Welcome to Lewis & Clark Village!

It is our desire to provide a living environment that promotes and is compatible with the academic success of students. This Resident and Community Policy Handbook is designed to orient you to the Lewis & Clark Village Community. By signing your rental agreement, you agree to abide by and support the standards of the community stated in your agreement and this handbook. All policies in this handbook apply to residents and their guests. Please remember and consider your neighbors and help us maintain a quiet, clean, and respectful community environment.

Community policies are designed to provide consistent and fair treatment of all residents. Therefore, our staff has a legal obligation to treat each individual in a consistent and fair manner. Please do not place them in the difficult position of expecting them to make an exception to a written policy.

Thank you in advance for your cooperation.

Check-In Procedure

Assignment to an apartment at Lewis & Clark Village places a responsibility upon the resident for the condition of their room/apartment and its furnishings. By signing the rental agreement, the resident acknowledges responsibility for the furnishings listed and agrees to report any lost, stolen, or damaged items immediately via the Inventory Check-In Sheet given to you at check-in.

Please pay very careful attention at check-in to the condition of each item and rate their condition appropriately on the check-in inventory. Any condition NOT reflected on the inventory check-in sheet will be assessed as damages that have occurred during the resident’s assignment in the apartment. ALL furnishings provided in the apartment MUST stay inside the apartment.
Check-In Procedure

Return the Inventory Check-In Sheet to Lewis & Clark Village Office within five (5) days of receiving the keys to your apartment. Damages reported after this deadline must be in writing and are the responsibility of the resident and charges will be assessed when they move out.

**INVENTORY CONDITION RATING DESCRIPTION**

While completing a room inventory, one of the following condition codes MUST be assigned to each item listed on the room inventory. An “X” is not sufficient information. Always note the quantity of furnishings and/or type of the damages.

<table>
<thead>
<tr>
<th>CODE</th>
<th>When to use:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW</td>
<td>- Item is new, has no scratches, dents, breaks, tears, or holes.</td>
</tr>
<tr>
<td>GOOD</td>
<td>- Item is not brand new, has some wear showing but is not scratched, dented, broken, or torn and has no holes.</td>
</tr>
<tr>
<td>TORN</td>
<td>- Item has tears – such as a cut in the mattress cover or broken window blinds; check BOTH sides of the mattress and the window blinds</td>
</tr>
<tr>
<td>BROKE</td>
<td>- Item is broken and requires repair – report to Village Assistant (VA) or Lewis &amp; Clark Village Office for repair.</td>
</tr>
<tr>
<td>SMALL</td>
<td>- Item has small holes such as pin holes in the wall or door - any hole smaller than ‘dime’ size.</td>
</tr>
<tr>
<td>LARGE</td>
<td>- Item has large holes such as holes in wall or door that are bigger than ‘dime’ size.</td>
</tr>
<tr>
<td>MARKS</td>
<td>- Marks such as dents, scratches, burns, or obvious wear patterns.</td>
</tr>
<tr>
<td>STAIN</td>
<td>- Discoloration or stains.</td>
</tr>
<tr>
<td>LOOSE</td>
<td>- Pieces of an item are falling off such as towel bar, drawer front, blind cord, window latches, loose hooks, etc.</td>
</tr>
<tr>
<td>MISSING</td>
<td>- Item listed on inventory sheet is not present in room, missing ceiling or floor tiles.</td>
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</tbody>
</table>
Rent is posted monthly to the student account (CyberBear) and is due on the 1st of each month. There will be a $25 late fee assessed if rent has not been received by 4:00pm the 5th of each month. Rent may also be paid at the UM Housing Office.

Rent may be paid either in person or by phone at the UM Housing Office in Turner Hall, Monday-Friday, from 8am-4pm. RLO may also be contacted by phone at 406-243-2611.

For students who wish to use financial aid or pay rent in advance, the Advance Rent Request on the Lewis & Clark Village website needs to be completed 24 business hours prior to the payment being made. Advance rent can be requested for up to six (6) months in advance. If the resident chooses to move out, the rent will be prorated according to our 60-day vacate policy.

Payment of rent/other fees is the responsibility of the resident(s). UM is under no obligation to contact residents regarding overdue rent/fees. Outstanding balances could result in, but are not limited to, the following:

- Non-renewal of your rental agreement, agreement termination (eviction), and/or action under the UM Student Conduct Code.
- Deduction of the outstanding amount from any security deposit refund.
- Assessment of interest by Business Services for outstanding balances each month.
- Assessment of $25 Late Fee for each month the balance remains outstanding.
- Inability to register for classes or obtain a transcript due to financial holds on your account.
- Your account being turned over to a collection agency.

Lewis & Clark Village (LCV) Office
The LCV office is open from 1:00pm-8:00pm, Monday-Friday. There are many items available in the LCV Office for temporary check out:

- Cleaning Supplies
- Temporary Key Cards for apartment access (in case of lock out)
- Board Games, Basket Balls, Ping Pong Paddles/Balls
- Vacuums, Brooms, Dust Pans, a Plunger.
Health Inspections
The upkeep of your apartment/room is your own responsibility. The University requires residents to maintain their apartment/room in a safe and healthy condition at all times. The University recognizes the right of privacy of all residents living at Lewis & Clark Village but reserves the right to inspect its property at any time for necessary reasons.

Health inspections will be held once each semester. Residents will be notified at least 24 hours in advance of the inspection times. Regardless of whether or not a resident is present, it is necessary for LCV staff members to enter a resident’s apartment and room during this inspection. The staff will be looking for such things as destruction of and/or missing property, fire hazards (i.e., overloaded outlets, fireworks, flammable liquids, black powder), health hazards (i.e., noxious odors, filth, accumulation of garbage), pets or signs of animals, signs of unauthorized guests, weapons that have not been registered, etc.

Storage
Each apartment has a storage room near the apartment which is shared by all residents in the apartment. It is accessible by using the apartment key card. Storage units must be kept clear of flammable/hazardous materials.

In an effort to keep our area clean, the following items are not to be stored outside your apartment.

- Furniture: e.g., Mattresses, bookcases, beds, bed frames, futon frames, dressers, couches, kitchen chairs, sofas or any indoor furniture, etc.
- Appliances: e.g., Freezers, refrigerators, televisions, etc.
- Automotive Supplies: e.g., Tires, oil, gas cans, etc.
- Trash/Trash cans: e.g., Garbage cannot be stored for any amount of time outside your apartment—this is a NO TOLERANCE policy at Lewis & Clark Village. Your garbage needs to be taken immediately to the dumpsters provided. If garbage is left outside your apartment and our staff has to remove it, you will be billed for the removal.
- Cardboard Boxes: These can be disposed of by the recycling bins throughout Lewis and Clark Village.
- Sports Equipment: e.g., Canoes, boats, skis, motorcycles, etc.
Theft, Intentional or Damage Due to Negligence, and Insurance

- Theft of or intentional damage to the LCV apartments, its furnishings, or property of persons in the apartments are strictly prohibited and will result in severe disciplinary action and/or prosecution.

- DO NOT remove screens from windows and do not throw any objects out of the windows. Doing so could endanger the health and safety of others, and it is considered intentional damage to the LCV apartments.

- KEEP WINDOWS COMPLETELY CLOSED DURING WINTER MONTHS. The extreme cold air comes in, even through a cracked window, onto the pipe below the window and can freeze the pipe causing it to crack/burst and leak once it begins to thaw. KEEP HEAT AT 60 DEGREES MINIMUM. IF PIPES FREEZE/BREAK, THIS IS CONSIDERED NEGLIGENT DAMAGE, YOU COULD BE ASSESSED FEES FOR REPAIRS! If you are having heat problems (too warm or cold) please report the problem to the LCV Office as soon as possible.

- As stated in your rental agreement, University of Montana is not responsible for any personal losses due to theft, fire, water damage, or any other incidences specifically mentioned in the agreement. For this reason, we strongly urge you to obtain renter's insurance coverage for your personal belongings. If you own an automobile or bicycle, make sure that you have adequate coverage against loss, vandalism, etc.

Parking

You will need to renew your decal for Lewis and Clark Village parking before August 31st of each year.

- All parking lots are restricted to Lewis and Clark Village residents only. Lewis and Clark Village parking decals are FREE and are limited to one (1) registered, licensed and operable vehicles per apartment. All vehicles will require a Lewis and Clark Village parking decal to park in any Lewis and Clark Village parking lots. Vehicles inoperable for longer than two weeks must be removed.

- Lewis and Clark Village only allows personal vehicles and does not allow any recreational vehicle, including but not limited to, campers, motorhomes, and boats.

- Abandoned vehicles will be towed at the owner’s expense.

- Driving on the lawn is strictly prohibited in all areas of Lewis and Clark Village. Also Prohibited: 1) parking in the yellow-painted curb areas, 2) extension cords for head bolt heaters and 3) parking so that vehicle bumpers extend over sidewalks.

- Utility vehicles may not be parked at Lewis and Clark Village.

- Maintenance on cars should be kept to a minimum, e.g. no cars on jacks, changing of oil, or draining cooling systems for extended periods of time.
• Visitor parking will be limited to the park-n-ride on the north side of the A building.
• All two-wheeled vehicles must be parked in a designated parking space and are not allowed on sidewalks, landscaped areas or porches/patios. Parking 2 two wheeled vehicles in one space is permitted.

Laundry
UMoney is used to operate the laundry machines. The laundry rooms are for resident use and are located on the 1st floor of each building, in the breezeway. Please report any problems or needed repair to the LCV Office promptly. Additionally, please follow these guidelines and the ones posted in the laundry rooms:

• Access is gained by using your apartment key card.
• Help keep the laundry room clean by properly disposing of all trash.
• The laundry rooms are reserved for the exclusive use of Lewis & Clark Village residents ONLY.
• Please do not prop the doors open - this could allow unauthorized use of the laundry facilities, as well as the opportunity for personal items to disappear.

Mail
The United States Postal Service (USPS) delivers mail to the mailboxes near the office. You received a key to your mailbox upon checking in to your apartment. Your mailbox number corresponds with your apartment number, so everyone in your apartment shares one mailbox - however, each roommate receives their own key.

Your address reads as follows:

Your Name
3000 S. Higgins Ave. Apt#___
Missoula, MT 59801

*We do not - at any time, for any reason* accept/sign for mail in the LCV office.

NO EXCEPTIONS.

Your mail is delivered to your mailbox. If you order something that will be delivered through Fed Ex, UPS, or another package delivery company, OR via USPS and it is too large to fit in your mailbox or neighboring parcel boxes - it will be delivered directly to your door.
Community Center
The Lewis & Clark Village Community Center is available for LCV residents (ONLY) to study, watch TV, and use the public computer, or play table tennis or other games. It is also where the Village Assistants host programs and events, so watch for postings! The community center can be rented for a fee – see the LCV Office for information.

Solicitation
Commercial solicitations including, but not limited to, door-to-door sales, are prohibited in the Lewis and Clark Village’s complex. Only door-to-door canvassing related to non-commercial activity is permitted in the Lewis and Clark Village’s complex. Commercial solicitation does not include delivery service. All forms of solicitation, including non-commercial solicitation, are prohibited at the Lewis and Clark Village’s complex which post a “No Solicitation” sign. Dissemination of information by authorized University of Montana offices and representatives shall not constitute solicitation for purposes of this policy. Please report any unauthorized soliciting or canvassing to the Lewis and Clark Villages Office 406-552-3409 and UMPD 406-243-6131.

Businesses
Residents are permitted to have a business within their apartment as long as it follows these conditions:
1. Is approved by the UM Housing Office located in Turner Hall.
2. It does not violate any University of Montana, UM Housing Office, or rental contract polices for Lewis and Clark Village.
Approval will be based on a number of factors including, but not limited to:
• Space being used in the apartment
• Activity being disruptive to roommates and neighbors.
• Parking – if business is bringing in people from outside LCV and occupying current tenant parking
• Security – if business is bringing in people from outside this may be a security issue for roommates and neighbors.
Guests

**Only the assigned residents may occupy the apartment.** Guests staying in the apartment for more than three (3) consecutive days **must have** prior written consent, and approval from Lewis & Clark Village Office, as well as all of your roommate(s). Failure to notify the office of a guest or having a guest stay longer than the agreed time is a violation of the conditions of occupancy, and appropriate additional rental costs may be applied and Student Conduct sanctions may be imposed. **Residents will be held responsible for the actions, damages or missing property caused by guests, and will be required to pay restitution.** Guests are not allowed to reside/sleep in common areas, such as the front room or kitchen.

*Only those persons listed as tenants will be allowed to check out temporary key cards or be granted access to the apartment if locked out.*

Internet

Lewis & Clark Village is wireless. You can use your UM NetID for connections. The blue Ethernet ports in your room and the living room are available for your use as well. Internet issues --Please call Student Affairs IT at 406-243-2625. Illegal downloading/sharing, hosting a server, etc. will result in Student Conduct charges.

**Guidelines for Reasonably Quiet Behavior at all times:**

- Amplified sound (e.g., music, television, speakers) must be quiet enough they cannot be heard outside of your bedroom/apartment.
- The right of a roommate and neighbor to study and sleep has priority over your right to entertain guests in your apartment.
- Because of disturbances to the neighbors and potential injury to bystanders, outdoor games are limited to the basketball court between buildings D and E, and all outdoor activity must cease at 10pm on weeknights and 11pm on Friday and Saturday.
Trash
All trash must be properly and timely disposed of in the garbage collection areas provided [behind the community center, in front of B building and in front of F building]. Trash must not be set beside the dumpster or outside of your apartment door on the landing. If trash is discovered in the common areas of buildings and/or outside your door and has to be removed by Lewis & Clark Village personnel, the apartment residents will be held responsible and fees will be charged appropriately for the clean-up/removal.

Keys - Lockouts - Lost Cards/Keys
Apartment, storage room, and laundry room doors are equipped with a keyless lock system that is accessible via the Onity access card that is issued to you at the time of check-in. Bedroom and mailbox keys are also issued to you at the time of check-in. You are responsible for all of your keys from the time that you receive them at check-in until you physically turn all three in and they are inventoried at the time of check-out. (See Check-Out Procedures.)

If you are locked out of your bedroom/apartment, staff will let you in or you can check out a temporary access card during office hours. Temporary access cards must be returned within 24 hours or they are assumed lost and you will be charged $25.00 for their replacement. You will also face charges under the Student Conduct Code. If you are locked out of your bedroom/apartment after office hours you may call the on duty phone at 062-544-8724, to be let in. There is a $10 lock out fee for any lock out regardless of time of day.

Charge to replace lost keys: $25.00 for access card; bedroom key $60.00; mailbox key $15.00. The fee for key replacement is charged to CyberBear account.
Tips about your Apartment

**Electrical Outlets** - A light switch operates some of the outlets in your living room - keep in mind that anything plugged into those outlets will turn off if you turn the switch off.

**Keyboard Drawer** - The drawer on the desk locks when it is pulled all the way out. Two release tabs are located on either side. Simply push the tabs in to push the keyboard drawer back into the desk.

**Stovetop/Oven - Special Care and Cleaning procedures** - DO NOT use any abrasive cleaners on the glass cook top. Any liquid cleaner sprayed on and allowed to set for a few minutes after the cook top cools will then wipe off most messes. Scratches/damages to the stove top will be charged to you. The oven has a self-a setting - this will make the oven very hot and it will lock until it is finished. Once the oven cools off you can wipe it down with a wet cloth or a paper towel.

**Plumbing Issues/Clogged Drains** - LCV uses low flush/ high efficiency toilets, which can clog very easily. FLUSH OFTEN!

*DO NOT PUT ANY FOOD OR GREASE DOWN DRAINS AND DO NOT use liquid drain cleaners.* Please notify the office if there is a clog and we will have a plumber remove it.

If you wish to hang pictures, please use small nails to secure items. DO NOT attempt to fill in the holes with paint or putty when you move out - charges for damages & repair could be assessed.

**DO NOT hang drapery rods** that screw into the wall as this could result in damage charges!

**Changing Bed Height** you do this yourself by checking out a soft mallet at the office.

**Land Line Phone Connections** If you want to sign up for telephone service at your expense with a phone provider of your choice, the jacks and the wiring is already in place.
Alcohol & Drugs

University of Montana Student Conduct Code, as well as state and federal statutes, defines the Lewis & Clark Village policy regarding the possession and use of alcohol. The legal use and possession of alcohol is permitted in the privacy of only the apartments occupied by residents who are all 21+ years old, and visitors who are also 21+ years old. Alcohol is not allowed in any of the apartment common areas and rooms occupied by underage residents. Keggers and parties involving large amounts of alcoholic beverages and/or large numbers of people resulting in disruptive behavior are PROHIBITED. This type of activity is disturbing to the conducive study environment that Lewis & Clark Village must uphold. Disruptive behavior will be dealt with under the Student Conduct Code, city ordinances, and/or state statutes.

During the summer months it can seem pleasant to add alcohol to your outdoor festivities; however, drinking outside of your apartment violates University of Montana Student Conduct Code, as well as Missoula City Open Container laws. A Village Assistant may warn you that you are violating this code and ask you to take the alcohol inside. If you do not respond to the request and a VA witnesses you continuing to drink outside, University of Montana Police Department will be contacted immediately. This is considered disruptive behavior and will be dealt with under the Student Conduct Code, city ordinances, and/or state statutes. This carries the possibility of criminal charges and more severe consequences dependent on the behavior displayed.

The Lewis & Clark Village Staff are instructed to call University of Montana Police Department if illegal drugs are suspected to be present. This includes, as stated before in the policy book, medical marijuana - which federal law prohibits the use/possession and/or cultivation of in educational institutions, which includes the University of Montana campus and its housing facilities. Federal Financial may be withdrawn if a student is criminally convicted of a drug crime. The University has strict policies regarding the illegal use and abuse of substances. Do not jeopardize your education by using illegal substances.
Medical Marijuana
Although the State of Montana law permits the use, possession, and cultivation of medical marijuana, federal laws prohibits the use, possession, and/or cultivation in educational institutions and other recipients of federal funds. The use, possession, and/or cultivation of medical marijuana is therefore prohibited in University of Montana housing facilities or anywhere else on the University of Montana premises. Even if a student, faculty, or staff member possesses documentation permitting the use, possession, and/or cultivation of medical marijuana, this activity cannot occur on University of Montana premises.

Tobacco Free MT
Effective August 1, 2011, University of Montana campus is tobacco free. All Lewis & Clark Village apartments are non-smoking for TENANTS AND GUESTS. Tenants and/or guests found smoking in Lewis & Clark Village apartments, as with any Lewis & Clark Village policy violation, will be documented and go through the student conduct process, which can result in eviction from Lewis & Clark Village.

Fire Safety
• *NO* burning of candles, incense, or halogen lamps. However, wickless candles are allowed.
• *DO NOT* overload outlets.
• *DO NOT* place articles on or push beds/furniture against baseboard heaters.
• *DO NOT* tamper with/disable smoke alarms or firefighting equipment. This is prohibited because of the possibility of hindering resident response in an actual fire. Prosecution by criminal authorities and/ or disciplinary action under University of Montana Student Conduct Code up to, and including dismissal from the University is the penalty.
• *Christmas trees* are permitted in apartments, but the tree and all decorations must be fireproofed first. Facility Services on the east side of campus will fireproof trees.

Hoverboards, Swagways, IO Hawks, Skywalkers
The use, possession, or storage of Hoverboards, Swagways, IO Hawks, Skywalkers, and similar devices, is prohibited on campus until safety standards for them can be developed and implemented, and the prohibition is lifted. Until a time that the safety standards for these devices are improved, UM Housing has prohibited them from being in any of our residence halls or apartments.
Fireworks and Combustibles
Fireworks, gunpowder, and other combustible materials or substances which endanger health and safety in the Lewis and Clark Village area are not permitted.

Weapons and Firearms
After registering your firearms with the Lewis and Clark Village office you may store them in your apartment. No firearms, explosives, explosive devices or unlawful weapons of any kind are permitted on or in any other University property or facility or at any University function. Weapons of any kind are strictly prohibited on the UM campus. Violators will be dealt with to the fullest extent of the law.

Non-lethal Weapons – Possession/Use
Possessing or using non-lethal weapons (projectiles) that may result in direct or indirect injury are prohibited in a students room. This may include but is not limited to: tasers, slingshots of all types, water balloons, water guns, paintball guns, slingshots, air soft guns, etc.

Pepper spray/mace/bear spray is permitted as a tool for safety and should only be deployed in the case of an emergency. If used in an offensive manner and not in self-defense, it is considered a non-lethal weapon subject to this policy. Offensive use of pepper spray could also come with criminal charges in the State of Montana.

Pets
Except for certified service animals or approved companion animals, pets or animals of any kind are strictly prohibited in or around Lewis & Clark Village apartments - visiting or otherwise. Violation of this policy will result in student conduct violations and possible eviction procedures being implemented. The entire damage deposit could be forfeited if an unauthorized pet is found on the premises. Additionally, any damages incurred above the deposit will be billed to your student account. NO EXCEPTIONS.

Service and companion animals must be registered and approved through Disability Services Office at University of Montana. A companion animal cannot be on the premises until it is approved by Disability Services.
Bicycle Theft
Please make sure to lock up your bicycle when you are not using it. We ask that residents lock up their bicycles on the racks provided around the apartments. Please do not chain or lock them to the stairwells or walkways as this is against the Montana fire safety codes.

Quiet Hours
Quiet hours are from 10:00PM to 8:00AM Sunday night through Friday morning, and from 11:00PM to 8:00AM Friday evening through Sunday morning. During this period, all activities that might be disturbing to others must be suspended. During finals weeks, quiet hours are in effect 24 hours a day. All residents are expected to be reasonably quiet at ALL hours in or around Lewis & Clark Village.

Disruptive Behavior
All residents must keep noise to a low level so as not to disturb or bother neighbors/roommates. Missoula City Ordinance and the University of Montana Student Conduct Codes require reasonable noise levels at all times. If you do have a complaint about a neighbor, we recommend the following procedures:

- First, we recommend getting to know your neighbors as soon as possible. This way, if there is an issue that arises you can approach them as a friend, not a stranger and talk to them about it to try and reach an agreement.
- If the disruptive behavior becomes a problem, contact the VA on duty at 406-544-8724 or the office immediately.
- If it is an ongoing issue you can also report it to the LCV Office via email at jace.whitaker@mso.umt.edu (Please keep in mind email is not for something that requires immediate response).
- If the safety of someone involved is at risk, or you think there may be illegal substances involved, call UM Police Department (406-243-6131) and an officer will address the issue. Please call the VA on duty afterward to let them know you’ve contacted UMPD, and what the issue was about.

Gambling
To conform to state laws, no form of gambling is permitted in Lewis and Clark Village apartments.

Telephone and Email Abuse
Anyone making abusive, obscene or harassing telephone/E-mail messages will be subject to prosecution and/or disciplinary action.
Windows and Window Screens
Do not unlatch the window screens, remove windows, or throw things from the windows for any reason. Room occupants will be charged for the total cost of reinstalling, repairing, or replacing damaged or destroyed screens. Additionally, residents and their guests may not enter or exit the building through the window.

Electronic Monitoring
All outside door and certain public access areas within Lewis and Clark Village will be monitored using electronic devices such as video cameras and door access readers. This monitoring is for the protection and safety of the residents and UM Housing property.

Decorations and Apartment Displays
You and your roommate are encouraged to decorate either side of your door or the inside of your window as you wish, except for content unprotected by the First Amendment (e.g. pornographic, obscene, defamatory, or fraudulent messages). You are not allowed to display posters or messages in public areas of your apartment, including outside balconies, without prior consent from the Director of UM Housing. Decorations must not cause damage to walls or furniture, nor should they cover or hang from fire sprinklers.

Freezing Weather
In the event of severe, freezing weather, “FREEZE ALERT” signs will be posted or distributed. Please follow these instructions as soon as you see or receive these signs.

- Drip all the faucets in your apartments—both hot and cold. Leave all the faucets dripping until the “FREEZE ALERT” signs are taken down.
- Turn your heat on to a minimum of 65 degrees Fahrenheit.
- Open your closet and cabinet doors to expose plumbing fixtures so that they may stay heated.
- If you fail to take these precautions, you may be held liable to the damage done to your apartment as well as your neighbor’s apartment.
Violent & Sexual Offenders

Any resident who has been designated as a violent or sexual offender by a county, state, or federal court and is requesting housing in University facilities must notify the UM Housing Office of this information prior to execution of the agreement form.

These offices must also be notified when a student already residing in University housing is designated as a violent or sexual offender within 24 hours following such designation by a county, state, or federal court.

University of Montana reserves the right to review the resident’s offender status and the potential risk to the community due to their residence in University housing. After such review, the University may deny occupancy to a resident based on their designated status. A resident’s failure to provide the notification required in this section may also result in the resident’s unauthorized occupancy of University premises or other University of Montana Student Conduct Code violations, subjecting the student to Student Conduct Code disciplinary proceedings.

Police Emergency

For emergencies requiring police, call the campus emergency number 406-243-4000. University of Montana Police Department will respond by sending officers to the emergency. THEN call the VA on duty to notify them of the situation.

Fire Emergency

In the case of a fire in or near the apartments, evacuate your apartment, make sure your door is locked and closed, and call 911. THEN call the VA on duty to notify them of the situation and move to a site at least 25 feet away from the building.
Medical Emergency

To report a medical emergency, dial 911 or the campus emergency number 406-243-4000. THEN call the VA on duty to notify them of the situation. Medical response personnel will include University of Montana Police Department, Missoula Fire Department, and an ambulance from Missoula Emergency Services. Always err on the side of safety. If you believe there is an emergency, call immediately. If the emergency personnel on the scene determine the student may be treated at the Curry Health Center, arrangements will be made to transport the student to that facility. Remember in medical emergencies, early recognition of a medical problem and prompt care will save lives.

Roommate Changes

Change of Roommates/Apartment Transfers

If there is a roommate situation whereby one of the roommates vacates for any reason, a new roommate will be assigned by the Lewis & Clark Village Office. The remaining roommate(s) may request a specific person as the new roommate. The Lewis & Clark Village Office will attempt to honor these requests if possible but there is no guarantee.

If you are having roommate issues, please calmly address the issue with your roommate(s) as soon as it becomes an issue. If you believe the issue is not resolvable with just the two (or three) of you, and you would like a third party to mediate, please contact the Lewis & Clark Village Office BEFORE the situation escalates. Once mediation is provided, and you believe there is still no resolution, you can request to transfer apartments.

If you wish to transfer to a different apartment or switch to a different bedroom within your apartment, this is only permitted if you have the consent of the Lewis & Clark Village Office. If approved, the proper paperwork must be filled out and a $100 transfer fee will be charged at the time of the move. NO EXCEPTIONS.
If you require repairs or maintenance, please notify the LCV Office or a VA during regular office hours. The requests will be handled based on their emergent need.

You may also submit your own work order via UM Housing Online at www.umt.edu/residencelifeonline. By submitting a maintenance request, whether in-person, telephone, or electronically, you are receiving implied notice of staffs’ intent to enter for said request. If you have any questions about this process, LCV Office Staff or a VA will be happy to assist to you. Please inform your roommate when you have requested maintenance to be done in your apartment, including both common areas and private spaces.

**Non-Emergency** maintenance requests will be completed in a timely manner, addressed between 8:00AM and 4:00PM, Monday through Friday (except on University holidays.)

**Emergency** maintenance requests after hours must be reported by calling 406-544-8724. Emergency is defined as a danger to personal safety, or danger to the integrity of Lewis & Clark Village property. Examples:

- No Electricity
- No Water
- No Heat (if outside temperature is below 50 degrees)
- Flooding
- Broken/Leaking Pipes
- Clogged Plumbing
- Broken Outside Windows, Exterior Door Locks not functioning
- Any damages, plumbing problems, vandalism, etc. caused or created by a resident or their guest(s) will be the financial responsibility of the resident(s).

For the purposes of safety, sanitation, and general upkeep, the University reserves the right to maintain and make repairs in the apartments. UM Housing Office, Lewis & Clark Village Staff and Maintenance Staff may enter any apartment for the above purposes whether the residents are present or not. However, a reasonable effort will be made to have one of the residents present.
UM Police Department
Lewis & Clark Village is part of the University of Montana campus and therefore under the jurisdiction of the University of Montana Police Department. To report an emergency, please dial 911, then if time permits, dial (406) 243-4000. If you encounter a non-emergency situation, please call UM Police at (406) 243-6131.

Campus Police Officers patrol the Lewis & Clark Village area at various times, days and nights, seven days a week. These officers may patrol on bikes, foot, or in cars, and are always there to assist you.

Lewis & Clark Village has one emergency phone located in our complex, at the front office. The phone outside the office door can also be used in case of an emergency. Please inform those residing in your apartment where these phones are located. Please also explain to friends and roommates the importance of these phones, and not to play with them. The phone is for emergency use only.

Public School Districts
Elementary: Lewis & Clark
Middle School: All locations: Washington
High School: All other locations: Sentinel

District lines may change. Contact the Missoula County School District.
Transportation Services
Take it easy—Take the Bus! Ride the Mountain Line Bus system for free. Schedules are available in the University Villages Office or online at http://www.mountainline.com. You can call (406) 721-3333 or (406) 243-4599 for a personalized trip plan. Whether you’re going to work, shopping, or visiting a friend across town, a Mountain Line Bus can get you there. Bus stops are located every two blocks on each route—several are located on or close to University Villages.

PARK-N-RIDE
ASUM Transportation runs three different Park-n-Ride services—South, Missoula College, and East Broadway. All Park-n-Rides are free to park, free to ride, and open to the public.

The South Park-n-Ride runs every 8-10 minutes. It initiates at the Lewis & Clark park n ride lot which is just north of Lewis & Clark Village. It runs north on Higgins to South Avenue. It stops at the Dornblaser Park-n-Ride, University Villages stop, and the stop at South & Arthur. The service starts at 7:25am and ends at 7:05pm. The UM Park-n-Ride service stops at the following places on campus: Miller Hall, Jesse Hall, Music Building, Law School, Adams Center, Campus Drive/UC Bus Stop, and the South Campus Bus Stop (along Beckwith).

The Missoula College Park-n-Ride runs every 15 minutes from Missoula College to Lewis & Clark Village and then follows the South Park-n-Ride route. The East Broadway Park n Ride runs every 20 minutes on the same route, then goes from the lot to the Adams Center. It follows the rest of the Park-n-Rides around campus, making the same stops. Go to www.umt.edu/asum/ot for schedules and route maps.

U-DASH
U-Dash is a free late-night shuttle service for currently registered students with a Griz Card. The shuttle runs every 30 minutes from 7:05pm to midnight Monday, Tuesday, Wednesday, and Thursday and 7:05pm to 2:30am Friday and Saturday evenings. The U-DASH route is as follows: Campus Drive bus stop, Beckwith bus stop, South/Higgins, Lewis & Clark Village, Miller Hall, Jesse Hall, Music Building, Adams Center, 5th/Higgins, Macy’s, Transfer Center, Wilma stop, 4th/Higgins, and then back to the UC. Go to www.umt.edu/asum/ot for a schedule and route map.
EVERYONE (even students who are graduating) is REQUIRED to give a 60-day advance written notice by completing the Intent to Vacate Notice form to move out of Lewis & Clark Village. This form may be found online at www.umt.edu/rlo/forms. A vacate date MUST be indicated on the Intent to Vacate Notice or it is not valid for the date we received it. Email notification is also accepted. **Phone notification or verbal notification is not accepted.** We reassign apartments based on the vacate information you provide. **Extending your move out date after you turn in your vacate notice is NOT POSSIBLE except in cases of extreme emergency (hospitalization or death).** If you do not give notice, we assume you will continue to inhabit the apartment and you will be charged rent accordingly. **NO EXCEPTIONS.**

Reminder posters are put up and e-mails are sent approximately 75 days before the end of fall and spring semesters. The vacate notice in the spring will also be accompanied by information about the summer options. You are eligible for the summer special rate, if you would like to be gone from LCV for longer than 60 consecutive days for the summer, but would still like to keep your same apartment for at least the next fall semester. If at the end of Spring Semester, you will not be enrolled for the Fall Semester, you must vacate the apartment by August 1.

You **must** vacate the apartment on or before the day that is specified on your notice form, and turn in your keys to the Lewis & Clark Village Office. If you do not vacate by that date, you will be charged a daily rent rate for the extra days that you maintain possession of your keys, we will then rekey the unit and place your belongings in storage. You will be billed for the rekey, transfer of belongings, and storage. Remember if your belongings remain in your apartment, you have the keys, and you have not given notice to vacate, you are still responsible for rent for that time.

Vacating your apartment means you are moving out and the apartment will be available to rent to a new tenant. Moving back in will require a new application, new fees, and being placed on the wait for assignment list for a room to be available.
As stated before, you MUST give a 60-Day notice to vacate, if you do not, you will be charged for 60 days from the time we receive notice, regardless of whether or not you are occupying the apartment*

Before you move out:

- Change your address on CyberBear. The mailing address in CyberBear will be used to forward mail to you from UM. *GRADUATES* Please make sure you update your current address with the registrars office AS WELL so your diploma is not sent to Lewis & Clark Village. It takes approximately 6 months for them to process the diplomas and get them to you, and you will no longer be living here.

- Change your address with the Postal Service. To receive any other mail unrelated to University of Montana, you must complete a USPS Change of Address form. Forms are available at the Lewis & Clark Village Office, at the Post Office, or on the USPS website. *Please note that Lewis & Clark Village, as well as University of Montana, is NOT responsible for your mail, so please make all proper arrangements with places like doctors’ offices, phone companies, magazine subscriptions, etc. before you leave- so as not to interrupt your mail service. The LCV Office cannot open mailboxes and cannot give you a key after you check out.

- Review the Check-Out Procedure form available in the LCV Office, to make sure you have met all the cleaning requirements. You must coordinate cleaning of the common areas with your roommate(s) even if your roommate is staying.

- Turn your keys into the office in the Check-Out envelope that comes with the Check-Out Procedure form. If the office is not open you may drop the envelope in the drop box to the right of the exterior office door. Please make sure all 3 of your keys are enclosed and you have completely filled out all designated areas of the envelope.
LCV Office: (406) 552-3409  
On-Duty / After Hours: (406) 544-8724  
UM Housing Office: (406) 243-2611  
LCV Area Coordinator: 406-243-6037

LCV Office Hours:
Monday-Friday: 1:00pm - 8:00pm  
Closed University Holidays

UM Housing Office Hours:
Monday-Friday: 8am-5pm

Email: cheryl.greely@mso.umt.edu  
Email: jace.whitaker@mso.umt.edu