maintenance concerns.
- F. **Health & Safety** – Failure to abide by [procedures outlined](#).
- G. **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.

- H. **Pest Control** – Residents are required to notify Housing & Residence Life to report any pest (rodents, cockroaches, ants, spiders, etc.) concerns.

### 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 .
- 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. **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.
- J. **Playgrounds** – Failure to abide by .
- K. **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.

- L. Resolving Differences** – Failure to resolve differences and concerns between the residents involved in a non-threatening, civil confrontation.
- M. Serpentine** – Failure to comply with outlined procedures.
- N. Sledding** – Strictly prohibited on the University of Idaho campus and therefore the Apartment Community.
- O. Smoking** – The University of Idaho is a tobacco free campus, this includes cigarettes, smokeless tobacco (i.e. chew) e-cigarettes and vapes. Smoking is prohibited inside University Apartments, and subject to a \$200 fine. Failure to abide by the University’s smoking/tobacco policy.
- P. Solicitation** – Strictly prohibited. Residents must notify a staff member immediately of any solicitors.

## 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. 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.
- D. Hover boards** – Hoover boards, Swagways, IO Hawks, Skywalkers, and similar devices, or associated parts for maintenance, repair, or storage are prohibited
- E. Waterbeds** – Strictly 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](#).