

# **Evergreen Commons**

# Resident Handbook

**Evergreen Commons**

300 Foundation Drive

Lock Haven, PA 17745

570-893-1833

[evergreen.common@edrtrust.com](mailto:evergreen.common@edrtrust.com)

# Introduction

We are extremely excited that you joined us for another great year at The EC. Our staff understands the challenges that you are facing as you continue to pursue your academic goals. To make your life easier, our staff has committed itself to providing you with the highest level of comfort, cleanliness, and convenience possible. We encourage you to make use of the numerous services available at Evergreen Commons and to participate in the variety of activities that the Community Assistant Staff will schedule during the year for your enjoyment.

During the academic year, Evergreen Commons houses approximately 408 students. As a member of this special, goal-oriented community, it is in the best interest of each individual to comply with our rules and regulations. These rules exist to ensure each individual a pleasant environment in which to live, work, and study.

The information contained in this handbook will assist you in obtaining necessary information on the Evergreen Commons services and amenities, rules and regulations, emergency procedures, and general information regarding Evergreen Commons and Lock Haven University.

We're happy to have you with us, as together we strive to make this a fantastic year for everyone!

Evergreen Commons

300 Foundation Dr.

Lock Haven, PA 17745

Leasing Office Phone Number: (570) 893-1833

Leasing Office Staff: Diana Isaacson - Community Manager

Kate Kishbaugh - Resident Services Manager

Nicole Cozzi - Leasing/Marketing Manager

Business Office Fax Number (570) 893-1835

Emergency After Hours Number (570) 295-8905

E-mail Address [saleslockhaven@edrtrust.com](mailto:saleslockhaven@edrtrust.com)

Website [www.evergreenlockhaven.com](http://www.evergreenlockhaven.com)

Lock Haven University Website [www.lhup.edu](http://www.lhup.edu)

Checks should be made payable to: Evergreen Commons

# Telephone Directory

Telephone Directory

Police Emergency 911

Fire Emergency 911

Ambulance 911

Campus Offices Telephone Numbers

Admissions

General Information 484-2027

Bookstore

General Information 484-2460

Toll-Free 800-872-5634

Bursar's Office

General Information 484-2039

Patti Jones, Fiscal Technician 484-2046

Susan Shoemaker, Fiscal Assistant 484-2040

Career Services

Joan Welker, Director 484-2181

Paula Zener, Secretary 484-2181

Computing Center (Hotline) 484-2286

Sharon Heverly, Secretary 484-2843

Counseling Center

Carla Langdon, Counselor 484-2457

Mary O'Neill, Counselor 484-2456

Maria Sweet, Counselor 484-2442

Dan Tess, Director, University Counseling Center 484-2238

Susan Birdsey, Secretary 484-2479

Facilities Reservations

Marchal Rote, Events Coordinator 484-2002

Financial Aid

William Irwin, Director 484-2344

Cynthia Heaton 484-2344

Cheryl Bartholomew, Clerk 484-2344

Food Services

Pandini's Pizza 484-2655

Eagle Wing Snack Bar 484-2336

Havenscope

Karen Kline, Advisor 484-2376

Health Services

Glennon Infirmary 484-2276

Recreation Center 484-6251

Housing Office

Dwayne Allison, Dir. Of Student Life 484-2317

Jeni Lucas, Secretary 484-2053

Law Enforcement

General Information 484-2278

Math Center

General Information 484-2091

Parsons Union Building (PUB)

Room Reservations-PUB Only 484-2756

Eagle Eye Publications 484-2334

Pennsylvania State Employees Credit Union (PSECU) 484-4416

Harrisburg 717-234-8484

Nationwide 800-237-7328

Residence Halls (Front Desk)

Gross Hall 484-2374

High Hall 484-2378

McEntire Hall 484-2262

North Hall 484-2268

Russell Hall 484-2226

Smith Hall 484-2320

Woolridge Hall 484-2343

Social Equity

Alan Anderson 484-2322

Student Affairs

Linda Koch, Vice President 484-2022

Carol Latronica, Assoc. Dean of Students 484-2317

Dwayne Allison, Dir. Of Student Life 484-2317

Kim Coleman, Secretary 484-2022

Jeni Lucas, Secretary 484-2317

Student Cooperative Council

President 484-2190

Vice President 484-2458

Treasurer 484-2458

PUB Administrator 484-2183

Haven Activities Council (HAC) 484-2331

Recreation Center 484-6251

WLHU-FM Radio

Request Line 484-2212

Sharon Stringer, Advisor 484-2092

Writing Center Carolyn Perry, Director 484-2171

# Staff

## Introduction

We are extremely excited that you joined us for another great year at Evergreen Commons. Our staff understands the challenges that you are facing as you continue to pursue your academic goals. To make your life easier, our staff has committed itself to providing you with the highest level of comfort, cleanliness, and convenience possible. We encourage you to make use of the numerous services available at Evergreen Commons and to participate in the variety of activities that the Community Assistant Staff will schedule during the year for your enjoyment.

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Website: [www.evergreenlockhaven.com](http://www.evergreenlockhaven.com)

Lock Haven University: <http://www.lhup.edu>

Leasing Office Staff:

Community Manager - Diana Isaacson

Resident Services Manager - Kate Kishbaugh

Leasing and Marketing Manager - Nicole Cozzi

**\*\*Please make all checks payable to Evergreen Commons\*\***

## The Community Manager

The primary role of the Community Manager is to supervise all professional staff members and oversee the operation of the property.

## The Senior Community Assistant

The Senior Community Assistant supervises the Community Assistant Staff and assists the General Manager in managing the property. The Senior Community Assistant will work office hours in the property office. If you have questions or concerns that you would like to discuss with the Senior Community Assistant, you should schedule a meeting with him/her during office hours. The Senior Community Assistant, as a part of the Community Assistant staff, will be available as a resource person, a facilitator, and an advisor.

### **The Community Assistant**

Community Assistants (CAs) are student members of the staff who work most closely with the residents. As a staff member, CAs work to maintain communications between management and residents and assist in a multitude of administrative tasks. The majority of the Community Assistants' responsibilities involve direct contact with residents. One of the most important CA responsibilities is to be available to, and spend time with, all residents. Basic duties include maintaining communication between Management and the residents, as well as implementation of policies, procedures and programming. In addition, the Community Assistant is responsible for the development of a residential community that enhances the total college experience and facilitates resident growth.

The 6 Community Assistants (CA's) are student members of the Evergreen Commons staff who live in each building with the residents. They have been carefully selected and trained to assist you as residents and students.

#### Current Staff Roster

Senior CA Linda Rubino 427

#### CA's

Joshua Copeland 114

Jared Ward 126

Zlata Ignatieva 223

Ashley Loucks 322

Travis Hagar 443

Alyssa Towarnicki 445

### **The Maintenance Manager**

Maintains the facilities and grounds, responds to maintenance requests, provides general upkeep of the apartments/suites and supervises the maintenance team.

### **Residents Services Manager**

The RSM handles all resident needs; from rent and roommate mediation to renewing. The resident services manager is not only available to the residents for answers but also the guarantor. Account questions, assigning your apartment, maintenance follow-up and community events are all a part of the RSM's daily "to-do" list.

### **Sales and Marketing Manager**

The Sales and Marketing Manager is responsible for leasing, all property advertising, building and maintaining university relations and staff training. The Sales and Marketing Manager is always available to answer questions about the lease.

# Clubhouse/Community Building

## **The Clubhouse/Community Building Common Area Facilities and Amenities**

The clubhouse/community building is the place to go for great amenities. Most of the events and activities hosted by the property take place in and around the clubhouse/community building. All rules governing common area amenities will be enforced by management and are subject to periodic review and revision. The facilities available at the property are for the exclusive use of property residents. A resident must accompany all guests. The maintenance and care of these facilities is every resident's responsibility; therefore, abuses may result in facilities closing. Please report all repair needs or problems to the property office.

## **Building and Patio Furniture**

For your comfort while studying, socializing, or watching TV, the property has provided furniture in the clubhouse/community building and patio area. This furniture is meant to stay in the designated areas so that all residents can enjoy its use. Please do not take the public area furniture into your room; there will be a moving charge for removing furniture from any public area. All missing furniture should be reported immediately to property personnel to assist in recovering the missing property.

## **Business Services**

Residents are able to send and receive faxes from the property office. Please see a staff member for details and cost. Residents receiving packages too large for mailboxes should pick them up in the clubhouse/community building. We reserve the right to refuse any package that is too large for our office or is considered suspicious or hazardous in any way.

## **Computer Room**

The computer room is located in the clubhouse/community building and has computer terminals with Internet access. Eating and drinking is not permitted in the computer room. Please report any problems to the office immediately.

## **Fitness Center**

The fitness center is located in the clubhouse/community building. No food is allowed in the fitness center and please limit drinking to water only. Proper athletic attire is required. Shirts and shoes must be worn at all times. Report maintenance problems to property personnel immediately. Do not repair equipment yourself. Use equipment in the manner in which it was intended. Use of the fitness center is at your own risk. Anyone beginning an exercise program should consult a physician first.

## **Game Room**

Equipment is available for resident use.

## **Leasing Office**

The Leasing Office is located in the clubhouse/community building. Leasing office staff is available to help residents with renewing resident leases/license agreement, rent payments, answer questions about the lease/license agreement, and address specials issues as needed.

## **TV/Theater Room**

For your movie and television viewing pleasure, a large screen television with theater-style sound is available for use in the clubhouse/community building. This room may be reserved for special events by contacting a property staff member.

## **Swimming Pool**

The pool is open, weather permitting. Please be advised that the pool is not designed for diving. Pool furniture is not to be removed from the designated area. Personal flotation devices or rafts may not be permitted in the pool area. The area may close occasionally for maintenance purposes and during specific property repair projects. Please bring proper ID with you to the pool. Only residents and their guests are permitted to use to pool. Residents must accompany guests at all times

# Your Apartment/Suite

In order to comply with local fire codes (which are created ultimately for your own protection and safety), certain policies apply toward the condition of your apartment/suite. In addition, decorating guidelines have been established in order to prevent damage to the apartment/suites.

-All furnished apartment/suites are to remain furnished, with beds on their frames and furniture on the floor (e.g., no beds on top of desks or dressers, no desks or dressers stacked or turned on end). For safety reasons, cinder blocks are not permitted. Furniture may be rearranged in your apartment/suite provided it is returned to its original position prior to check-out.

No bunk beds, lofts, or waterbeds are permitted.

No construction, wall partitions, painting, or any similar structures are permitted.

-Dartboards are not permitted due to damage to walls and doors.

-Any alterations or modifications that pose a threat to safety, health, physical apartment/suite damage, comfort of others, etc. are not permitted.

-NO ITEMS ARE PERMITTED ON THE CEILINGS. This includes: nails, stickers (reflective stars), bottle caps, tape and poster putty. Damage to ceilings will result in a repair charge.

-No additions to the original surface are permitted on the doors, windows, blinds, or furniture.

-All decorations must be temporary so as not to permanently deface or damage apartment/suite furnishings.

-Only official property documents may be posted on the exterior of the entrance door.

-For fire safety reasons, candles, incense, space heaters, hot plates, and other combustibles are not allowed in the apartment/suites.

-Please do not put tape of any kind on the carpet or linoleum.

-No decorations are permitted on the windows, including: posters, lights and flags.

-Curtains may be hung on the windows provided that a white background (or the provided blinds) faces the outside of the building.

## Dishwasher

In order to reduce maintenance problems with dishwashers, the following guidelines should be used: Scrub dishes first, especially if it will be a few days before you run the load. Use only powdered dishwasher detergent, not liquid. Be sure the product is advertised as an automatic dishwasher detergent, not one for hand-washing dishes. Once a month, pour a cup of distilled vinegar in the dishwasher and run it empty 2-3 times.

## Food Waste Disposal

Each apartment is equipped with a food waste disposal in the kitchen sink. Please use common sense when operating this appliance. Care and Operating Instructions: Do not insert hand into disposal. Turn on cold water full flow (water should remain on during complete disposal operation and for a sufficient time after grinding is completed to ensure all waste is flushed away.) Turn the switch to the "On" position to start disposal. Feed the food waste into the disposal while it is running; do not dispose of huge quantities at once! Do not turn off the motor or water until grinding is complete.

## Heating and Cooling Unit

Efficiency of your heater is dependent upon complete air circulation. It is important to keep all vents in every room open. In addition, please ensure that return air vents are left unobstructed. If you wish to request a new furnace filter please submit a maintenance request.

## Lights and Fixtures

It is the responsibility of residents to replace all light bulbs.

## Smoke Detectors

The smoke detectors in your apartment/suite are very sensitive. When taking a shower, close the bathroom door to ensure the steam does not affect the detector. When cooking, be sure to use the fan above the stove. This could help prevent a grease fire. If your detector makes a beeping sound, it means the battery is low. Complete a work order as soon as possible to have the battery replaced. Any time a smoke detector sounds an alarm, you should respond to it as an emergency and proceed in a safe manner. Never disconnect the smoke detectors. Sometimes you may experience a "false alarm." The smoke detectors can be set off by dust, an insect or just may need routine cleaning. Open all windows to allow fresh air into the apartment/suite.

## Toilets

Do not flush paper towels-they do not degrade. Never flush feminine hygiene products, regardless what the packaging states. If your toilet does overflow or clog up, turn off the water supply immediately. There is a water shut-off valve next to the toilet on the lower left side of the wall. Residents are required to plunge their own toilet prior to calling in maintenance. Residents will be responsible for any toilet damages/overflows that are the result of improperly disposed articles.

**Washer / Dryers**

Laundry facilities are provided for your use. All appliances should only be used in the manner for which they were intended. No dyeing of fabric or other materials is ever permitted. In the event you should need instruction on how to use the machines, please contact your CA/RA.

**Window Screens**

It is important that the window screens and blinds remain in good functional condition. They are not to be removed, tampered with, and/or detached in any manner.

# Policies and Procedures

## **Aiding and Abetting**

Aiding and abetting means you personally are responsible if something is happening in your apartment/suite that you know of, are present for, or assist in. This also applies anywhere on campus if you are present during a policy violation. You are equally as responsible for the violation if you fail to report the violation. One example of this may be a roommate having a cat. All roommates would be held responsible for this policy violation because they are aware of the violation and did nothing about it. Alcohol, drugs and parties that carry heavy penalties can have a great effect on roommates. If you know that a roommate has or uses drugs in your apartment/suite, you can also be held responsible for those drug violations.

To avoid being in violation for aiding and abetting, you need to immediately report violations. Leave the apartment/suite if needed and tell a CA/RA. If staff responds to a violation and you are in the apartment/suite while it is occurring, your name and situation will be documented. This documentation will be used for a conduct meeting (see section on when policies are broken).

## **Alcohol**

The decision to drink and how much is a personal one. Alcohol-related conduct which infringes upon the rights of others is not acceptable under any circumstance. The possession and/or consumption of alcoholic beverages in apartment/suites must comply with local, state, and federal laws and regulations. Alcohol is not permitted in common areas (e.g., pool, stairwell, hallways, parking lots, and clubhouse/community building). The possession of kegs, beer bong, party balls etc. is prohibited at any location on the premises.

## **Apartment/Suite Changes/Transfers**

During the year, if you wish to move to another apartment/suite, you must contact your CA/RA who will assist you in completing the appropriate form and procedure. All apartment/suite changes must be approved in advance and a transfer fee will be collected.

## **Assault**

The threat of physical abuse of any community member or guest is forbidden. Threats of any kind, racial or sexual harassment, malicious pranks, or abusive name-calling is not permitted.

## **Ball Playing, Bicycles and Skateboards**

Ball playing (including but not limited to, baseball, football or soccer), skateboarding, rollerblading, bicycle riding or use of any equipment with wheels are prohibited in the buildings/apartment/suites. These activities have the potential to create excessive noise, inflict damage, and can cause physical injury.

## **BBQs, Fire Pits, Open Flames, and Fireworks**

BBQs and contained fires in property designated fire containers are allowed under the following conditions:

- Someone must stay with or be able to see the fire or charcoal at all times.
- Be mindful of the wind and placement of the fire so that the smoke does not bother neighbors.
- Dry brush or weeds must be cleared for five feet from the heat source in all directions.
- Coals and embers must be completely extinguished with water when finished.
- Fires must be in an outdoor fire container and all flames must stay inside the container.
- Fire pits, BBQs dug in the ground, or any type of fireworks are not allowed at any time. Please be extremely cautious with fire. There is a lot of dry brush around FP, and even a spark could start a large fire.
- Charcoal must be properly cooled and disposed of then cooking is completed. Charcoal should never be dumped on the ground or into dumpster while still hot.

## **Bicycles**

Bicycles should be stored in designated or approved areas. We advise residents to provide their own vandal-proof bike lock and to always lock your frame and wheels to the racks. The property is not responsible for lost or damaged bicycles. Following uniform fire code, bikes should be stored only in areas provided and not inside the building. Any bicycles parked and/or locked in any hallways, stairwell, or clubhouse/community building, may be removed upon sight and impounded.

## **Check In/Check Out**

A Check-in/Check-out Inventory & Condition form will be provided by property staff. Please take time to read the comments concerning your apartment/suite. Please return this form to your CA/RA upon completion and notify them if you find additional issues or have a concern. Please make sure this form is an accurate listing of your apartment/suite, as it will protect you from being charged for any damages which may have occurred before you moved in.

Prior to check-out at the end of the year, a letter will be sent to you notifying you of all the steps involved in checking out, including:

having your apartment/suite inspected, turning in your keys, and completing a forwarding address card. It is required that each resident make an appointment with their CA/RA for check-out.

### **Commercial Ventures/Solicitation**

The resident agrees to not use his/her apartment/suite for commercial purposes, nor will the resident participate in or encourage door-to-door solicitation in the housing facility. The Internet connection provided as part of the lease/license agreement may not be used for any commercial or profit-making enterprise.

### **Damages**

Residents are responsible for the condition of apartment/suite furnishings and will be billed for all repair and/or replacement costs. Any and all repairs needed within apartment/suites and other areas must be performed by authorized maintenance personnel. Residents will be charged for the repair of any damages for which they or their guests are responsible.

### **Discipline**

As in all living situations, we have a set of policies and guidelines for the property which must be adhered to. It is very important that you familiarize yourself with all rules and regulations and the material contained in this handbook and in your lease/license agreement. Since every resident will have received these rules, this is considered your "first warning". Part of the CA/RA's job involves making sure that the rules of the property are followed.

The property operates in an adult atmosphere, thus most residents will never find themselves involved with disciplinary action. The largest part of individuals who require disciplinary action simply need a verbal clarification or warning. For those persons whose behavior is such that it requires more attention, any or all of the following may occur: a private meeting with your CA/RA or other staff member, a written warning (with copies to your file and guarantors of the lease/license agreement), restriction from areas or events, relocation within the building complex, referral to the manager and/or, University official, contract probation, eviction, and/or criminal prosecution.

### **Disruptive Behavior**

Residents are expected to act in a manner that will not disturb the academic pursuits or infringe upon the privacy rights, health or safety of other persons. Understand that any activity that has a negative impact on the roommates or neighbors will not be tolerated.

### **Drugs**

It is explicitly illegal to use, possess, manufacture, or sell drugs or other controlled substances in both public and private spaces. Residents using, possessing, or selling drugs will be subject to disciplinary and/or criminal actions, including immediate eviction.

### **Electrical Safety**

No modifications to, or changes in, electrical wiring are permitted. No "splices," "octopuses" or modification devices of any kind may be used to add plugs in your room, suite or apartment. UL approved, grounded power strips with circuit breakers may be used only for computer and computer related hardware. A maximum of two power strips may be used per room. Extension cords are not permitted.

### **Explosives/Flammables/Incense**

The burning of any materials, including incense, is prohibited, except when a written request is made and prior approval is granted by Management for the purpose of religious or spiritual observance only. Residents shall not possess any explosive, fireworks, ammunition, gasoline, or other highly flammable material. Violation of this policy may result in criminal prosecution. See also Weapons Policy.

### **Failure to Comply**

Each resident is required to follow all directives of the Property and/or University staff and act in an appropriate and civil manner. Failure to accurately identify oneself to staff or comply with staff requests and directives will result in disciplinary action.

### **Financial Aid**

The Financial Aid Office does not automatically disperse Financial Aid checks to the property. It is your responsibility, as the recipient, to use your Financial Aid to cover your educational and/or housing costs. If you have questions about your Financial Aid, please call the Financial Aid Office.

### **Gambling**

Gambling is prohibited on the property, including all apartment/suites, common areas and grounds.

### **Guests**

We encourage you to invite guests to your apartment/suite, but please keep in mind that your guests must abide by the property's rules and regulations. You are directly responsible for communicating these policies to your guests. As the hosts, you are held accountable and responsible for the conduct of your guests at all times. Guests not complying with property policies will be asked to leave.

### **Health and Hygiene**

Rooms, suites and apartment/suites must be kept clean and sanitary at all times, including proper disposal of empty food and beverage containers. Residents are prohibited from activities that violate any health code. Residents may not violate these regulations or interfere with the safe and clean environment of others.

## **Inspections**

Apartment/suite inspections will occur for preventative maintenance and condition assessment. Residents will be notified in writing and in advance of these inspections. In the event that a resident has previously violated lease/license agreement policies regarding proper cleanliness, guest privileges or the pet policy, this document serves as notice for management to re-inspect the apartment/suite as necessary to ensure there are no further violations.

## **Keys and Locks**

Each resident is issued an individual apartment/suite access device (key, key card, etc), and if applicable, an access card, bedroom key and a mail key. Residents may not duplicate, distribute or loan apartment/suite, bedroom or mailbox keys. Improper handling of keys will result in replacement costs, paid by the resident. Residents may not change the locks on any door or install additional locks or chains without prior approval from management. Upon completion or termination of the lease/license agreement all keys must be returned to management. Failure to return keys will result in replacement costs, paid by the resident.

In the event that you are locked out of your apartment/suite during regular business hours, please come to the clubhouse/community building or contact your CA/RA. A staff member will escort you to your apartment/suite upon presentation of your ID.

## **Lounge Furniture**

For your comfort while studying or watching TV, the property has provided furniture in the TV Lounge and other areas of the clubhouse/community building and meeting rooms on each floor. This furniture is meant to stay in the designated areas so that all residents can enjoy its use. Please do not take the public area furniture into your room; there will be a \$50 moving charge for removing furniture from any public area. All missing furniture should be reported immediately to Management to assist in recovering the missing property, thus protecting your privilege of the use of these areas.

## **Maintenance**

All maintenance concerns in your bedroom, your apartment/suite, or elsewhere on the property should be reported to the office or the CA/RA during regular business hours or submitted using our on-line maintenance request form. Please provide us with all the information pertaining to your maintenance request in order for us to most efficiently respond to your issue. For emergency maintenance issues, our maintenance staff is on call. After regular business hours you should contact the property's answering service or community assistant on call. Please use good judgment when deciding to contact staff after hours. Examples of maintenance emergencies include flood, a broken window in a first-floor apartment/suite, front door lock malfunction, or fire. A broken air conditioner or appliance does not constitute an emergency.

Upon submission of the request, the maintenance staff will undertake corrective measures as quickly as possible. You will be notified when the work has been completed or if more time is needed to correct the situation.

## **Mistreatment of Staff**

Threats, harassment and any other mistreatment of property staff are grounds for disciplinary action, which can include cancellation of lease/license agreement, disciplinary action and criminal prosecution.

## **Musical Instruments**

Within a community environment, it is impossible to allow residents to have electrical instruments or drums on the premises. Remember, your neighbors need to be able to sleep, study, and relax without the excessive noise these instruments create.

## **Noise**

You have the right to expect that you will be able to study or sleep without undue disturbance from noise. Keeping the volume on your stereo and TV at a level that can only be heard in your apartment/suite and lowering your voice when you are talking in the stairwells or hallways are two things you can do to maintain a quiet environment. Residents are encouraged to speak with fellow residents about noise issues. If you do not get the desired results, take the concern to your CA/RA or contact the CA/RA on call. The property is committed to your education. In order to provide an environment where every resident can sleep or study when and where they want, we ask that all residents keep noise levels at a minimum after 10:00 p.m.

## **Non-Sufficient Funds/Returned Checks**

If the property receives a returned check on your behalf, there will be a NSF/Returned check fee charged to your account. After two returned checks, we no longer accept checks on your behalf. All future payments would have to be made by credit/debit card, money order or cashier's check only. Additional fees may apply.

## **Parking**

Parking is limited to residents displaying permits. One parking permit is given to each person upon move-in, only for the car belonging to each resident. Each resident is permitted only one vehicle. The deadline for displaying permits is the first day of classes each semester. It is your responsibility to have the permit displayed on time. Any vehicle parked in a "Tow Zone" and any non-permitted vehicles parked inside the property will be towed without warning. Keep your car locked and your valuables out of

sight. The property is not responsible for any damage or loss to your motor vehicle or its contents.

## **Payments**

You will not receive a bill or invoice for any installment amount due. We do not provide payment slips, payment reminders, etc. It is your responsibility to make the payments by the assigned date based on the payment plan you chose by referring to your copies of the lease/license agreement. Either deliver the payment to the office or mail the payments.

Please also note that if you are choosing the monthly installment option, these payments are installment payments, not monthly rent payments. This statement means that each payment is part of the installment amount not a particular month's rent. If you do not make the payments by the designated due date, you will be assessed a late fee. Payments that are mailed must be received by the due date, regardless of postmark, to avoid late fees

## **Pets**

Residents are prohibited from having animals, except for aquarium bound fish (up to a 10 or 25 gallon capacity, depending on property), in apartment/suites, common areas, or on the premises. Residents may not feed/shelter stray animals. Residents are obligated to inform management of pet so appropriate action can be taken to remove and protect the animal. Failure to comply with this policy could result in a fine up to \$300.00 and possible eviction from the property.

## **Physical Abuse and Harassment**

Physical, verbal and other abusive behavior and threats of physical abuse toward residents and/or staff are violations of policy and will not be tolerated. Such conduct may be grounds for immediate disciplinary action, removal from the property, including criminal prosecution. Examples of prohibited conduct include sexual and racial harassment, threats of violence, sexual assault, fighting, punching, slapping, kicking, scratching and pushing. Practical jokes, pranks or other disruptions are prohibited.

## **Public Posting**

All posted signs and posters must be pre-approved by management before they may be posted. Posters and signs can only be placed in designated areas. See your CA/RA for details.

## **Smoking**

Smoking is strictly prohibited in all apartment/suites, hallways, meeting rooms, and the clubhouse/community building. Smoking is permitted in designated areas only. These designated areas are marked by ashtrays. If you have questions, please contact a staff member. Smoking is also prohibited in outdoor areas within 20 feet of doorways, windows and ground level air intake structures. The resident accepts responsibility for informing visitors or guests of the property's no-smoking policy.

## **Throwing Objects**

Balls, sports equipment and any other similar item may not be used in the interior areas of the property. No object may be thrown or dropped from a window or apartment/suite /common area opening. Window screens must be left intact and must not be removed, loosened, or altered in any manner.

## **Vacant bedrooms**

Current residents cannot refuse a new roommate as long as there are empty bedrooms in the apartment/suite. It is a violation of your lease/license agreement to tell a potential roommate that you do not have a vacant bedroom in your apartment/suite when in fact one or more bedrooms are unoccupied. If you do not wish to have new roommates you can rent any open bedroom(s) at the current rate.

## **Vandalism**

Willful destruction of property by a resident or guest is a violation of policy and may result in disciplinary action, prosecution and immediate eviction.

## **Weapons**

Firearms, ammunition, fireworks, explosives, highly flammable materials, weapons, projectile devices, guns or knives, or any other weapon or material or instrument which poses a risk of damage or injury is strictly prohibited and a violation of the law.

DEFINITIONS (in all cases include, but are not limited to, the following): Firearms - Any gun, rifle, pistol or handgun designed to fire bullets, BBs, pellets or shots (including paint balls or darts) regardless of the propellant used. This includes ornamental rifles used for military or ROTC training.

-Weapons - Any instrument of combat possessed or carried for the purpose of inflicting or threatening bodily injury, including a blackjack, slingshot, billy, sandclub, sandbag or metal knuckles.

-Knives - Dirks, daggers, ice picks, pocket knives, or knives having a fixed blade longer than 2-1/2 inches (California Penal Code 626.10). This does not apply to the lawful use of cutlery and other eating implements used in food preparation or consumption. Also see Explosives/Flammables/Incense.

## **Windows**

Window screens must be left in place at all times. Residents may not exit an apartment/suite through the windows unless there is a fire. Hangings, partitions, or curtains of any type may not be used in a way that inhibits exit of a bedroom and/or apartment/suite and/or common area in the event of an emergency. Unauthorized entry into any portion of the

property via window, roofs, ledges, and locked areas is prohibited.

# Resident Services

## **Housekeeping**

The property provides janitorial service for the clubhouse/community building, building common areas, breezeways, and grounds. Residents are responsible for the cleaning and upkeep of their apartment/suite. For your convenience, dumpsters are located throughout the property for trash disposal. Please use another dumpster on the property if the one nearest you is full. It is everyone's responsibility to keep the community clean and free of trash and cigarette butts. Do not leave trash on the stairwell or in the hallways. If trash is found in inappropriate locations, your account can be charged trash removal fees.

## **Mail**

Each resident is assigned a mailbox and key after completion and return of your check-in envelope. Mail is delivered daily by the United States Post Office with the exception of Sundays and Federal Holidays. You will receive notification of packages and special deliveries either by phone, or a note dropped off at your apartment/suite or in your mailbox. You will need to bring a photo ID and sign for your package at the property office during regular business hours.

## **Social Activities**

One of the best parts about living with us is the social atmosphere. From the beginning of the year, we like to emphasize a community spirit. The CA/RA staff does the largest part to facilitate this for residents by sponsoring programs, including pool parties, bowling, movie nights, and much more. Residents who would like to volunteer to assist with functions should talk to their CA/RA.

# Community Living

Learning to live in a community environment requires maturity, an examination of values, and assessing how one's behavior affects others. The specific rules and regulations that exist at the property are detailed in the Rules and Regulations section of your lease/license agreement and this Handbook. Take time to review your lease/license agreement and familiarize yourself with the rules and regulations. You and your guests are responsible for following them. Failure to do so may result in disciplinary action including termination of residency.

The underlying assumption at the property is that residents have the capacity and desire to be self-directing and responsible members of their community. Residents enter the community as young adults who are responsible and in search of opportunities for development and learning. Your apartment/suite is yours to use, but not to abuse. You have the freedom to make it work for you, coupled with the responsibility to keep it working for others.

## Getting Along With Your Roommates

Living with others requires maturity, patience, open communication, willingness to compromise, and respect for others. No matter how compatible roommates are, there is always the potential for conflict. Culture, cleanliness, sleeping patterns, habits, and hobbies are some examples of things that can be different among roommates. These differences can serve to be positive learning opportunities for people living together, or they can create a negative atmosphere within the apartment/suite that can seem intolerable. You and the attitude that you take in communicating with your roommate will determine whether or not your situation will be positive or negative. The CA/RA staff is committed to facilitating communication between and among roommates. Work with your CA/RA to accomplish this goal; it can make the environment in your home even better!

## Personal Affirmation

By choosing to live with us you agree to reside in a living and learning community. As members of this community, we all have certain rights as residents and as students. Please recognize that other members of the community have the same rights and that one's rights stop where another's begin. For this reason, it is important to learn and compromise with others in order to maintain an environment in which all are respected and have the opportunity to grow and pursue their educational goals.

Community standards are established to assist in shaping our community. They protect our rights and assert the responsibilities we have to one another. As a member of our community, you agree to abide by local, state, and federal laws, as well as by these community standards which include the following statement:

*I agree not to be or remain present during any violation of the Resident Handbook. My presence may infer that I condone, support or encourage a violation. I understand further that I am responsible for what behavior and activity occurs in my room or apartment/suite. I understand that if I anticipate or observe a violation of the Resident Handbook, I am expected to remove myself from the situation and am strongly encouraged to report the violation. I also understand that if I am aware of a violation and choose either to not report it or lie about it, I am passively participating in the violation and may be subject to conduct proceedings.*

## Roommate Contracts

Each time there is a new resident added to a single student apartment/suite, we will ask that you fill out a new Roommate Contract for your apartment/suite. The agreement is to be an agreement between roommates to ensure that basic needs have been discussed. Roommates should discuss each topic and come up with guidelines all roommates can live with. The topics include:

- Apartment/suite cleanliness
  - Overnight guests
- Alcohol/tobacco
- Sleeping arrangements
- Safety concerns
  - Hygiene
- Phone use
- Noise
  - Use of common spaces
  - Use of possessions

A staff member will help you to facilitate this discussion. As a reward to those who do complete the form, priority status will be given during the reservation process next year. Transfer Requests will not be considered unless a completed roommate agreement has been completed.

## Tips for living with roommates

- Treat your roommates as equals. Don't give orders, make unreasonable demands, or expect favors. Try to put yourself in the shoes of your roommate to determine if what you are doing (or not doing!) is reasonable.
- Respect your roommates' right to privacy. Don't pry into their private affairs or expect to share in their activities unless invited.

-Keep borrowing to an absolute minimum.

- Avoid trying to "reform" or correct your roommate(s). Don't expect them to conform to your standards or accept your beliefs.
- Work out mutually agreeable divisions of chores. Don't wait for your roommate to take care of the housekeeping.
- Make a sincere effort to be friendly. Don't withdraw into a shell or forget common courtesy, which is unfortunately not "common" enough!
- Accept routine inconvenience without complaint. Don't gripe continuously about little annoyances that are insignificant. If they are significant, talk to your roommate right away, and not to anyone else.
- Keep your promises and commitments without exception. Don't break appointments or renege on agreements.
- Respect the efforts of others to study. Don't cause interruptions or make unnecessary noise.
- Prepare and live with a realistic budget. Don't overspend during the month and have little or no money left to pay your portion of the apartment/suite bills.
- If you have a disagreement with a roommate, talk about it as soon as possible. Do not let your anger or frustration build up until you explode. Your CA/RA is available to support and mediate if necessary.
- Have a discussion and agree to boundaries about various relevant items.

# Safety and Emergency Procedures

## **Safety and Emergency Procedures**

The property has a strong commitment to safety; to make it work, you must also have this commitment. We have adopted instructions and procedures to follow in emergency situations; please be aware of these and understand their importance.

We work closely with local police and fire departments and are constantly evaluated to ensure that we continue to provide the safest living environment possible. Please respect these regulations as you would any others. If you do not understand any of these regulations and suggestions, please ask your CA/RA for clarification. Please think safety at all times.

## **Fire Safety**

Fire warning devices and safety equipment are to be used only in case of emergency. The sounding of a fire alarm should be taken seriously and residents should proceed according to the instruction posted in and about the property. The intentional sounding of an alarm outside of an emergency situation will be considered a criminal offense and the person or persons responsible will be treated accordingly.

Multiple outlet "octopus" plugs are not permitted. Surge protector power strips with circuit breakers are permitted. Live holiday decorations such as trees/wreaths are prohibited. Hot plates, candles, incense, space heaters, cooking grills, lighter fluid, and other combustibles are prohibited due to the increased risk of fire hazard. For more information, please refer to the Rules & Regulations portion of your lease/license agreement.

If there is a fire or the alarm sounds, feel your door with the back of your hand before exiting. If it is cool, exit the room, close the door, and proceed to evacuate the building. If the door is hot, don't open it; fill any cracks with wet towels, signal from your room by hanging a sheet out your window and wait to be rescued by the fire department. Upon leaving your apartment/suite, close your door. If smoke is present in the breezeways, lie down and crawl to safety; fresh air will be near the floor.

After you have exited, please be sure to move away from the building in order to avoid falling debris and to give the fire department personnel room to operate. Notify a member of the property staff upon exiting the building. The fire department will give an "all clear" when it is safe to re-enter the building. Finally, for safety sake, always let your roommate know where you are, a practice commonly known as the buddy system.

In the event of fire, residents should proceed away from the property and meet in the parking lot at the furthest point from your building. You are required by law to evacuate the buildings when the alarm sounds. Failure to do so is not only dangerous and illegal, but it also may result in criminal prosecution and the initiation of eviction proceedings. Persons involved in tampering with smoke detectors, extinguishers, sprinklers, or any of the protective casings around the fire safety equipment will be subject to criminal prosecution. Upon your exit, please report any information that you know to the CA/RA (e.g., the location of the fire).

## **Tornados**

Know the difference between a tornado watch and a tornado warning. A tornado watch simply means that conditions are favorable for the formation of a tornado. A tornado warning is issued when a tornado has actually been sighted or is indicated on radar.

In the situation that a tornado warning is in effect, you should open your apartment/suite windows approximately 1/2 inch. Doing this will relieve internal pressure and lessen the possibility of injury should a tornado strike. Go to your bathroom. The safest place for you to stay during the tornado warning is in your bathroom. We suggest you take a portable, battery operated radio with you to keep you up-to-date on the current status of the tornado. Once the tornado warning has been lifted, the immediate danger is over and you can resume normal activity.

## **Winter Storm**

In areas where winter storms can be particularly severe, you should begin making plans in late fall for the coming winter. We recommend having the following items on hand before the storm season arrives: battery operated radio and spare batteries, fully charged cellular phone, flashlights with spare batteries, snow and ice removal equipment, fully stocked first aid kit.

## **Your Personal Safety**

Personal safety measures are just as important to your well-being as those previously mentioned. Crimes, injuries, and personal assaults all occur outside of our control, but there are steps that can be taken to decrease your likelihood of being a victim.

## **Courtesy Personnel**

The property maintains contract service patrols to walk the property each night in order to deter any potential problems. These professionals are equipped with walkie-talkies and/or cellular phones for communication with the property's personnel.

Your apartment/suite has a dead bolt lock so that it cannot be opened without a key. Please keep your room door locked at all times.

**SAFETY TIPS:**

- Do not walk alone after dark. Get someone from your building to walk with you.
- Do not prop open any doors. Do not open doors for strangers.

- Lock the dead bolt on your door at all times. When you leave your apartment/suite, remember to lock your door, this applies even when you leave for only a minute. Always carry your apartment/suite key with you. If your apartment/suite key is lost or stolen, please report it to the property office so the lock may be changed.
- Use the one-way door viewer before opening the door to let in a guest. Never open your door to someone you don't know. Report suspicious-looking persons to your CA/RA. or property personnel.
- If you see an unsafe feature on our property (for example, an EXIT light out), please notify property personnel immediately.

**Tips on Preventing Auto Crime**

- Be alert and use common sense.
- Roll up windows. Lock your car.
  - Never hide a spare key in your car.
  - Never leave CD's, packages, purses, or other valuables in plain sight.
- Approach your car from behind on the passenger side while giving the impression that you are just passing by. Walk past the passenger side and look into the car. Check the back seat. Then proceed to the driver's door.
- Carry your key ring in your hand while walking to your car, whether in daylight or dark.
- As soon as you get in the car, lock the doors.
- If someone is in your car or loitering around it, call the police or security. DO NOT confront the stranger.

**Personal Property Insurance**

Please be aware that the property takes many precautions to maintain the safest living environment possible, but we are not liable for any losses or damages that may occur to your personal property. If you are a dependent, you may be covered under your guardian's personal property insurance.

The property takes many precautionary measures in attempting to aid the well-being of our residents. These include: strongly urging you to keep your apartment/suite and bedroom locked at all times and having an extensive preventive maintenance program designed to detect and cure any problem areas throughout the physical facility. We strongly recommend that you obtain personal property insurance for all of your valuables.

**NON-LIABILITY OF OWNER.** Owner, its officers, agents and employees, shall not be liable in any manner for any loss, injury, or damage to Tenant, its agents, guests, and licensees, including but not limited to, acts of theft, burglary, vandalism and assault. Tenant assumes all risk of loss or damage of Tenant's property within the Property, which may be caused by water leakage, fire, windstorm, explosion, or other cause, or by the act of omission of any other harmless Owner, its officers, agents and employees from and against any and all claims for injury, loss, or damages to person or property, regardless of cause, arising out of or resulting from damage, injury or loss alleged to have been sustained by Tenant; without in any way limiting or restricting the generality of the above, Owner shall not be liable for any claims arising from acts of theft, vandalism, assault and other criminal activity committed on the Property.

For the purpose of this paragraph, Owner shall include Education Realty Trust, Inc., Allen & O'Hara Education Services, Inc., its officers, agents and employees.

Thank you for taking time to read the property's Resident Handbook. Please remember that you are an important part of our community and we hope you invest time and interest in keeping our property a great place to live!