

FOREST VILLAGE APARTMENTS HANDBOOK

Revised: January 12, 2012

RESIDENTIAL LIFE: AN OVERVIEW

[MISSION](#)
[DIVERSITY STATEMENT](#)
[RESIDENTIAL LIFE OFFICE AND STAFF](#)
[RESIDENTIAL LIFE STUDENT GOVERNMENTS](#)

GENERAL INFORMATION

[BULLETIN BOARDS AND POSTING](#)
[CABLE TV](#)
[COMMUNITY BUILDING](#)
[CONVENIENCE STORE](#)
[DESK SERVICE](#)
[EQUIPMENT CHECK-OUT](#)
[EXERCISE AREAS](#)
[INSURANCE – HEALTH](#)
[INSURANCE – PROPERTY](#)
[LOST AND FOUND](#)
[MAIL SERVICE](#)
[MAINTENANCE REQUESTS](#)
[NEWSPAPER READERSHIP PROGRAM](#)
[NONDISCRIMINATION](#)
[OPERATION I.D.](#)
[TELEPHONE SERVICE](#)
[PARKING](#)
[PROGRAMMING](#)
[STAFF](#)

CARE AND USE OF APARTMENT

[APPLIANCES OR ELECTRONIC DEVICES](#)
[CLEANING](#)
[ELECTRICAL SERVICE](#)
[EXTERMINATION](#)
[FIRE EXTINGUISHER INSPECTIONS](#)
[FLOOR CARE](#)
[FURNISHINGS AND CARE](#)
[LAUNDRY FACILITIES](#)
[MODIFICATIONS](#)
[WALL CARE](#)
[UTILITIES](#)

EMERGENCY PROCEDURES

[FIRE PROCEDURES](#)
[TORNADO PROCEDURES](#)
[EARTHQUAKE PROCEDURES](#)
[MEDICAL EMERGENCIES](#)

POLICIES AND PROCEDURES

[ABANDONED PROPERTY](#)
[ALCOHOL/DRUG POLICY](#)
[ANTENNAS/SATELLITE DISHES](#)
[BICYCLES](#)
[BARBEQUE GRILLS](#)
[CAN, BOTTLE, AND CONTAINER POLICY](#)
[CANDLES AND INCENSE](#)
[CLOTHESLINES](#)
[COMPUTERS](#)
[DAMAGES OR LOSSES](#)
[DARTS AND DARTBOARDS](#)

[ELECTRICAL EQUIPMENT](#)
[ENTRY INTO APARTMENT](#)
[ESCORT POLICY](#)
[EXTENSION CORDS](#)
[FIRE DRILLS](#)
[FIRE EQUIPMENT](#)
[GUESTS](#)
[HALOGEN LAMPS](#)
[HAZARDOUS/EXPLOSIVE MATERIALS](#)
[HOLIDAY DECORATIONS](#)
[KEYS/LOCKOUTS](#)
[LIABILITY](#)
[LOFTS/ROOM ALTERATIONS](#)
[MAINTENANCE REPAIR REQUESTS](#)
[MOTORCYCLES](#)
[NOISE/COURTESY HOURS](#)
[OUTDOOR ACTIVITIES](#)
[OUTDOOR WATER FAUCETS](#)
[PAINT POLICY](#)
[PETS](#)
[POLICY CHANGES](#)
[PUBLIC AREAS](#)
[RECYCLING](#)
[SIGNS/PICTURES/POSTERS](#)
[SMOKING](#)
[SOLICITATION POLICY](#)
[STORAGE](#)
[STUDENT CONDUCT](#)
[TRASH/RECYCLING REMOVAL](#)
[USE OF UNIVERSITY PROPERTY](#)
[VANDALISM AND THEFT](#)
[WATERBEDS AND FURNISHINGS](#)
[WEAPONS](#)
[WINDOW AIR CONDITIONER UNITS](#)
[WINDOW SCREENS](#)

RESIDENTIAL LIFE APARTMENT AGREEMENT POLICIES

["CHECKING-IN TO THE APARTMENTS](#)
[MOVE-IN CHECKLIST](#)
["CHECKING-OUT" OF THE APARTMENTS](#)
[ELIGIBILITY REQUIREMENTS](#)
[PAYMENT](#)
[CHARGES](#)
[PRE-PAYMENT](#)
[NON-PAYMENT](#)
[REASSIGNMENT](#)
[REFUNDS](#)
[TERMINATION OF AGREEMENT BY UNIVERSITY](#)
[YEAR-ROUND LIVING/VACATIONS](#)
[CONDITIONS FOR APARTMENT LIVING](#)
[RELEASE FROM APARTMENT LIVING](#)
[RELEASE FROM APARTMENT/FOOD AGREEMENT](#)
[SPECIAL HOUSING CONDITION](#)
[SPECIAL FOOD SERVICE CONDITIONS](#)

RESIDENTIAL LIFE: AN OVERVIEW

MISSION

- The purpose of Northwest Residential Life is to assist students throughout their college experience and to prepare them for the future.
- The department prioritizes the health and safety of students in conjunction with positive personal growth.
- The Residential Life team, as leaders and liaisons, supports student development by fostering relationships

between students and the University community.

- By providing an out-of-the-classroom learning environment, students of all backgrounds can safely explore values and beliefs in a challenging, yet supportive, community.
- We will continue to challenge ourselves to provide the best possible services for our students.

DIVERSITY STATEMENT

Northwest Missouri State University Residential Life is a community of people with respect for diversity. We welcome students with an array of differing backgrounds. The opportunity to make friends with people of different backgrounds and gain a better understanding of the world is one of the advantages of a diverse community. In the spirit of celebrating diversity, residents are encouraged to learn about and appreciate people of different races, genders, ages, ethnicities, ablebodiedness, sexual orientations, socioeconomic status, or religious affiliations. Each person has worth and will be treated with dignity and respect. Northwest and the Office of Residential Life practice equal opportunity and will not condone discrimination.

RESIDENTIAL LIFE OFFICE AND STAFF

The Residential Life Office is located at 2390 J.W. Jones Student Union, 562-1214. The Residential Life Staff is comprised of a Director, Assistant Director, two Area Coordinators, one Residential Life Specialist, two Complex Directors, seven Hall Directors, one Graduate Assistant, two Assistant Hall Directors, 58 Resident Assistants, six Student Assistants, four ARCHs (Academic Resource Consultants in Hall), four PERTs (Peer Educators in Residence for Technology), 7 BRIDGEs (Building Relationships and Integrating Diverse Growth Experiences), and three Desk Managers. These individuals all strive to provide personal growth opportunities for you. These opportunities that will serve to enhance interpersonal and social skills that are becoming increasingly important in today's complex society.

Central Office Staff The office and housing area is managed and directed by a team consisting of the Director, Assistant Director, and two Area Coordinators who oversee the total operation of the residence halls, including facility and fiscal management, room and board agreements, apartments, staffing, discipline and programming.

Residential Life Specialist The Residential Life Specialist is an administrative assistant that aids the professional staff to accommodate students with the best possible living arrangements by coordinating, overseeing, processing, and completing all student room and roommate assignments. This position also receives and processes all housing contracts, receives deposits, posts charges to accounts including apartment utilities, break housing, lock-outs, lost keys, etc.

Hall Directors (HD) and Complex Directors (CD) The Hall/Complex Directors are professional staff members who supervise and manage the residence halls. They are responsible for the total operation of their hall(s) including maintenance, supervision of hall staff, hall programming and activities, hall discipline, and student interventions.

Assistant Hall Director (AHD) Assistant Hall Directors are highly trained and experienced paraprofessional staff members who assist with the supervision and management of the residence halls and staff. AHDs are responsible for components of discipline, staff supervision, front desk operations, student interactions, and student involvement opportunities.

Resident/Student Assistants (RA/SAs) Resident/Student Assistants are student residence hall staff members. They are responsible for the floor or area where they reside. Residents should turn to these individuals for assistance with any type of problem. The RA/SAs plan activities and programs, assist the professional staff with administrative functions, and serve as facilitators for policy implementation.

RESIDENTIAL LIFE STUDENT GOVERNMENTS

For complete information about Residential Life Student Governments and how to get involved, choose the "Getting Involved" link on the Residential Life Welcome page.

GENERAL INFORMATION

BULLETIN BOARDS AND POSTING

Bulletin boards are located on first floor of each apartment building and community building. Residents should be alert to bulletin board postings and other signage. Such information is provided because of its importance. SAs will

post new information on a periodic basis. It is important to review this information carefully. Residents who wish to post something on the boards within the halls should contact the Apartment Area Coordinator for approval. To post information on public bulletin boards throughout campus, get the approval of the Student Affairs Office, room # 2390 in the Student Union. Items posted without approval will be removed.

CABLE TV

Local cable service is provided to all apartments. Service includes ABC, CBS and NBC from Kansas City, and St. Joseph. Additional channels include WTBS, USA, E!, FOX, CNN, PBS, Lifetime, MTV, Disney, Family Channel, BET, Animal Planet, C-Span, TLC, ESPN, TNN, A&E, Discovery, TNT, Comedy Central, and the Weather Channel. See the Residential Life website for a complete listing of channels.

COMMUNITY BUILDING

Services offered at the Forest Village Apartment Community Building include: vacuum cleaners, maintenance requests, change, stamps, lock-outs (during office hours), an emergency phone, mail, and convenience store. A multi-purpose room with a kitchen in the Community Building is available for resident use. This room can be used for meetings, social functions, lectures, seminars, and parties. Reservations for this room can be made by calling the Forest Village Apartment Office. The room is available from 8am to midnight; the maximum number of people is 75.

CONVENIENCE STORE

The convenience store, located in the community building, provides a variety of food products, beverages, and household items. It is open seven days a week from 11:00 a.m. – 11:00 p.m.

DESK SERVICE (Forest Village Apt. Office)

A student desk assistant is available at the desk in the Forest Village Apartment Office in the Community Building. The assistant is available to answer questions of a general nature; to assist guests; to distribute mail, equipment, and vending machine refund slips; and to answer the telephone. The Desk (Forest Village Apartment Office in the community building) is open 11am – 11pm Monday-Sunday, 562-1468.

EQUIPMENT CHECK-OUT

The Community Action Board (C.A.B.) makes various kinds of equipment available for student use. This equipment may be signed out at the desk according to the rules established by C.A.B. The person who checked them is responsible for the cost of replacement for any items that are lost or damaged. Equipment varies, but items may include sports equipment, games, a vacuum cleaner, etc.

EXERCISE AREAS

Phillips Hall and South Complex have newly renovated exercise areas that opened in January of 2008. The type of apparatus varies but includes weight-training and aerobic exercise equipment. The facilities are managed by the Northwest Fitness Center in Lamkin Hall and a pass can be purchased to access all three facilities for \$100 a year or \$65 a trimester. A pass is required to access the facilities. A Fitness Pass can be purchased anytime for the Lamkin Activity Center.

INSURANCE – HEALTH

Northwest enforces a policy that all international students must have some form of health insurance. Likewise, it is beneficial for all students to have health coverage. Students no longer covered by their parents' policies may wish to purchase the student insurance policy offered through the State of Missouri. Applications and claim forms for the student insurance can be obtained from the Health Center. The premium is minimal for adequate coverage for full-time students.

Northwest Missouri State University shall not be liable for injuries that occur in and around university apartments, including the Community Building, kitchens, parking lots, etc. Students are encouraged to carry adequate medical insurance.

INSURANCE – PROPERTY

The University does not assume responsibility for the personal property of students. Therefore, all personal property brought on campus shall be at the resident's own risk. Residents desiring protection of personal belongings should check on coverage provided by family homeowner's policies or make arrangements to purchase their own policies.

LOST AND FOUND

Any item found in or around the apartments should be turned over to the Department of Campus Safety, 562-1254, which is located in the Support Services Building. Lost or stolen items should be reported to the Apartment Complex Director and Campus Safety.

MAIL SERVICE

Mail and packages are delivered to the Forest Village Apartment Office in the Community Building, Monday through Saturday. There is no mail delivery on Sundays, holidays, or during breaks. Mail will be delivered, as normal, during with summer Monday-Friday only.

Letters may be mailed at the Forest Village Apartment Office in the Community Building. Please include a complete return address on each piece of mail. Outgoing mail is picked up daily, except Sundays, and holidays.

Mailboxes are located in the Forest Village Apartment Community Building. Residents must use their mailbox key to obtain mail, as postal regulations prohibit staff members from removing mail from the boxes. The apartment's mailroom does not provide all the services of a United States Post Office, although packages and special delivery mail are received for distribution. A notice will be placed in the resident's mailbox when a package arrives. This notice must be presented along with the student's ID (Bearcat Card) to the receptionist to receive the package.

Postage stamps are available for purchase in some of the halls or can be obtained at the full-service campus post office, which is located in Thompson Ringold.

Address mail as follows:

Joe Resident
Apartment #
Centennial Dr.
Maryville, MO 64468

When checking out of the apartments for the summer or if withdrawing from the University, a forwarding address should be left with a staff member to be kept on file at the Forest Village Apartment Office in the Community Building.

MAINTENANCE REQUESTS

If a resident needs something repaired in his/her apartment, he/she must report to or call the Apartment Office (ext. 1468) in the community building and complete the maintenance request log, which is located at the Forest Village Apartment Office in the Community Building. This request gives Environmental Services authorization to enter their apartment.

If the problem is severe (such as a door cannot be locked, an overflowing sink or other damaging/potentially unsafe condition) and it is an evening or weekend, contact the SA on duty or Campus Safety immediately.

NEWSPAPER READERSHIP PROGRAM

The Newspaper Readership Program is managed by USA Today. It provides residents with access to a daily assortment of newspapers on campus. USA Today, The Kansas City Star and The St. Joseph News-Press are available for free pickup each weekday morning in displays placed around campus, including the apartment's Community Building.

The benefits of this program include an increase in awareness of community, national and world events; an enhancement to classroom discussion, bringing theory to reality; and helping residents develop a lifelong, daily newspaper readership habit.

NONDISCRIMINATION

Applicants for admission and employment, students and employees of Northwest Missouri State University are hereby notified that this institution does not discriminate on the basis of race, color, national origin, religion, creed, sex, age, or handicap in admissions or access to, or treatment or employment in, its programs and activities. Accordingly, this University WILL NOT TOLERATE discrimination, including, but not limited to, verbal abuse, racial slurs, sexual innuendos, or the threat of physical abuse, expressed verbally or in written or electronic communications. Discrimination of any kind is contrary to the most important values of our society. Furthermore, discrimination is contrary to the principles upon which this University was founded and which continue to guide us in our continuing search for truth and freedom.

Any person having inquiries concerning Northwest Missouri State University's compliance with the regulations implementing Equal Employment Opportunity Commission (EEOC) and Americans with Disabilities Act (ADA) guidelines is directed to contact the President's Office, Northwest Missouri State University, 800 University Drive, Maryville, MO 64468-6001, (660) 562- 1110. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding this institution's compliance with the regulations implementing EEOC and ADA guidelines.

Americans with Disabilities Act (ADA) The Federal Americans with Disabilities Act (ADA) provides a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities. The law addresses employment, public service, transportation, public accommodations, and telecommunications. The individuals covered include persons who have a physical or mental condition substantially impairing "major life activities." This law covers persons with a history of impairment as well as those regarded by others as having impairment. For more information contact the President's Office, Administration Building, ext. 1110.

OPERATION I.D.

The Department of Campus Safety provides a means for students to protect their personal property against theft and fire. Campus Safety will numerically mark property for a student free of charge.

TELEPHONE SERVICE

Local telephone service is provided to the common area of all apartments. Students must provide a dial tone telephone. As soon as the phone cord (with a modular plug) is connected to the jack, residents can call anywhere on campus or in Maryville at no charge. Also, they can receive calls from anywhere directly to their apartment. Additional phone outlets/jacks in the individual bedrooms of the apartment may be activated for an additional fee.

Residents will be responsible, however, for paying for long distance phone calls (see below). Telephone system features include the following: last number redial, speed call (for frequently called numbers), call waiting (off campus calls only), and ring again (when a campus number is busy). Voicemail services are available in every apartment (see below). The cost for telephone services is included in the rent. If you have any problems with the phone service, contact Telecommunications at ext. 1634.

Long Distance Service Most students use their own personal cell phones. Residents may, however, sign up to have the Telecommunications Office assign them with an authorization code that gives his/her phone line long distance dialing capabilities. A form is available at the Forest Village Commons front desk. All apartment mates will be given a different authorization code for long distance service. By using different authorization codes, each apartment mate is assured of being billed for his/her own personal calls. Students pay nothing for the initial authorization code; they pay only for the cost of their long distance calls. If a resident chooses to move from one apartment to another, a \$15.00 fee will be charged for moving the authorization code. Additionally, long-distance phone capabilities will be disconnected if telephone bills are not paid on a monthly basis. There will be a \$10.00 fee to reconnect the service.

Long Distance Rates:

- week days 15 cents/minute
- week nights/weekends 8 cents/minute

Voicemail (Messaging) Service Voice mail service is available to students who sign up. Just as the long distance service, student may sign up by getting a form at the Forest Village Commons front desk. Each resident will receive a voice mailbox and password. The voice mailbox will function like an answering machine but has many more features. As a resident, you will be able to send messages to other mailboxes or answer messages without placing a call to give your reply. You may edit your message while creating it so that the correct message is transmitted. You can mark a message private, urgent, or request a receipt so that you will know if a person has listened to your message and what day and time that he/she listened to it. You may operate your voice mailbox and retrieve and send messages from any dial tone phone. You can also change your greeting from another phone.

PARKING

A lighted and patrolled parking lot is for apartment residents' use only. A parking space per resident is available. Additional vehicles including trailers, boats, trucks, and motorcycles are to be parked in designated areas (see Campus Safety). The parking lot is reserved for operating vehicles and may not be used as a repair station or for storage of inoperable vehicles. Parking permits are available through the Apartment Office. A Forest Village parking

permit is included in your rent. The permit is only good for the Forest Village parking lot; it is not valid in any other lot on campus. One-day parking permits are available from the Apartment Office or Campus Safety. The Area Coordinator is the only person who can issue these permits at the apartments. Car maintenance involving removal or changing of vehicular fluids is not allowed at Forest Village Apartments. Only minor repairs are allowed. Charges, EPA fines, and clean-up costs will be assessed for violations of this policy.

PROGRAMMING

University Apartment Housing attempts to provide student residents with a stimulating, educational, developmental and social environment which encourages academic success. The types of programs offered are social, recreational, cultural, and educational. Residents' input is encouraged in these programming endeavors through participation in the Community Action Board. Roommates/Apartment-Mates Apartment-mates are assigned based upon the information that is completed on the Forest Village Apartment Application. Apartment-mate requests must be mutual. The Office of Residential Life reserves the right to assign additional student(s) to a 2 or 4-person apartment that is not at full occupancy in order to bring it to full occupancy. All occupants with an apartment must be the same gender.

STAFF

Complex Director (CD) The Forest Village Apartment Complex Director is a full-time, live-in staff member responsible for the overall operation of the apartment complex plus oversight for an area of Residence Halls. The CD has an office located in the Forest Village Apartment Community Building.

Student Assistants (SAs) Student Assistants are responsible for welcoming residents, developing programs, solving apartment conflicts, distributing information, observing safety and security, and referring residents to appropriate services and resources.

CARE AND USE OF APARTMENT

Residents are responsible for the proper care and use of their apartment and all *furniture and appliances*. Residents are not to make any physical alterations or additions to facilities and/or outside areas. All replacements and repairs are to be made by the University employees only. Those repairs necessary because of abuse, carelessness, negligence, or alterations by the resident will be charged to the resident.

APPLIANCES OR ELECTRONIC DEVICES

A student found in possession of unapproved appliances or electronic devices will be documented for disciplinary action. The University reserves the right to restrict the use of personal appliances, furniture, musical instruments, extra refrigerators, etc., and similar items. The electric stove is provided and may not be substituted. For safety reasons, do not cover the burners or air vents at the rear of the stove or any other parts with aluminum foil. A violation of this policy may result in a \$25.00 charge. The refrigerator is provided and may not be substituted. Refrigerator bulbs are available at no cost at the Forest Village Apartment office. When you are away or moving, do not turn off the refrigerator. Due to fire and sanitation standards, space heaters, halogen torchiere (floor style) lamps, and sun lamps may not be used in the apartments. When using electrical appliances, extension cords with built-in circuit breakers should be used. The use of extension cords as permanent wiring is not permitted. If a breaker should trip off in the breaker (fuse) box, reduce electrical load requirements by unplugging some or all appliances. Let the breaker cool for five minutes, and be sure the breaker switch is in the complete OFF position before resetting. State law requires that this panel always remain accessible and not covered by shelving or anything else. Nails or screws must not be placed in this wall.

CLEANING

Residents must keep the inside and outside of the premise clean and in good condition at all times. A presentation on apartment cleaning is offered to aid residents in daily apartment upkeep and in reducing move-out charges. Residents who attend will receive a one-time \$10.00 rent credit (one per agreement). No one is eligible for a second credit. It is the expectation of Residential Life that all residents maintain a clean and healthy apartment environment. In order to prevent infestation of pests and promote a wholesome community, the following conditions should occur:

- Trash removed at least weekly
- Stove cleaned regularly

- Food refrigerated or stored in airtight containers
- Floor mopped weekly
- Mildew and mold in kitchen and bathroom areas removed
- Drawers and cupboards should not be lined with newspaper
- Evidence of pests (cockroaches) reported immediately. (Evidence of cockroaches indicates an underlying problem and should be reported to the Forest Village Apartment Office at ext. 1468, so pest control treatment can be arranged.)

Note: When cleaning apartment walls, residents should use warm water and liquid soap (the use of abrasives is not allowed). Bathroom fixtures and the fiberglass bathtub/shower should also be cleaned with liquid cleansers (use no powdered abrasives). Caution: The bathtub is breakable; only plastic bottles should be used while bathing, to prevent damage.

To avoid clogged drains:

Grease: drain all grease into a can or jar, and dispose of it in the garbage. The can/jar should be tightly covered so it does not attract pests (cockroaches). Food: be sure the strainer remains in place in the sink when draining the dishwater. The water will drain more slowly, but the strainer will prevent foreign items from getting into the disposal. Special care should be taken to ensure grease and foreign objects, (i.e. utensils) are not rinsed down the drain into the disposal. These items are especially troublesome. Because most trouble calls can be prevented if care is exercised, plugged drains and disposal problems caused by bottle caps, or other foreign items will result in a labor/materials charge to the residents.

Under no circumstances should residents pour caustic chemicals down the drain. These products destroy pipes and are potentially dangerous—the chemicals will burn skin and can splash in the face and eyes.

If sanitation conditions in any apartment are such that a potential health problem or insect infestation exists, notification will be made in writing to the residents instructing them to remedy the situation within a specified length of time. If compliance is not met, one of the following courses of action will be taken:

1. A cleaning contractor may be hired, at the expense of the residents, to conduct all cleaning to raise the level of cleanliness to one as close as possible to the level it was when the residents moved in; or
2. Notice may be given by the University to terminate the agreement.

ELECTRICAL SERVICE

Each resident will be charged rent and utilities (gas and electric) on their University bill. The charges are to be paid by the 15th of each month and will be considered delinquent after that date. Delinquent rental or electrical payment will be sufficient reason to ask a resident to vacate the apartment for nonpayment. Rent is billed in advance. Electric and gas meters are read on or about the 15th of each month and will reflect your usage up to the last meter reading date. Utilities will be split equally by the number of residents in an apartment.

EXTERMINATION

All apartment buildings are treated by exterminators on a monthly basis. The technician will enter each apartment (you do not have to be present). We will treat your apartment for pests on a scheduled monthly basis. If you see pests, please report it immediately to the office. Do not wait until you have seen several. We can better serve your needs if you report pests the FIRST time you see one! During regular treatment you will need to make some preparations to help us keep the treatments effective and safe.

We know that pests in the unit can be unbearable. We offer these suggestions for the control of roaches as well as other bugs:

1. Purchase a trashcan with a tight-fitting cover and when possible, use plastic liners for all your trashcans, and empty daily.
2. Don't leave dirty dishes or food on the counter-tops or sinks overnight because this is when roaches feed.
3. Do not use contact paper in your cabinets. Roaches feed on the sticky backing.
4. Be sure all food containers are sealed.
5. Don't leave paper bags or newspapers sitting in your apartment as roaches nest in these areas.
6. Keep all floors clean and free of food crumbs.
7. Do not store damp rags or sponges in dark closets. Store all brooms and mops with the handle down. Do not allow grease to build up on stove tops, burners, oven, cabinet tops, walls or vents.

8. Roaches nest in dirty closets. Do not leave articles on closet floors, in corners, etc.
9. About once every three months, move all major appliances-refrigerator, stove, etc., and thoroughly wash the floor and wall behind them.
10. If pests persist, call apartment office at x1468 and request the exterminator for an additional treatment.
11. Note any physical conditions in the building that might be causing insect problems and bring them to the attention of your SA or apartment office.

Remember, the exterminator can only do so much. All residents must help by practicing good housekeeping techniques. In an effort to keep pests and roaches under control, the exterminator will report any unclean apartments.

Control of pests, such as ants, silverfish, crickets, and mice, is primarily considered the individual resident's responsibility. The department will offer advice on how to control these pests. If individuals are unable to control these pests, the department will refer the problem to a pest control specialist.

Hornets, wasps, or bees that have built nests and are a potential problem should be reported to the apartment office. When calling, be sure to indicate the nest location so removal or eradication is not delayed.

FIRE EXTINGUISHER INSPECTIONS

Fire extinguishers and smoke alarms are provided for the use of all residents. It must be immediately reported anytime an extinguisher is used so it can be refilled. Residents will not block fire extinguishers. Residents will not disconnect or tamper in any way with smoke detectors. Smoke detectors may not be removed. Fireworks, firearms, explosives, ammunition, and other weapons are **NOT** allowed. Inspections of fire extinguishers in each apartment building will be done on a regular basis.

FLOOR CARE

The vinyl floors should be mopped with a mild detergent and water solution to clean them. A no wax cleaner used periodically will restore the shine to the floor (i.e., Mop-N-Glow). The resident(s) should routinely vacuum carpets. The carpets have some soil resistance; however, it is wise to clean up any spills immediately. Carpet and upholstery cleaner can be purchased at most discount stores. (Test only a small area first to be sure the color won't be affected). It is the residents' responsibility to keep the carpet and furniture looking nice while occupied. This may necessitate the need to spot clean and/or shampoo the carpet and furniture.

FURNISHINGS AND CARE

If you remove the window coverings (mini blinds), you must re-hang them properly and in good condition prior to your check-out. The University will be responsible for the cleaning or replacement of the coverings after you vacate the apartment.

LAUNDRY FACILITIES

A washer and dryer are furnished in each apartment. Use proper laundry techniques and be careful not to over load.

MODIFICATIONS

Residents agree to make no changes, alterations, or additions in or to the premises of the University Forest Village Apartments. As a safety precaution, the following guidelines for apartment modifications must be followed:

1. No university-owned furniture or equipment may be removed from the apartment.
2. All modifications must be free-standing (not fastened to walls or ceiling or resting on University furnishings). This includes satellite dishes.
3. The modification must not restrict exiting from any portion of the apartment or be a safety hazard to persons walking around the apartment.
4. The modification must not include any materials or designs of a hazardous or flammable nature, including suspended flammable fabrics, carpeting applied anywhere except as a floor covering and flammable plastics such as Styrofoam.
5. Modifications must not block the heating or cooling system or require the removal or remodeling of electrical fixtures or outlets.
6. Modifications must not block a doorway. The door must be able to open perpendicular to the door opening.

Painting and wallpapering (borders included) is strictly prohibited. Adhesive contact paper should not be used on shelves. Nonstick shelving paper is acceptable. Bathtub decals are not permitted. Satellite dishes may not be

physically attached to any University property; this includes the outside of building.

Utility/furnace closets are located in each apartment. Do not block these doors. Occasionally, it is necessary for University staff to go into these closets to service the furnace or hot water heater at unpredictable times, and the University will not accept responsibility for damages to your personal property if they have to move anything to access these utility closets.

WALL CARE

Lightweight pictures may be hung on walls with a small tack or needle in the picture molding. Adhesive tape, picture hangers, tacks or screws should not be used. Residents should not use Scotch tape or other adhesives on the walls, as these products leave marks, which can neither be removed nor covered with paint. Residents should contact the apartment office for proper products.

Residents are not allowed to put holes in the wall. Do not attempt to fill nail holes or patch nail holes. This leaves splotchy marks on the walls, which requires you to be charged for re-painting. The walls should be gently wiped with a damp cloth when necessary because of dirt or marks. Be careful to not wash off the paint.

Do not insert hooks in the ceiling or attach anything to doors, cupboards, or wood trim.

UTILITIES

Each resident will be charged rent, long distance, and utilities (gas and electricity) on the resident's University bill. Utilities provided by the University: at no additional monthly charge include: local phone service, basic cable, internet service, water, and trash removal. Utilities will be split among the number of residents equally. This will be done prior to billing. The amount showing on your bill will be your portion of the total due for the apartment.

EMERGENCY PROCEDURES

Emergency calls from the apartments for fire, police, or ambulance assistance or services should be directed, if time permits, through the apartment staff on duty. For extreme emergencies, call 911.

In Case of Emergency, contact one of these persons:

- A Student Assistant (on duty each evening in the apartments).
- Hall Director on duty (through the Forest Village Apartment Office in the Community Building).
- The Department of Campus Safety at 562-1254 or 911.

FIRE PROCEDURES

In the event of an actual fire or a drill, all residents are required to evacuate the buildings. Follow the instructions of Residential Life staff, Campus Safety Officers, and/or firefighting personnel. Keep the following items in mind in the event of a fire:

- Walk; don't run. Be particularly careful in staircases.
- Proceed directly to a place of safety. Do not attempt to salvage personal belongings. They are not worth injury or worse.
- Close doors and windows when you leave.
- Before opening a closed door, feel to see if it is hot. If it is hot, attempt to find another exit route.
- A towel or blanket soaked in water can be helpful in combating smoke inhalation.
- If at all possible, wear shoes and wrap a towel around your head.
- At all times, follow the instructions of personnel authorized to take charge at the scene of the emergency. If you have any questions about the procedures, contact your Student Assistant immediately.

TORNADO PROCEDURES

When a tornado or other severe weather is reported, residents are to move in an orderly manner to the designated location, which is the basement of the Community Building. If time and conditions do not permit this, please go to the hallway on the first floor of your apartment building.

Keep the following items in mind in the event of a tornado:

- Close apartment door.

- Proceed to a designated area in the building (where there are no windows).
- Take a blanket or a pillow.

If a warning is declared, immediately move to the designated area of safety. If there is no time, get under a piece of heavy furniture and protect your head and neck. Keep away from windows!

EARTHQUAKE PROCEDURES

In the event of an earthquake, residents are encouraged to follow these general guidelines:

- Stay indoors.
- Take cover under sturdy furniture and/or stay to the interior of the building.
- Stay away from the outside of buildings. Stay as near to the center of a building as possible; an interior corner is best. Protect your head and neck, if possible.
- Stay away from glass windows and exterior doors.
- Do not run through shaking buildings where debris is falling.
- If outside, stay in an open area, away from buildings and utility wires.
- Follow all directions from University personnel following the quake.

MEDICAL EMERGENCIES

St. Francis Hospital and Health Services serve the University for Emergency Care and after-hours medical treatment (when the University Health Center is not open). Residential Life Staff should be contacted in the event of a medical emergency. They can assist in notifying Camp us Safety for appropriate means of transportation. Residential Life Staff cannot transport students to the hospital.

POLICIES AND PROCEDURES

ABANDONED PROPERTY

Any personal property left in the Northwest Missouri State University Apartments is considered abandoned following the last day of the official occupancy. Any such property may be stored, at the convenience of the University, for a period of 90 days before final disposition. Students wishing to claim property that has been left behind will be charged a storage fee. The University will assume no responsibility for items that are abandoned.

ALCOHOL/DRUG POLICY

The unlawful manufacture, distribution, dispensing, possession/or in the presence, or use of alcohol or a controlled substance is prohibited on the Northwest Missouri State University campus, regardless of age. Alcohol paraphernalia (empty bottles/cans, bongs, cases, etc.) is not permitted on campus. All campus apartment complexes are located on University premises. Therefore, any alcohol beverage or container, located in any apartment is considered to be a violation of the University Student Code of Conduct. Violators of the alcohol policy are subject to University discipline.

For more information, refer to the complete Drug and Alcohol Policy in the Northwest Missouri State University Student Handbook.

Those seeking help with alcohol or drug problems may receive confidential assistance from the Counseling Center.

ANTENNAS/SATELLITE DISHES

For safety purposes, students are not permitted to have antennas and/or satellite dishes outside their apartment.

BICYCLES

Bicycles are welcome on campus; bike-racks are provided outside each apartment building. Bikes should be removed from the outside racks with the advent of snow since damage could result from snow removal equipment. Bicycles will need to be removed at the end of the academic year. Any left will be treated as abandoned property and will be removed within 30 days.

BARBEQUE GRILLS

Grilling or barbecuing with a charcoal grill (no propane grills allowed) may be done outside your apartment, and you must tend to your grill closely. Grilling is not permitted indoors. Caution is urged in the handling and disposal of coals. Do not throw away warm or hot coals in the dumpsters or in any trash receptacle.

Wait until coals are thoroughly cooled before disposing of them. Grills must be stored in your apartment once they are cooled. If students dispose of warm or hot coals improperly, they may be charged a safety fine.

Extreme caution must be used when cooking on a barbecue grill. Grills must be attended at all times when there are hot coals. When you are finished cooking, you should thoroughly douse the coals with water so that there are no hot coals left. Dispose of them in the dumpsters after they have cooled (do not throw on the ground, parking lot, etc.). Do not throw **hot** coals on the ground, grass or in a garbage dumpster. You should always barbecue a safe distance away from any building or vehicle - vinyl siding on apartments will melt from a hot barbecue. Never leave lighter fluid setting outside or unattended. Use only those lighter fluids specifically designed for barbecue control. Grease splatters must immediately be cleaned up from the area.

Permanently installed grills are located at the Community Building for resident use.

CAN, BOTTLE, AND CONTAINER POLICY

All storage of empty beverage containers (can, bottles, or plastic) is prohibited in the apartments. Empty containers should be recycled appropriately.

CANDLES & INCENSE

Residents and guests shall make every effort to minimize the risk of fire. The University understands the occasional use of candles for ambiance, birthday, air freshener, aromatherapy, and religious or holiday rituals; however, all candle usage should be limited to minimize the risk of fire. A candle should never be left unattended. We ask that no taper candles be used and only candles that are contained in a container (i.e., metal, glass, etc.). Electric potpourri pots and wax warmers are permitted. Incense is not permitted.

CLOTHESLINES

No ropes, clotheslines, or other items may be tied or attached to University property. Freestanding umbrella clotheslines may not be used in Forest Village Apartments. Only indoor freestanding racks may be used within individual apartments, not in common areas (i.e., hallways).

COMPUTERS

Computing Services reserves the right to discontinue/deny service without notice to any student it determines is abusing the computing system. Abuse includes, but is not limited to: physical damage to equipment, harassment to other users, wasting computing resources, and use of unauthorized usernames or passwords, bypassing accounting mechanisms, intentional disruption of the computer system by the launching of computer viruses, copying or duplicating software without authorization from the copyright holder, or duplication of system data files or programs equivalent to the system services (see Computer User Policies on the Academic Computing web page). In addition to loss of service, students abusing the computer system may be referred for disciplinary action.

Using unauthorized usernames for computing or printing is theft of service. Any attempts to defraud the institution will be reported to the Assistant Vice President for Student Affairs and appropriate disciplinary action will be taken. Repair requests can be made calling the Computer Help Desk, ext. 1634. Repair service requests which require dispatching of repair service personnel to the apartment, and which result in no problem being found in the Computing Services' equipment or lines, will result in a repair service charge. Maintenance of computer cables, wires, and jacks other than that required from normal wear and use will result in a charge.

For complete computing policies, please visit the Northwest Client Computing website.

DAMAGES OR LOSSES

Student Rooms

Residents of each apartment are responsible for keeping the premises and its contents in good order and free from damage both by themselves and their guests. Each resident understands and agrees that he/she is responsible for the replacement cost for any damages that may occur to the apartment and/or its contents.

Common Areas

All residents within the same community shall be jointly liable and responsible for the full cost of repair of damages to any common areas within the residence or community unless the individual who caused the damage can be identified. Excessive levels of damage or vandalism may result in disciplinary action which may include relocation or the termination of the housing contract without financial release.

DARTS AND DARTBOARDS

Due to the potential for personal injury and property damage, darts and dartboards are not allowed in hallways or residents' apartment.

ELECTRICAL EQUIPMENT

Electrical equipment (i.e., televisions, stereos, and hairdryers) is allowed for use in apartments. All electrical items should carry the approved "UL" label. Only multiple outlet strips with built-in circuit breakers are allowed.

ENTRY INTO APARTMENT

The University reserves the right to inspect any unit when necessary. Residents shall permit University employees to enter their units in an emergency or at any reasonable time to inspect or conduct maintenance, redecorate or make alterations or additions if necessary. Entry is also permitted for actions necessary to maintain order and/or an appropriate living environment. The term 'appropriate' is a standard determined by the apartment community or by the Residential Life staff. The privacy of the units will be respected by the University employees.

Apartments may be entered under the following conditions:

1. General inspection and maintenance (to provide apartment maintenance inspection, repair service, or safety inspection).
 - a. Your apartment may be inspected periodically for safety or apartment maintenance purposes. You will be notified at least 24 hours prior to the apartment maintenance inspection. The reason for the inspection and/or the specific department property to be inspected will be listed on the notice.
 - b. Contents of wardrobes, desk or dresser drawers, trunks, luggage, etc., will not be inspected during an apartment maintenance inspection.
 - c. Illegal materials (e.g., drugs) or items that pose an immediate danger to the health or safety of residents (noticed in the course of an apartment maintenance inspection) will be communicated to the Residential Life Staff to make arrangements for removal. You will receive written notification of this action immediately. Even though you may legally possess the item it will not be allowed in the apartment. The department has sole authority to determine whether materials or items constitute an immediate danger to residents.
 - d. Prohibited items will not be removed if noticed during an apartment maintenance inspection. However, your apartment number will be recorded and referred to the Residential Life Staff so appropriate follow up and removal can occur.

The department respects your desire for privacy within the realm of your apartment and will protect and help maintain this privacy. This policy is intended to define the conditions under which authorized personnel may enter your apartment. In the interest of maintaining an appropriate living-learning environment, which facilitates scholarship and provides for your health and safety, it is occasionally necessary for the department to exercise its contractual right to apartment entry. This policy is designed to permit the reasonable, restrained utilization of this contractual right by authorized staff members of the department without violating your fundamental privacy rights.

ESCORT POLICY

Security and safety of each resident is a primary concern, and the conduct of any guest is the responsibility of the resident being visited. As such, all guests should be escorted. Outside entry doors are locked at all times. A guest must call the resident for access into the apartment building.

EXTENSION CORDS

Please keep use of extension cords to a minimum. If needed, you must use a power strip. Regular household extension cords are prohibited due to fire safety.

FIRE DRILLS

The University will hold fire drills to acquaint the residents with fire evacuation procedures. All residents and guests should follow directions during the drills. Failure to evacuate the apartment may result in judicial action as outlined in the Student Conduct Code.

FIRE EQUIPMENT

The fire alarms, fire extinguishers and hoses are to be used only in case of fires. Tampering with fire equipment or setting off a false alarm is a misdemeanor under State law. Disciplinary action will be taken against a student found

tampering with fire protection equipment or setting off the alarm under false pretense.

GUESTS

Students are encouraged to meet people, develop relationships, and learn more about themselves through interaction with others. Serving as a host to one or more guests, whether for a study session, late-night talk with new friends, or a visit from a friend or relative from home, is a big part of college life. For clarification, guests are defined as individuals who are not contractual occupants of the specific room and or apartment in question. University regulations prohibit the use of the apartment by anyone other than the regularly assigned resident.

In order to provide a secure environment and to protect the rights of all the residents, the following policies have been established for residents and their guests:

- Guests must abide by all policies with guests and hosts mutually responsible for the conduct of the guest. Guests not observing University or residential life policies may be escorted from the building and restricted from further access. Residents are subject to disciplinary action for the inappropriate behavior of their guests.
- A host should accompany each guest at all times. Any person not in the presence of a host may be escorted from the building and restricted from future access.
- Consideration for apartment mates and other floor residents dictates that guests do not infringe on another's rights and quiet enjoyment of the facilities.
- The length of stay for any overnight guest may not exceed three consecutive nights in a 30-day period. Overnight guests are not permitted to cohabitate.
- Any overnight guest must register his/her vehicle with Campus Safety. Additionally, guests should be registered with the Apartment Office for the purpose of safety and security.
- Students who have children may not allow their child(ren) to stay or live with them in their apartment.

Residential Life may have guest apartments available to guests of the University. These guests are typically sponsored by a department and are visiting the University for an academically-related reason.

Reservations and billing for guest apartments are handled at the Forest Village Apartments Office, BUT CAN ONLY BE APPROVED BY THE AREA COORDINATOR.

HALOGEN LAMPS

Due to fire safety, halogen torch lamps are prohibited in the apartments.

HAZARDOUS / EXPLOSIVE MATERIALS

Flammable liquids, commercial-use toxic materials, and explosives (i.e., fireworks) are not permitted in the apartments at anytime.

HOLIDAY DECORATIONS

If students decorate their apartments or floors for the holidays, these guidelines must be followed:

- All materials used (i.e., paper, foil, etc.) must be flame resistant.
- Trees and other greenery must be artificial.
- Lights must be UL-approved and of low wattage, only miniatures.
- Fire alarm pull stations, fire extinguisher cabinets, smoke detectors and exit signs must not be covered and exits must not be blocked.
- All decorations are to be removed within one week following the holiday or prior to the last day of the trimester, whichever occurs first.
- No candles, or any open flame may be used in any floor decoration.

KEYS / LOCKOUTS

Key fobs and apartment keys are issued to each resident upon arrival. Should an apartment key be lost, the student will be charged \$27.50. This will cover the cost of key and core replacement. The replacement of a lost key fob will be \$25.00. Residents are also issued a mailbox key which costs \$3.00 to replace if lost or broken. The replacement cost of any broken key is \$3.00 as long as you are able to return the pieces. Missing keys should be reported to the apartment staff immediately. Residents failing to return their keys and fob at the time of check-out will also be charged the replacement fee.

Residents are encouraged to carry their keys with them at all times. Students who are locked out should go to the Forest Village Apartment Office in the Community Building to obtain a lockout key. When the Office is closed, students should contact an SA. The first three lockouts are free. After three lockouts there is a \$5.00 lockout fee for each additional lockout. Excessive lockouts may result in disciplinary action. Residents will be required to show personal identification before being allowed entry into an apartment. Guests will not be allowed to gain access into an apartment. Duplication of University keys is prohibited.

Possession of University keys other than those assigned are not permitted. Due to fire safety, no additional locks should be attached to any door.

LIABILITY

The University assumes no liability for claims of loss, injury, or damage to persons or property incidental to the occupancy or use of the apartments, and each resident accepts full responsibility for the safety and security of his/her own personal property. The student agrees to hold the University harmless and indemnify it from any and all liability resulting from the use of the apartment by the student.

LOFTS / ROOM ALTERATIONS

Room alterations such as bunk beds and lofts are not permitted. All furniture must remain in the apartment. There is no storage available.

MAINTENANCE REPAIR REQUESTS

Maintenance requests or other room concerns (e.g., broken furnace or AC, problem with the lock or appliances, pests, etc.) should be reported to the Forest Village Apartment Office in the Community Building in a timely manner. For emergency repairs, please contact a member of the staff. If repairs are not completed to your satisfaction (within two weeks for regular repairs or within two days for emergencies), notify the Apartment Complex Director or the Residential Life Office, ext. 1214. It will be helpful if you report maintenance problems early and with as much detail as possible.

MOTORCYCLES

Mopeds, scooters and motorcycles are required to have parking permits. For safety reasons, mopeds, scooters and motorcycles are not allowed in or near the apartments.

NOISE (COURTESY HOURS)

Courtesy hours are maintained 24 hours/day to protect the rights of other residents and to help provide an atmosphere that is conducive to good scholarship and to promote an environment where individuals can learn. The enforcement of courtesy hours is the responsibility of each resident, with assistance from the Residential Life staff as needed.

Noise (i.e., stereos, radio, TVs, musical instruments and voices) must be maintained at levels that will not interfere with the study or sleep of other residents. Sounds should be contained within your apartment and not heard from outside the apartment.

If noise is bothering you, TALK to your neighbors in a courteous manner about the problem. The Student Assistants are there to help you if necessary, but they should not be contacted if you have not yet talked to your neighbor.

If your neighbor talks to you about noise from your apartment, you have the responsibility to listen courteously and try to alleviate the problems. Remember- COMPROMISE is often necessary from everyone.

You, and they, have a right to read, study, sleep, and in general, just live, free from undue interference from neighbors. Unreasonable noise and other distractions inhibit the exercise of this right.

To be a mature adult is to accept responsibility for the welfare of others. Only you can assure that your neighbors enjoy these rights.

OUTDOOR ACTIVITIES

For safety reasons, students are not allowed to play (i.e., throw footballs, toss Frisbees, throw snowballs, have water fights, throw water balloons, use skateboards or rollerblades, play golf or putting, etc.) inside or in close proximity to the apartments. Residents should seek an open space away from the building for such activities.

OUTDOOR WATER FAUCETS

Water faucets are located on the exterior of each apartment building. Washing vehicles, trailers, motorcycles or using these water hookups for any purpose is strictly prohibited

PAINT POLICY

Residents are not permitted to paint their individual apartments or rooms within the apartments. University coordinated painters using only University-approved paint do this on a rotating basis.

PETS

You may have fish, amphibians, crustaceans, and mollusks, provided they are not capable of surviving outside of a controlled environment, such as an aquarium. You may have one aquarium per student with a maximum combined capacity of 30 gallons with appropriate equipment. Gerbils, hamsters, and mice are permitted, provided they are in a cage; only one cage per resident is allowed. All other organisms, including dogs, cats, rabbits, ferrets, snakes, or similar animals, are not allowed. The only exception is a guide dog that is required due to a physical disability of a resident. One active guide dog may be kept for each such resident, provided that the animal is kept in such a manner so as not to cause a disturbance or create a nuisance to other residents or to University staff. If such concerns are not corrected, the resident may be required to vacate the apartment. Visiting pets, except those stated above, are not allowed. Any animal that infringes upon the rights of a resident or is potentially damaging to department property or programs can also be banned. A violation of this policy may result in minimum charge of \$50. Additional sanctions, including termination of your housing agreement, may also be imposed. Residents are responsible for the conduct of their guests and shall not permit their guests to bring animals, other than those specifically permitted by the above paragraph, into University Housing. Residents should advise their guests who own pets of these regulations. If a violation does occur, the residents must immediately find other suitable housing for the animal. If this is not done, or if the violation is repeated, the resident could be required to vacate the apartment.

Pet ownership in student housing is a privilege, not a right. It is the responsibility of residents to care for and manage their pets in a safe, clean, and humane manner, which shall complement the residential community and their environment. If any pet becomes a nuisance or health hazard to the community or the owner is found to be neglecting or mistreating the pet, the privilege of the pet ownership may be withdrawn. You assume all responsibility for damage caused by your pet or by related materials/containers for the pet.

- NOT allowed: dogs, cats, rabbits, ferrets, snakes or similar animals.
- Allowed: Trained, certified, and approved 'Assistant dogs'
- Allowed: Aquarium fish in tanks not exceeding 30 gallons
- Allowed: Small caged animals such as hamsters, guinea pigs, turtles, and gerbils.
- Pet food must be stored in plastic, sealed containers to reduce the attraction of unwanted rodents or wildlife.

POLICY CHANGES

In order to change a current policy, a proposal must be submitted in writing to the policy committee through C.A.B. and RHA. A proposal must clearly state the change and explain in detail why the current policy needs to be changed. There should be several options listed in the proposal. The proposal will be considered based on survey results conducted by a policy committee, need and cost.

A policy change is not always an easy thing to make. Not only does Residential Life need to approve it, but it may also require the approval of the Vice President for Student Affairs, President's cabinet, and then the Board of Regents. It should be known that generally a policy change may take up to a year to take effect, as it needs to be implemented in the Residential Life Apartment Handbook for the following year.

PUBLIC AREAS

Public lounges, walkways, and stairwells should remain clear of obstructions for the safety and security of all residents and guests. Additionally, conduct in public areas should be appropriate and consistent with the philosophy of the living-learning community.

RECYCLING

Northwest Missouri State University is located in Nodaway County which is part of a five-county area where recycling is encouraged. The University community has worked together to promote environmental awareness, and there are opportunities for students to serve in leadership positions to assist students in learning and complying

with the program. Please read the following very carefully. Additional information will be provided when you check into your apartment. Please remember law requires compliance. Containers are provided for recycling.

Plastic: Recycle plastic soft drink and milk containers and other plastic labeled #1 or #2 (such as laundry and shampoo containers). Rinse containers, and remove lids and rings. Leave labels on. DO NOT recycle Styrofoam containers or plastic bags (including shopping bags even though they are labeled as a #2 plastic). The numbers are located on the bottom of the container and are surrounded by the "three arrow" recycling logo. Place in container by dumpsters.

Aluminum Cans: Recycle Aluminum Cans by depositing in marked containers. Recycling aluminum cans provides funding for the campus recycling program (purchase of containers, educational materials, etc.). Please rinse your soda cans and place in the recycling bins. Remember, soda can displays are not allowed in apartments.

Paper and Cardboard: Paper and Cardboard are deposited in special dumpsters located just outside your building. Recycle newspapers, computer paper, magazines, etc. All paper may be recycled as long as it is clean and dry. Any metal larger than a paper staple MUST be removed from all paper, and cardboard boxes should be broken down and deposited in the bin located just outside your building. All paper recycled on Northwest's campus is pelletized and utilized as fuel. DO NOT recycle paper that has been contaminated by food, body fluids, etc. (i.e., paper plates, cups, napkins, Kleenex, paper towels, etc.) Residential Life staff have been thoroughly trained and are knowledgeable about the recycling program. When in doubt, ask. We appreciate your support for the betterment of our environment. Reduce, Reuse, Recycle, and Rethink!

SIGNS/PICTURES/POSTERS

Missouri law prohibits the removal of traffic and/or street signs; therefore, they are not permitted in the apartments. Decorations should be a credit to the apartment and to the University. Giving the apartment a personal touch is expected. However, discretion, however, should be used to protect the rights of all residents.

Anything visible through the window or on the door should be in good taste. Pictures and other materials that may be considered objectionable are not to be displayed in areas that may be visible outside the student's apartment. All pictures and posters displayed on doors are subject to Student Senate, RHA and Residential Life posting policies. Alcohol beverage signs or containers are not allowed as window or door displays.

SMOKING

The Northwest campus is entirely smoke-free. This includes all forms of smoking, including electronic cigarettes as prohibited behavior. Residents feel, and research has shown, that when living in a smoke free environment, students are generally more satisfied with their community and have fewer health issues.

Given student support and the many health risks including allergies and second hand smoke, we believe it is our responsibility to provide a healthy environment and encourage and challenge residents to make healthy life-style choices. Other reasons for the smoke-free environments include minimizing damage to facilities, fire safety, consistency with state policy and work conditions for staff.

Nonsmoking students entering college are 40 percent less likely to take up smoking when they live in a smoke-free residence hall than their counterparts who live in unrestricted halls (Wechsler, 2001). Other reasons for the smoke free environments include damage to facilities, fire safety, consistency with state policy and work conditions for staff.

SOLICITATION POLICY

Solicitation of commercial products or services within the apartments is prohibited. This includes, but is not limited to, solicitation/sales within student apartments, common areas (such as hallways), and entry areas (inside and outside) of the building.

If the vendor is sponsored by an officially recognized campus organization (Student Senate, ABC, ISO, etc.), or a not-for-profit organization, approval for a booth or display area may be made by contacting the Residential Life Office at ext. 1214. Approval for such projects must be made through this office prior to the event, and all posters/signs advertising the event are subject to the same approval and posting guidelines outlined above. Also refer to University Solicitation policy in your Student Handbook.

STORAGE

Storage is not available. All furniture must remain in the apartment.

STUDENT CONDUCT

Each student in the apartment is expected to exercise self-discipline and to respect the rights of other students. Each resident must realize that in any group living experience, certain rules and policies should be observed by all in order to maintain a safe, orderly and educational environment.

Those individuals in violation or in the presence of a violation of the policies established by Residential Life, University, State and/or Federal government will face potential discipline sanctions in accordance with the University student judicial system. (See the Northwest Missouri State University Student Handbook.) Terms and conditions of the Student Handbook are incorporated herein by reference. Each resident should use common sense regarding his/her behavior. Questions concerning appropriate and inappropriate behavior should be addressed to the Residence Life Staff.

The following is a list of some, but not all, violations:

- Failure to identify yourself/falsely identifying yourself, or failure to comply to the directions of a Residence Life Staff member acting in the performance of his/her duties
- In presence of, possession and/or consumption of alcohol/drugs
- Habitual misconduct
- Creating excessive noise
- Throwing objects from apartment windows
- Destroying or tampering with fire alarms and/or other safety equipment
- Destroying, defacing, or tampering with public property within the apartments
- All other policies and procedures described in this publication and the Student Handbook.

TRASH/RECYCLING REMOVAL

We want to keep our apartment community looking its best so we request that you help us by placing your trash and recycling properly; please do not place trash and recycling in other areas of the building (i.e., hallways, outside, etc.) All residents are responsible for keeping the inside of the building, lawn, and sidewalks free from litter at all times. Residents who choose to dispose of their trash and recycling improperly will be subject to fines and possible disciplinary action.

There is a designated "dumpster" area outside of each building where you are to take your trash and recycling. Do not place large items in or around the dumpsters. See a Student Assistant for details. The small trashcans outside are for small pieces of trash such as candy wrappers, pop cups, sticks, etc., not for removal of trash from your apartment.

USE OF UNIVERSITY PROPERTY

Items belonging to the University (i.e., ashtrays, outdoor furniture, decorations, etc.) are not allowed in apartments. University property other than furnishings assigned to the student's apartment will be removed, and students will be referred for disciplinary action.

VANDALISM AND THEFT

To ensure the safeguarding of possessions, the University provides locks on apartment doors and door keys to each resident. All students are urged to keep their apartment doors locked. In the event of theft or vandalism, the student should notify a Student Assistant, Apartment Area Coordinator, or the Residential Life Office and contact the Department of Campus Safety, located in the Support Services Building. The University is not responsible for items lost due to theft or vandalism, and students are encouraged to carry personal property insurance.

WATERBEDS AND FURNISHINGS

Due to structural stress imposed on the building and because of the great variety in quality, waterbeds are not permitted in any student apartment. No water furnishings of any kind are allowed in University Apartments.

WEAPONS

Firearms, bows and/or arrows, stun guns, starter pistols, knives with blades exceeding 4", other weapons, fireworks, ammunition, or explosives of any description are not permitted on campus or in the apartments at any time.

WINDOW AIR CONDITIONER UNITS

For safety reasons, window air conditioner units are not to be installed in any student apartment.

WINDOW SCREENS

Removal of window screens is prohibited.

RESIDENTIAL LIFE APARTMENT AGREEMENT POLICIES

“CHECKING-IN” TO THE APARTMENTS

Check-in is supervised by Residential Life Staff and is conducted according to a specific schedule of dates and times. When you take possession of the apartment, you will be given keys, a registration card, and a “Checklist of Apartment Condition,” which is an itemized list of furnishings of the apartment. This form must be filled out and **returned within one week** of the move-in date, indicating the condition of the premises, fixtures and furnishings. *Failure to submit this form within the specified time will result in the residents being responsible for any and all damages or repairs, restoration, or replacements to fixtures and furnishings at the expiration or termination of the agreement.*

MOVE IN CHECKLIST

- Complete Apartment Condition Form
- Complete Registration Card
- Do apartment check-in with the Student Assistant within three days of move in.
- Acquire telephone long distance access code from the Data Processing/Telecommunications Office or accessing STAR account.
- When you check in, you will be given your apartment assignment, keys, and apartment inventory (to check the condition of the apartment).

“CHECKING OUT” OF THE APARTMENTS

You are expected to vacate your apartment by the day, time, and procedures posted. Each resident must check out with a Student Assistant, SA (student staff member). Apartments are to be clean and in the same general condition as they were at the beginning of the occupancy. Residents with special circumstances that prevent their vacating by the specified closing time should contact the Apartment Complex Director to make special arrangements ahead of time. Additionally, residents will be asked to leave a forwarding address. Residents who, for whatever reason, wish to check out during the trimester must contact the Apartment Area Coordinator and Residential Life Office to process the necessary paperwork. Unless officially released from the Apartment and Food Service Agreement, residents will be held responsible for the full amount of their apartment (rent) and board charges.

Residents must leave apartments in a good repair, as it was found at the time of occupancy (normal wear and tear excluded). A list of charges for cleaning and damages is available to residents in the Forest Village Apartment Office (charges are subject to change without notice).

ELIGIBILITY REQUIREMENTS

Undergraduates must be enrolled at Northwest Missouri State University in at least 12 credit hours during each regular academic semester. No hours are required during the summer months if the tenant is preregistered for a full-time course load for the fall semester. No children may reside in the apartments. All occupants must be enrolled students. Graduate students must be enrolled in at least 6 hours each trimester.

Full time students will be given preference for assignments. A resident may live in university apartments for a maximum of 5 years without special permission.

Apartment eligibility requires that at least two (2) semesters have been completed, or that the resident be at least 21 years of age during the first year of occupancy. Priority will be given to those applicants with more than 60 credit hours (4 trimesters) and in good standing with the University (not on any type of probation).

PAYMENT

Rent (fees) must be paid at the Cashiering Office in the Administration Building either in full (prior to the beginning of each trimester) or in monthly payments (on the 15th of each month). **Payments are to be made regularly, without further notice.**

The University applies money to the oldest charge on your account, so when making any rent payment, ask if it actually went to cover your rent charge. If not, you will need to pay off all older charges first in order to keep your rent current. Some financial aid, scholarships, loans, and grants will be applied directly to student accounts. You will be required to pay any charges above this amount.

Monthly rent includes holidays and University breaks. When a resident moves in early or moves out late, with prior approval from the Office of Residential Life, rent for the partial month will be pro-rated by the day (based on the regular monthly rate).

Rent, long distance, and utility (gas and electricity) charges will be posted on the resident's University bill. Utilities provided by the University include: (no monthly charge) local phone service, basic cable, internet service, water, and trash removal. Utilities not provided by University: long distance phone calls, gas, and electric. Utilities (gas and electric) will be split and billed equally to all apartment residents. This will be done prior to billing. The amount showing on your bill will be your portion of the total due for the apartment. If an apartment is damaged during the rental period, the University will recondition it. Provided that the damage occurs through no fault of the resident, a proportionate reduction of rent will be allowed for the length of time the unit may not be occupied if other housing is not provided by the University.

CHARGES

Unpaid rent, damages and cleaning charges will be billed to the resident. The resident will be required to pay the balance due to the University Cashiering Office. Failure to pay will result in an 'Administrative Hold' being placed on academic records. This prevents the release of transcripts, diplomas and future enrollment. If necessary, a collection agency will be utilized to collect outstanding bills.

PRE-PAYMENT

A one-time pre-payment of \$100.00 must accompany the student's Apartment and Food Service Agreement. This pre-payment is non-refundable. The student is reminded that the agreement is for nine or twelve months; thus, release from the agreement at the end of the Fall Trimester or at any time during the agreement will not be automatic, nor should it be assumed.

NON-PAYMENT

If the residents fail to pay rent or any assessed charges when due, they will be considered in default, and the University may terminate the agreement. Residents who are past due on rent will be notified of the account delinquency. Failure of the residents to respond to that notice within three days may result in agreement termination.

REASSIGNMENT

The Office of Residential Life reserves the right to assign additional resident(s) to a 2 or 4-person apartment that is not at full occupancy in order to bring it to intended occupancy. The right is also reserved to assign or reassign apartments in any way that will best utilize the facilities available. For this purpose, or for other reasonable cause, the Office of Residential Life may change assignments or require a resident to move to different accommodations.

REFUNDS

The following refunds will be given:

- **Room** (*Administrative Fee: \$200)
 - *100% refund – first five days of the trimester
 - *75% refund – 6th-10th class day
 - *50% refund – 11th-15th class day
 - *25% refund – 16th-20th class day
- **Board:** unused Aladine minus \$100 administrative fee throughout trimester

TERMINATION OF AGREEMENT BY UNIVERSITY

At its option, Northwest may terminate the Housing and Food Services Agreement and take possession of the room at any time for violation of any of the regulations or provisions herein, other rules and regulations of the University, or when the resident is no longer enrolled in at least 12 hours at Northwest. Residents with less than 12 hours who wish to terminate the agreement must petition for release. Release is not automatic, nor should it be assumed. In addition, when in the opinion of the University a condition constitutes a clear and present danger to the health, safety, or security of its students, faculty, and staff, the University has the right to take whatever steps are

necessary to remedy the situation. These steps may include the temporary termination of resident's occupancy of the premises. Action of this nature is subject to review through the normal University channels and remains in effect until reversed or rescinded.

The University may take possession of the apartment within 24 hours after the occupant withdraws from the institution or after the termination of the Apartment and Food Services Agreement by the University.

The University may terminate the agreement and give 48 hours notice to move:

1. if the occupant fails to comply with rules and regulations;
2. if the occupant is withdrawn from the University for any reason;
3. if the occupant fails to pay rent in accordance with the agreement;
4. if the occupant allows an illegal resident to reside in the unit;
5. other as necessary.

YEAR-ROUND LIVING/VACATIONS

Apartments are open for residents who may need to stay during breaks. It should be recognized, however, that accommodations and services will be limited during this time. No additional charges will be assessed for apartment residents.

CONDITIONS FOR APARTMENT LIVING

1. Residents living in University Apartments must have a campus dining contract. Any exceptions (i.e. medical or internship) must be approved by Housing and Food Service officials.
2. This agreement is for a contracted period, typically 9 or 12 months; or, if signed after the beginning of the academic year, for the remainder of the agreement. The apartment and Food Service Agreement is for the entire agreement period. Release from this agreement is not automatic and, as such, should not be assumed.
3. Residents will be required to pay the housing/food service fees that are established by Northwest Missouri State University, utilities, and a pre-payment as outlined below. No resident will be allowed to enroll for the next trimester if any charges are outstanding.
4. Cancellation of Apartment and Food Service Agreement will be permitted as follows:
 - a. Agreement may be canceled in writing prior to occupancy with a charge of one month's rent plus forfeiture of the \$150 pre-payment.
 - b. There will be no release during an academic year from the Apartment and Food Service Agreement on or after the first day of verification/registration of the trimester or first day of occupancy. Exceptions to this policy may be petitioned. **Residents approved for release will be charged 35 percent of their remaining apartment agreement and board balance for the year as a cancellation fee.**
 - c. Apartment residents who cancel their Apartment and Food Service Agreement at the end of the fall trimester and do not return to the University for the spring trimester will not be charged a cancellation fee.
5. Exceptions to Conditions of the Agreement: The appropriate Housing/Food Services personnel must approve any exception to the conditions of the agreement. These exceptions must be approved before the effective date of the agreement and the exceptions must be in writing and attached to the agreement.
6. Agreement Clarifications: Any questions concerning the Apartment and Food Service Agreement should be addressed to the Director of Residential Life, J.W. Jones Student Union, Northwest Missouri State University, 800 University Drive, Maryville, MO 64468-6001, phone: (660) 562-1214.
7. Termination of the Apartment and Food Service Agreement by Northwest Missouri State University: Dismissal of a resident from the University or Apartments for any reason shall institute grounds for termination of the Housing and Food Services Agreement. Forfeitures, cancellation fees and pro-rated refunds will be made as established by the University Cashiering Office. Residents removed from housing because of disciplinary action will be charged the cancellation fees.

RELEASE FROM APARTMENT/FOOD AGREEMENT

The Apartment and Food Services Agreement is for the entire agreement period. Release during the agreement period should not be assumed. Residents with extreme and unusual circumstances may request to be released from their agreements. In view of its own obligations, the University is limited in its ability to release residents from their agreements. Thus, the University considers only those requests where residents have incurred a significant change in their circumstances, beyond their control, since the date their arrangement became active. Residents will be asked to fill out a petition form and submit it for review. Residents should not forego the use of services or make

any future commitments until they are officially released. The University will release residents from their agreements if they:

1. Graduate during the agreement period.
2. Will be student teaching and not be residing in the Maryville area.
3. Enter legally into marriage and are able to present the marriage certificate as documentation, in which case, they will be assessed the cancellation fee of 35 percent of their remaining agreement balance.
4. Are academically dismissed from the University.
5. Withdraw from classes, in which case they will be assessed a prorated room and board charge including a \$150 food service cancellation fee.

Unless officially released from the Housing and Food Services Agreement, residents will be held responsible for the full agreement amount of their room and board charges. **Residents released from their agreement because of extenuating circumstances will be required to pay 35 percent of the remaining balance of their agreement.**

SPECIAL HOUSING CONDITION

1. Pre -Payment: At the time an agreement for Apartment and Food Services is submitted, a one-time pre-payment must accompany the application. The University Cashiering Office holds this pre-payment until the first month's rent is due, at which time it will be applied to the amount due.
2. If the resident fails to occupy accommodations on or before the first day of classes of the period covered by this agreement without having notified the Residential Life Office of his or her delayed arrival, accommodations may be assigned to another student; delayed arrival, however, shall not relieve the student of the responsibility for accepting other available University accommodations assigned to him or her.
3. NORTHWEST RESERVES AND SHALL HAVE THE RIGHT TO:
 - a. Change the assignment and require the resident to move to different accommodations when Northwest deems it necessary;
 - b. Take over and use the apartment in the event of public emergency;
 - c. Enter and inspect the room at any reasonable time for purposes of maintaining health, safety and general welfare, included but not limited to, repairs, general maintenance and inventory.
4. APARTMENT FURNISHINGS AND SERVICES: Residents are required to furnish their own bed, bath and kitchen linens, pillows, blankets, bedspreads, and wastebasket and are required to clean their own apartments. Cleaning service is not provided in student apartments. Northwest and the residents are expected to maintain safe and sanitary conditions.
5. FIRE, THEFT OR DAMAGE: Northwest shall not be responsible for the loss of or damage to any of the resident's personal property from any cause whatsoever. In the event that the accommodations assigned to the resident are destroyed or otherwise made unavailable and Northwest does not furnish other accommodations in the apartments or another residence hall, the agreement shall terminate and all rights and liabilities of the parties hereto shall cease, and the right of Northwest to any of the payment previously made by the resident shall be pro-rated on the basis of the period for which accommodations were made available to the resident.
6. POLICIES, RULES AND REGULATIONS: The resident shall comply with all policies, rules and regulations of the apartments in which he or she lives.
7. USE OF APARTMENT: The apartment is to be occupied by the resident signing the housing agreement and may not be sublet. It is understood that apartments are for student residence purposes only and that no occupant is to use or permit the room to be used for any commercial purpose whatsoever.
8. SUMMER HOUSING: Summer agreements, outside of 12 month contracts, will be considered separately from those of the academic year. If they wish, residents may apply for apartments for the summer session only. Residents may occupy their unit during the summer months without being enrolled in any summer session provided they are already enrolled for the following fall semester and have an apartment agreement for that fall semester.

SPECIAL FOOD SERVICE CONDITIONS

1. The first meal to be served in the Northwest facilities under any meal plan will be lunch on the first day of verification/registration for each trimester. Meals will not be served when the University is not in session for classes, during vacations, between trimesters or during vacation periods, which may be subsequently declared by the University.
2. RULES AND REGULATIONS: Food provided under the terms of this agreement will be consumed only by

the signer of this agreement upon presentation of the Bearcat Card. Residents must abide by health and safety standards in the dining areas. Food cannot be removed from certain dining areas without authorization from the Director of Dining Services. Violations of these rules and regulations may result in disciplinary action.

3. LOST CARDS: Students must report to the I.D. Office immediately if their cards are lost to ensure that someone else does not use the lost card. Students will be responsible for any money that is used by someone else on their lost cards. Replacement cards are issued at a cost of \$15. Students will also be responsible for alterations or defacing of or excessive damage to Bearcat Cards.
4. ELIGIBILITY: Only enrolled students and authorized employees of the University are eligible to sign a food service agreement.