



FERRIS STATE UNIVERSITY

Office of Housing &
Residence Life



APARTMENT LIVING GUIDE

**Welcome
Home!**

*Welcome, to your West
Campus Apartment!
Your home away from home.
We hope you enjoy your home
during your time at school!*

Standard Notice of Non-Discrimination

Ferris State University does not discriminate on the basis of race, color, religion or creed, national origin, sex, sexual orientation, gender identity, age, marital status, veteran or military status, height, weight, protected disability, genetic information, or any other characteristic protected by applicable State or federal laws or regulations in education, employment, housing, public services, or other University operations, including, but not limited to, admissions, programs, activities, hiring, promotion, discharge, compensation, fringe benefits, job training, classification, referral, or retention. Retaliation against any person making a charge, filing a legitimate complaint, testifying, or participating in any discrimination investigation or proceeding is prohibited.

Students with disabilities requiring assistance or accommodation may contact Educational Counseling & Disabilities Services at (231) 591-3057 in Big Rapids, or the Director of Counseling, Disability & Tutoring Services for Kendall College of Art and Design at (616) 451-2787 ext. 1136 in Grand Rapids. Employees and other members of the University community with disabilities requiring assistance or accommodation may contact the Human Resources Department, 420 Oak St., Big Rapids, MI 49307 or call (231) 591-2150.

Inquiries or complaints of discrimination may be addressed to the Director of Equal Opportunity, 120 East Cedar St., Big Rapids, MI 49307 or by telephone at (231) 591-2152; or Title IX Coordinator, 805 Campus Dr., Big Rapids, MI 49307, or by telephone at (231) 591-2088. On the KCAD Grand Rapids campus, contact the Title IX Deputy Coordinator, 17 Fountain St., Grand Rapids, MI 49503, (616)-451-2787 ext. 1113.

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Important Telephone Numbers:

- 231-591-3781 West Campus Community Center
(Work Repair Requests, Information)
- 231-591-4822 (TAC) Technology Assistance
Center (Login Passwords, MYFSU, No Internet)
- 231-591-2556 (STS) Student Technology Services
(Bradford System)
- 231-591-2901 Telecom (Cable TV Problems)
- 231-591-5000 Public Safety (Non-emergency
contact with the police)
- 231-591-2110 Financial Aid
- 231-591-2125 Business Office (Billing Issues)
- 231-591-3500 FLITE Library
- 231-591-3543 Academic Support – Tutoring
- 231-591-2534 Academic Support – Writing
Center
- 231-591-2614 Birkham Health Center
- 231-591-5968 Counseling Center
- 231-591-3772 Disabilities Services
- 231-591-2012 Student Employment

Introduction

Welcome to the Ferris State West Campus Apartments! The West Campus Apartments offer students the opportunity to reside in an independent living environment and community; therefore, requiring cooperation, responsibility, and dependability from all residents within the community. Residents residing in the West Campus Apartments have a number of expectations which must be observed; these include federal, state and local laws, FSU policies, apartment policies, and the apartment contract. Honesty, respect, and cooperation are necessary from everyone living within the FSU University Apartments to create a productive and rewarding community.

The terms of the apartment contract are legally binding so please be sure to thoroughly read the contract to determine if the contract fits your individual needs. When accepting an apartment, you agree to use and occupy the apartment and surrounding area in a reasonable manner consistent with the rights of other residents and the interest of FSU by maintaining the premises in good condition and abiding by the Code of Community Standard and West Campus Living Guide.

The intent of this booklet is to introduce the expectations for behavior and the consequences of acting outside of these guidelines. Please take the time to become familiar with the information within this packet. If there are any questions, concerns, or comments, please contact one of the Apartment Managers or the West Campus Community Center at 231-591-3781.

It is expected that the residents of the apartment community thoroughly read and be familiar with the Apartment Living Guide so that there are no questions as to the proper actions of living in the apartment community. The Housing Staff encourages open communication, feedback, and suggestions within a reasonable manner from the residents of the community. Welcome to the Ferris State University Apartments. The staff hopes that you make this your home for the time you are here and that you enjoy your time in the apartment community!

Sincerely,

**The Housing Staff
Office of Housing & Residence Life**

Community Standards

To ensure 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 Housing Staff to outline standards of behavior that will promote a healthy environment that is conducive to reaching the academic goals of the residents.

The Housing Staff is committed to behaving and expecting others to behave in ways that demonstrate the belief that there is to be respectful treatment of each member of the community as well as their property. People are individually and collectively responsible for their behavior and are fully accountable for their actions. Individuals must take the initiative and responsibility for their own learning and awareness of the differences which exist in the community and avoid all actions that diminish others.

Bigotry has no place within the campus 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. The Housing Staff will not tolerate verbal or written abuse, threats, intimidation, violence, or other forms of harassment against any member of the community. There will be no acceptance of ignorance, anger, alcohol, or substance abuse as an excuse, reason, or rationale for a resident's behavior at any given time. It is expected by the staff that every individual living and working within the apartment community must be committed to these principles which are an integral part of the purpose, values and daily activity of the apartment community.

The Housing Staff advises all students to take the time to read the Student Handbook which can be found online at: <http://www.ferris.edu/htmls/administration/studentaffairs/judicial/student-code.htm>.

Disclaimer

Ferris State University reserves the right to amend or develop additional policies and/or procedures as deemed necessary by the University. University officials will make every attempt to communicate the changes to those affected in a timely manner.

Emergency Duty Telephone

There is someone available to assist residents in emergency situations 24 hours per day 356 days a year. If there is an emergency call the duty phone at 231-250-7769. This telephone is for emergency use only. Emergencies are defined as situations that endanger the welfare of people or University property. Examples include no hot water/no heat, broken pipes, overflowing toilets, gas leaks, burning smells, etc.

Do not call this telephone for non-emergencies.

University Apartment Staff

Apartment Managers are full-time students who assist fellow students and residents with the FSU Apartment life. Apartment Managers are instrumental in assisting students and residents to reach their full potential as positive members of the apartments and university communities. Responsible for, but not limited to, one area of the apartments, Apartment Managers assist in enforcement of behavioral standards, conflict resolution, and issues of diversity as well as WCCC programming. The primary roles of the Apartment Managers are to insure a safe living environment and to engage residents in, and facilitate the process of, building community based on mutual respect and academic excellence within the apartment community. Apartment Managers are student advocates and are familiar with campus resources to assist students in meeting their needs. The Apartment Manager's immediate supervisor is the Apartment Director.

The **Desk Services Manager (DSM)** is a full-time student who assists in the overall management of the WCCC desk operations including staff scheduling, establishing an atmosphere of service-oriented assistance and performing other administrative duties. The DSM typically assists Apartment Managers with programming as well as helping to better the apartment community living standards. The Desk Services Manager's immediate supervisor is the Assistant to the Director of Housing for Facilities.

The **Assistant to the Director of Housing for Facilities** is a staff administrator for the Office of Housing and Residence Life. The Assistant to the Director for Facilities oversees the overall daily operation of the West Campus Apartments and manages Housing and Residence Life Facilities. If you need to meet with the Assistant to the Director of Housing for Facilities, please call the WCCC to set up an appointment time.

The **Apartment Coordinator** is located in room 103 at the WCCC. The apartment coordinator handles placement of residents within the apartments and the East Campus Suites, works with the Apartment Managers in creating productive check-in/check-out procedures, and deals with all housing related charges for the residents of the apartments. The Apartment Coordinator's immediate supervisor is the Assistant to the Director of Housing for Facilities. If you need to speak with the Apartment Coordinator please call the WCCC at 231-591-3781. If you need to meet with the Apartment coordinator, please call the WCCC to set up an appointment time or email uniparts@ferris.edu.

The **Apartment Director** is a staff administrator of the Ferris State University whose office is located in room 110 at the WCCC. The Apartment Director provides comprehensive supervision of the West Campus Apartments and the East Campus Suites. The Apartment Director recruits, selects, trains and supervises the apartment staff including the 6 Apartment Managers and 1 Desk Service Manager. The Apartment Director guides apartment life and promotes an environment where students and residents are challenged and supported to learn and grow into responsible community members. The Apartment Director actively participates on committees, performs administrative duties, manages Housing facilities, coordinates programming and community development and provides overall leadership in the academic, social and emotional development of students. If you need to speak with the Apartment Director please call the WCCC at 231-591-3781. If you need to meet with the Apartment Director, please call the WCCC to set up an appointment time.

Address:

CARDINAL COURT (101-162) Cardinal Court

Big Rapids MI 49307

FINCH COURT (301-378) Finch Court

Big Rapids MI 49307

ROBIN COURT (201-275) Robin Court

Big Rapids MI 49307

Accepting an Apartment “As Is”: Under certain circumstances, a resident may choose to move into an uncleaned apartment and accept it “as is.” The resident must sign the “Acceptance of Uncleaned Apartment” form before moving in. By signing this form, the resident agrees to all of the terms listed on it. The resident understands that the apartment has not been cleaned by Ferris custodial staff and is therefore not cleaned to University standard. The resident understands that it becomes his/her sole responsibility to clean the apartment as necessary and that University custodial staff will not clean the apartment upon personal request during occupancy (custodial staff may opt to perform cleaning at its own discretion due to flooding or other unforeseen events). The resident understands that University maintenance staff will not perform any cosmetic improvements to the apartment during occupancy. Furthermore, the resident understands that it is his/her responsibility to have the apartment cleaned to University standard at the time of vacating. If the apartment is not cleaned to University standard, the resident will be assessed for charges.

Advertising: Any posting of advertising materials must be done by authorized Housing Staff only. For any posting of advertising materials within Ferris' Housing facilities, approval must be given by the CLACS Office, with the final approval authority resting with the Office of Housing & Residence Life. See the CLACS Office for posting policy procedures. The stuffing of mailboxes is not permitted. If there is any form of advertising that is non-Housing Staff approved please contact the WCCC or your Apartment Manager.

After Hours Emergencies: If you need EMS, Fire Department or Police call 911. For emergencies such as Gas Leaks, Overflowing Toilets, Burning Smells, Flooding, Electrical Problems, No Hot Water, Unable to lock the door, etc. please call the WCCC during normal business hours. If the emergency occurs after the WCCC is closed please call the duty phone (231-250-7769). **The duty phone is ONLY for emergencies.** Please remember that the apartment managers are full-time students so please do not call the duty phone after 9:00 PM unless it is a true emergency.

Air Conditioners: The University Apartments are not all equipped with central air. Approval must be granted by the Office of Housing & Residence Life located at the West Campus Community Center before an air conditioner unit can be installed in an apartment. The resident must complete the "Request for Air Conditioner Installation" form at the WCCC. Air conditioner units must be provided by the resident and must be installed only by the University staff. A maximum of two units per apartment is allowed. A fee of \$300.00 is charged for the installation of each unit. The AC unit must have a minimum BTU rating of 5600 BTU and a maximum BTU rating of 8600 BTU. Window units must be 13" to 14" high and no more than 22" wide. When the air conditioner is running all windows must be closed. Repeatedly running the AC unit with the apartment windows open may result in the resident's student account being charged \$300.00 to offset the increased electrical charge to Ferris State University.

Alcohol: In order to support legal and responsible drinking habits, the use or possession of alcoholic beverages is defined in the following areas:

Consumption of alcohol may only occur in an apartment/residence hall room where ALL assigned residents are 21 years of age or older and ALL guests present are also 21 years of age or older.

Residents under the legal drinking age may not possess or display empty alcohol containers. Empty containers may be considered evidence of possession, consumption, or both.

Under no circumstances are kegs or other types of "common sources" of alcohol allowed in the University Apartments.

Apartment Transfers: A transfer request must be completed at the West Campus Community Center. A \$100 transfer fee will be charged for an assignment requiring relocation. The fee does not apply when the student is transferred for disciplinary or administrative reasons. If a transfer is granted then the resident will have 7 days to complete the move.

Assignment Changes: It is possible to request an apartment assignment change prior to the start of a semester or after the second week of classes. With the approval of the Apartment Coordinator, and space permitting, some apartment assignment changes may be permitted. A \$25.00 fee may be charged for an assignment change prior to check in. The fee does not apply when the student is transferred for disciplinary or administrative reasons. Residents, who change assignments improperly are subject to disciplinary action, will be charged a \$100.00 fee and may be required to return to their original assignment.

Babysitting: The Residential Life staff recognizes the challenge to find quality day care while attending college. To help relieve the burden the "No Business" policy has been amended 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 designated “family”.

Day Care cannot be provided by a single student living with a roommate.

Day Care providers may only care for the children of students living in the campus apartments.

Number of children being cared for shall not exceed 6 (including children living in the apartment)

The proper paperwork from the State of Michigan must be presented to the Housing Staff at the West Campus Community Center before approval of Day Care will be granted.

The Resident Life Staff may revoke the privilege of Day Care Providers if any campus apartment policies are ignored or when the welfare and comforts of the entire apartment community are jeopardized.

Babysitting (Overnight): If a resident works the night shift and is going to have an overnight babysitter the resident is required to notify the WCCC in advance.

Babysitter (Parking): Babysitter parking permits may be obtained by filling out a registration form at the West Campus Community Center. The completed form with an authorized signature is then submitted to the Department of Public Safety for a temporary parking permit. Babysitter permits must be renewed each semester.

Basements: Residents should be aware that the basements of the apartments may leak. It is advised that the resident place items stored in basement in totes or on pallets. It is up to the resident’s discretion whether or not to have renters insurance, but it is recommended. The University is not responsible for any damage to personal belongings.

Bathtubs/Sinks: 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. Never use caustic cleaners in apartment drains. Whenever major plumbing problems occur call the WCCC to place a work order. It is the responsibility of the resident to purchase and use a shower curtain. The cost of repairing water damage to the apartment caused by using the shower without a shower curtain will be charged to the resident’s student account.

Blue Light Emergency Phones: The 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.

Bullying: The bullying of any person on University property is prohibited and is a serious offense. Violators of this policy are subject to referral to the Office of Student Conduct. Additionally, the Department of Public Safety may be notified.

Cabinets (Care of): Cabinets should be wiped down weekly with oil base cleaners to avoid thick grease build up. The insides of the cabinets should be wiped out to avoid dust and food spills that may attract insects.

Cable Television: The University provides cable television, including High Definition channels. A list of the channels can be obtained at http://www.ferris.edu/HTMLS/mytechsupport/servicecat/phoneandcable/cable_television/cableguide.htm. For any cable problems contact Telecom at Ext. 2901.

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

Car/Motorcycle/Moped Repair: Any type of major vehicle repair is not allowed in the parking lots, sidewalks, grass areas, or on the patios of the apartments. This includes changing oil. Please contact DPS for a lot nearby to do appropriate vehicle repairs.

Carbon Monoxide Detectors: Carbon Monoxide detectors are installed in all the apartments with gas furnaces for the safety of the residents. It is the resident's responsibility to check the-carbon monoxide detector once a month to make sure it is in proper working order. If the carbon monoxide detector sounds for any reason it is the responsibility of the resident(s) to call the duty phone to inform the Apartment Manager on duty of the situation and exit the apartment calmly and safely to the nearby parking lot to wait for the Apartment Manager or emergency vehicles to respond. New batteries can be picked up at the WCCC. Disconnection of the unit or removal of the batteries for any reason, other than to change the batteries, will result in the resident being referred to the Office of Student Conduct. The resident will be charged if the detector is damaged or missing when the resident vacates.

Carpeting (Care of): All residents are expected to properly and regularly use a vacuum in the apartment. If a resident does not have a vacuum, there is one available at the WCCC to check out for short term use. 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 clean up a spill is to flush the spill with cold water and then to soak up with a towel. Red juice stains are the hardest to get out of carpets, but if acted upon immediately following the above instructions, the stain should come out. To avoid iron burns, never iron on the floor. Carpets should be shampooed at least once per year.

Charcoal Burners: Using charcoal burners inside of the apartments is **NOT** allowed.

Children: Children are an integral part of the 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 behaviors and actions of their children and their children's guests. The staff urges all community members to be aware of Michigan Law which states that it unlawful to leave children under the age of 12 years of age unattended. Residents are required to supervise their children's play and activity closely, and are not to leave minor children unsupervised in or about the apartment complex, WCCC, or playground/basketball court and volleyball sand pits. Children under the age of 16 are not allowed in the computer lab at the WCCC without adult supervision.

The curfew for children under the age of 14 is 10:00 pm. Children 14 years old and younger must be in their apartment by 10:00 pm unless supervised by an adult. Any case of child neglect or abuse will be turned over to the local state agency. If there is a situation that may break these rules or there is a potential problem please inform your Apartment Manager.

Cigarette Urns: A cigarette urn is provided in each muse between the West Campus Apartments. These urns are provided to aid in keeping the muse area clean and free of cigarette butts on the ground. Resident smokers are encouraged to place a cigarette receptacle of their choosing on their porch(s) as well. The University will charge a \$15.00 fee if cigarette butts are strewn around the resident smokers porch(s). Smoking is prohibited within twenty-five (25) feet of the exterior doors of all Ferris State University facilities unless officially designated otherwise by the University. This prohibition does not apply to the University apartments.

Co-habitation: Co-habitation is prohibited by Ferris State University Housing Policy. Couples MUST be married in order to live together in the University Apartments. Violation of this policy will result in the resident being referred to the Office of Student Conduct or provided a Notice to Vacate. Continual or repeated violation of this policy could result in the resident being banned from University Housing.

Compliance: Residents and their guests are expected to comply with requests made by Apartment Managers, other Housing Staff and DPS. Apartment Managers have the right to ask anyone on University Apartment grounds for identification. Apartment Managers have the right to ask disruptive guest to leave. (*See Guests, Parties, Unregistered Gatherings*) Failure to comply will result in referral to the Office of Student Conduct.

Computer Lab: The computer lab at the WCCC is for residents use. Printing to the network printer requires a printing code which is emailed to each resident enrolled in classes each semester.

Computer Lab Rules:

1. No Profanity or Vulgarity at any time
2. Cell phone use in the lab is not permitted
3. Talking should be kept to a minimum
4. No Food or Drinks in the lab
5. Children are not permitted to run around
6. Crying children should be removed
7. Children under the age of 16 are NOT allowed in the lab without adult supervision
8. Clean up after yourself and your children

Contract Guarantee Refund: It can take up to thirty business days from the date you vacate your apartment to receive a refund of your \$200.00 guarantee. NOTE: Any debt owed to the university by the student will be deducted before a refund is issued.

Courtesy Hours: Residents have the right to sleep and study in their apartments at any time. When asked by someone to respect this right, residents are expected to demonstrate courtesy and consideration by complying with the request. Courtesy hours are in effect 24 hours a day, 7 days a week. As a general rule, at no time should noise be heard outside a resident's apartment.

Courtyard/Hallway Maintenance: There is to be no storing of belongings in such a way that the area of the courtyard/hallway becomes unsightly or so the entry/exit to the apartment is blocked. Toys, including swimming pools, must be emptied and removed from the grass areas nightly and stored on the patio. All outdoor toys shall be marked with the resident's name and apartment number. All summer toys, bikes and pools, must be stored in the basement during the cold weather months. Bikes and toys may be removed by FSU Grounds when items impede work or can cause danger. It is the responsibility of the parent(s) to make sure that all outdoor items are picked up and properly stored each night next to the apartment. No toys should be left in center area after 8pm or Apartment Manager during rounds may dispose of any non-properly stored toys, etc.

Dishwasher: Use only powder dishwasher soap designed for automatic dishwashers -the liquid automatic dishwasher soap will cause too many suds and overflow the machine.

Always rinse dishes thoroughly before putting them in the dishwasher

Never use regular dishwashing liquid

Make sure that the dial is lined up with "START" when beginning the wash cycle

Never use caustic cleaners in the dishwasher

To keep the dishwasher clean inside, wipe down the sides and run the wash and rinse cycles while the dishwasher is empty

Doors: The doors to the apartment should always be locked whether the resident is in the apartment or gone. When the resident is inside the apartment the chain lock should be utilized. Always use the peephole before opening the door. Curtains, sheets, etc. are not permitted to be hung between the door and the door frame to cover the window as this destroys the door seal and may cause a mold issue.

DPS Escort Service: The escort service is provided by FSU's Department of Public Safety. If a resident feels uncomfortable about walking alone, please contact DPS to have someone walk with the resident. Never walk alone at night. If assistance is needed call 231-591- 5000.

Drugs and Illegal Substances: Do not possess, use, manufacture, produce, distribute, or aid in the use of any illegal drug or controlled substance except as permitted by law. The term "controlled substance" is defined by Michigan law, and includes, but is not limited to, substances such as marijuana, cocaine, narcotics, certain stimulants and depressants, and hallucinogens. The following actions are prohibited:

1. Use or possession of any drug, controlled substance, or drug paraphernalia on or off University property or in the course of a University activity or student organization activity, contrary to law or without a valid and legal prescription for such drugs or controlled substances.
2. Use of University facilities to manufacture, process, or distribute any drugs or controlled substance contrary to law.
3. Sale, gift, or transfer of drugs, controlled substances, or drug paraphernalia, whether or not such sale, gift, or transfer occurs on or off University property or in the course of a University activity or student organization activity.
4. Production, manufacture or use of any substance that is used as a drug on or off University property.
5. Possession of, or use of, Medical Marijuana on University Property.

Electrical Outlets: In the living room of all apartments are electrical outlets are controlled by a wall switch. One slot in the outlet is always on and the other is controlled by the switch. This is so lamps can be turned on and off via the light switch.

Email Communication: The main form of communication between apartment managers, the WCCC, and residents is through FSU email. Residents are expected to know this and check their email regularly for updates, important notices, etc.

Emergency Outdoor Broadcast System: The outdoor broadcast system was installed in 2008 and includes seven, 40' metal poles mounted with speakers placed throughout Ferris' campus to provide maximum coverage. The system gives university officials the ability to broadcast emergency messages across campus.

Emergency Work Orders: Emergency work orders are repairs that are a health and safety concern and need to be attended to immediately and occur outside of the WCCC's normal business hours. If you have an emergency repair please call the Department of Public Safety so they can place an emergency work order. Below is a list of what constitutes an emergency work order and would be called in during the night.

Gas Smell / No Heat-Hot Water (Winter) / Burst Pipe / Plugged Toilet

Please be advised that residents may be charged for repairs that are a result of negligence or are called in as emergencies that are not actual emergencies.

Fencing: Before putting up any fencing residents must get approval from The Office of Housing & Residence Life at the West Campus Community Center. Fencing must be the removable type. No permanent fencing is allowed. Fence poles cannot be secured in the ground. The fencing must stay along the back porch area and can only extend 4 foot from the back patio. Ferris grounds will not move the fencing, nor will they mow along the fence. It is the responsibility of the resident to maintain the area inside the fence and along the outside edge of the fence. No garbage can be stored within the fenced

area. Fencing is for ornamental purposes only. Fencing is not a replacement for parental supervision of children.

Fire Extinguishers: Fire extinguishers are provided in each apartment. Please be sure that all occupants know where the fire extinguisher is located within the apartment and have knowledge of how to use it in case of a fire. The fire extinguishers are checked by the Apartment Manager during Health and Safety checks done throughout the year. If the fire extinguisher is overcharged, undercharged, or has been used it needs to be replaced and a call to the WCCC 231-591-3781 is needed to place a work order. Once a year FSU has the fire extinguishers inspected by a fire prevention company and they must be permitted access to the apartment.

Fire Safety Procedure: Each FSU Apartment is equipped with a smoke detector and it is the responsibility of the resident(s) to make sure that the units are kept in good working order, meaning that the battery should be replaced when needed campus and each smoke detector should be tested monthly. If the smoke detector(s) sounds for an unknown reason it is the responsibility of the resident(s) to call the appropriate duty phone for the area to inform the Apartment Manager on duty of the situation and exit the apartment calmly and safely to a nearby parking lot to wait for the Apartment Manager or emergency vehicles to respond.

If there is a known fire within the apartment, please call 911 to have the fire department respond as quickly as possible, exit the apartment safely and calmly to the nearest parking lot, then call the duty phone to inform the Apartment Manager on duty of the situation. PLEASE DISCUSS THESE PROCEDURES WITH THE ENTIRE HOUSEHOLD AND FAMILY!

Fireworks/Fire Pits/Tiki Torches: Fireworks, fire pits, and tiki torches, of any type, are not permitted on campus.

Furnaces: Residents are NOT permitted to store anything within 4' of the furnace or the hot water heater for safety purposes.

Garbage/Trash: All garbage should be bagged and put directly into the dumpster. Storing garbage in the apartment or on the porch is not permitted. Garbage is only allowed on the back patio in a trashcan with a tight fitting lid. A charge of \$10 per bag to the student account will be assessed for each incident of garbage not being disposed of properly. Each ensuing incident will result in additional charges. When disposing of the garbage into the dumpsters the trash bags should be put into the dumpster and not around it.

Garbage Disposal: To insure that the disposal is kept in clean and good operating condition run cold water while grinding food wastes. Turn off the disposal and allow cold water to continue running for approximately 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, ext.), Bones, Coffee Grounds, hard to chop items (peach pits, melon rind, etc.), Large chunks of vegetables (corn husks, broccoli stalks, etc.), GREASE (pour grease and cooking fat into a container, refrigerate until solid, and dispose in the dumpster). If it is determined by FSU personnel that the garbage disposal was damaged by the resident putting unapproved things into the unit the resident will be charged for the cost of the repair or replacement.

Proper use of the garbage disposal:

Before turning 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 finishing disposing of food waste, allow the garbage disposal to continue running for 30 seconds. This will move the debris to the main sewer

If disposal develops an odor, grinding lemon or orange peels will help as well as pulling out the rubber ring and washing the underside of it

If the garbage disposal is not working:

NEVER use caustic cleaners (cleaners bought from department stores) in the disposal

If the disposal becomes jammed, DO NOT DO ANYTHING UNTIL THE WALL SWITCH IS TURNED OFF! After the switch has been turned off, call the WCCC to place a work order.

If the disposal will not run and makes a humming noise when on, there is the possibility of having 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 while running cold water in the sink.

If the disposal is still not working, call the WCCC to place a work order to have the disposal looked at by a FSU worker

Gardening: Residents are allowed to garden in the grass area surrounding the patio up to 2 feet behind the apartment so that it is not disruptive to FSU Grounds. If residents choose to garden it should be kept up to appear reasonable. Anything that the resident plants, installs, places in the gardening area should be removed at the time the resident vacates. Residents at the end of the apartment rows are allowed to maintain the areas provided by FSU Grounds but no further ground should be dug up. Any fencing must be approved prior to installation.

Grills: Outdoor grills must be kept at least 10 feet away from the building and attended to when in use. Never leave a hot grill unattended. If 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 and cannot be stored outside the apartment. Propane tanks are **NEVER** to be stored inside the apartment.

Guests: Residents are responsible for the actions of their guests and are responsible for ensuring that their guests adhere to all University policies. All guests must be accompanied by the lease holder of the apartment they are visiting. A guest may not be left alone in an apartment without the presence of an official lease holder without prior permission from West Campus housing staff. A guest is defined as anyone not assigned to the room, apartment, or suite.

Guests visiting for more than 2 consecutive days must be registered with the Office of Housing and Residence Life at least one (1) week prior to such visit. Requests may be directed to the Office of Housing and Residence Life and sent to uniaparts@ferris.edu. Requests for exception to this policy may be denied at the sole discretion of the Office of Housing and Residence Life. Persons not identified as residents or residents' guests may be considered trespassers at the University's discretion.

Any particular guest is only allowed to stay a total of 10 days per semester. Any visitor staying for more than 2 days in a row must be approved by the WCCC. Resident must fill out Extended Visitor Form. The visitor must also obtain a parking pass from Public Safety and park in the over flow lot assigned for the resident's court.

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 the area designated on the parking permit.

Halogen "Torchiere" Style Lamps: Halogen "torchiere" style lamps are prohibited at FSU.

Hanging Objects: Objects hung from any ceiling, ceiling light fixture, smoke detector, or any exposed pipe are prohibited. Posters or wall hangings must not cover more than 2/3 of the total space per wall.

Health & Safety Inspections: Health and Safety inspections are performed one or more times per semester. These are done to help assure healthy and safe living environments for all residents. All residents are required to allow Apartment Managers access to their apartment to conduct the inspections. Health and Safety inspections are performed even if the resident is not in the apartment. We do not set appointment times for inspections. Violations of Health and Safety standards include, but are not limited to, overloaded electrical circuits, grease buildup in and around stoves, unsanitary conditions, pets, etc. Smoke detectors are tested during health and safety inspections.

Heaters: The use of portable heaters is not permitted in FSU University Apartments. These portable heaters include electric and kerosene heaters. Use of these heaters creates potential fire hazards that can overload the electrical system and can cause utility concerns for residents.

Important Forms: Important housing forms can be found in the Housing section of the University Life tab on your MyFSU page. This includes forms such as the Apartment Living Guide, Intent to Vacate, and Summer Storage Agreement, etc.

Information System: Targeted messages on MyFSU, and Ferris E-Mail will be the University's methods to communicate important information to residents. Residents are responsible for monitoring these means of communication to keep informed. In some cases we will use all these methods, and in some cases only one method may be used, depending on the situation. Some examples of messages include: scheduled power outages, scheduled water outages, herbicide treatment, intent to vacate deadlines and special events. Please keep the WCCC informed of phone number changes in order to properly communicate when situations arise.

Internet: Each apartment is equipped with an Ethernet port located within the apartment. Wireless internet antennas are installed in every other apartment in each building so all apartments can access the free wireless network. Contact TAC (x4822) if you have any internet problems. Do NOT contact the WCCC or call the duty phone for internet problems.

West Campus Wireless Internet User Name & Password are both **FSUStudent**. Both are case sensitive.

Inventory Form: During check-in, students are given an inventory form for their apartment. Students must fill out this form, detailing any present damages in the apartment, and return it to the WCCC immediately after the check-in appointment. Once students return the inventory form, they will receive their bedroom key (or second house key, if family), and they may begin moving into the apartment. Inventory forms will be kept on file to be used for future reference by West Campus Apartments staff.

Keys: It is FSU policy that residents should always have their apartment keys on them. Throughout the entire stay at the campus apartments never should the keys assigned to the residents be handed over to an individual that is not on the apartment lease or properly living within the apartment. This includes the use of coded key boxes mounted outside the apartment. Failure to comply with the FSU key policy will result in the resident being referred to the Office of Student Conduct. A re-core charge will be added to the residents student account if any of the keys issued to the resident are lost.

Light Bulbs (Florescent): Remove the burned out florescent bulb(s) and take them to the WCCC to receive free replacements.

Light Bulbs (Incandescent): The use of higher voltage incandescent bulbs in the apartments causes extreme heat and deterioration to the wiring which could cause an electrical fire. Nothing higher than a 60 watt bulb should be used in any of the lighting fixtures. In the bathrooms where more than one bulb is used, nothing higher than a 40 watt bulb should be used. Damage to the light fixtures due to improper light bulb wattage will result in charges to the resident's student account. Residents are responsible for providing their own incandescent light bulbs.

Lockouts: Apartment Managers 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 WCCC during open hours. The resident will be asked to provide the proper assigned key at the return of the spare key to verify the procession of the proper apartment key. When the WCCC is closed residents are to contact the Apartment Manager on duty via the proper duty phone for the area. Apartment Managers are not permitted to allow lockout re-entry to anyone not listed on the Occupant Form. Abuse of the lockout policy may result in a \$25.00 lockout fee. Residents will be charged starting on the third incident and any ensuing incidents.

Mail: Residents must have mail sent to their apartment address. Residents are NOT permitted to have their mail sent to the WCCC address. ALL mail that arrives at the WCCC addressed to a resident with the WCCC address on it will be refused and returned to the sender. Any mail delivered to the WCCC by the postal carrier that is addressed to anyone who is not on the apartment lease to which the mail is being sent will be refused and returned to sender.

Nuisance: A nuisance will be defined as any act (social gathering, party, loud stereo/T.V.) 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 community (including public disturbances, brawls, fights, quarrels, or results in any indecent or obscene conduct)

Obscene or vulgar language should never be loud enough to be heard outside the apartment and it should never be used in public areas. This includes music, movies, and individual conversations. Horn honking and loud car radios are prohibited. Residents are responsible for relaying this information to their guests.

If a neighbor is loud or being a nuisance, follow these steps:

1. Confront the neighbor and politely ask them to quiet down explaining that they are too loud and give them specific reasons as to why they are bothering you.
2. Thank the neighbor if they comply with what you're asking.
3. If the loud noise continues contact the WCCC during open business hours or the duty phone 231-250-7769.
4. Explain only the facts to the Apartment Manager on duty; assumptions will do the AM no good when confronting the situation.
5. Let the Apartment Manager do their job efficiently.
6. If the noise still continues, contact the Apartment Manager again so further proper actions may take place.
7. Remember that just because it appears that the Apartment Manager may be doing nothing it does not mean that they really are doing nothing. Be patient and allow the Apartment Manager, Apartment Director, or DPS to properly handle the situation.

Number of Occupants: The family housing apartment's two-bedroom unit may house no more than 2 children and a three-bedroom unit may house no more than 4 children. In the single student two-three- or four-bedroom apartment, the maximum occupancy is one resident per bedroom of the same gender. **Only those people listed on the lease may occupy the apartments. Allowing people not on the lease to live in the apartment can result in the eviction of the resident who is leasing the apartment.**

Obstruction of Egress: Residents are prohibited from blocking or otherwise obstructing internal or external access to apartment doors or windows for safety reasons and emergency evacuation needs.

Obstruction of Heating/Ventilation Systems: residents are prohibited from blocking or otherwise obstructing access to heating or ventilation systems. Furniture must be at least 12 inches away from all heaters or vents and must not block or cover access to either heater or vents.

Off Street Parking: 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 and/or disciplinary action. Residents may only park in their assigned lot. Motorized vehicles may not be parked on sidewalks, in courtyards, patios, or stairwells, or any campus building or facility. Parking in fire lanes is prohibited.

Outdoor Toys: 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 the resident's name and apartment number. Large outdoor toys, such as play sets, that cannot be moved onto the patio nightly are prohibited.

Outages: Sometimes scheduled outages of power/water/internet/cable television are necessary to perform routine maintenance and/or upgrades. Sometimes forces beyond the University's control cause unscheduled outages. The University does not issue refunds or credits to residents as compensation for these outages. Please keep your contact (cell phone number) up to date at the WCCC for emergency contact when needed.

Packages: The postal carrier will leave a notice in your mailbox when you have a package arrive. The WCCC will send notification of the arrival of a package to the student's Ferris email account. The package will be held at the WCCC for 7 business days. You must pick up your package within the allotted time frame or it will be returned to the sender. You must show a picture ID (no exceptions) and sign for the package(s) at the WCCC. **Packages that are addressed to anyone not on the apartment lease will be refused and returned to the sender.**

Single Residents: A package can only be picked up by the person to whom the package is addressed.

Married Residents: Spouses are allowed to pick up packages that are addressed to their spouse.

Residents with Children: Parents must pick up packages addressed to minor children.

Painting: The painting of University Apartments is **NOT** permitted. The University paints the apartments on a regular, rotating schedule. Similarly, residents are not permitted to decorate walls, ceilings or furniture with paints, highlighter, pencils, pens, acrylics, washable paints, adhesives or any other substances. The University only paints apartments that are vacant or as requested by the Office of Housing and Residence Life.

Parking: All residents must have a valid parking permit to park in University Apartment lots. Residents are limited to one car per valid student driver, an exception is that a spouse of a student may register one additional vehicle. Number of vehicles per apartment is based on number of adult occupants. Parking permits are issued at the Department of Public Safety. Your parking permit is only for the lot attached to the courtyard you reside in. *(I.E. Only Finch residents can park in Finch Court, Only Cardinal Residents in Cardinal Court, etc.)*

Guest parking permits must be obtained from the Department of Public Safety. Guests may only park in lot designated on permit. **Guests are NOT allowed to park in the Apartment Parking Lots.** Violations of this policy will be reported to the Department of Public Safety so the guest vehicle can be ticketed.

Parking in the FSU Apartments is allowed by any resident living within the area. There are no assigned parking places within the apartments. When parking during the winter/snow seasons residents need to park at least a foot away from the curb/sidewalk so that FSU Grounds may properly plow the sidewalk after snow has fallen. There is a 10 MPH speed limit in all FSU Apartment parking lots. When driving in a FSU Apartment parking lot be aware of small children playing.

Parties: When gatherings become too large or too loud, especially during quiet hours please follow the procedure outlined under the heading *Nuisance* in this guide. Full cooperation is expected if an Apartment Manager or DPS officer request that a party be broken up. It is up to the Apartment Manager, Hall Director, or DPS officer's discretion what constitutes a party situation.

Patio: Patios are an extension of the townhouse and it is expected that the patio area will be kept in a neat and orderly fashion. Garbage may only be stored on the 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. Fire pits are not allowed in or around WCA.

Patio Doors: Some of the west campus apartments have patio doors that contain a large window. Residents are prohibited from mounting curtain brackets or mini-blind brackets on these metal doors. Many stores sell magnetic mounting curtain rods that can be used on these metal doors. Residents are prohibited from draping sheets over the top of the door and closing it in the door to keep it in place. This destroys the door seal and the resident will be charged for the installation of a new door seal.

Pest Control: It is the resident's responsibility to take initial steps in preventing and ridding the apartment of insects/pests and notifying the WCCC of any issues. Ant traps, wasp spray, and mouse traps are provided at the WCCC. The resident should maintain a clean and healthy apartment environment, free of items that may attract these pests, such as excess garbage (inside and outside the apartment), unclean dishes, pop cans, etc. The outsides of the apartments are sprayed 1-2 times per year for insects by the University. If a serious issue develops with pests or bugs, please contact the WCCC. Failure to notify properly of infestations may result in the resident being charged for removal.

Pets: Pets are NOT permitted in University apartments or surrounding areas with the exception of fish in aquariums, which may be no larger than 40-gallon total capacity per apartment. The University does recognize that some residents may have special needs that require a service dog or assistance animal. In these circumstances, the service dogs must be registered through the State of Michigan. Please check with the Office of Housing and Residence Life at Cramer 231-591-3745.

Pipes: Residents are not permitted to tamper with or hang any items from pipes in their apartments. Stress on pipes may cause structural damage resulting in severe water leakage.

Playground/Basketball Courts & Volleyball Sand Pits Rules: Rules have been put in place to help insure a safe and pleasant outdoor activities environment for all the residents and their children.

Play area hours are from 8:00 am until 9:00 pm (10:00 pm in the summer). This includes the playground, basketball courts, and volleyball sand pits.

Young children must have adult supervision at all times. No fighting, pushing, punching, shoving, kicking, or other forms of violence.

No swearing, use of racial or ethnic slurs, or any other form of harassment.

No littering.

No alcoholic and/or drug substances of any type.

Personal belongings must be taken home when leaving the play area.

Residents are ultimately responsible for their children's behavior. The playground is intended for the use of the apartment residents and their children.

Plumbing Alterations: Residents are **NOT** allowed to alter the plumbing in the apartments in any way, including, but not limited to, hooking up a foot washer or diaper washing hose. Improper hookup may cause substantial damages and proper charges may be applied for any damages resulting in alterations.

Printing: Each semester all enrolled students will receive \$10.00 (200 pages x 5 cents a page) in free printing. The code to print is your MyFSU login and password. The cost to print at the WCCC computer lab is currently 5 cents per page. Additional money can be added to the printing account by calling STS at 231-591-2556.

Public Safety: FSU provides two methods of access to the police and emergency personnel. 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 (231)591-5000.

Quiet Hours: Quiet hours are from 9:00 PM until 8:00 AM seven days a week. There should be no noise coming out of an apartment during this time. Additionally there should be no loud or excessive noise outside of the apartments or in the parking lots. Please remember that voices carry, so please control the volume when outside after 9:00 PM.

Re-Contracting/Apartment Selection: Each fall residents are required to sign a contract for the following school year and select an apartment if they are planning to return for the ensuing fall semester. Residents will be contracted by email. At the start of the contracting timeframe an exclusive period is provided when only current residents can contract and select their same apartment. If you want to live in your same apartment for the next school year you **MUST** contract and select the apartment during this period. At the end of the exclusive period all remaining apartments will be opened up to be selected by any student. **If you fail to select your same apartment and another student selects it you will have to relocate.** *Families have to sign a contract for the next year, if they will be staying and will be assigned the same apartment. Contracts must be signed during the contracting period to ensure resident's space.* NOTE: In order to take part in the summer storage program a student **MUST** re-contract for the same apartment. Anyone moving to a different apartment is **NOT** eligible to participate in the summer storage program. Summer storage forms are online in MyFSU or at the Office of Housing & Residence Life webpage under Apartments.

Recreational Vehicles: 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 in stairwells, hallways, or on patios. Residents may only register one car per legal age driver, with a limit of two cars per household.

Recycling: There is a large recycling dumpster located at the south end of the WCCC parking lot. Currently, #1 & #2 plastic containers, glass, cardboard, paper and tin cans can be placed in the dumpster. We encourage all residents to help save the planet by recycling.

Refrigerators (Care of): To preserve the life of the refrigerator it should be wiped out often, especially the gasket (rubber seal around the doors) to keep it clean. Pulling the refrigerator away from the wall once per semester is advised to clean the floor underneath as well as vacuuming the coils to make sure that the refrigerator runs more efficiently. Do not overstuff your freezer blocking the vent fan. Blocking the vent fan can cause lower temperatures in the refrigerator portion.

Refrigerators (Repair): The HVAC department only services refrigerators during normal business hours. If your refrigerator stops working after hours you will need to place your cold items in a cooler or friend's refrigerator. Call the WCCC the next morning to report the problem. Do not call the duty phone as this is not an emergency.

Renovations: Major renovations, i.e. new carpeting, painting, etc. cannot be done while an apartment is being occupied.

Right to Enter: The University is committed to maintaining a healthy and safe environment, as well as respecting and preserving students' rights to privacy. The University, however, reserves the right to make periodic inspections of apartments (whether or not the residents are present). Ferris State University staff may enter an apartment whenever:

- There is a threat to the safety or well-being of the occupants or other residents.
- There is an issue with the physical plant requiring maintenance or repair.
- There is reasonable suspicion to believe that the occupants are violating a University rule or regulation. This includes when a resident refuses to answer the phone or door in response to a University staff member attempting to carry out their responsibilities.
- There is reason to believe that there is imminent hazard to the property.
- Disruptive noise from sound equipment is violating an individual's right to sleep, study, etc.

Apartments may be entered (during the absence of the occupant) to turn off a loud stereo, alarm clock, or similar item; shut a window; or correct any problem that interferes with the rights of other students.

The University reserves the right to inspect any apartment, at any time, for reasons of health, safety, and welfare.

Roommate Disagreements: Occasionally roommate disagreements may become serious. If there is a serious problem between you and your roommate please contact your Apartment Manager. The Apartment Manager will do what he/she can to help resolve the issue. All residents are required to act like adults and refrain from name calling and personal insults. If Housing determines that it is necessary to separate roommates then the Apartment Director will determine who will be relocated. The University does reserve the right to relocate any student, at any time, for any reason at its discretion.

Satellite Dish: Satellite dishes, antennas, or similar devices are not permitted.

Smoke Detectors: Smoke detectors are installed in all the apartments on campus for the safety of the residents. It is the resident's responsibility to check the smoke detector once a month to make sure it is in proper working order. Problems should be reported to the WCCC immediately or the AM on duty via the proper duty cell phone. New batteries can be picked up at the WCCC. Removing the battery of a smoke detector, for any purpose other than to immediately replace it with a new one, is a serious violation and will result in referral to the Office of Student Conduct.

Smoking: Smoking in the apartments is prohibited, this includes hookahs and other paraphernalia. Smoking damages the paint and if a resident is caught smoking inside the University reserves the right to charge the resident for any damages to the apartment. The student will be referred to the Office of Student Conduct. Residents are allowed to smoke outside of the apartments. Please place some type of cigarette butt receptacle on your porch. Do NOT throw cigarette butts on the ground or you may be charged and requested to clean up the area.

Snow Removal: When parking during the winter months residents need to park at least 1 foot away from the sidewalk surrounding the outside of the parking lot so FSU grounds may properly plow the sidewalk. The porch and the front walk of the apartment is the resident's responsibility to shovel snow 5 feet out from the doors. Each apartment has been issued a shovel. Salt is also available for community usage outside the Apartment Manager's apartment or at the WCCC.

Solicitation: Solicitation is NOT permitted in the University Apartments nor is it permissible for any student to operate a business from any University apartment. Individuals or student organizations found in noncompliance with this policy are subject to disciplinary action. If there is any form of solicitation that is non-Housing Staff approved please contact the WCCC or your Apartment Manager.

Speed Limit (Campus Roads): There is a 25 MPH speed limit for all campus roads.

Speed Limit (Parking Lots): There is a 10 MPH speed limit in all FSU Apartment parking lots. When driving in a FSU Apartment parking lot be alert and watch for small children playing.

Storage Units: Portable storage units used for moving purposes or general storage are prohibited in FSU parking lots.

Stray Animals: Stray animals are a part of nature. FSU workers will dispose of any stray animals in a humane manner when the animals are found. Feeding the stray animals is prohibited as it will cause other animals to come to the apartment complexes.

Subleasing: Subleasing is NOT permitted within FSU Apartments.

Summer Storage Program: A resident may elect to participate in the summer storage program ONLY if the resident has signed a fall contract for the same apartment the resident is currently living in and has scheduled fall classes.

If a resident has contracted for a different apartment for fall then the resident must vacate the current apartment and remove all belongings when vacating in the spring. The student will be required to attend one of the new resident orientation sessions before moving into the new apartment in the fall.

A resident electing to participate in the Summer Storage Program should be aware of the following:

The student's summer account will be charged \$375.00 for summer storage. The charge will not be prorated regardless of the checkout date or return date.

ALL keys must be returned to the apartment manager at the time of checkout. Failure to return all keys will result in the apartment being re-cored and the cost charged to the student's account.

Check in's/Check Out's must be done during normal business hours.

Apartment access. The resident will be allowed to enter the apartment two times during the entire summer. The resident will be charged the summer daily living fee to enter the apartment for each ensuing entry while the apartment is in storage. Apartment keys will NOT be issued after WCCC normal business hours for apartment summer storage access.

Student must change address with the US Postal Service (can be done online) or the US Postal Service will return all mail to the sender during the summer storage period.

The only food products that can be left in the apartment during summer storage times are canned goods and food in sealed glass jars. ALL other food must be removed. Refrigerator & Freezer must be empty and washed out.

Garbage CANNOT be left inside or outside the apartment.

Nothing can be left on the floors with the exception of large furniture.

The apartment must be cleaned as if student were permanently vacating (following Vacating Guidelines).

If for any reason the student does not return and occupy the apartment for Fall semester the student will be charged the entire summer semester rental rate and forfeit the contract guarantee.

By electing to participate in the summer storage program the student understands and agrees that the University will not be responsible or liable for loss or damage to anything the student left in the apartment during the summer break.

If a student leaves without properly checking out and leaves unapproved food products in the apartment the food products will be disposed of and the student will be charged for the removal of the food items.

If all keys are not returned the apartment will be re-cored and the student will be charged \$150.00 for the re-core: \$105.00 for the front door, \$45.00 for the bedroom.

Swimming Pools: The size of the swimming pool is limited to 5 feet in diameter and must contain no more than 6-8 inches of water. The pool must be drained nightly and stored on the patio during the summer months and in the basement during the colder, winter months. A pool left overnight with water in it is a major safety hazard and will result in the resident being referred to the Office of Student Conduct.

Tiles (Care of): The tile floors should be swept daily and mopped weekly to avoid wear and tear.

Toilets: DO NOT FLUSH the following:

Feminine Hygiene Products
Personal Sanitary Wipes
Disposable Diapers
Baby Wipes
Paper Towels / Napkins

Cotton Swabs
Dental Floss
Disposable Toilet Wand Pads
If the toilet becomes clogged:

- Never use caustic cleaners in apartment drains.
- Whenever major plumbing problems occur call the WCCC to place a work order

If it is determined by FSU staff that a plumbing blockage in an apartment is due to the resident flushing foreign objects, including, but not limited to the items listed above, the University reserves the right to charge the resident's student account for the cost of clearing the blockage, including all parts and labor.

Tornado Safety Procedures (Watch): A "Tornado Watch" means conditions are right for a tornado to form. Radio (WBRN 100.9 or YI02 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 being outside is a must. Be prepared to move to shelter if a funnel cloud is sighted.

Tornado Safety Procedures (Warning): - "Tornado Warning" means that 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 wave-like tone lasting approximately 3 -5 minutes. When a "WARNING" is issued, seek shelter immediately.

When seeking shelter there are several very important precautions to follow:

1. Stay away from windows
2. Move to the lowest level of the building
3. Move to a small interior space
4. Avoid rooms with high ceilings if possible

If within an apartment:

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 taking cover, try to acquire a pillow or something similar to cover and protect your head.

West Campus Residents -Residents in the apartments with basements should take cover in the basement. Without basements move to an interior location with no windows on the main floor.

West Campus Community Center (WCCC)-Take cover in the bathrooms in the middle of the building, not the bathroom located in the multipurpose room.

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

The "ALL CLEAR" signal is a short steady continuous tone lasting approximately 1 -2 minutes. After a tornado or storm, avoid going outside until the area has been cleared of all hazards, such as a down power lines. In addition, stay alert for the possibility of other tornados.

PLEASE DISCUSS THESE PROCEDURES WITH ALL OCCUPANTS!

Tornado sirens are tested at 1pm, the first Saturday of every month.

Trampolines: Outdoor trampolines are NOT allowed at the University Apartments.

Unregistered Gatherings: All apartment residents are required to register any gatherings of more than eight individuals (with or without student status) on University property, specifically at or in the West Campus Apartments.

Vacating: The Vacating Guide can be downloaded from the Housing Section on the University Life Tab of your MyFSU. The vacating guide will outline the University's cleaning expectations. Using the guide will help you in avoid being charged cleaning fees when you vacate.

When two or more single students live together in an apartment each student is responsible for his/her own bedroom. The common areas of the residence are the shared responsibility of all the residents.

When the first student vacates the apartment the residence must be cleaned to University standards and an Apartment manager will do an inspection at the check-out appointment. When the next student vacates another inspection will be done. All residents are responsible for the residence being clean when the first student vacates and any cleaning charges will be divided amongst the residents. Any cleaning charges after that will be the responsibility of the remaining student(s). (In a three bedroom apartment this process will continue until the last student has vacated the apartment.)

An inspection for damages will be done when each student leaves. Damages to the common areas of the apartment will be divided equally amongst the residents currently living in the residence at the time of the inspection. The only exception to this rule is if a student takes responsibility for the damage, in which case the full damage charges will be charged to that student's account.

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When a student vacates after his/her roommate has gone into summer storage it is the responsibility of the vacating student to make sure that the apartment is cleaned to University standards.

All students should be present during check outs to ensure charges are appropriately applied.

Daily apartment charges will continue to accrue on a student's account until the apartment keys are turned into the WCCC.

Vacate Notices: When a resident plan to move out of the West Campus Apartments the resident **MUST** submit a completed **online Intent to Vacate** form 45 days prior, for that semester. Failure to submit a completed Intent to Vacate notice by the due date will result in the automatic forfeiture of the \$200.00 contract guarantee. **Each semester the due date for vacate notices will be emailed to the residents and posted at the WCCC. The semester dates are located on the resident's contract.** The WCCC Staff may post a notice on the West Campus mailboxes but are not required to do so. **It is the responsibility of each resident to make sure they submit the form on time if they will be moving out of the apartments.**

Vehicle Registration Limits: Residents living in the apartments on West Campus and 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 an overflow lot.

Vents: Heating vents are provided in each room to ensure correct air flow in the rooms. Residents are prohibited from covering vents with furniture, beds, totes, etc. Failure to comply can result in improper air flow and could result in improper heating and other issues.

Violation of Lease: Apartment residents are subject to disciplinary action as well as administrative action for violating the terms and conditions of the apartment lease depending on the circumstances.

Walls (Care of): The apartment contract prohibits large nails from being used in the walls. In the West Campus Apartments small upholstery pins/tacks and finishing nails will leave very small holes and are acceptable. Please use discretion and limit the number of nails to no more than 8 per wall. Wallpaper borders are prohibited. Residents are expected to clean the walls accordingly with the appropriate cleaners regularly to avoid charges at the end of their stay. Magic Erasers (available at most stores) work very well to remove marks from the walls. Painting and/or drywall repair by residents is prohibited in all the apartments on campus and will result in charges being applied to the resident's student account.

Washer/Dryer: 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. Make sure to clean out the lint trap filter before each dryer load to prevent lint build up which can lead to a fire. Place lint in a trash receptacle located away from the hot water heater to prevent fires. FSU will clean out the lint vents yearly within the apartments.

Waterbeds: Waterbeds are not permitted.

Weapons: West Campus Apartment residents may register and store hunting weapons at the Department of Public Safety, and may possess such weapons on property owned or controlled by the University just long enough to deliver and retrieve the weapons from the Department of Public Safety by the most direct route.

Window Sticks: Window sticks are provided for all ground level windows in apartments for additional safety. These sticks will prevent windows from sliding all the way open. Please visit the WCCC if there are no window sticks in the apartment windows at ground level.

Whole House Fan without Central Air: 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 no more than a few inches so the air velocity is fast. In the evening and morning, the coolest air is the closest to the ground and the lower window farthest from the stairwell is the one to open. The whole house fan will become dirty with usage, the resident needs to make sure to clean the outside of the fan regularly. If the fan does not work or runs abnormally, call the WCCC to place a work order.

Work Orders: The Residential Life staff understands that accidents happen that may cause things within the apartment to be fixed or replaced from time to time. It is the responsibility of the resident living within the apartment to call the WCCC (x: 3781 or 231-591-3781) to report the problem. There are individuals that FSU has hired to fix each problem that arises within the apartments to make sure that the job is done correctly and to the satisfaction of the FSU standards. When something needs attention within the apartment, please do the following:

1. Assess the situation - Is this situation an emergency? Is an individual going to get hurt if this goes unattended?
2. Have all the information possible -the more the information the better!
3. If the situation is an emergency call the WCCC (if open) or the duty cell phone (231-250-7769) to report the situation.
4. If the situation is a non-emergency call the WCCC during open hours to create a work order with the worker at the desk.

5. Be patient! FSU is such a large campus that there are many work orders being placed every day and they are addressed on an "order of importance" basis which means that sometimes it may take a while for the work order to be taken care of.

6. If you prefer to be home when the FSU worker comes to repair, provide a cell phone number, date, and time frame and the FSU worker will *try* to accommodate based on his/her ability.

When a work order is carried out in the apartments, the FSU worker will knock on the front door between the hours of 9:00am and 4:00pm, unless the situation is an emergency. Due to the demand of work orders there are no times given as to when the work order will be carried out. If the resident of the apartment is not home the FSU worker will enter the apartment to fix the problem. The FSU worker has the right to enter any apartment for a work order that has been placed. If the resident of the apartment was not home during the time the work order was fixed the FSU worker will leave a note of entrance into the apartment as well as what was done and if return of the FSU worker is necessary.