



# **Ferris State**

## **University Apartment Living Guide**



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## **INTRODUCTION**

The University Apartments offer students an independent living environment and therefore requires certain responsibilities from the residents. Students residing in the University Apartments have a number of expectations which must be observed; these include federal, state and local laws, Ferris State University policies, and the apartment contract and apartment policies.

Honesty, respect and cooperation are necessary for productive and rewarding living conditions. The terms of your rental contract are legally binding. Please be sure you thoroughly examine it to determine whether or not the contract fits your individual needs. The Residential Life staff encourages open communication, is open to suggestions, and appreciates feedback from residents.

When accepting an apartment, the resident agrees that they will use and occupy the apartment and the surrounding areas in a reasonable manner consistent with the rights of other residents and in the interest of the university in maintaining the premises in good condition.

## **STUDENT COMMUNITY STANDARDS**

To insure that all university apartment residents have the best possible atmosphere for academic success, certain standards of behavior will be required from each resident. It is the intention of the Residential Life staff to outline standards of behavior that will promote a healthy environment that is conducive to reaching your academic goals.

We are committed to behaving and expecting others to behave in ways, which demonstrate our beliefs about the respectful treatment of each member of the community and their property. We believe that we are individually and collectively responsible for our behavior and are fully accountable for our actions. We must take initiative and responsibility of our own learning and awareness of the differences which exist in our community and avoid all actions that diminish others.

Bigotry has no place within our community, nor does the right to denigrate another human being on the basis of age, physical handicap, national origin, sexual orientation, race, gender, or religious affiliation. We will not tolerate verbal or written abuse, threats, intimidation, violence or other forms of harassment against any member of our community. Likewise, we will not accept ignorance, anger, alcohol, or substance abuse as an excuse, reason or rationale for such behavior. All of us who work and live in the apartment life community must be committed to these principles which are an integral part of our purpose, values, and daily activity.

The intent of this booklet is to cover the expectations for behavior and the consequences of acting outside of these guidelines. Please take some time to familiarize yourself with this information. If you have any questions or concerns, your manager will be happy to discuss them with you.

## **DISCLAIMER**

Ferris State University reserves the right to amend or develop additional policies or procedures as necessary to ensure the promotion of safety for the community. University officials will make every attempt to communicate changes to those affected in a timely manner.

# APARTMENT CONCERNS

## OPERATING YOUR APPLIANCES

**GARBAGE DISPOSAL – EAST/WEST CAMPUS** - To insure that your disposal is kept in clean and good operating condition, run cold water while grinding food wastes. Turn off your disposal and allow cold water to continue running for approximately three (3) minutes after all food wastes have passed through the machine. Never use drain cleaner in any drains.

### What can be put in the garbage disposal –?

- Small amounts of food waste,
- Cut up and/or small pieces can be ground up easily.

### What cannot be put in the garbage disposal –?

- Non-food items (paper, string, diapers, flower stems.)
- Bones
- Coffee grounds
- Hard to chop items (peach pits, melon rind.)
- Large chunks of vegetables (corn husks, corn cobs.)
- GREASE. Pour grease and cooking fat into a container, refrigerate until solid, and dispose of in the dumpster.

### Proper use of the garbage disposal

- Before you turn on the disposal, begin running COLD water into the sink.
- When using the disposal, continue to let the cold water run and add small amounts of food waste; not more than a cup at a time. Processing small amounts will allow plenty of water to mix with the food debris so it will easily pass through the pipes.
- After you finish disposing of food waste, allow the water and the garbage disposal to continue running for 30 seconds. This will move the debris to the main sewer, clean the moving parts of the machine and help to eliminate odors. If your disposal develops an odor, grinding lemon peels will help.

### If the garbage disposal is not working

- **NEVER** use caustic cleaners such as Drano or Liquid Plumber in your disposal.
- If the disposal becomes jammed, do not do anything until you **MAKE SURE THE WALL SWITCH IS TURNED OFF!** Then open the cabinet doors under your sink. You will find an allen wrench. Insert the wrench into the allen socket in the bottom of the disposal. You should be able to break the jam loose by working the wrench clockwise and counter clockwise in rapid succession. If you do not have an allen wrench you can get one at the Community Center.
- If the disposal will not run and does make a humming noise when you turn it on, you might have tripped the safety thermal switch by running very hot water into the disposal or overloading it. Allow the disposal to cool. Press the RED RESET BUTTON located on the bottom of the machine, then turn on the wall switch to activate the disposal.
- If the problem remains call the University Apartment Office at the Community Center to have a work order submitted.

**WASHER/DRYER – EAST /WEST** - For best laundry results, do not overload either the washer or dryer. Wipe down the outside of the washer and dryer to prevent soap and dirt build-up. The University will be blowing out the lint vents yearly at the townhouses and apartments' laundry rooms.

**Clean out the lint filter before each dryer load to prevent lint build-up which can lead to fires.**

**DISHWASHER – WEST ONLY** - use only powder dishwasher soap designed for automatic dishwashers; sometimes the liquid automatic dishwasher soap will cause too many suds and overflow. If this happens just put a drop of cooking oil in the dishwasher and continue the wash cycle, this should cut down the suds.

- **Always rinse your dishes thoroughly before putting them in the dishwasher**
- **NEVER USE REGULAR DISHWASHING LIQUID**
- Make sure you are lined up with "start" when beginning the wash cycle
- **NEVER** use caustic cleaners such as Drano or Liquid Plumber in your dishwasher
- To keep the dishwasher clean inside, wipe down the sides and run the wash and rinse cycle with baking soda

**WHOLE HOUSE FAN - WEST ONLY** The fan is best used in the evening or morning to flush out warm air. When using the fan it helps to pull air across the whole house rather than just one room. To do this open a window in each room, but not more than a few inches so the air velocity is fast. In the evening and morning the coolest air is the lowest to the ground and the lower windows are the ones to open. Sometimes it also helps to open your basement door a little to draw out the cool air. During the heat of the day the whole house fan will only bring the heat in and not help much. Keeping your shades closed helps best in the mid-day heat, also keeping the lights off, and using the stove/oven as little as possible will help keep your house cool.

## **PLUMBING BLOCKAGES**

The following items should be thrown in the wastebasket instead of flushed down bathroom toilets as they can become jammed, causing toilet overflow: **DO NOT FLUSH:**

- Disposable toilet wand pads
- Disposable diapers
- Sanitary napkins or tampons
- Cotton swabs (q-tips) and dental floss
- Paper towel
- Toys (which have a way of falling into the toilet bowl)

When the bathtub and sinks are not in use or being cleaned, the stoppers should be kept closed to prevent objects from falling into the drain.

**If the toilet or drain becomes clogged:**

You are encouraged to purchase a plunger for use in case a toilet or drain becomes clogged.

- To unplug a clogged toilet, place the rubber end of the plunger in the toilet and push down with the long handle, creating pressure. Pull up the plunger, creating suction, and repeat several times, if necessary. This should loosen the material that is plugging the toilet so that it can be flushed.
- **NEVER** use caustic cleaners such as Drano or Liquid Plumber. For sluggish drains try pouring baking soda in your drain and then pouring vinegar down the drain may help sluggish drains. After it has stopped bubbling, flush with water.

- Whenever major plumbing problems occur call the University Apartment Office at the Community Center to have a work order submitted.

## **CARING FOR YOUR APARTMENT**

### **CARPETING**

All residents should own or have access to a vacuum. If one does not have one West Campus Community Center has one to check out. The carpeted floors should be vacuumed at least once a week to avoid excessive wear and tear. Spills should be immediately cleaned up. The best way to do this is to flush the spill with cold water and soak up with a towel. Red juice stains are the hardest to get out of carpets, but if you act immediately and follow the above instructions they should come out. If they are allowed to dry they are virtually impossible to get up. To avoid iron burns, never iron on the floor. Kitchen floors should be swept daily and mopped weekly. Carpets should be shampooed at least once per year. The University offers a carpet cleaning program for a fee to apartment residents twice a year. The form can be picked up at Residential Life Office in Rankin 108.

### **WALLS**

**ALL UNIVERSITY APARTMENTS** - Your contract prohibits large nails from being pounded in the walls. **WEST CAMPUS TOWNHOUSES** - Small upholstery pins/tacks will leave a very small hole and is acceptable. Wallpaper borders are prohibited.

Fingerprints on walls with small children in the house is a given. If they are cleaned up daily with an all-purpose cleaner you can avoid massive charges when you check out. **How to remove Crayons from painted walls:** Spray the surface to be cleaned with WD-40 and wipe clean with a soft cloth. If residue remains add liquid dishwashing soap to water. Wash the surface with a sponge working in a circular motion and rinse. Mr. Clean Magic Eraser also works great.

### **CUPBOARDS**

Your cupboards should be wiped down weekly with oil based cleaner like Murphy's Oil Soap. This will help you avoid thick grease build up. The inside of the cupboards should be wiped out to avoid food spills, which attracts bugs.

### **LIGHT BULBS**

Replacement florescent type bulbs in the townhouses are available at the Community Center. Residents are responsible for providing their own regular incandescent light bulbs, we really encourage residents to use the energy saver bulbs.

**HALOGEN "TORCHIERE" STYLE LAMPS ARE PROHIBITED IN THE APARTMENTS.**

### **REFRIGERATOR**

To preserve the life of your refrigerator, you should wipe it out often and pay special attention to the gasket (rubber seal around the door) to keep it clean so that the cold air will stay in the refrigerator. Vacuuming the coils in the back will also help your refrigerator run more efficiently.

### **PEST CONTROL**

Ferris provides pest control. Treatment is provided the second Thursday of every month. In emergency cases we will call a technician in rather than wait for the regularly scheduled visit. Please call West Campus Community Center if you suspect a bug problem. In case of mice in your apartment, the West campus Community Center has traps, also ant traps and wasp/bug spray.

## **OUTSIDE YOUR APARTMENT**

**OUTDOOR GRILLS** must be kept at least 10 feet away from the building and fence when in use. Never leave a hot grill unattended. If you are using charcoal, be sure that the coals are completely out before disposing of the ashes in the dumpster. Charcoal lighters must be stored safely in the apartment. It may not be stored outside the apartment.

**SNOW REMOVAL** from the porch and front walk of the apartment is the responsibility of the resident. Your community advisors may have a shovel that can be used and returned. Salt is available outside your advisor's apartment or at the Community Center.

**East/South Campus**-Your Community Advisors may have shovels that can be used and returned. Salt is available in all Laundry Rooms.

Stairwell doors should be closed at all times to keep out bugs and animals. Residents are responsible for keeping stairwells clean. Do not store combustibles in the hallway.

**OUTDOOR TOYS** should be picked up nightly and stored in the basement or back patio. Broken toys should be thrown into the dumpsters to avoid injury. Swimming pools must be emptied right after use and stored on the patio area. All outside toys must be marked with tenant name and apartment number.

**PATIOS** are an extension of your apartment and it is expected that the patio area will be kept in a neat and orderly fashion. Garbage may only be stored on the back patio if it is contained in a garbage can with a tight fitting lid. Only traditional outdoor furniture may be stored on the patio along with toys and bikes. Any fencing must be approved prior to installation.

## **SAFETY**

**SMOKE DETECTORS** are provided for your safety. It is the resident's responsibility to check their smoke detector once a month to make sure it is in proper working order. Problems should be reported to the Apartment Office at the Community Center immediately. New batteries can be picked up at the Apartment Office. Removal of the batteries for any reasons other than to change them will result in severe penalty.

**PUBLIC SAFETY** Ferris State University provides two methods of access to police and emergency personnel. First, the Public Safety emergency dispatcher may be reached from any phone on campus by dialing **911**. The 911 emergency telephone number alerts the Public Safety dispatcher that there is an emergency and that call receives priority. For non-emergency calls to Public Safety, dial **591-5000**.

**BLUE LIGHT EMERGENCY PHONES** have been installed outdoors in strategic locations around campus. A simple push of the emergency button connects the caller with the Public Safety dispatcher and alerts the dispatcher that the call is an emergency.

**FIRE EXTINGUISHERS** are provided in each campus apartment. Please be sure that you and family members know where they are located within the apartment and have knowledge of how to use it in case of a fire. Fire extinguishers are checked annually by the University.

## **SECURITY**

**KEYS** – Always keep the door to your apartment locked. When you are inside your apartment also keep the chain lock intact. Always use your peephole before opening your door.

**LOCKOUTS** – Community Advisors are not required to unlock apartment doors for residents who become locked out of an apartment. Residents may obtain the use of a spare key from the West Campus Community Center office during regular business hours Monday through Friday(8am-5pm). In an emergency situation, a community advisor may provide you with a key to unlock your apartment. You will be asked to show your key to verify that you have a key and that your key works. After 10 p.m., residents should contact the Community Advisor on duty for such assistance. Community Advisors are not permitted to allow lockout reentry to anyone not listed on your Occupant Form. Abuse of the lockout policy may result in a \$25.00 lockout fee. It is important that you keep your apartment key with you and safe at all times. If you leave your door open, and a university official enters your apartment for business purposes (work order, health and safety), they will lock the door when they leave.

**WINDOW STICKS** are provided for additional safety. These sticks will prevent your windows from sliding all the way open. Please contact your advisor or West Campus Community Center if you do not have sticks for all of your bottom windows.

**ESCORT SERVICE** is a service provided by Public Safety. If you feel uncomfortable about walking alone, please contact them to have someone walk with you. Never walk alone at night.

## **KEEPING IN TOUCH**

**SOLICITING** is not allowed on campus. Even door-to-door selling of school fundraiser items is prohibited. You may only solicit to your family and close friends. Please call the University Apartment Office, one of your Community Advisors or Public Safety when confronted by solicitors.

**PHONE MAIL** is like an answering machine built into your telephone line. If your line is busy or unanswered after four rings, voice mail will answer the call, play your special greeting and ask the callers to leave a message.

The Community Advisors often use phone mail to communicate important information to residents. Some examples of messages include scheduled power outages, herbicide treatment, water shutoffs, snow plowing schedules and special events and dates. Information on setting up phone mail is included in your apartment information folder.

**PLEASE KEEP CHECKING YOUR VOICE MAIL AND DELETE OLD MESSAGES**

**COMMUNITY CENTER** provides residents with a place to meet to help build a sense of “community” among the residents. The Community Center houses the University Apartment Office, a computer lab, study rooms and meeting/multipurpose rooms. A reception desk is open to answer any questions and to check out equipment from 8 a.m. until 8 p.m. Monday through Thursday, Friday 8 a.m to 6 p.m. and from 10 a.m. until 6 p.m. on weekends.



# TORNADO SAFETY PROCEDURES

A “**TORNADO WATCH**” means conditions are right for a tornado to form. Radio (WBRN 100.9 or Y102 102.3) and TV announcements disseminate notice of a tornado watch. Stay alert for further weather information and a possible TORNADO WARNING. Keep a sharp lookout for funnel clouds if you must go outside. Be prepared to move to shelter if a funnel cloud is sighted.

A “**TORNADO WARNING**” means a tornado has been sighted in the area. On campus, the alarm for a tornado warning is sounded from a wailer located on top of the Business building. The Big Rapids Civil Defense wailer consists of a long waverly tone lasting approximately three to five minutes. When a “WARNING” is issued, go to shelter immediately. When seeking shelter there are several very important precautions to follow: stay away from windows, move to the lowest level of the building, move to a small interior space, and avoid large high-ceilinged rooms.

If you are in your apartment you should:

1. Open all windows slightly to reduce the chance of having the windows blown in. Opening the window reduces the stress and pressure on the windows.
2. Close all of the blinds/shades to help contain any glass that may be blown in.
3. When you are taking cover, try to acquire a pillow or something similar to cover and protect your head.

**East Campus residents should:** Close the bedroom and bathroom doors and take cover in the short hallway between the two rooms.

**West Campus residents should:** Residents in the townhouse apartments should take cover in the basement.

If you are caught outside and see a funnel cloud approaching, move at right angles away from the storm. If it is too close to outrun, lie flat in a ditch and cover your head to protect it from debris.

The “**ALL CLEAR**” signal is a short steady continuous tone lasting approximately one to two minutes.

After a tornado or violent storm, avoid going outside until the area has been cleared of all hazards, such as downed power lines. In addition, stay alert for the possibility of other tornadoes.

**PLEASE DISCUSS THESE PROCEDURES WITH YOUR ENTIRE FAMILY**  
Tornado sirens are tested at 1pm the first Saturday of every month

# UNIVERSITY APARTMENT POLICIES

As an academic community, Ferris State University Apartments is committed to providing an environment in which learning and study can flourish. To function effectively and provide a climate where members can achieve satisfaction in fulfilling these special goals, some regulations are necessary. The policies listed in this section are not all inclusive. Situations may arise that are not covered under these policies, but may present health and safety problems or may not be acceptable community living standards.

## **A. Alcohol, Drugs and Weapons**

(A) To not possess, consume, furnish or aid in the consumption or furnishing of, alcoholic beverages on University property except as permitted by university policy; (B) to not possess, use, manufacture, produce or distribute, or aid in the use, manufacture, production or distribution of any illegal drug or controlled substance except as permitted by law; (C) to abide by the University's Campus Violence and Weapons Prohibition policy (<http://www.ferris.edu/htmls/administration/buspolletter/bpl0319.pdf>); and (D) to not engage in or allow any illegal activity in the leased premises.

- Alcoholic beverages may only be consumed within the apartment.
- **All** residents must be 21 years of age or older and **ALL** guests present must be 21 years of age or older.
- When possession or use creates a danger to self or others, including, but not limited to, the sale, gift, or transfer of alcohol to minors.
- Under no circumstances are kegs or other types of "common sources" of alcohol allowed.

## **B. Baby-sitting**

The Residential Life Office recognizes the challenge to find good quality day care while attending college. To help relieve this burden we have amended our "No Business" policy to exclude Licensed Day Care, with the following stipulations:

- Day Care must be licensed through the State of Michigan
- **Day Care is only allowed in the Townhouses**
- Day Care Providers may only care for the children of students living in the University Apartments
- Number of children being cared for shall not exceed 6 (including their own children)

The Residential Life Office may revoke the privilege of Day Care Providers if any University Apartment Policies are ignored or when the welfare and comforts of the entire apartment resident community are jeopardized.

## **C. Candles, Incense, or Potpourri**

Candles, decorative or otherwise are not permitted in any campus housing unit. Incense, potpourri, and/or other items that generate open flame are prohibited in apartments. Electric potpourri cookers are acceptable. Evidence such as melted wax, burned wicks, lingering aroma, etc. may be considered a violation of this policy.

## **D. Car/Motorcycle Repairs**

Any type of major car repair is not allowed in University Apartment lots. This includes changing oil. Please contact Public Safety for a lot close to you that is appropriate for car repairs.

## **E. Children**

Children are an integral part of our apartment community and their safety and well being is of utmost importance. Children may not be left for any period of time without adult supervision; parents are responsible for the behavior of their children. We urge all community members to be aware of Michigan law which makes it unlawful to leave children under the age of 12 unattended.

Parents are ultimately responsible for the behavior and actions of their children. Some of the situations that create the most difficulty are: (1) children misbehaving at the bus stop and on the

playground (2) unsupervised children disturbing neighbors during quiet hours, (3) destruction of property, improper disposal of garbage, ripping down signs, etc. Residents are required to supervise their children's play and activity closely, and shall not leave minor children unsupervised in or about the apartment complex, community center or playground. Children under 16 are not allowed in the computer lab without adult supervision.

The curfew for children under the age of 14 is 10:00 p.m. Children 14 years and younger must be in their apartment by 10:00 p.m. unless supervised by an adult.

Any case of child neglect or abuse is turned over to the local state agency. If you know of any situation where this is a potential problem, please inform DPS (x5000).

## **F. Courtyard/Hallway Maintenance**

Please do not store belongings in such a way that the area becomes unsightly, or so the entry/exit to the apartment is blocked. **East/South** - All personal belongings stored in stairwells must be properly marked with resident name and apartment number.

Toys, including swimming pools, must be **EMPTIED AND REMOVED** from the grass areas nightly. The size of the swimming pool is limited to 5 feet in diameter, and must contain no more than 6 - 8 inches of water. Pools should be kept on the patio areas. All outdoor toys shall be marked with name and apartment number. All summer toys, bikes and pools must be stored in the basement during the cold weather months. Unmarked bikes and toys may be removed by Grounds when items impede work or can cause a danger.

## **G. Disposal of Garbage**

Please be sure that all garbage is bagged and put directly into the dumpster. Storing garbage in the apartment or porch is not permitted. Garbage is only allowed on the back patio in a trashcan with a tight fitting lid. A fine will be assessed for each incident of garbage not being disposed of properly. This policy is necessary to maintain a clean healthy environment for all residents and to keep animals (raccoons, skunks, etc) from wandering throughout the apartments.

If children take out the garbage, they must be physically able to put the garbage bags into the dumpster. Garbage may not be piled on top of the dumpster. If the dumpster becomes full, please call one of your Community Advisors to have it picked up.

**MEDICAL WASTE** – Residents residing in the university apartments who self-administer medication including, but not limited to, insulin shots and shots for clotting factors, are required to comply with the following policy: These residents are required to dispose of all needles and syringes in a medical waste container, provided at no charge by the Birkam Health Center. **It will be the resident's responsibility to contact the Health Center to obtain a container.** The medical waste container must be returned to the Health Center when it becomes full. **NEVER DISPOSE OF NEEDLES IN YOUR REGULAR GARBAGE THAT IS TAKEN TO THE DUMPSTER!**

## **H. Driving on Sidewalks/Grass**

Driving on or parking on the sidewalk or grass for any reason is prohibited. Any violation may result in a ticket issued by the Department of Public Safety. Residents may only park in their assigned lot. Motorized vehicles may not be parked on sidewalks, in courtyards or patios. Parking in fire lanes is prohibited.

**I. Fireplaces (outside)/Tiki Torches** are not allowed on University property due to potential fire hazard in the community.

## **J. Fireworks**

Fireworks, of any type, are not permitted on campus.

## **K. Furnishings**

**Air Conditioners** are only allowed as a medical exception. Upon receipt of a doctor's note and purchase of the ac unit, a work order will be submitted to have a Ferris Carpenter install the air conditioner. The Air Conditioner must plug directly into an outlet; extension cords may not be used. A \$100.00 charge will be applied to your account (this includes the installation and removal when you leave).

**Waterbeds** are only allowed as a medical exception and proof of insurance.

## **L. Guest Visitation Policy**

Guests visiting for more than seven days must be registered with the Apartment Office at least one (1) week prior to such visit and such requests may be denied in the sole discretion of the Apartment Office. Persons not identified as residents or resident's guests may be considered trespassers at the University's discretion. A Guest Registration Form is available at the Community Center.

Residents are responsible for their guest's behavior. Any guest causing a disturbance may be asked to leave the apartment. Full cooperation is expected from the resident if a guest is asked to leave. Guests must obtain a parking permit from DPS, and may only park in area designated on the parking permit.

## **M. Health and Safety Checks**

Formal Health and Safety checks are performed two times per year or at the discretion of the Apartment Office. Inspections are done to help insure we continue to provide a healthy and safe environment for our residents. We particularly look for overloaded circuits, grease build up in stoves, unsanitary conditions that may attract bugs and pets. We check smoke alarms to make sure that they are in working order. We also look at how the resident is caring for Ferris property. If carpeting is not vacuumed and cleaned regularly, and walls and floors not cleaned regularly, the life span is diminished. Residents will be given notice prior to the start of inspections and a general timeline for the inspections. Health and Safety checks will be done if a health or safety issue exists in the apartment or there is strong suspicion of policy violations in the apartment.

## **N. Lockout Policy**

Community Advisors are not required to unlock apartment doors for residents who become locked out of an apartment. Residents may obtain the use of a spare key from the West Campus Community Center office during regular business hours, Monday through Friday, (8am-5pm). In an emergency situation, a community advisor may provide you with a key to unlock your apartment. After 10 p.m., residents should contact the community advisor on duty for such assistance. Community advisors are not permitted to allow lockout re-entry to anyone not listed on your check-in sheet. Abuse of the lockout policy may result in a lockout fee.

## **O. Nuisance Policy**

A nuisance will be defined as any act (social gathering, party, loud stereo/TV) where the following conditions are created: public drinking or drunkenness; the unlawful furnishing or consumption of intoxicating beverages; the destruction of property; excessive, unnecessary or unusually loud noise that disturbs the comfort and quiet of the neighborhood, including public disturbances, brawls, fights or quarrels, or results in any indecent or obscene conduct.

Obscene or vulgar language should never be loud enough to be heard by neighbors and it should never be used in public areas. This includes both recorded mediums (music/movies) and conversations. **Horn honking and loud car radios are prohibited**; residents are expected to relay this to their guests. This policy is not intended to take away any freedoms of speech or expression rights, but is intended to keep the "community/academic atmosphere" intact.

## **P. Number of Occupants**

FAMILY - A two bedroom unit may house no more than three (3) children and a three bedroom unit may house no more than four (4) children. Only those people listed on the application may occupy apartments.

SINGLE – An apartment unit may house only the residents listed on the lease.

SINGLE TOWNHOUSE – May house only one person per bed, a maximum of two in a two bedroom and three in a three bedroom.

## **Q. Parking**

Families living on West Campus in the Townhouses may only register one car per legal age driver with a limit of two vehicles per apartment. Apartments who have two vehicles registered with Public Safety may only park one car next to the building, the second vehicle may only be parked on the island or in overflow lot. Trailers/campers/etc. must be registered with Public Safety and may only be parked in a space designated by Public Safety. No motorized vehicles may be parked on sidewalks or patios. There shall be no parking in the Fire Lane or Muse Areas.

Single residents living on West Campus in the Townhouses may only register one car.

## **R. Parties**

When gatherings get too large or become too loud, especially during quiet hours, please contact your community advisors. Full cooperation is expected if a community advisor or DPS officer requests that a party be broken up. It is up to the advisor's or officer's discretion what constitutes a party situation.

## **S. Playground**

The Apartment Action Committee, through surveys to the tenant, has developed the following playground rules:

- Play area hours are from 8:00 a.m. until 9:00 p.m. (10:00 p.m. in the summer) This includes the playground, basketball courts and volleyball courts
- Children 6 years of age and under must have adult supervision
- Fighting, pushing, punching shoving or kicking is not allowed
- Swearing or using ethnic slurs is not allowed
- Littering is not allowed
- Personal belongings must be taken home when leaving the play area
- Basketball Courts are intended for resident use and may not be used after 10 p.m.

The resident is ultimately responsible for their children's behavior and expected to talk to their children about the rules and appropriate behavior on the playground. Children who cannot behave on the playground will be banned from that area or will be required to have adult supervision. The playground is intended for the use of the apartment residents and their children.

## **T. Pets**

Only fish (no larger than 40 gallons) may be brought onto the premises. Any other type of animal/reptile is not permitted (not even for a visit). All residents who violate this policy will be referred to the Student Conduct Office. The resident will be given an appropriate time limit to remove the illegal pet. A second violation of the pet policy may result in an additional fee assessment and result in eviction.

The University does recognize that a resident may have special needs and require a service dog. In these circumstances, the service dogs must be registered through the State of Michigan. Please check with the Residential Life office for criteria.

## **U. Quiet Hours**

Good neighbors respect the rights and privileges of others and they recognize that apartment living requires each resident to be aware of how behavior in one apartment affects residents in other apartments. Residents residing in the University Apartments are here for the sole purpose of furthering their education. It is the mission of the Residential Life Office to maintain all University Apartments in a "Community" and "Academic" type atmosphere.

Courtesy hours are 24-hours a day. Residents agree to refrain at all times from making loud noises and other disturbances that may adversely affect neighbors of reasonable sensitivity. Please cooperate with any reasonable requests by neighbors to reduce excessive noise

Quiet hours are from 9:00 p.m. until 8:00 a.m. seven days a week. During quiet hours residents agree to keep their families and guests from causing any unreasonable, indoor or outdoor, behavior that would interrupt their neighbors' sleep or study. Unreasonable noises and disturbances include, but are not limited to:

Loud voices, loud volume radios, televisions, stereos, musical instruments and other amplified, mechanical or electronic equipment (including voice, computer games or electronically enhanced equipment)

Excessive loud behavior such as jumping or pounding in the apartment, loud noise in and around common areas and parking lots (this includes **Horn honking and loud car stereos**).

Belligerent conduct that includes verbal or physical threats, brandishing of weapons or objects that can be construed as weapons, derogatory racial or ethnic comments.

If you have a problem with a neighbor who is violating quiet hours, or being excessively loud during courtesy hours, you are expected to ask the resident to reasonably change his/her behavior. If the resident is uncooperative, you may then request the assistance from a community advisor.

The curfew for children under the age of 14 is 10:00 p.m. Children 14 years and younger must be in their apartment by 10:00 p.m. unless supervised by an adult.

## **V. Satellite Dish**

Satellite Dish installation requires an application process. Satellite Dish installation is only allowed when private space is available on the back porch area. The Satellite Dish Registration and Use Agreement are available at the West Campus Community Center.

Installations shall not be permitted in areas considered as public access, for this reason Satellite Dish installation is not available on East and South.

## **W. Solicitation/Advertising**

Flyers and other advertising must have approval from the Office of Residential Life. Solicitation is not permitted in the university apartments. Please contact your community advisor or Public Safety if you are contacted by solicitors.

## **X. Vacating**

Termination of residency shall **only occur** at the end of a semester, unless a resident is withdrawing from the University mid-semester. The resident shall provide the University with 45 days written notice of intent to vacate prior to the end of the semester when graduating, going on internship, or leaving school. Refer to the Vacating Guide instructions for a successful checkout.

## **Y. Weapons**

Answers to questions or issues related to firearms or other weapons may be located in the University's Campus Violence and Weapons Prohibitions policy, which you will find at <http://www.ferris.edu/htmls/administration/buspolletter/bp10319.pdf>.

