



Student Apartments and Family Housing

## **Policies and Procedures**

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## **Student Apartments and Family Housing Policies**

### **24 and 72 Hour Eviction Notices**

The University can give a 24 hour eviction notice for acts that are outrageous in the extreme, such as drug use or acts of violence, as well as keeping a pet that seriously threatens to inflict personal injury or providing false information on the original application. The university may also give a 72 hour eviction notice for unpaid balances. If payment is not received within the 72 hour time period, the University will seek appropriate administrative or judicial process to gain payment and possession of the premises.

### **30 Day Notice to Vacate**

Upon moving out, a 30 day notice to vacate must be submitted in writing. The tenant is responsible for payment of the rent for 30 days from the date the 30 day notice is signed and received in the housing office.

If a tenant breaks the lease at anytime during the lease dates, the tenant will be charged a month and a half rent. If a tenant graduates during the time of the lease, the penalty will occur for moving out.

### **Abandoned Property**

If the university reasonably believes the resident has abandoned property, which was left after termination of the rental agreement, the University may dispose of said property 8 days after a mailed, written notice of abandonment (or 5 days if the notice is given verbally or through email) has been sent to the resident according to the requirements of the Oregon Residential Landlord and Tenant Law. If the resident responds to the notice before the 8 days are up (or 5 days), the resident will then have 15 days to collect the belongings.

### **Air Conditioners**

Air conditioners are not provided by University Housing. Any air conditioners used by the tenant must be properly installed by the university maintenance team. The tenant must submit a maintenance request to have the unit installed. It is the tenant's responsibility to purchase the necessary plexi glass material.

### **Bicycles**

All bicycles are to be parked in bike racks or designated bike parking areas on the Student Apartments and Family Housing site, the apartment's back patio or deck area, or in the apartment's outside storage area. No bicycles will be allowed on the sidewalks or front entry steps or areas. Any bicycles or other toys left in walkways will be confiscated by University Housing for 30 days or until claimed by its owner. Please lock up all bicycles; the University is not responsible for any lost or stolen bicycles.

### **Boats, Trailers, etc.**

Residents may not store boats, boat trailers, hauling trailers, tent trailers, travel trailers or

campers of any sort on the Student Apartments and Family Housing site, except in the four spaces specifically designated for that purpose. Permission to use the reserved spaces must be obtained from the University Housing Office. If no space is available, residents must make their own arrangements for storage of these items outside of the Student Apartments and Family Housing area.

### **Cable Television/Internet**

Cable television and Internet are provided in each apartment. The resident may not obtain their own internet services.

### **Car Washing**

Cars are to be washed only in the Student Apartments and Family Housing designated car washing area next to the maintenance building. Tenants need to provide their own hoses.

### **Carpet Shampooing**

Residents may **not** shampoo their carpets. Carpets may be shampooed only by an approved carpet shampooing company. Residents shall be financially responsible for any carpet damage caused by violation of this policy.

### **Cabinets and Counters**

Residents must use a non-abrasive cleaner to clean all counters and cabinets in order to protect and preserve the finish.

### **Community Garden**

Two community gardens are available on-site. There is no charge to have a garden plot; tenants simply make arrangements through Student Apartments and Family Housing staff.

### **Compactors**

There are two trash compactors in the Student Apartments and Family Housing area; one is located in the lower parking lot of the Quincy Apartments and the other in the upper parking lot of the Wightman Apartments. These compactors are for resident use only. No items other than trash bags may be thrown into these compactors or left outside of them. All trash must be properly placed inside the compactor. Misuse of these facilities will be addressed by University Housing.

### **Confidential Information**

According to Southern Oregon University academic policy, Student Apartments and Family Housing is obligated to release what is called “directory information” if it is requested. For most, this is not a problem; however, if you are one who needs all information kept completely confidential, it is the student’s responsibility to visit the Enrollment Services Center in Britt Hall on campus and submit a written request. Confidentiality requests need to be renewed each academic year.

### **Damages**

Reasonable charges for repair of damages to premises, furniture or appliances beyond

normal wear and tear will be paid by the resident. Residents will be billed for such damages and must pay all billings when due. If such a billing is unpaid, the University shall notify the resident of the past due account and provide the resident with the appropriate notice in compliance with the Oregon Residential Landlord and Tenant Law of the University's intent to terminate the rental agreement, requiring the resident to move out. After the resident moves out, the premises will be inspected for damages; the tenant will be notified within 30 days of their move-out date of any damages that require payment.

## **Drugs**

The possession, manufacture, use, distribution, or sale of illegal drugs or the illegal sale, possession, use, distribution of prescription drugs in University Housing is prohibited. The use of substances outside of their intended purposes and in a manner not prescribed by a physician will not be tolerated in Student Apartments and Family Housing.

Prescription drugs are permitted on campus if accompanied by an authentic medical prescription. Use of legal medication outside the parameters of the medical authorization is prohibited.

Possession or use of marijuana and marijuana paraphernalia is prohibited on campus. Even though Oregon State law allows adults age 21 and older to possess small amounts of marijuana for recreational use federal law prohibits marijuana possession and use of any kind. Because Southern Oregon University receives federal funds, SOU must adhere to federal laws pertaining to possession and use of marijuana. Students with medical marijuana are prohibited from possessing or using marijuana of any kind and possessing or using marijuana paraphernalia on campus. Marijuana and marijuana paraphernalia that is found on campus will be confiscated and destroyed by CPS staff and/or the Ashland Police Department.

Students may not possess drug paraphernalia. Drug paraphernalia includes equipment, products and materials of any kind which are marketed for use or designed for drug use including, but not limited to, bongs, smoking pipes, syringe needles, and roach clips. For a more complete listing of prohibited items please see Oregon Revised Statutes (ORS) 475.525.

It is a violation of policy for anyone to knowingly be present in a location where drugs are present.

University Housing staff and/or the Office of Student Conduct and Community Standards will refer residents and their guests who violate this provision to the Oregon State police, and they will be evicted from University Housing.

## **Exceptions to Policies**

Any resident of Student Apartments and Family Housing who believes they should be exempt from any policy (or disagrees with departmental decisions or actions) is encouraged to obtain and complete a petition form available in the University Housing

Office and online. Petitions which are denied can be appealed to the University Housing Appeals Board. Requests to have petitions reviewed by the committee must be done in writing and decisions by the University Housing Appeals Board are final.

### **Exterior Use of Buildings**

Residents are prohibited from hanging bedspreads, hammocks, rugs, mops, etc. from windows, porches, patios, decks and roof areas. Clothes may only be dried by using a standard folding clothes rack on the back patio or deck area of the apartment.

### **Fire Safety**

All Student Apartments and Family Housing apartments and houses have hard-wired smoke detectors. The resident is responsible for testing the smoke detectors once a month and informing the Housing Office when they are not working properly.

**Do not, under any circumstance, remove or tamper with the smoke detectors.** If smoke detectors are tampered with, a \$250 fine will be billed to tenant.

Quincy apartments are also equipped with a sprinkler system. Do not hang anything from the fire sprinkler heads.

### **Flooding**

The storm drain system protects the bottom (ground) floor “flat” apartments. If the storm drain area has leaves, debris, etc. on the grate, please contact the University Housing Office so maintenance can be notified. Several houses have basements; they too have a risk of flooding. The University Housing Office, University, and The State of Oregon insurance do **not** cover your personal items with insurance. In your rental agreement, you have agreed to “assume liability for loss or damage to all personal property stored in the house or apartment or on the premises.” **Student Apartments and Family Housing highly encourages the purchasing of rental insurance.**

### **Graduation**

After graduation, students are required to give a 30-day notice, and they must vacate **no later** than 30 days of completion.

### **Grounds**

For Student Apartments and Family Housing, the University will maintain all common lawn areas, trees and plantings. The resident is responsible for the day-to-day care and the cleanliness of the apartment’s porch and deck area. Damages to grounds shall be assessed to the resident responsible for the damage. For the houses, the University will maintain the front lawn and shrubbery areas. Each house resident is expected to keep the side and back yard areas mowed, trimmed and watered.

### **Guests**

Overnight guests may be permitted to stay for a maximum of two weeks. However, guests staying for than one week must be approved by and registered with Student Apartments and Family Housing.

## **Houses**

Houses owned by Southern Oregon University do not qualify for Housing Authority assistance. The houses are older than the apartments and will show more wear and tear. Tenants are responsible for side and backyard care, including: mowing, weeding, and keeping the area clean. Most of the houses do not come with window coverings; tenants may install window coverings of their choice.

## **Keys**

The resident will be issued two keys to the unit, one mail box key and one laundry room fob. Additional keys may be issued at the discretion of the Student Apartments and Family Housing staff. Keys must be returned upon vacating the unit. If any keys are not returned, the tenant will be charged to replace the keys. No refund will be given for keys returned three days or more after moving out, and/or locks have been changed. The installation and use of unauthorized locks on doors are prohibited.

Key and Lock Charges:

\$125.00 for apartment or house lost keys and lock change (regardless of number of lost keys)

\$125.00 for each lost mailbox key and lock change

\$50.00 for each lost laundry fob

## **Light Bulbs and Light Fixtures**

Upon occupancy, the University will ensure that there are working light bulbs in all light fixtures within the apartment unit. The resident is responsible for the replacement of all compact fluorescent or incandescent light bulbs inside of the rental units. If the resident requests to have compact fluorescent or incandescent light inside the unit changed via a maintenance request, the resident will be billed for the parts and labor via their student account.

If fluorescent tube lights or any other outdoor lights need to be changing submit a maintenance request, the university facilities will replace at no cost to the resident.

## **Maintenance**

The University Housing Department will remedy and/or repair rental problems that are the responsibility of the University. Examples might include faulty plumbing, electrical or structural problems. However, the Department's budget does not cover maintenance problems caused by tenants. A tenant-caused problem would include any problem caused by the tenant, someone in the tenant's control (a child or visitor) or something in the tenant's control (a car, trailer, etc.). Examples of common tenant-caused problems include: clogged plumbing, broken windows or window coverings, etc.

The resident can submit a maintenance request online at <http://www.sou.edu/housing/maintenance.html>

## Motor Vehicles and Parking

There are over 200 spaces available for parking. All vehicles need to be properly registered, have current stickers on the license plates at all times, and have a family housing parking permit in the rear view mirror. Vehicles that are not properly tagged or are considered abandoned will be towed at the owner's expense. Please contact the University Housing Office for the necessary paperwork.

## Motorcycles, Mopeds and Scooters

Motorcycles, mopeds and scooters are to be parked in a parking space in the parking lot. Motorcycles, mopeds and scooters are prohibited from being parked on sidewalks, front entry steps, on an apartment's patio or deck area, or inside an

## Noise

The comfort of our tenants is a top priority at Student Apartments and Family Housing. It is expected that all residents remain courteous in relation to noise 24 hours a day. If complaints are received, University Housing may have to intervene. If excessive noise is made beyond reasonable hours, it may be addressed by a Resident Manager. Further action may be taken for repeated incidents.

## Pets

The resident is fully responsible for all actions of an animal in their care. Dogs must **always** be attended by their owner. The resident **must** have pet insurance for any dogs, as addressed in the Family Housing Contract.

Any animal waste **must** be removed and disposed of by the tenant. A fine will be placed on any resident who does not pick up and properly dispose of their animal's waste.

Any dog not confined to property and which is outside on University property must be on a leash not longer than six feet in length.

For further rules and regulation regarding pets in Student Apartments and Family Housing please reference the Pet Policy Booklet and Application Form located at: <http://www.sou.edu/housing/famhousing/forms.html>

## Privacy and Reasonable Access

Except in the case of emergency or as otherwise provided in the rental agreement or by law, the University must give the resident at least 24 hours actual notice before entering the dwelling and then may enter only with the resident's consent. The University will enter only at reasonable times and in a reasonable manner. The University will not abuse the right of access or use it to harass. The resident is expected to not unreasonably withhold consent. **The University will provide a notice to the main tenant's official school email when they intend to enter or have entered for emergency purposes.**

## Recycling

There are recycling areas near the garbage dumpsters in the apartment complex. Please

be sure to prepare all materials properly by washing out containers, breaking down boxes and ensuring that everything placed in the recycling bins is recyclable. Any residents who are improperly using the recycling areas will be notified and could be fined. Houses will be provided one trash can, a recycle co-mingle cart and a blue bin for glass.

### **Resident Managers**

Resident Managers are on-site students employed by Student Apartments and Family Housing for the purposes of evening and weekend emergency contact. The on-call phone number is 541-944-3625.

### **Signs**

Residents shall not display signs, placards or banners of any types in or about the premises. Public bulletin boards will be available in the Laundry Room for posting information which would be of interest to Student Apartments and Family Housing residents. All postings must be appropriate, or they will be removed by the University Staff.

### **Smoking**

All of our apartments and houses at Student and Family Housing are smoke free. There is no smoking permitted in or within 15 ft. of any of these buildings (in backyard area, it is required to be at least 15 ft. from the apartment fence). Furthermore, smoking is prohibited in select outdoor common use areas, such as the mailboxes and community gardens. Residents can **not** smoke on their decks or patio areas. Violation of this policy may result in a confrontation by a Resident Manager or fines of up to \$25.00 per incident.

### **Solicitation**

The University does not allow for any solicitation on University property, this includes yard sales of any kind. Any exception to this policy must be approved by the Family Housing Office.

### **Student Status**

Residents of Student Apartments and Family Housing must be officially admitted to Southern Oregon University at the time of check-in to Student Apartments and Family Housing. To remain eligible for Student Apartments and Family Housing, a resident must register for and complete a minimum of 12 credit hours per term (6 credits for a graduate student), and be enrolled in 3 of 4 academic terms each calendar year, one of which **MUST BE** fall term. If at any time the student becomes suspended, the University Housing Office will service a 30 day notice to vacate.

### **Subletting**

Subletting, or renting to a third party, is strictly prohibited. Allowing an unapproved tenant of any kind to reside in a Student Apartments and Family Housing rental unit is a violation of a the lease agreement and may result in the service of an eviction.

**Unsupervised Children**

University Housing policy conforms to state law regarding unsupervised or unattended children. It is a Class A misdemeanor to leave a child under 10 years of age unattended. To keep young children safe, they must be supervised at all times. Never assume someone else will watch your child. It is your responsibility to make arrangements for supervision of your child. Each unsupervised child incident reported to the office will be recorded and filed. The parent(s) will be sent a copy of this policy. If three incidents occur within one year, a 30 Day Notice will be processed. Your child's safety and well-being are extremely important.

**Wall Hangings**

Residents may use small nails or nail-type picture hooks to hang pictures, etc., on the walls. Ceiling plant hooks are limited to no more than three in each apartment unit and must be fastened into ceiling studs.

Residents are not permitted to mount TV's to walls without university assistance, via maintenance request.