

# **Apartment Procedures & Policies Handbook**

## **Academic Year 2023-2024**

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# Welcome!

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Welcome to the apartment community at the University of Idaho. It is our sincere hope that your stay in our residences will be pleasant and comfortable. We hope this will be a positive experience for you while you are attending the University.

The procedures and policies contained in this apartment handbook (“Handbook”) are designed to provide a safe and healthy environment for all residents. The information in this Handbook is intended to advise you of the terms and conditions associated with the Apartment License Agreement, to inform you of Housing & Residence Life procedures, and to acquaint you with staff, facilities, and services available to you.

Before you move into your apartment, you must sign a License Agreement, in which you agree to, accept, and are bound by the terms and conditions contained in this Handbook, the Student Code of Conduct, the Apartment Rate Schedule, and the University of Idaho Residential Data Connect Privilege Agreement, each of which are available on the Housing [website](#). It is your responsibility to familiarize yourself with the applicable guidelines, procedures, and policies so you know and understand the expectations as a resident.

## Human Dignity

The University of Idaho is a place where human dignity must be respected. As members of the University community, we stand against actions that demonstrate insensitivity, intolerance, or prejudice toward others because of their race, color, religion, national origin, sex, age, sexual orientation, gender identity/expression, disability, genetic information, or status as any protected veteran or military status. Each person deserves to be treated with dignity, and we must all do our part by respecting others.

## Community Statement

The University of Idaho’s Residential Housing Communities operate with a strong conviction that an energetic and creative campus community is one that appreciates diversity and pluralism. We seek to build campus communities that reflect, recognize, and support the expanding pluralism at the University of Idaho. While acknowledging the time, resources, and challenges essential to achieving these goals, we in the University of Idaho Housing & Residence Life view the long-term benefits as vital to our residential programs.

## FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974 (also known as the Buckley Amendment), as amended, is a federal law that governs the confidentiality of students’ educational records. Generally, FERPA requires that educational institutions maintain the confidentiality of what are termed “education records”; it ensures each student has access to their education records; and provides students with an opportunity to correct erroneous information contained in their education records.

What this means to you as a student is that we are limited as to the information we can discuss with others regarding your educational records, regardless of who may be paying your fees.

In order to authorize or grant permission for the University of Idaho faculty or staff to communicate with certain individuals, i.e., spouse, parent, about your educational records, in whole or in part, you must contact the Registrar's Office for the proper form(s) and processes to finalize any permissions authorized by you. Please call the Registrar's Office at 208-885-6731 for more information or contact them online at [here](#).

## Apartment Procedures

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As an Agreement Holder, it is your responsibility to know and understand all University of Idaho policies and procedures outlined in the Student Code of Conduct, the Apartment License Agreement and the Apartment Handbook. If you have questions about these documents, please contact Housing and Residence Life at 208-885-6573.

### Eligibility, Application, Assignment & Deposit

#### Application

An application for an apartment must be submitted online at: <https://www.iwanthousing.uidaho.edu>. Applicants must be accepted to enroll in courses or must be a full-time faculty or staff member at the University of Idaho at the time of application. A non-refundable application fee of \$30.00 is required to proceed with the application process.

#### Student or Employee Status

To be eligible for an apartment, the occupant must be enrolled as a full-time graduate or undergraduate student at the University of Idaho during the semester or be a current full-time staff or faculty member of the University of Idaho.

Each semester, an undergraduate resident must be enrolled in and maintain 12 credit hours, and a graduate resident must be enrolled in and maintain at least 9 credit hours unless completing thesis or dissertation requirements to qualify for full-time status. Students who drop below full-time status must notify Housing & Residence Life immediately and will need written approval from the Housing & Residence Life office to remain in an University residence. Graduate students completing thesis or dissertation requirements must register and pay fees for at least 1 credit hour per semester and provide a letter from their advisor indicating progress is being made towards completing their thesis. Post Doctorate students must have a letter from their department confirming their appointment. There is not an enrollment requirement for summer semester if the student signs a License Agreement for the following year and is pre-registered for courses for the following fall semester.

#### Eligibility

- An eligible student is admitted to the University of Idaho.
- A qualified student may share the apartment with a spouse, children over whom the student has legal custody or is in the process of obtaining legal custody, and anyone else who is claimed as a dependent on the student's most recent federal income tax form. If legal dependent(s) are over the age of 18, student will provide the previous year's federal taxes to show that child was claimed as a dependent. Housing & Residence Life allows for the accommodation of a maximum of two (minor/dependent) occupants per bedroom in all apartment units.

- Full-time non-first year students
- Full-time non-first year students with a junior class standing or above; full-time undergraduate student with dependents; full-time graduate students; full-time Staff/Faculty; may live in South Hill.
- Full-time undergraduate students with dependents &/or full-time Graduate Students, full-time Staff/ Faculty may live in South Hill Vista.
- Single full-time students may have roommates who are also students at the University of Idaho and who are otherwise eligible. Only the persons named on the License Agreement are allowed to live in the apartment. Each student will be required to sign their own independent License Agreement and Roommate Addendum. There may only be one agreement holder per bedroom in the apartment.
- Staff or Faculty must remain as full-time University employees to maintain eligibility for University of Idaho housing.

### **Proof of Eligibility**

The resident must provide, upon request, proof of eligibility for all occupants through a marriage certificate (must be recognized by the State of Idaho), birth certificates, custody papers, documentation of legal dependency, etc.

### **Changes in Status**

Changes in family status (death, birth/adoption, marriage, or divorce) must be immediately reported in writing to the Housing & Residence Life office, and proof of eligibility concerning these changes may be required. Eligibility for a residence may depend on the number of individuals seeking housing in one unit together.

If a roommate cancels their portion of the License Agreement, the resident remaining in the apartment will be responsible for the full amount of charges, unless they find another eligible UI student/staff/faculty member to replace the former roommate and the new occupant is approved by Housing & Residence Life. The new occupant will be required to sign their own License Agreement and pay their own deposit.

### **Conviction of a Crime**

Residents must notify Housing & Residence Life in writing if the resident, resident's spouse, or any dependent listed on the License Agreement has ever been convicted of a crime or is currently charged with a crime (the term "conviction" will be interpreted broadly and will include pleas of no contest, deferred adjudications, withheld judgments, and similar dispositions, whether occurring as an adult or a juvenile) (the term "crime" will be interpreted to exclude civil traffic infractions).

Residents must provide Housing & Residence Life a statement with a complete description of the incident, with comprehensive details of the charges/sanctions. Failure to notify Housing & Residence Life of a criminal conviction prior to occupancy or immediately upon being charged with or convicted of a crime during occupancy may be grounds for denial of, or immediate removal from, Housing & Residence Life. Once Housing & Residence Life has been notified by a resident that they or a dependent has been charged with or convicted of a crime, the matter will be reviewed by the appropriate staff. The University shall at all times have the right to determine, in its sole discretion, if a resident is eligible or ineligible to occupy or continue to occupy a university residence.

## Assignments

The following items are important to note about the residence assignment process:

- *Application Fee:* An application fee of \$30 is required to proceed with the application process. The application fee is paid online using a debit or credit card. The fee is non-refundable.
- *Deposit:* When an apartment assignment is made, the resident will receive an apartment assignment letter sent to their Vandal/Idaho email address. The resident shall, by the deadline stated in the assignment letter, submit a deposit of \$500 to reserve the apartment. The University agrees to refund the deposit to resident within thirty (30) days following resident's surrender of the apartment, less the carpet cleaning fee, if
  - Resident has occupied the unit for the full term of this License Agreement;
  - The residence is left in as good condition as at the time of original occupancy by resident, excluding reasonable wear and tear; and
  - Resident has satisfied all other financial obligations to the University.
- *Cancellation:* If a resident cancels their Apartment Housing Application in writing prior to the date on which an apartment is assigned to resident and prior to paying the Deposit, no penalties will be assessed to the resident. However, if resident cancels their Apartment Housing Application in writing after paying the Deposit, the resident will forfeit the entire \$500 Deposit. Cancellation is not permitted after resident occupies the apartment. Upon occupancy, which occurs when resident picks up a key to the Apartment, resident shall be obligated to pay all amounts due under the License Agreement for the full duration of the term of the License Agreement.

The applicant must keep the Housing & Residence Life office notified of any changes of name, address or telephone numbers. Failure to do so may result in loss of assignment and forfeiture of the deposit.

## Apartment Rate Payment & Utilities

### Apartment Rates Due

The entire semester's charges will be billed to your University Account. If the resident receives financial aid funds, the rent may be deducted from student's financial aid. If a resident does not have sufficient financial aid to cover the charges, then a payment plan must be set up through the Student Accounts/Accounts Payable office by the first day of classes. Faculty/Staff must either pay the semester in full by the first day of the semester or work directly with the applicable accounts office to formalize an alternate payment agreement, subject to any other applicable University policies and Idaho law.

### Delinquent Accounts

A late payment charge will be assessed (by the Student Accounts/Accounts Payable office) to the resident's account anytime a payment is late. If the account balance remains delinquent, the License Agreement may be terminated by Housing & Residence Life with ten (10) days' notice to vacate to the resident(s).

### Record Hold

University of Idaho policy requires that a hold will be placed on the registration, transcripts, and diplomas of a student resident when debts owed to the University of Idaho are not paid in full by student residents.

## Utilities

The University shall provide access to campus internet; water; sewer; and trash disposal service. Other utilities such as cable, and electricity/natural gas shall be paid by the resident. Residents are required to have electricity at all times and residents of South Hill Vista residences are also required to have gas at all times, i.e., no service interruptions.

Payments for utility service must be made promptly and directly to the utility company, AVISTA, or other applicable utility provider.

Failing to set up any consumer account with applicable utility providers, i.e., AVISTA, within the first billing cycle will result in a \$75 processing fee charged for each bill we receive until the service is transferred into the agreement holder's name. The fee will be in addition to the monthly utility bill and billed to your university account.

## Checking-In

- Check-In and key pick up is available at the Housing & Residence Life Information Desk. The desk is located in the Living Learning Community (LLC) at 901 Paradise Creek Street.
- You will be notified via a check-in email of the hours you may arrive to check-in as well as other important details.
- Within the check-in email, the resident will receive an Apartment Condition Form. The Apartment Condition Form must be completed and returned to the Housing & Residence Life office either in person or via email within three (3) days. Residents who fail to return the form by the deadline assume responsibility for all damage to the apartment that is not reflected in the previous Apartment Condition Form for that unit. Upon request, a copy of the Apartment Condition Form will be provided to the resident.

## Checking-Out

- All residents must notify Housing & Residence Life of their planned vacate date by completing an Intent to Vacate form (see below under License Agreement Termination and Transfer for more information)
- All keys must be turned in to the Information Desk and signed off as being received by a Housing & Residence Life staff member. You will not be considered "checked-out" until all your keys are returned. An apartment re-key fee (\$75 Elmwood, \$75 South Hill, \$155 South Hill Vista, \$190 South Hill Vista ADA unit) &/or a mailbox re-key fee of \$35, will be billed to your account if keys are not returned by your vacate date.
- Failure to check-out properly will result in an improper checkout fee of \$100, charged to your University account.
- If the resident fails to move out on the date the resident lists on the Confirmation of Intent to Vacate Form, the deposit will be forfeited, and additional charges assessed.
- Any cleaning charges and/or damage charges, plus a \$10 processing fee, will be billed to your University account.
- A standard carpet cleaning fee of \$130 will be billed to your University account upon check-out.
- Failure to return the apartment cleanliness condition to that in which you received it will result in cleaning fees. Resident should wipe down walls; clean floors; clean all appliances and counter surfaces; clean bathrooms; clean bedrooms.

- Personal items or trash left behind in the apartment after resident checks-out will be assessed a removal fee based on the amount and size of items as well as a \$10.00 processing fee.
- If, prior to the expiration of the License Agreement, you cease to be registered as a student at the University or lose your employment status, you will automatically become ineligible to occupy the apartment and may forfeit the deposit.
- Termination of the License Agreement resulting from failure to abide by the terms and conditions stated in this handbook and in the License Agreement will also result in forfeiture of the deposit. Please see section below regarding “Termination of the License Agreement by Housing & Residence Life”.

## **License Agreement Termination & Transfer**

### **Beginning Date of License Agreement**

The License Agreement begins on the date designated in the assignment letter and entered on the License Agreement or the date the resident checks in, whichever comes first.

### **Renewal of the License Agreement – Full time Graduate and Undergraduate Residents**

A License Agreement may be renewed upon mutual agreement of agreement holder and Housing & Residence Life. A new License Agreement must be submitted online at least sixty (60) days prior to the vacate date in the agreement. Renewal of a License Agreement will normally be granted if the resident has complied with the terms and conditions of occupancy during the current agreement period. A License Agreement will not be renewed if charges and/or utility payments are delinquent.

### **Renewal of the License Agreement – Full-Time Faculty/Staff, or Post-Doc Apartment**

*Faculty, Staff, or Post-Doc Residents may renew their apartment license ONE time, for a maximum occupancy of two years (24 months).* A new License Agreement must be submitted online at least sixty (60) days prior to the vacate date in the agreement. Renewal of a License Agreement will normally be granted if the resident has complied with the terms and conditions of occupancy during the current agreement period. A License Agreement will not be renewed if charges and/or utility payments are delinquent.

### **Termination of the License Agreement by Housing & Residence Life**

A Termination of Agreement notice may be given to a resident as a result of violations of the terms of the License Agreement and/or this Handbook. A resident may not avoid a Termination of Agreement notice by not accepting the notice. A notice will be sent via Vandal email or delivered personally or sent by USPS mail. A resident who is served with a Termination of Agreement Notice has ten (10) days to properly check out of the apartment. The deposit is forfeited and all other charges due the University will be billed to the resident’s university account.

### **Termination of the License Agreement by Resident**

The resident may not terminate the License Agreement before the end of the period stated on the License Agreement, unless resident ceases to be a registered student or is no longer employed by the University of Idaho. If the resident vacates the apartment any time prior to the end of the period stated on the License Agreement, the resident shall be obligated to pay all amounts due under the License Agreement for the full duration of the term of the License Agreement until the apartment is occupied by another qualified resident or until the end of the License Agreement, whichever comes first. Resident will forfeit the deposit.

*(Loss of student/staff status; License Agreement section #8)* If prior to the expiration of the License Agreement, resident ceases to be a full-time registered student or staff/faculty member, Resident shall (1) become ineligible for apartment unit occupancy and must vacate the assigned apartment unit within ten (10) days of ceasing to be registered/employed; (2) forfeit all amounts due under this License Agreement for the full duration of the term of this License Agreement; (3) forfeit the entire Deposit; and (4) be charged other applicable fees as indicated in this License Agreement. Pursuant to item (2) of this paragraph, if Resident's Agreement was for a 12-month rate, Resident may elect to (1) forfeit all amounts due under this License Agreement for the full 12 months of the Agreement, or (2) forfeit the Deposit and be charged at the current less-than-12-month rate for each month Resident occupied the Apartment. Resident shall vacate the Apartment within 10 days of loss of student/full-time employment status.

*(Early termination due to Graduation/Internship/Employment Separation; License Agreement section #12)* A License Agreement License Agreement may be terminated, at the University's sole discretion, and with prior written approval by Housing & Residence Life, prior to the end date if the Resident: (a) is a student who completes all requirements for their degree, or (b) is a student participating in an approved internship or student teaching program located more than 50 miles from Moscow, Idaho, and provides appropriate documentation from the academic department/program, or (c) is a faculty/staff who becomes separated from full-time employment with the University. Resident must file a *Confirmation of Intent to Vacate* form at least sixty (60) days prior to the date of early termination. If Resident's Agreement was for a twelve (12) month rate and the Agreement is being terminated prior to the conclusion of the twelve (12) month term, Resident may elect to (1) forfeit all amounts due under this License Agreement for the full twelve (12) months of the Agreement, or (2) be charged at the current less-than-twelve (12) month rate for each month Resident occupied the Apartment. Resident's Deposit will be returned, less the carpet cleaning fee and any charges for damage to the unit. If Resident fails to vacate by the date on the *Confirmation of Intent to Vacate* form, Resident will be charged a daily rate until the apartment is actually vacated and shall forfeit the Deposit entirely. Further, if Resident remains in the Apartment after the date on the *Confirmation of Intent to Vacate* form without a written extension from Housing, Resident is subject to immediate removal from Housing.

### **Intent to Vacate**

If you are not returning to Housing & Residence Life apartments for the following semester, you must file a Confirmation of Intent to Vacate form at least sixty (60) days prior to the date of actual check-out. Failure to give 60 days' notice will result in a \$100 improper failure to notify charge.

- The move-out date listed on the Confirmation of Intent to Vacate form will be considered binding on the date it is received by the Housing & Residence Life Office, and the apartment shall be assigned to the next person on the waiting list. A Confirmation of Intent to Vacate date can be withdrawn or amended with approval by Housing & Residence Life only if there is not a new incoming resident.
- Residents who fail to vacate at the end of the term of their current License Agreement will be charged a prorated amount, based on the less-than-12-month rate beyond the end of the License Agreement period, and the student may forfeit their deposit. Further, residents who remain after the end of the term of the License Agreement without written extension by Housing & Residence Life are subject to immediate removal.

- The apartment should be left in the condition in which it was received, normal wear and tear excepted. Residents will be charged for removal/donation/disposal of anything left behind, including trash or personal items.
- All keys must be returned to the Information Desk.
- Residents should return their parking permit to Parking and Transportation Services (PTS) if they are checking out before the end of the term or academic year. Parking permits are not transferable and there may be a prorated refund issued by PTS.
- All money owed the University of Idaho must be paid in full prior to vacating the apartment. Any remaining balance will be deducted from the deposit. If there is still a balance, it will result in a hold on the University account, and the student will not be allowed to register for classes, request transcripts, or receive their diploma until account is current.

### **Apartment Reassignments**

Housing & Residence Life reserves the right to reassign a resident to a different unit. The resident does not have a leasehold interest in any apartment and there is no landlord-tenant relationship between the University and any occupant of any apartment. Resident-requested apartment reassignments will be reviewed and approved by Housing & Residence Life on a case-by-case basis and there are no guarantees for reassignment/transfer.

To request reassignment, a resident must:

- Submit a written request by completing an Apartment Transfer Request form provided by the Housing & Residence Life office.
- If the move is approved, the reassigned resident has up to three (3) days to complete the move. The resident will have access to both apartments during this time and must pay the prorated charge for both apartments.
- Resident will be charged a \$100.00 transfer request fee to their university account. If resident is requesting transfer for an increase in family size which would put them into violation of the agreement, this fee will be waived.

### **Forwarding Mail**

Residents vacating their University housing or transferring to another University residence should fill out a Forwarding Address form online at [usps.com](https://usps.com). The University is not responsible for forwarding unclaimed mail or packages.

## **Housing & Residence Life Staff & Resources**

### **Apartment Community Assistants (ACAs)**

Apartment Community Assistants (ACAs) are Housing & Residence Life Student Staff members who live in University residences and serve as a resource for residents. ACAs are available to assist you if you have a question about the campus or the Housing & Residence Life office and its policies. ACAs are responsible for upholding the terms of the License Agreement and the guidelines and policies outlined in this Handbook and are available to help when conflicts arise between residents. In addition to these responsibilities, they also organize programs and events for the residential communities. Although ACAs are University of Idaho employees, they are also resident advocates and will work with you to enhance the quality of your residential experience and shared communities.

An ACA will be on call from 5:00 PM to 7:30 AM, Monday through Thursday, and from 5:00 PM on Friday until 7:30 AM on Monday, as well as during holiday hours when the Information Desk is closed. If you

need assistance from an **ACA, please call 208-669-0065**. Spouses and children of ACAs are not members of the Housing & Residence Life staff and they cannot act on behalf of the University. Please refrain from asking them to do so. Only ACAs are authorized to answer University-related questions and act as representatives of Housing & Residence Life.

### **Apartment Program and Assignments Coordinator**

The Apartment Program and Assignments Coordinator is the direct supervisor of the Apartment Community Assistant (ACA) staff. Responsibilities include training and supervising the ACAs, coordinating communication from the Housing & Residence Life office to the apartment residents, establishing and upholding the policies of the License Agreement and this Handbook, and overseeing programming and newsletter production.

## **Amenities & Services**

### **Abandoned Property**

Any property left in an apartment will be inventoried and held for 10 days and then deemed abandoned. After that, the University will dispose of and charge the resident for removal/disposal/donation of the abandoned property. Bicycles found stored improperly will be considered abandoned and will also be removed.

### **Computer Network Connections**

All computers, mobile devices and game systems must be registered with the campus network before they can be used. Before you arrive on campus you may go to, <https://support.uidaho.edu/TDClient/40/Portal/KB/ArticleDet?ID=2384>, to find out what equipment you need, and the steps needed to activate your connection. If you have questions regarding the use of wireless or Ethernet, please call the University ResNet office at 208-885-5507, or send an e-mail to: [support@uidaho.edu](mailto:support@uidaho.edu). Wireless service is provided as an amenity but does not come with a guarantee of speed or non-interrupted connection. For best results use the Ethernet port within the residence.

Ethernet ports provide direct campus Internet connections in every apartment. You must provide an Ethernet cable to plug your computer into the wall plate. This is a standard Ethernet cable sometimes referred to as a CAT5 or CAT6 cable. Ethernet adapters and patch cables are available at most computer retail stores and can be purchased on campus at the University VandalStore.

For the protection of your computer, you should always use a surge protector. In an effort to reduce the risk of electrical fires, residents are required to use surge strips or extension cords which provide surge protection, cord arc protection, and ground fault protection.

### **UI Residential Data Connection Privilege Agreement**

Ethernet connection is provided in your apartment as a privilege, not a right. Along with the freedom of access our campus information infrastructure affords comes the responsibility to be a good citizen. It is the responsibility of the connected resident to adhere to these and all University of Idaho policies. The voice, video, and data networks are for the use of UI students, faculty, and staff, and are to be used only for the educational, academic, and research purposes of the University. The University reserves the right to restrict access, availability of access, and the terms of this License Agreement at any time for any reason.

- You must comply with the University of Idaho Computer Use Policy, which can be found at <http://www.uiweb.uidaho.edu/policy/>

- We recommend that you install and regularly maintain a virus scanner on your computer and keep up to date with the manufacturer's recommended security patches. U of I does not provide antivirus for personal use but Sophos is one software provider that offers a free home edition of their antivirus software that you can use on your personal computers. The free edition can be downloaded from <https://home.sophos.com/>.
- You may not use any software or hardware designed to disrupt the security of the campus network or any devices attached to the network. Likewise, you may not engage in any activities designed to interrupt or intercept the network traffic of other users.
- You may not use University resources to support personal business interests and you may not sell or provide access to University networks to outside entities.
- Use of network-based games employing broadcast transmission packets (such as World of Warcraft, Call of Duty, etc.) is discouraged due to the extensive network traffic that disrupts the activities of other users across the campus network. Academic use of the network shall be prioritized on campus.
- You may not use your connection to engage in software piracy or copyright infringement.
- You may not activate any type of shared file service or server that allows access to your personal computer by anyone other than yourself.
- You are personally responsible for any activities originating from your network connection.
- The University shall not be liable for any data loss or equipment damage resulting from your use of any campus data port.
- Use of University information resources on campus is guided by the same principles and subject to the same sanctions as other campus activities. Violations of these principles will be reported to the appropriate campus body. Sanctions for violations can include, but are not limited to, disconnection from the campus network, termination of your Housing & Residence Life License Agreement (if applicable), disciplinary action by the Student Disciplinary Review Board, and criminal prosecution by state or federal authorities.
- You have the right to use your fair share of the campus network capacity. If you have reason to believe another user or group of users is interfering with your access to the network, you will report the problem to the help desk and expect that the University network administrators will investigate and, if necessary, take corrective action.
- The University reserves the right, and by using this connection you give permission to UI, to monitor traffic through your data connection for the purpose checking compliance with this License Agreement.

By accepting and using the Ethernet connection provided in your apartment, you agree to abide by the terms and conditions set forth above.

### **Wireless Security Note**

If you use the campus wireless network, you should clearly understand that you will be transmitting your information and data through the public airwaves. The University of Idaho shall not be responsible for any data loss or the compromise of private information such as passwords, credit card information, registration data, etc., as a result of your wireless network use.

### **Community Center**

The Center, located at 502 Taylor Street, Moscow, Idaho, is a multi-purpose facility for use by the Residence Life staff and the residents. Residents must reserve the Center for use. To make a reservation for the Community Center, please access Apartment Services & Utilities on their webpage her <https://www.uidaho.edu/student-life/housing/apartments/services> to submit a reservation

request. By submitting a Request for Center Use, you are agreeing to the terms of responsibility, including cleaning-up after using the Center facility and securing all outside doors/windows upon completion of an event. Community Center privilege will be revoked, and a cleaning fee will be charged if the terms of responsibility are not adhered to.

### **Keys**

The residents in Elmwood, South Hill, and South Hill Vista are issued residential and mailbox keys. All university-issued keys (including mailbox keys) that are not returned at the time of check-out or are lost sometime during occupancy will result in a necessary lock change and associated charge for that; billed to the resident's university account. Residents may not loan their keys out to individuals who are not on the license agreement. Residents wishing to have more than one key may request duplicate keys from the Information Desk. Unauthorized duplication of keys is prohibited.

Any resident who is locked out of their apartment may go to the Information Desk and check out a spare key during desk hours. If locked out outside of desk hours, please call your Apartment Community Assistant on-call for help at (208) 669-0065. Each License Agreement holder will receive the first two lock outs free of charge; any lock out after this will result in a \$10 fee being assessed to the resident's account for each lock out. Lock out keys not returned within 24 hours may result in locks being changed and the resident being charged for the parts and labor. The resident will be charged \$25 for each temporary key that is not returned on time.

Children under 18 years of age will not be let into an apartment without a parent or legal guardian. If a child approaches an ACA or other Housing & Residence Life employee and is locked out of their apartment without their parent or legal guardian, the following steps will be taken:

The Housing & Residence Life employee will attempt to contact the adult residents of the apartment by sending a note through the Dean of Students' Office to their class, or by contacting the adult resident at work. If contacted, the adult resident is responsible to come let the child into the apartment. If the parent(s) or legal guardian(s) are not found or do not respond immediately, as a last resort the Moscow Police will be contacted to take the child into protective custody until the parent(s) or legal guardian(s) are able to pick the child up.

### **Laundry**

South Hill and South Hill Vista Apartments have washer and dryer hook-ups, but actual laundry appliances must be provided by the resident. Only electric appliances are allowed. Residents are responsible for their own laundry appliance hookup. Residents are responsible for any damage caused by improperly connected & maintained appliances.

### **Playground Areas**

The playground equipment found in South Hill and South Hill Vista is unsupervised and UI assumes no responsibility for use of the facilities and equipment. Parents must supervise their children while in the play areas. Residents are responsible for reporting all safety hazards, damages, and needed repairs by submitting a service request on-line at <https://auxiliaries.uidaho.edu/servicerequests/> If play equipment is designated to not be used (by sign, caution tape, etc.), parents are responsible for keeping their children off the structure.

### **Television**

#### *Cable*

Apartments are wired for cable television service. However, cable service is not provided by the University. All residents interested in cable service must have the cable installed by, and the cable service provided by, an outside vendor, at the resident's expense.

### **Satellite Dishes and Antennas**

Satellite Dishes and Antennas of any size are not allowed.

### **Trash**

Residents are required to dispose of their trash in the proper areas in the containers provided. When not in use, dumpster lids must be kept closed for sanitation and safety reasons. It is recommended that children do not dispose of trash in the dumpster, especially if they are not tall enough to dispose of the garbage properly.

The dumping of oil, grease, and paint in the dumpster or in the parking lots is prohibited. Trash or recycling which has not been disposed of properly will result in a charge of at least \$10. Items for donation must be taken to a donation location (Hope Center, the Habitat for Humanity store, Goodwill, Salvation Army, etc.). **Do not place furniture in or around dumpster areas.**

### **Recycling**

All recycling will be the responsibility of residents. You may take your items to Moscow Recycling, located at 401 Jackson Street.

### **Parking**

University Apartments residents must obtain a parking permit to park in the Green permitted lots adjacent to their residence. These lots are enforced year-round, 24 hours a day. Upon completing a Housing License Agreement, residents may purchase Green parking permits at the Parking & Transportation Services office located at the corner of Railroad and Sweet Avenue or online at **[www.uidaho.edu/parking](http://www.uidaho.edu/parking)**.

Housing & Residence Life apartment affiliated Green permits are valid in their respective Green lots, as well as Blue lots during the day. Green permits are to be used by current residents only. If a resident decides to move elsewhere, they are no longer eligible for the permit. The permit must be returned for a pro-rated refund, and an alternative permit may be purchased at a pro-rated price.

Guests/visitors are also required to display a parking permit. Annual visitor permits, or daily visitors permits are available for purchase through Parking and Transportation Services.

Please note that campers, trailers, and golf carts are not allowed to be parked within any of the apartment community lots. Residents should contact private off-site storage for these needs.

For additional information, please visit <https://www.uidaho.edu/infrastructure/parking/parking-rules>. Residents may also contact Parking and Transportation Services directly at 208-885-6424 with any questions.

### **Pit Crew Motorist Assistance Services**

PTS offers a free Motorist Assistance Program during regular business hours for vehicles located on University of Idaho owned and managed streets or lots on campus. These services include jump starts,

vehicle unlocks, assistance with flat tires, and borrowing of gas canisters. For assistance, please call 208-885-6424.

### **Serpentine Walkway**

The Serpentine is the wide sidewalk with a brick border that goes through the middle of the South Hill Vista community and is for active loading and unloading of items that cannot reasonably be transferred to the unit from the parking lot. Vehicles on the Serpentine are limited to 30 minutes at all times and this is strictly enforced by Parking & Transportation Services. Vehicles must travel at “walk-speed” while on the Serpentine, which is about 3 miles per hour. Pedestrians have the right of way at all times. Vehicles parked on the Serpentine should be parked in a manner that does not impede pedestrian or emergency access according to the posted signage. Residents are responsible for keeping personal belongings (like children’s toys) out of the Serpentine as to not impede emergency vehicle access. Driving on any sidewalk other than the Serpentine Walkway is strictly prohibited.

## **General Apartment Care & Maintenance**

### **Service Requests**

For non-emergency repairs and damages, please submit a service request. To request service please log on from this site <https://auxiliaries.uidaho.edu/ServiceRequests/> and complete a service request form. It is the resident’s responsibility to notify Housing staff of any facilities or maintenance concerns. Failure to do so may result in damage charges being applied to the resident’s university account.

Please do not leave your apartment unlocked because you are expecting a maintenance person. If you do, you could find yourself locked out. Housing and Residence Life staff will check out a key to your apartment, enter to complete their work, and will lock the door behind them when they leave.

### **Emergency Maintenance During Non-Business Hours**

Should you have an emergency maintenance situation take place overnight, during the weekend, or on a holiday, please contact the Information Desk at 208-885-7379. The situation will be assessed, and someone will contact maintenance personnel if determined to be appropriate. If the Information Desk is closed, please call your ACA on call at 208-669-0065.

An emergency maintenance situation is one that will cause or could potentially cause physical harm to residents or will cause or could potentially cause physical damage to the apartment or buildings. The following are examples of an emergency maintenance situation that will be given immediate attention:

- Gas leaks
- No heat (when the inside temperature is below 60 degrees)
- No electricity
- Plugged or broken toilet, sinks, bathtub, or sewer lines
- Water leaks or broken water lines where the resident cannot close a valve or shut the water off to the apartment
- Frozen water pipes
- Refrigerator not operating (Housing & Residence Life is not responsible for spoiled items).
- Broken windows that compromise safety and/or security.

The following would NOT constitute an emergency between the hours of 4:00 p.m. and 8:00 a.m.:

- No hot water
- No heat when the inside temperature is above 60 degrees
- Removing articles such as contact lenses or rings from drains
- Broken garbage disposals

### **Non-Emergency Maintenance During Regular Business Hours**

Maintenance personnel are available, once we receive your request for service, depending on the maintenance needed. You can expect to have your problem addressed within five business days, though often much faster. Although you may submit a Service Request online on weekends and holidays, no requests will be completed until (at earliest) the next working day. For timely service, please submit the Service Request as soon as the problem develops, especially if same day service is requested.

Maintenance for normal wear and tear will be handled at no charge to the resident. If damages result from carelessness, misuse, abuse, negligence, deliberate vandalism, accident or any other cause by a resident or guests of a resident, any resulting maintenance repair or replacement necessitated by these damages must be paid for by the resident. Furthermore, a \$10 processing fee may be assessed. If you have a problem submitting a Service Request on the Housing & Residence Life website or are not getting the service you need, please contact Housing & Residence Life at 208-885-6573.

### **Exterior Appearance**

Both the front and rear of apartments must be kept clean and clear of obstructions, including but not limited to, furniture, bicycles, garbage and planters. Anything creating hazard or obstruction for the landscaping crew and others is prohibited.

### **Gardening/Outdoor Space**

Apartment residents are not permitted to modify or plant anything in the ground. Residents may use free standing pots or planters so long as they are placed correctly and do not cause obstruction of either sidewalks or landscaping controlled areas (they have to mow!). *Front of apartments:* May be placed to the right/left of the front door, may not be on concrete walkway or grass areas. *Rear of apartments:* May be placed on the patio but never on grass areas. Planters must be maintained properly to not detract from the appearance of the apartment area. Chemicals such as fertilizer, Round Up, etc. are not allowed to be used on university grounds.

Elmwood apartment residents may not place planters outside in breezeways due to walkway constraints and fire response access.

### **Modifying Your Apartment**

Residents are NOT permitted to modify the inside, outside, or the immediate grounds surrounding the apartment building without prior written authorization from Housing & Residence Life. This includes attaching anything to the building, installing satellite dishes (prohibited), installing additional shelving, installing additional locks, security plates, security chain or child locks to any entry or exit doors, installing window mounted air conditioning units, modifying plumbing, placing semi-permanent signs outside your apartment, hanging laundry wire or string, modifying landscaping (trees, shrubs, etc.), installing drapery hardware, etc.

Housing & Residence Life staff will install Housing purchased and approved bidets by request. The cost will be billed to resident and the bidet is yours to keep upon move-out. Residents are responsible for water damage if bidets are misused.

Blinds, appliances, or other fixtures should not be removed from the unit. Free-standing shelving must be at least 24 inches away from the water heater to allow maintenance access.

Residents are allowed to have up to ten (10) nail holes per room. Above this amount, the resident will be charged at check-out for each additional nail hole. Residents are required to use small sized nails (generally designated photo nails) and/or photo nail brackets. Holes should be no larger than a picture hanger nail or tack. Do not use carpentry nails, large screws, or molly bolts. During their stay or upon vacating, residents should not spackle, patch, prime or paint walls in any way. Housing & Residence Life recommends using picture hangers or 3M double-sided adhesive strip products to secure your frames and making sure that you follow instructions for removal in order to avoid damage to paint and/or drywall.

If you have questions regarding modifications to your apartment, call the Housing & Residence Life Office at 208-885-6573. Modifications made without prior written authorization could result in billing for repairs to bring the structure to its original form; fines; and other action up to and including termination of the apartment license agreement.

Residents of the South Hill Apartments who are unable to move their furniture upstairs due to the handrail are instructed to submit a service request for temporary removal of the railing.

If any damage or need for general maintenance repairs occur, please submit a service request immediately.

### **Right of Entry**

Housing & Residence Life will enter residences at any time both to take corrective action if an emergency or situation endangering health or safety arises, and also to make needed repairs.

#### *Guidelines used when entering an apartment:*

The University reserves the right to enter the apartment without notice during reasonable hours when necessary to provide maintenance, service, repairs, improvements, to make inspections, or for any other legitimate purpose. The hours between 9:00 a.m. and 4:00 p.m. have been designated as a reasonable time period. In the event of an emergency, Housing staff may enter an apartment at any time.

Housing & Residence Life staff will knock on the front door of the apartment, if there is no answer at the door or no indication that someone is home, they will use their pass keys to enter and will announce their entry verbally.

The University makes every effort to respect a resident's right of privacy. However, the University may enter your unit without notice under the following conditions:

- For emergency situations.
- When responding to a service request.
- To protect University or private property.
- To provide for sanitation as needed.

- To enable others to enjoy the use of their units reasonably and quietly (e.g.: unattended stereo, alarm clock, etc.).

### **Health & Safety Code Compliance**

Residents shall comply with the city, county, state and federal codes regarding health and safety. Upon proper notice, the resident shall comply with all requests from the Housing & Residence Life office pertaining to the correction of health and safety concerns or violations in their assigned unit. Resident's will be given a specific amount of time to correct the health and safety concerns or violations. Should the resident fail to correct the violation in a timely manner themselves, Housing & Residence Life reserves the right to send in staff to correct the concerns or violation and the resident will be responsible for the cost of such correction. Housing & Residence Life also reserves the right to terminate a resident's apartment License Agreement if a reasonable level of cleanliness and sanitation is not maintained.

### **Care of Apartments and Equipment**

Residents are responsible for the care of the apartment, appliances and the equipment inside or attached to the apartment.

Residents must keep thermostats at a minimum of 60 degrees when outdoor temperatures are 40 degrees Fahrenheit or below. This includes times when you may not be present in the apartment. This will assist in prevention of frozen pipes, which cause considerable damage to apartments. Failure to follow this policy that results in burst pipes will result in a resident being charged for repairs.

### **Cleanliness and Sanitation**

For the health and safety of all families, it is the responsibility of the residents to:

- Keep the apartment clean and free from garbage and trash.
- Share in the proper care, cleaning, and use of community areas and facilities, including stairs and stairwells.
- Dispose of all trash and garbage in the dumpsters provided near each building. Do not use dumpsters that are not located in Housing & Residence Life areas. Residents shall not sweep trash from inside to outside of the apartment or throw dirt, trash, garbage, or waste from windows or balconies.
- Keep stairwells, landings, and patios clean and free of clutter from toys, bikes, boxes, etc.
- Keep children's toys and all bikes off the common areas, grass, sidewalks, and parking lots when not in use.
- Do not use any chemical drain cleaner, clog remover or drop-in toilet tabs. They are a safety hazard to our employees as well as our plumbing. If you have a slow or plugged drain, submit a Service Request.

Having odors that originate from inside an apartment that are detectable outside the apartment including but not limited to marijuana, alcohol, excessive fragrances, garbage, hygiene, or other odors is prohibited.

Apartments are extremely airtight and in order to prevent mildew accumulation within your apartment please follow the recommendations below:

- Turn on stove exhaust fan while cooking.
- Turn on bathroom exhaust fans during shower/bath and leave on until all steam has dissipated.

- Do not place furniture directly against walls or mattresses directly on the floor, to allow for air circulation.
- Do not over-pack a closet. Allow clothes to hang freely. This will help the air to circulate and lessen the possibility for moisture to accumulate.
- Monitor the effectiveness of your dryer. If your clothing is often damp, it may be that something is clogging your dryer vent. Submit a Service Request.
- Wash the wall with bleach water if mildew is discovered and immediately submit a Service Request.

### **Pests and Nuisance Prevention**

Prevention is key, please use the following suggestions for housekeeping techniques:

- Purchase a trash can with a tight-fitting cover and use plastic liners in all trashcans.
- Do not leave dirty dishes or food on the countertops or sinks overnight.
- Store open food containers (cereal boxes, etc.) in plastic bags or in the refrigerator.
- Do not use contact paper in cabinets.
- Do not leave paper bags or newspapers sitting in your apartment. Pests nest in these areas.
- Keep all counter tops and floors clean and free of food crumbs.
- Do not store damp rags or sponges in dark closets. Store all brooms and mops handle down.
- Do not allow grease to build up on the stovetops and burners or in the oven.
- Do not leave articles of clothing or bedding on closet floors, in corners, etc. Pests also like to nest in clothing/bedding.
- Clean all major appliances (refrigerator, stove, washing machine) and thoroughly wash the floor and wall around them on a regular basis.
- Spray door jams and under sinks for spiders, ants, bees, and other miscellaneous bugs. Insect traps and sprays can be purchased at local stores.

## **Health and Safety Procedures**

### **Fire Safety**

Each resident must be alert to the danger of fires. Residents must promptly report fire or smoke by calling 911 first and then the Housing & Residence Life office, Information Desk or an ACA, whichever is applicable for the timing of the call. Housing & Residence Life staff routinely check and maintain smoke detectors to ensure that they are in proper working order.

### **Fire Prevention**

The University continues to make every effort to protect our residents from the risk of fire and personal property damage. A major area of concern is electrical fires caused by the unintentional misuse of power strips and extension cords. In an effort to reduce the risk of electrical fires, we are requiring residents to use surge strips or extension cords which must provide surge protection, cord arc protection, and ground fault protection. Products that meet or exceed these requirements are Fire Shield Surge Strips and Fire Shield Safety Extension Cords. While these are not the only products, they are among the best, and we encourage residents to consider the Fire Shield products to meet our requirement. The Fire Shield products can be purchased from local retailers.

## **Fire Extinguisher**

A fire extinguisher is located in all residences on the wall in the kitchen or laundry area. The fire extinguisher must not be re-hung or relocated if removed for any reason. The University anticipates checking fire extinguishers at least once a year.

If the fire extinguisher is used to extinguish a fire, submit a Service Request immediately to ensure the fire extinguisher is recharged or replaced.

Periodically inspect the gauge to be certain the fire extinguisher is properly charged. If the needle indicates that it is undercharged or overcharged, submit a Service Request immediately for a replacement.

If extinguisher is discharged while not under threat of fire, resident may be billed for replacement of extinguisher.

## **If a Fire Occurs**

If a fire occurs, please follow the fire safety procedures outlined below:

- Leave the building immediately. Most smoke and dangerous gases rise, so keep your head low and move quickly. Crawl if you need to so you do not breathe in the smoke.
- If you suspect a fire in another room, touch the door with the back of your hand before opening it. Before touching the door handle, cover your hand for protection. Intense heat, deadly smoke or gas may be on the other side.
- If it is not hot, open it cautiously, to check for heat, smoke, or flames on the other side. Keep your head out of the way when first opening the door and be ready to slam it shut if any heat or smoke rushes in.
- Do not waste time getting dressed, looking for keys, or gathering valuables. Get out of the building immediately and stay out.
- Call the fire department from the OUTSIDE of the building (dial 911) and report the location of the fire. Stay on the telephone until instructed to hang up. Assign someone to alert other occupants of the building.
- In the event that you hear a neighbor's smoke detector ringing for an extended period of time, contact the fire department first and the Housing & Residence Life office or the Information Desk second. Know the location and route of your escape.

## **Prepare in Case of a Fire**

Before a fire ever occurs, train family members to recognize the alarm signal and how to respond. You and your family should also prepare by having an escape plan and a designated place outside to meet.

## **Smoke Detector**

There are smoke detectors located within each apartment. When the detector senses smoke, it will make a loud, piercing sound. When the detector beeps intermittently, the batteries need to be replaced and you should do so (this is resident responsibility).

It is the resident's responsibility to submit a Service Request whenever the smoke detector is inoperable. Excessive amounts of smoke from cooking or excessive amounts of steam from the shower will activate the smoke detector. In the event this occurs, and it is not an emergency issue, simply ventilate the apartment by opening the doors and windows and turning the fan on until the

smoke/steam dissipates. The detector will automatically quit beeping once the smoke or steam is completely removed from the area.

### **Tampering with Fire Safety Equipment**

Residents are not to tamper with the fire safety equipment. If it is reported that the smoke detector or fire extinguisher has been removed or is inoperable and has not been reported to the Housing & Residence Life office, the resident will be assessed a \$25 fine (for each smoke detector without a battery or one that has been disconnected) and may be subject to disciplinary action and sanctions.

### **Roofs**

Walking, playing, or climbing on any roof in the Residential Communities is prohibited. Do not allow children to play on the building roofs.

### **Bicycle Storage**

The resident, their dependents, or guests must use bicycle racks, which are available adjacent to most buildings in the residential communities. Bicycles, including children's bicycles and similar toys, must not block walkways, pathways, or the Serpentine. Please put items away after each use. Storage is at your own risk; bike locks are recommended.

### **Crawl Spaces**

Residents are not permitted to open or access crawl spaces or attics. Only Housing & Residence Life Maintenance employees are allowed to access these crawl spaces and attic spaces. If you have concerns about these areas, please contact Housing & Residence Life.

### **Screens**

Screens must remain on windows at all times.

### **Snow Removal**

Residents are responsible for snow removal from the front door of the apartment to the perimeter sidewalk. All patio furniture, toys, bicycles, etc. must be removed from sidewalks and the Serpentine to allow for easier snow removal. The University is not responsible for any damage to items left in the snow removal clearance path or lawn areas.

### **Sledding**

Sledding is not allowed on the University of Idaho campus, including in the Residential Communities.

### **Stairwells**

All stairs and stairwells must be kept clear at all times for the purpose of providing clear access and exits. Toys, children's vehicles, boxes, newspapers, barbecues, plants, bicycles, etc., must not be left on stairwells. Motorized vehicles, such as motorcycles, scooters, and mopeds may not be parked on stairwells, patios or next to the building at any time.

### **Pets**

#### **Approved Animals**

- Fish, limited to maximum of a single 10-gallon aquarium
- Cats (indoor only), must be spayed or neutered prior to move in

Pets must be pre-registered with Housing & Residence Life. Except for approved service and assistance animals (and as otherwise required by law), no other animals are allowed.

There is a maximum of two approved pets per apartment. All animals must be suited to living in an apartment and apartment community. Nervous or aggressive pets are not considered suitable.

### **Registration**

All approved animals must be registered with Housing & Residence Life prior to the animal moving into the apartment.

Registering a pet with Housing & Residence Life requires:

- A copy of the veterinarian-signed proof that the cat has been spayed or neutered and all necessary vaccinations and shots are current.
- All pets must be licensed in accordance with all city and state laws and regulations. A current copy of any municipal or state license(s) must be on file with the Housing and Residence Life office.
- A photo of the animal for easy identification purposes.
- Display a provided "Animal in Residence" placard in front window of the apartment/residence
- Owner must complete a pet application & pay a \$300 pet deposit.

Pet owners assume all responsibility for damage to Housing & Residence Life buildings and grounds caused by their pet(s). The pet owner is required to pay such costs, even if the amount exceeds the amount of the pet deposit.

Visitors with animals not registered with Housing & Residence Life are strictly prohibited. No pet sitting is allowed in the Apartments/Residents. Residents may not provide food or shelter for any unregistered animals. Residents are subject to a \$200 fine for the first offense if harboring an unregistered animal and will be required to remove the animal within seven (7) days.

### **Care**

Pet owners are expected to provide adequate care to meet the animal's needs regarding food, hygiene, health care, and exercise/attention as needed. Cats must be litter box trained. When taking your animal outside it must be in a carrier, or on a leash and under the control of owner.

Pet owners are responsible for promptly cleaning up any pet-related accidents in their apartment and for ensuring that wastes are promptly picked up and thrown away in a sealed plastic trash bag and placed in the dumpsters located throughout the apartment community. Pets are not allowed at any time to be on or in the playground areas within the apartment community.

No pet(s) shall be left unattended in the apartment unit for longer than 24 hours. If it is reported to a Housing & Residence Life staff that a pet(s) has been left unattended for more than a 24-hour period, staff may enter the apartment and remove the pet to be transferred for impoundment through Animal Control. Any expense to remove or reclaim the pet will be the responsibility of the owner. Pets must not be allowed to disrupt others, which is defined as being loud enough to be heard in the neighbor's unit.

## **Pets & Maintenance Calls**

- Submit your maintenance request, in the request you must note that you have a pet and need to schedule a time for repair.
- Have pet in crate/cage at time of scheduled service.
- If a maintenance person enters an apartment where an animal is not caged, maintenance may or may not be performed.

The University is not liable for an uncaged pet escaping the apartment while maintenance is being performed.

## **Service & Assistance Animals**

A service or assistance animal is a domestic animal necessary to afford a person with a qualifying disability equal opportunity to use and enjoy the Apartment Community. A resident seeking permission to have a service or assistance animal in housing must first contact the Center for Disability & Access Resources (CDAR) on campus to get their documentation in order; and then Housing & Residence Life.

### **Requirements**

The University requires the resident to provide a Certification of Need for Service or Assistance Animal from the resident's attending or diagnosing licensed health professional confirming the resident's disability and disability-related need for the requested animal as a reasonable accommodation. Resident will work with the Center for Disability Access & Resources (CDAR) office on campus to begin this process.

The University may require recertification of need for a service or assistance animal as the result of changes in the resident's medical or mental health condition, replacement of resident's animal, or revision of University policies. The following policies and requirements apply to all permitted service or assistance animals:

- The animal must perform a specific service, assistance, or support function directly related to the resident's disability.
- The animal must be licensed in accordance with city and county regulations and wear vaccination and owner tags.
- The animal must have current vaccinations required by law and all core vaccinations as recommended by the Washington State University College of Veterinary Medicine <http://vth.vetmed.wsu.edu/client-information/sa-vaccines>
- The animal must be in good health.
- The animal must be appropriately socialized to reside in an on-campus community and must not demonstrate aggression toward people or other animals. The owner of an aggressive or repeatedly disruptive service or assistance animal will be required to remove the animal from university facilities.
- The owner must be in full control of the animal at all times. The animal must be leashed when outside the unit and shall not be left unattended in Residential communities/areas and/or yard areas.
- The animal must be house broken and may not relieve itself in the unit, except in properly designated locations (e.g., the litter box for a cat).
- The owner is responsible for animal hygiene sufficient to prevent offensive odors within, or permeating from, the unit. Flea control is essential and adequate measures are required. If a flea problem develops, it must be remedied immediately and effectively.

- The owner is responsible for the health and welfare of the animal, providing adequate nutrition, making sure it gets adequate exercise, giving it ample time to eliminate its waste in appropriate locations, and immediately cleaning up after the animal when it defecates outside the unit in order to protect small children and others from contact with animal waste.
- The owner must ensure that the animal does not damage property inside or outside of the unit and assumes responsibility for the cost of repairing all damage done by the animal.
- If at any time the animal is replaced with another animal, the resident must immediately notify Housing & Residence Life of the reason and get approval for the new animal. The University may require recertification by the resident's attending or diagnosing medical provider of the replacement animal.
- The animal must be kept in compliance with all applicable city and county animal laws and regulations, including but not limited to those regarding licensing, vaccination, and nuisance/noise prohibitions, and must wear vaccination and owner identification tags.
- The owner must notify the university of any change in their medical or mental health condition that affects the owner's need for a service or assistance animal as a reasonable accommodation for their disability.
- The owner must have an "emergency contact plan" in place for any situation in which they may not be available and/or able to care for the animal. This needs to involve a local contact, who has the ability to (legally) take the animal to their own place of residence if necessary.

## **Children, Family and Guests**

### **Childcare**

Childcare is restricted to five children per apartment at one time, including the children who reside there as dependents on the license agreement. Commercial childcare is prohibited in University residences/apartments.

### **Child Supervision**

Children must be supervised at all times in the community. Residents are responsible for the actions of their children and children visiting them as guests.

### **Family Responsibility**

The resident is responsible for the actions of all children, spouses, and dependents who are listed on the License Agreement and/or who occupy the residence.

### **Guests**

A guest is defined as anyone who is not listed on the License Agreement. The apartment or residence agreement holder must be present when a guest is staying at their unit, no guest is allowed to be given keys to the apartment. Guests may not stay overnight for more than a total of 14 nights per license agreement term. The agreement holder is responsible for informing guests of all University policies and procedures. The agreement holder is responsible for all conduct of guests while the guests are visiting University residential communities, regardless of the agreement holder being present at the time of any incident that may occur. Housing reserves the right to deny access to any guest(s) if it has been reasonably determined that the guest(s) has disturbed, endangered, or disrupted the University residential communities.

## **Community Responsibility**

### **Alcohol**

Residents must follow University of Idaho Code of Conduct, state, federal, and local laws and policies that pertain to the sale, distribution and consumption of alcohol. Open containers are strictly prohibited in public areas such as parking lots, playgrounds, outside the apartment on balconies, in stairwells, and the Community Center.

### **Automobile Repair**

University parking lots, sidewalks, and buildings are not to be used for automobile repair.

### **Compliance and Respect**

The resident, their dependents, and guests must comply with all reasonable University staff requests. Failure to provide documentation (such as Identification) to staff, interfering with staff while they are performing duties, or being uncooperative or verbally abusive to staff or other community members is unacceptable.

### **Disturbing the Peace**

The residents, their dependents, or guests shall not disturb the peace or unreasonably interfere with the quiet enjoyment of the community. Any conduct considered offensive such as, but not limited to, public nudity, public urination, public defecation, or sexual behaviors in public spaces is prohibited. Public spaces are defined as, but not limited to, the Community Center and anything visible to the outside or in public view.

### **Drugs**

The resident, their dependents, or guests may not possess or use controlled substances without a prescription or possess any illegal substances on University premises. You may not use a prescription drug in a manner that is inconsistent with the prescription, nor may you distribute your prescription drug to others.

### **Entrepreneurial Enterprises**

No business may be operated out of, or use as its base of support, any University owned property, or work through a University network.

### **Harassment**

The resident, their dependents, or guests should treat fellow residents and University staff with respect. Harassment of any kind, to anyone, will not be tolerated.

### **Passive Participation**

Residents are obligated to remove themselves from any situation and report it to the Information Desk when a violation is occurring. Residents present during a violation of a Housing Policy and/or the Student Code of Conduct may be held responsible for the violation.

### **Quiet Hours**

You may not create noise of any sort that is disruptive to the community and/or other residents during the City of Moscow quiet hours of 10:00 PM to 7:00 AM. You share walls with neighbors, so please practice courtesy for others at all times by exercising good judgment regarding noise levels.

### **Personal Responsibility**

The resident, their dependents, and guests are responsible for their behavior and the choices that they make. It is a personal responsibility to attempt to resolve differences and concerns in a civil and non-threatening manner. If you feel that you are unable to do this, please contact Housing staff immediately for assistance.

### **Smoking**

The University of Idaho is a tobacco free campus, this includes cigarettes, smokeless tobacco (i.e. chew), e-cigarettes, and vapes. Smoking is prohibited inside University Apartments/Residences, and subject to a \$200 fine plus the cost of any remediation to return unit to original condition.

### **Solicitation**

Solicitation is prohibited. Resident should notify the Information Desk immediately of any solicitors.

### **Prohibited Items**

#### **BBQs**

BBQs are not allowed in Elmwood Apartments. Storage of gas, electric, or briquette BBQs must occur within a reasonable distance from buildings in the Vista and South Hill Apartments. BBQs not stored properly will be considered abandoned. Ash and briquettes must be disposed of properly in the dumpster and only when fully extinguished. Dumping ash or briquettes on grass or walkways is prohibited.

#### **Drones**

University of Idaho policy requires formal approval for official use of Unmanned Aircraft Systems (UAS), commonly called drones, from the University UAS Committee. Personal use of UAS by university faculty, staff, students or third parties on university property is prohibited, except as approved by the Executive Director for the Office of Public Safety and Security.

**Firearms**

Possessing, using, or storing firearms is strictly prohibited under APM 95.12. Residents in violation of this policy may have their License Agreement terminated and are subject to discipline under FSH 2300. For information about proper storage of firearms on University property contact the Office of Public Safety and Security at 208-885-2254.

**Fireworks & Explosives**

Possession, storage, or use of fireworks, gunpowder, explosives, gasoline, propane, lighter fluid, and other flammable liquids are prohibited. Experiments involving the use of chemicals which may be explosive or toxic, and discharge of firecrackers is prohibited. See APM 95.12.

**Hover boards**

Hoover boards, Swagways, IO Hawks, Skywalkers, and similar devices, or associated parts for maintenance, repair, or storage are prohibited

**Waterbeds**

Waterbeds are not allowed in University apartments/residences.

**Weapons**

Possession, storage, or use of other weapons, projectile or explosive devices, or explosive substances is prohibited under APM 95.12 and FSH 2300. Unauthorized use or possession of dangerous projectile or explosive devices, including but not limited to sling shots, crossbows, catapults, and devices which causes dangerous chemical reactions is prohibited under APM 95.12 and FSH 2300.

**Window Mounted Air Conditioners**

These are prohibited due to the inability to install them without modifying a residence in addition to the risk of incorrect installation and related safety concerns.

# Apartment Policies

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## 1. Administrative Policies

- A. Failure to abide by the procedures outlined in the License Agreement or Apartment Handbook.

## 2. Care & Maintenance

- A. **Abandoned Property** – Failure to abide by procedures outlined and appropriately store or retain personal property, including bicycles.
- B. **Appliance & Furniture Installation & Uninstall** – These are to be completed by the resident, but maintenance staff are happy to check washer/dryer connections for leaks, etc. if you would like to submit a service request after they have been installed. Please remember, electric dryers only.
- C. **Cleanliness** – Apartments and community areas must be clean and free of trash, food containers, and unsanitary situations that attract pests (rodents, cockroaches, ants, etc.) and create unpleasant living situations.
- D. **Exterior Appearance** – The front and rear of apartments must be kept tidy according to Housing & Residence Life standards.
- E. **Failure to notify** – It is your responsibility to notify Housing staff of any facilities or maintenance concerns.
- F. **Health & Safety** – Failure to abide by [procedures outlined](#).
- G. **Odors** – Having odors that originate from inside an apartment or common space that is detectable outside the apartment including but not limited to: marijuana, alcohol, excessive fragrances, garbage, hygiene, or other.
- H. **Pest Control** – Residents are required to notify Housing & Residence Life to report any pest (rodents, cockroaches, ants, spiders, etc.) concerns.

### 3. Children, Family & Guests

- A. **Childcare** – Childcare is restricted to five children per apartment at one time, including children who reside there. Commercial childcare is prohibited in University apartments.
- B. **Family Responsibility** – The resident is responsible for the actions of all children, spouses, and dependents who occupy the apartment.
- C. **Guest Responsibility**- Failure to abide by guest policy including having a guest stay overnight for more than the allowed 14 nights per agreement term. The resident is responsible for the conduct of guests while the guests are visiting the Apartment Community.
- D. **Playgrounds** – Failure to abide by procedures outlined.
- E. **Supervision**—Children must be supervised at all times in the community. Residents are responsible for the actions of children.

### 4. Community

- A. **Alcohol** – Failure to follow University of Idaho Code of Conduct, state, federal, and local laws and policies. Open containers are strictly prohibited in public areas such as parking lots, playgrounds, outside the apartment, on balconies, in stairwells, parking, and the Community Center.
- B. **Automobile Repair** – University parking lots, sidewalks, and/or buildings are not to be used for car repair.
- C. **Community Center** – Failure to abide by terms of responsibility.
- D. **Compliance & Respect** – The resident, their dependents, and guests shall not be disrespectful and must comply with all University staff and community member requests. Failure to provide documentation (such as a University ID) to staff, interfering with staff while they are performing duties, or being uncooperative or verbally abuse to staff or community members is unacceptable.
- E. **Disturbing the Peace** – The student, their dependents, or guests shall not disturb the peace or unreasonably interfere with the quiet enjoyment of the community. Any conduct considered offensive such as, but not limited to, public nudity, public urination and public defecation, or sexual behaviors in public spaces. Public spaces are defined as, but not limited to, the Community Center and anything visible to the outside.
- F. **Drugs** – Possession or use of illegal substances or controlled substances without a prescription is prohibited everywhere within the apartment communities and campus.
- G. **Entrepreneurial Enterprises** – No business may operate out of, or use as its base of support, any room or residence on University property, or through University network.
- H. **Harassment** – Failure to treat fellow residents and University staff with respect. Harassment of any kind to anyone is not tolerated.
- I. **Passive Participation** – Residents are obligated to remove themselves from any situation and report it to the Information Desk when a violation is occurring. Residents present during a violation of a Housing Policy and/or the Student Code of Conduct can be held responsible for the violation.
- J. **Playgrounds** – Failure to abide by procedures outlined.
- K. **Quiet Hours** – Failure to comply and/or creating noise of any sort which is disruptive to the community and/or residents during City of Moscow quiet hours.
- L. **Resolving Differences** – Failure to resolve differences and concerns between the residents involved in a non-threatening, civil confrontation.
- M. **Serpentine** – Failure to comply with outlined procedures.

- N. **Sledding** – Strictly prohibited on the University of Idaho campus and therefore the Apartment Community.
- O. **Smoking** – The University of Idaho is a tobacco free campus, this includes cigarettes, smokeless tobacco (i.e. chew) e-cigarettes and vapes. Smoking is prohibited inside University Apartments, and subject to a \$200 fine. Failure to abide by the University’s smoking/tobacco policy.
- P. **Solicitation** – Strictly prohibited. Residents must notify a staff member immediately of any solicitors.

## 5. Facilities

- A. **Bike storage** – Failure to use bicycle racks available adjacent to most buildings in the apartment communities. Bicycles must not block walkways or pathways.
- B. **Care of Apartment Appliances** – Failure to abide by [procedures outlined](#).
- C. **Damages** – Failure to abide by [procedures outlined](#).
- D. **Gardening** – Failure to abide by [procedures outlined](#).
- E. **Keys** – Failure to abide by procedures outlined or the signed “Key Use Agreement” upon check-in of the apartment.
- F. **Modifying Apartment** – Failure to abide by [procedures outlined](#).
- G. **Mowing & Lawn Areas** – Failure to allow the Grounds Crew/Facilities to successfully mow, cut, or fertilize areas along the apartments. Chemicals such as fertilizer, Round Up, etc., are strictly prohibited.
- H. **Screens** – Must remain on windows at all times unless approved through Housing & Residence Life.
- I. **Snow Removal** – Residents are responsible for snow removal from the front door to the perimeter sidewalk. All lawn furniture, toys, etc., must be removed. The University is not responsible for any damage to items left in the snow removal clearance path or lawn areas.
- J. **Utilities** – Failure to abide by [procedures outlined](#).

## 6. Fire Safety

- A. **Decorations** – Failure to be non-combustible, be UL listed, have flame retardant applied, or produces no heat. Overloading electrical outlets is strictly prohibited.
- B. **Procedures** – Failure to abide by [procedures outlined](#).

## 7. Items that are Prohibited

- A. **BBQs** – Strictly prohibited in Elmwood Apartments. Storage of gas, electric, or briquette BBQs must take place a reasonable distance from buildings in the Vista and South Hill Apartments. BBQs not stored properly will be considered abandoned. Ash and briquettes must be disposed of properly and only when fully extinguished. Dumping on grass or walkways is strictly prohibited.
- B. **Firearms** – Possessing, using, or storing firearms is strictly prohibited under APM 95.12. Students in violation of this policy may have their License Agreement terminated and are subject to discipline under FSH 2300.
- C. **Fireworks & Explosives** – Possession, storage, or use of fireworks, gunpowder, explosives, gasoline, propane, lighter fluid, and other flammable liquids are strictly prohibited. Experiments involving the use of chemicals which may be explosive or toxic, and discharge of firecrackers is strictly prohibited. See APM 95.12.

- D. **Hover boards** – Hoover boards, Segways, IO Hawks, Skywalkers, and similar devices, or associated parts for maintenance, repair, or storage are prohibited
- E. **Waterbeds** – Strictly prohibited.
- F. **Weapons** – Possession, storage, or use of other weapons, projectile or explosive devices, or explosive substances is strictly prohibited under APM 95.12 and FSH 2300. Unauthorized use or possession of dangerous projectile or explosive devices, including but not limited to sling shots, crossbows, catapults, and devices which causes dangerous chemical reactions is strictly prohibited under APM 95.12 and FSH 2300.
- G. Window mounted air conditions

## 8. **Pets**

- A. **Procedures** – Failure to abide by [procedures outlined](#).

## 9. **Service & Assistance Animals**

- A. **Pet Policies** – Failure to abide by [procedures outlined](#).
- B. **Procedures** – Failure to abide by [procedures outlined](#).