

# 2008-2009 WILLIAMS CAMPUS HOUSING RESIDENCE HALLS AND SHARED HOUSES

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## WELCOME

Williams Campus Housing provides a supportive on-campus living environment for students pursuing an educational degree and/or certificate programs offered through Arizona State University and the Maricopa Community College District (collectively, the "University"). Living on campus is a privilege and residents will be held accountable to demonstrate progress in completing their degree or certificate in a timely manner. The community will be governed by common courtesy, common sense, and respect for all residents and staff.

You must follow the standards of conduct in these Community Policies, **the Arizona State University code of conduct, the Maricopa County Community College District code of conduct and the License Agreement.** *By enrolling at the University a student neither loses the rights nor escapes the responsibilities of citizenship. All students are expected to obey federal, state and local laws, the rules and regulations of the Board of Regents of Arizona State University, the rules and regulations of Arizona State University and the Maricopa County Community College District and directives issued by an administrative official in the course of his/her duties. A student who enrolls at the University is charged with the obligation to conduct himself/herself in a manner compatible with the University's function as an educational institution; consequently, conduct which interferes with the use or utilization of University facilities by other persons may be punished regardless of whether such conduct is specifically proscribed by the provisions of the Student Code of Conduct.* **APPEALS** may first be addressed in writing to the on-site Managing Director. If you are unsatisfied with this decision a written appeal may be forwarded to: Regional Director, Campus Living Villages, 1001 Fannin, Suite 1350, Houston, TX 77002. If an eviction is processed, the resident will receive written notification that will explain the reason for the eviction and when the premises must be vacated.

## SAFETY

**S1. SECURITY** - It is not possible for any housing owner or manager to insure "security" or "safety." The ASU Police Department provides police services in the Property from time to time at their sole discretion. You should not assume their presence. We believe in the effectiveness of neighbors looking out for each other and we encourage residents to get to know their neighbors. You must promptly report any incident of theft, vandalism, or unsafe conditions to the ASU Police and our office. Whenever possible, please furnish a detailed description of the offender, date and time of day, make and color of car, license plate number, etc. Please call the ASU Police at (480) 727-3456 for non-emergencies or 911 to report any criminal activity. We will support your vigilance and will, where appropriate, prosecute acts of vandalism, trespassing, and theft.

The ASU Police Department provides Uniformed Public Safety Escorts from building areas and campus parking areas during hours that classes are in session. Please contact (480) 727-3456 to request their assistance.

**KEYS** - Keys belong to us and must be returned to us at the end or termination of your license. You will be charged to re-key and re-core your room or house should you lose your key. This is for your safety and to prevent possible misuse of your lost key. Re-key/re-core costs vary depending on the number of lock cores per room/house. For exact costs, please contact the housing office at (480) 727-1700. Do not duplicate any keys.

**RELEASE OF LIABILITY** - These Community Policies do not impose any responsibility, duty or liability upon the Manager, the University, their respective managers, agents, representatives, officers, directors and employees to provide security; and you release the Manager, the University, their respective managers, agents, representatives, officers, directors, employees, successors and assigns from all liability connected therewith. The Manager and the University assume no responsibility for loss, theft or damage of the resident's personal property in or on campus housing premises. The resident is responsible for abiding by campus fire and safety regulations and agrees to obtain renter's insurance. There are different organizations with a presence at the Williams Campus. The Manager and the University are not liable for any accident, injury or damage caused by air traffic or other organizations located at or near the Williams Campus. The resident shall make no claims whatsoever against the Manager and/or the University. The resident must pursue the responsible organization if he/she is harmed in any way. Safety is the personal responsibility of the resident and their guests/occupants. The following is a list of security guidelines:

### PERSONAL SECURITY – WHILE INSIDE YOUR ROOM/HOUSE

- Lock your doors and windows, even while you're inside.
- Use deadbolt locks on the doors while you're inside.
- When answering the door, see who is there by looking through a window or peephole. If you don't know the person, first talk with him or her without opening the door. *Don't open the door if you have any doubts.*
- Don't put your name, address or phone number on your key ring.
- If you're concerned because you've lost your key or because someone you distrust has a key, ask us to rekey the locks. You will pay for the rekeying.
- Dial 911 for emergencies. Keep phone numbers handy for the police, fire and EMS. If an emergency arises, call the appropriate governmental authorities first, then call us.
- Check your smoke detector monthly for dead batteries or malfunctions. (Residence Hall smoke detectors do not require batteries).
- Check your door locks, window latches, and other security devices regularly to be sure they are working properly.

- Immediately report the following to us by completing a work order online or by calling our office:
  - a. Any need of repairs of locks, latches, doors, windows and smoke detectors; and
  - b. Any malfunction of other safety devices outside your dwelling, such as broken gate locks, burned-out lights in stairwells and parking lots, blocked passages, broken railings, etc.
- Close curtains, blinds and window shades at night.
- Mark or engrave identification on valuable personal property.

#### PERSONAL SECURITY – WHILE OUTSIDE YOUR ROOM/HOUSE

- Lock your doors while you're gone. If you have them, lock your door handle lock, keyed dead bolt lock, sliding door pin lock, and sliding door handle latch and sliding door security bar.
- Leave a radio or TV playing softly while you're gone.
- Close and latch your windows while you're gone, particularly when you're gone for an extended period.
- Tell your roommate and/or suitemates where you are going and when you'll be back.
- Don't walk alone at night.
- Don't hide a key under the doormat or a nearby flowerpot. These are the first places a burglar will look.
- Use lamp timers when you go out in the evening or go away for an extended period. They can be purchased at most hardware stores.
- Let us and your friends know if you'll be gone for an extended time. Ask your neighbors to watch your room/house since we cannot assume that responsibility.
- While away for an extended period, have your newspaper and water delivery stopped, or have a friend pick up your newspaper daily.
- Carry your door key in your hand, whether it is daylight or dark, when walking to your entry door. You are more vulnerable when looking for your keys at the door.

#### PERSONAL SECURITY – WHILE USING YOUR CAR

- Lock your car doors while driving. Lock your car doors and roll up the windows when leaving your car parked.
- Don't leave exposed items in your car, such as cassette tapes, wrapped packages, briefcases or purses.
- Don't leave your keys in the car.
- Carry your key ring in your hand while walking to your car, whether it is daylight or dark and whether you are at home, school, work or elsewhere.
- Try to park your car in an off-street parking area rather than on the street. If you park on the street, park near a streetlight.
- Check the backseat before getting into your car.
- Don't stop at gas stations or automatic teller machines at night, or anytime when you suspect danger.

#### PERSONAL SECURITY AWARENESS

No security system is failsafe. Even the best system can't prevent crime. Always proceed as if security systems don't exist since they are subject to malfunction, tampering and human error. We disclaim any express or implied warranties of security. The best safety measures are the ones you perform as a matter of common sense and habit.

**S2. SALES AND SOLICITATION** – Soliciting by off-campus salespeople is not permitted on campus or within the residential community. A resident may invite a salesperson

to visit them. Any person wanting the privilege of being invited to sell to groups or individuals must receive written permission from our office. Unapproved vendors or salespeople are prohibited and should be asked to leave. If unapproved vendors and salespeople refuse to leave contact our personnel or ASU Police.

In the case of fund-raising events recognized by campus organizations, approval may be obtained through our office. Announcements and publicity items for the residential bulletin boards must be submitted to our office and approved prior to posting. No group or individual may act as a vendor or sales agent or in any way establish a business enterprise in the residential community.

**S3. AIRPORT NOISE & TRAFFIC** – Campus housing is subject to air traffic from the Phoenix-Mesa Gateway Airport, located on property adjacent and within the Williams Campus. The air traffic may be loud from time to time depending upon the type of aircraft in use. The time of the noise is neither predictable nor set at any specific time periods. The Williams Campus cannot regulate or control the air traffic. If you have questions about the airport, or need to contact them, call (480) 988-1013. Signing this agreement is an acceptance of your home/room in spite of the air traffic and noise.

**S4. CHAIN LOCKS & DEADBOLTS** – You may add a chain lock if the lock is installed from the inside only and must be left in place when vacating, or you must restore the door and frame to the original condition prior to check-out. You will be responsible for any damage that occurs if housing personnel must enter the home/room in the event of an emergency. You may add a deadbolt lock if the "BEST" brand is used and may be purchased through our office at the current rate. Only our maintenance personnel may install the lock. The additional lock will be keyed to our master key system. The deadbolts must be left in place when vacating or you must restore the door and frame to their original condition.

**S5. LOCKOUTS** – Identification will be required prior to being let into your room/house. It is your responsibility to carry your key at all times to prevent repeated lockout problems. During office hours contact the front desk to be let in to your room/house. During the nights and weekends, please contact the RA on duty at (480) 727-1700. No other unapproved occupants or resident will be allowed in to your room/house unless written permission to do so is on file with our office. Residents using repeated and excessive lockout privileges will be charged for such access.

**S6. INSURANCE** – You agree to purchase and maintain renter's insurance coverage for your personal property and liability insurance for damage to your room/house through misuse, accident or neglect. If you fail to comply with this paragraph, you agree to hold the Manager and the University harmless for any damage to your property or property of others by accident, natural or other causes or neglect.

**S7. LEAD BASED PAINT & SAFETY INSPECTION PROGRAM** – An assessment of the Property determined areas of the interior as well as the exterior paint to contain lead material. A complete copy of this lead-based paint survey is available in our office. Lead is a material that has been used in the painting of the interior and exterior of homes built prior to 1978. The use of such material was banned in 1978. When the paint remains intact, it is encapsulated in non-lead-based paint and poses no health threats. Peeling or damaged paint may pose a health threat. We have adopted certain precautions and maintenance procedures for each of the homes/rooms to ensure that the paint containing lead is not disturbed or handled by untrained persons. **Therefore, trained personnel must perform all maintenance and repairs to property that contains lead materials. You must observe following rules and by signing this agreement you agree to the following:**

1. Do not disturb the paint. If the paint is accidentally disturbed, do not touch or peel it. Call our office and report the situation so we may take action.
2. Obtain our written permission prior to performing any maintenance or repair activity in the interior or exterior of your home/room or prior to performing any maintenance or repair that may in any way affect or alter the paint.
3. Report any water leaks causing ceiling or wall damage to our office.
4. Read the EPA pamphlet distributed regarding lead based paint. Additional copies are available in our Office.

In addition, a Lead Based Paint Safety Inspection will be performed periodically. Trained maintenance personnel will do the inspection looking for evidence of disturbed paint (i.e. peeling, cracking, or chipping). You will be given a minimum of 48 hours written notice prior to each inspection. In between inspections, if you notice evidence of disturbed paint, immediately report this to our office so that necessary repairs may be made.

You agree to comply with these rules and to review the Lead Based Paint Addendum, distributed when you moved in. If you violate these rules and, as a result, special repairs are necessary, you may be charged for the cost of any work performed. You understand that special repairs may occur at some point during your occupancy. In such event, at our cost for lodging, you agree to move to a fully furnished room/house at the Property or to a nearby hotel/motel of our choice for the period it takes to complete the special repairs.

## COMMUNITY LIVING

**L1. FIREARMS AND AMMUNITION** – We do not allow firearms, ammunition, and other weapons on the property. You must comply with all federal, state, local and University laws and regulations pertaining to all weapons including, without limitation, explosives, fireworks, bows and arrows, illegal knives, martial arts weapons, air rifles, paint guns, mace, tear gas, sling shots, and BB guns.

**L2. ALCOHOL** -- Possession or consumption of alcoholic beverages by you and your guests at the Property must be in compliance with local, state and federal laws, and with the rules and regulations of the University. Please refer to <http://www.asu.edu/aad/manuals/usi/usi106-03.html> for details on the ASU Alcohol Policy.

**L3. DRUGS AND ILLEGAL SUBSTANCES** - Use, involvement, possession and/or distribution of drugs and/or illegal substances is strictly prohibited and will result in eviction and referral to the College judicial officer and law enforcement agencies. This includes possession of any drug paraphernalia.

**L4. VERBAL AND/OR PHYSICAL ABUSE** – You and your guests are to treat all neighbors, housemates and visitors, our staff, and University officials with courtesy and respect. Verbal abuse is not allowed which includes swearing, name calling, or any other language offensive or demeaning to the person. Language that threatens, intimidates, or injures another person because of that person's sex, age, gender identity, sexual orientation race, national origin, or personal characteristics and beliefs are not allowed. Physical violence of any type will not be tolerated.

**L5. FAILURE TO COMPLY** – You must comply with all written and verbal requests and instructions from our staff and University officials. This includes requests to produce valid identification.

**L6. NOISE** - You and your guests must respect the rights of others at all times by behaving in a manner that is conducive to sleeping and studying. High volume sounds from home and car stereos, televisions, electrical instruments, and such are not permitted. While we may establish specific "quiet

hours," you are expected to show consideration and courtesy to other residents 24 hours a day, seven days a week. If another person can hear your stereo, voices, or any other form of sound from outside your door, windows or through the walls, you are being too loud. Please pay special attention to the level of bass you play on radios and stereos. Disorderly and disruptive activities are not allowed.

You are encouraged to first contact your neighbors about noise. If you are not satisfied with the neighbor's response, contact our office for additional assistance.

**L7. BARBECUE GRILLS** – You may not use barbecue grills, hibachis or any other incendiary smoke or flame producing items in the residence halls or common areas around the residence halls. You may not store barbecue grills, hibachis or any other incendiary smoke or flame producing items within five (5) feet of any building, structure, carport, or overhang of the patios, balconies, landings, breezeways or any common area of the home.

**L8. SMOKE DETECTORS** - At the beginning of your license we will test the smoke detector(s) in your house/room for proper operation and working batteries. Thereafter, it is your responsibility to replace the batteries (residence hall smoke detectors do not require batteries). Do not render the smoke detector(s) inoperable or fail to keep working batteries installed. Report to us any malfunctioning or inoperable smoke detector(s).

**L9. COMMON AREAS** - You are expected to use common sense and consideration for others when using these facilities. Your use of the common areas is a privilege that we can withdraw for any reason. Do not make loud noise or play music in the courtyards, playgrounds, lounges, laundries, pool area, or other common areas. You and your guests are required to follow the posted rules and regulations. Common areas constitute any area outside the interior walls of the house/room and any area outside the patio walls (for houses). Common areas surrounding houses include, but are not limited to, sidewalks leading to the houses, concrete adjacent to houses (i.e. porches), and sidewalks leading to a patio. The sidewalks, driveways, passages, landings, and common areas shall not be obstructed nor shall they be used for any purpose other than ingress and egress from the rooms and houses. No personal items or belongings are allowed to be stored or left overnight in the common areas and must be stored in storage areas. Toys and bicycles must be put inside the house/room or storage each evening and when not in use.

**L10. SMOKING PROHIBITED** – We do not allow smoking in our office, the model housing, the study lounges or the laundry rooms. Smoking is not allowed in any residence hall or shared house. Smoking is not permitted within 20 feet of residence halls. Properly dispose of cigarette butts in containers.

**L11. NUMBER OF OCCUPANTS** – If you have a license for a residence hall room, the maximum number of residents in that room is two (2). If you have a license for a group living home, a maximum of one (1) person per bedroom is allowed. Guests staying more than 48 hours without our permission will be considered unauthorized occupants and you will be in violation of the License.

**L12. VISITORS** - Visitors are welcome after consideration is given to the roommate/kitchen-mate/housemate's needs and rights. The privilege of 24-hour visitation is extended to all residents. You are responsible for your guests' compliance with all Community Policies and parking regulations. Guests who stay after 2:00 AM will be considered overnight guests. All guests staying for 48 hours or more must be registered in our office. Guests are limited to a maximum of three nights and may be asked to leave if they infringe upon the rights of the roommate or if they are found in violation of the ASU Code of Conduct, License or

Community Policies. If children visit the community (i.e., brothers and sisters), they must be supervised at all times. Extensions to this policy may be requested by contacting our office; approval is at our sole discretion.

**L13. MINOR CHILDREN** – When outside of your house, your children, and the children of your guests, must be supervised by an adult. Patios and balconies are considered "outside." Children may not live in residence halls or shared houses at any time.

**L14. HOUSING INSPECTION/ENTRY** – We may enter your house/room as described in your license and to inspect for health, maintenance, repairs or safety items with a 24-hour notice, except in the case of an emergency or if it is impractical to give a notice of 24 hours. We will not enter your house/room without knocking. Appropriate University staff may also enter your house/room to determine compliance with University rules and regulations or state and/or federal law. When you request a repair and initiate a work order you automatically grant us permission to enter your house/room to conduct the requested repairs without advance notice.

**L15. HOUSING UNITS** – We recognize the importance of personalizing your house/room. However, in order to comply with fire codes (which exist for your protection and safety), to reduce the risk of accidents, and to prevent other damage to the housing, we have established the policies that follow. If you fail to follow these policies, we may sanction you and/or charge you fines and costs.

- A. Prohibited items:
  1. Hot plates
  2. Multiple-outlet "octopus" plugs unless they have a self-contained circuit breaker
  3. Waterbeds
  4. Aluminum foil may not be placed in windows as insulation or decoration
  5. Hot tubs and swimming pools (other than children's wading pools as defined below)
  6. Trampolines
  7. Halogen/torchiere lamps
  8. Fences (shared houses)
  9. Television satellite dishes may not be installed in/on the residence halls or shared houses/carports

- B. Permitted items, with guidelines:
  1. U.L. approved extension cords
  2. The Shelves located outside the carport storage areas are not to be used for the storage of combustible, flammable or poisonous materials. These items must be limited to one-gallon quantities in the original containers and stored in LOCKED storage areas at all times.
  3. Wading pools are permitted in the patio areas of the shared houses; however, an adult must be present at all times when filled with water. You must drain the pool after each use. You may use the pool only in the semi-enclosed patio. Because drowning is a leading cause of death for children, your failure to comply with these rules may result in immediate termination of your license.

- C. Decorating your house/room:
  1. You may not hang, suspend, stick, or erect anything in, on, or about any windows, window sills, or anywhere else on the outside of any building, room or house
  2. All decorations should be temporary in nature so as to not permanently deface or damage any of your housing's finishes. You can hang posters and other wall decorations with poster putty, thumbtacks, or any other method that will not damage painted wall surfaces. No wall papering or painting is permitted in your house/room without our written permission. If approved, you are

responsible for returning your home/room to its original condition at your cost.

3. Decorations for the holidays and celebrations should be of noncombustible material. Combustible materials can be used only if the items bear a "flameproof" label on the packaging. Live Christmas trees are not permitted in campus housing. Any electrical lighting sets must bear the label of Underwriters Laboratories, Inc. and be free of frayed wires, loose connections, and broken sockets. Light bulbs must be arranged so they do not ignite any combustible materials. Holiday decorations on the exterior areas of houses must be removed within 30 days following the holiday.
4. Do not use nails, stickers or tape on the housing entrance, bedroom and closet doors, floor, woodwork, or kitchen cabinet surfaces. Pictures may be hung on walls with small nails. Plant hooks may be installed in the ceilings and should be removed prior to checkout. The kitchen and bathrooms are each allowed to have only one plant hook. No more than 2 plant hooks are allowed in any other room.
5. Do not hang anything from sprinkler heads. Damage to sprinkler heads may result in flood damage for which you will be responsible.
6. You may not make any alterations to your house/room without our written approval
7. Damages noted at move-out, which are not listed on your Unit Condition Report (UCR) at check-in will be billed to you.

**L16. ROOMMATE AND NEIGHBOR COUNSELING** – Conflicts occur due to a lack of communication between people and resistance to compromise. All residents agree to follow the ROOMMATE/NEIGHBOR CONFLICT RESOLUTION process:

- A. The complaining resident discusses the problem with our staff; staff will give tips on how to talk with the roommate/neighbor; the complaining resident addresses the concern directly with the roommate/neighbor.
- B. Our staff will follow up with the complaining resident. If the problem remains, a resolution meeting is held among roommates/neighbors and our staff. A roommate/neighbor contract may be formulated to help negotiate a compromise.
- C. Our staff will follow-up and revise the roommate/neighbor contract if needed.
- D. Only after our staff feels that the roommate/neighbor resolution process has been given a chance will changes in housing assignments be considered. Failure to get along with roommates/neighbors is not grounds for license termination.
- E. Roommates/neighbors electing not to work through this prescribed resolution process will be assessed a \$75.00 transfer fee to change housing.

**L17. ROOMMATE ASSIGNMENTS** – If you do not designate a roommate on your initial housing application, we will assign you a roommate based on priority status and the date the application is received. If your roommate withdrawals or moves, we will assign the next available student by priority and date the application is received.

**L18. TRANSFERS** - TRANSFERS - You may move from one house/room to another if you have our approval and space is available. Transfers will not occur each semester until after the 10th day of classes. You may be required to pay a transfer fee of \$30.00 in residence halls/shared houses. If you move to another house/bedroom within housing without our prior approval, you may be sanctioned and/or have to pay \$50.00 to us. You may not intentionally abuse or ignore your roommate's rights so that you can get a private room or extra space in housing. If you do, you may be charged for the additional space and face disciplinary action.

**L19. SUBLETTING** – Subletting arrangements of any kind are not permitted. You are not allowed to provide accommodations to roomers, boarders, lodgers, or family members not part of your immediate family (i.e. dependent children under the age of 18).

## OFFICE & MAINTENANCE SERVICES

**O1. OFFICE HOURS AND SERVICE PROCEDURES** – Our office phone number is (480) 727-1700. Our business hours will vary during the course of the year. Please check the office hours posted at the office entrance. When the office is not open, the phones will be transferred to an answering service for messages. A staff member is available after hours by calling the answering service (dial the regular office number at 480-727-1700).

### O2. MAINTENANCE MANAGEMENT SYSTEM -

We take pride in providing you a well-maintained house/room. We demand high standards of service from our suppliers, subcontractors, and service personnel. Except during emergencies, a written work order must be issued from our office for all service requests. Verbal requests are not allowed. *Initiating a work order grants us permission to enter your house/room, at any time, to make the repair.* Your cooperation with this policy will help us provide you better service. If you make a second request for service and do not receive service within forty-eight hours, please address a letter to Campus Living Villages, to the attention of Assistant Vice President, 1001 Fannin, Suite 1350, Houston, Texas 77002. Only written correspondence will be acknowledged. Our phone number in Houston is (713) 871-5100. Emergencies such as power failures, losses of heat (if the outside temperature is below 40°F), losses of air conditioning (if the outside temperature is above 90°F), rising water, no hot water, clogged toilets if only one bathroom is available, clogged kitchen sinks if both sides of the sink are clogged, and stoves not working may be reported by calling the on-duty staff member. Promptly report water leaks and equipment malfunctions to minimize your inconvenience and property damage.

**O3. CARPET CARE** – To reduce damage and preserve the appearance of your carpet, you must vacuum frequently (at least weekly). A vacuum cleaner is available for your use at our office. Please call us immediately for special instructions and assistance in handling carpet stains or damage. You may place rugs on the floors of houses without our approval. The rug may not be permanently affixed to the floor (i.e.: glued, nailed or tacked).

**O4. PEST CONTROL** – Pest control service for the residence halls will be provided. If you are having a problem with bugs and pests in the residence hall, please call our office to make a report and submit a work order and the pest control company will provide service during the next visit. All residence hall rooms will be treated periodically unless a medical excuse from a doctor is given to us. Exterior areas of the residential facilities are treated on a regular basis. If it is determined that unsanitary living conditions contribute to a pest control problem, you may be held financially responsible for extermination.

**O5. RENTAL PAYMENTS** - Rental payments are due in advance, without demand, at our office in accordance with your License. You will be assessed a fee for late payments (see License Agreement "Addendum" for more information). If rent falls on a holiday or weekend, a mail slot is provided at the front door of our office to make your payment and avoid late charges. You must make payments by check or money order. We will pursue all legal remedies for license defaults, including court action and filing reports with the credit bureaus. If all housing charges and applicable fines have not

been paid by the close of business on the 14th day of each month, you may be subject to a change of locks and removal from the house/room. Money owed after the 14th of the month must be paid by money order or certified check. You will be charged \$30.00 for returned checks, plus the late fee. After two returned checks, you must make all future payments by money order or cashier's/certified check.

**O6. SECURITY DEPOSIT REFUNDS** - Your security deposit will be refunded by mail within forty-five (45) days of the expiration or termination of your License, if you have met all the conditions of your License. We will inspect your house/room only after you have completely moved out. No partial refund of your security deposit will be made at any time during the license term. You must leave us your new address and phone number using the move-out notice form that we provide. You will be charged \$150.00 unless you have given us a written move-out notice at least 45 days prior to the expiration of your License. The move-out notice must include your actual move-out date. In addition, you must check out properly and return all keys by the move-out date.

## COMMUNITY CLEANLINESS

**C1. HOUSING CLEANLINESS** – You must maintain your house/room in a clean, orderly and sanitary condition at all times. Unclean conditions may create an unhealthy environment for your roommates and/or your neighbors.

- If we must clean your house/room to assure sanitary conditions, you must reimburse us for all costs incurred.
- If one roommate of a shared dwelling moves out, all roommates must satisfactorily clean the dwelling. If the dwelling is not cleaned, a \$100.00 cleaning charge will be assessed among all roommates.

**C2. TRASH** – Put all trash in tightly closed plastic bags and deposit them in individual trash containers or in dumpsters provided. Do not put trash between the dumpsters and the fence. Do not put bags of trash in the trashcans in the courtyards or common areas. We do not provide door-to-door trash pick-up. You will be charged a \$35.00 service charge per bag if you place any trash outside your house/room or anywhere else on the Property (other than inside the dumpsters). If you leave trash on lawns, driveways, breezeways, landings, carports, or parking lots, you will pay a \$35.00 removal fee per bag. Your individual trash containers must be stored in the concrete enclosures located on the side of your house (except between sundown the evening before the trash collection day and sundown the evening of trash collection day). Scheduled collection days for the houses are Tuesdays for trash and Fridays for recyclables. The residence hall collection day is Thursday. The collection schedules may change at any time.

**C3. PATIOS & BALCONIES** – Keep patios and balconies clean and uncluttered at all times. Only appropriate patio furnishings should be used. Do not dry clothing or linens or store unsightly personal property on your patio or balcony at any time, including but not limited to boxes, tires, recyclables, and broken furniture. No interior furniture including appliances are allowed on patios and balconies.

**C4. STORAGE** – We do not have storage facilities for your use other than what your house/room has. You may not store personal belongings, including but not limited to, extra furniture, camper shells, boats, recreational equipment, toys, wading pools, etc. in or on patios, landings, stairways, breezeways, and sidewalks. Use the concrete enclosures at the side of your house to store trash containers gardening tools, but make sure they are not visible from the street. You may not remove our furniture from your house/room for any reason.

**C5. PETS** - No pets, except fish are permitted in the residence halls and shared houses. One fish tank/bowl, no larger than 1.5 gallons, is permitted per resident. Reptiles and amphibians are not allowed. Guests are not permitted to bring pets onto the property at any time. Violation of the pet policy will result in charges that may exceed \$1,000 for the entire replacement of the carpet, door(s) upholstery, and the painting of walls, and deodorizing the room/house.

## AMENITIES

**A1. LAUNDRY FACILITIES** - Laundry facilities are for our residents' use only. We are not responsible for unattended laundry.

**A2. STUDY LOUNGES** – Study lounges are for our residents and their guests only. We are not responsible for any of your belongings left in the lounges.

**A3. POSTING** - All signs and posters must be pre-approved by us before being posted. Approved posters, signs, and other items may be posted in designated areas only.

**A4. PARKING AREAS & PERMITS** - All vehicles that you park in housing areas must be registered and have a current ASU residential parking permit. You may not store commercial vehicles, boats, campers, buses, trucks over one ton, trailers, or large recreational vehicles in housing areas, even temporarily, without our prior written permission. Any vehicle that has not been properly registered may be towed at the owner's expense if the vehicle is not located in a designated visitor's space. You may wash your vehicles only in your carport or second parking space of your house or in the parking areas immediately surrounding the residence halls. You may not make long-term repairs on vehicles. You must dispose of oil legally. You will be assessed the cost to clean up spilled oil or repair damages that occur from repair activity. Residents in residence halls and shared houses may have one vehicle registered in their name or their parent's name parked on site at any time. Do not park on any lawn, grass or gravel area, or along the streets in North, West and South Desert Village, or in any non-designated parking area. Emergency vehicle access must never be obstructed.

You may not remove any fluid from vehicle on the Property. This includes, but is not limited to, oil, antifreeze/coolant, brake fluid, and power steering fluid. You must dispose of oil legally. You will be assessed the cost to clean up spilled oil or repair damages that occur from repair activity.

We may assign parking areas and spaces for resident parking. If spaces are specifically assigned, the spaces are considered part of the License. Any vehicle, boat or trailer that is not registered for parking in housing areas, or that appears abandoned or inoperable, including but not limited to flat tires and expired license plates/tags, even if parked in the assigned space, may be removed at the owner's expense. You agree to immediately reimburse us if your motor vehicle, boat or trailer is towed and we must advance the money for the cost of the tow.

**MOTORCYCLES** – Motorcycles and all other motorized two or three-wheeled vehicles must be licensed for operation on public roadways and must be registered at the University Police Department. We may not allow you to use these types of vehicles in the housing areas. However if we do so allow, the vehicle must be parked in a parking space. You may not take any of these vehicles into any room/house and you may not park them on patios, porches, landings, or breezeways, or chain them to any trees or utility posts.

**BICYCLES** – Ride bicycles on the streets only. Do not chain bicycles to trees, signs, mailboxes or fences. They should be stored in the bike racks located throughout campus. Do not leave bicycles so they obstruct sidewalks, walkways,

landings, or breezeways. If you keep a bicycle, you do so at your sole risk of loss or damage. We encourage you to use locks recommended by the bike dealer or the ASU Police and to register your bike with the City of Mesa police department.

**A5. PLAYGROUNDS** – Playground facilities are located throughout the areas with houses. PARENTS ARE RESPONSIBLE FOR SUPERVISING THEIR CHILDREN when they are playing outside the house (including on patios, porches, and landings) and when using the playground equipment. Alcoholic beverages are not permitted in the parks and playgrounds.

**A6. MAIL** – We may accept any mail on your behalf if we have your authorization. However, we are not responsible or liable for any damage or theft of mail we accept on your behalf. We will not accept responsibility for any certified or registered mail. The US Postal Service delivers mail to the houses and questions may be addressed to the Four Peaks Station in Mesa at 1-800-ASK-USPS. We will deliver mail to the mailboxes at the mail center, Monday through Friday, excluding holidays. Notices for packages too large to fit in boxes will be left in the appropriate box, instructing pick up at our office. The U.S. Postal Service may drop off stamped outgoing mail at the Williams Campus Mail Center for pick up.

*If you violate any of these Community Policies you are also breaching your License. Such violation may, at our sole discretion, cause you to be disciplined, fined, and/or evicted. These Community Policies are part of your License for a house/room at the Property. All of your roommates or permitted occupants in your house/room must comply with these Community Policies as well. Thank you again for choosing Williams Campus Housing & Residential Life as your home. If at any time you have suggestions for improving the quality of life or desire assistance, please contact us*