Welcome to the University of Montana’s University Villages Community. The University Villages Staff strive to provide a positive, inclusive, and respectful living environment. We hope you will enjoy your stay!

Welcome to the University of Montana’s University Villages Community. The University Villages Staff strive to provide a positive, inclusive, and respectful living environment. We hope you will enjoy your stay!

Our office is located at 1 Elkhorn Court, on the corner of South and Maurice. Our office hours are Monday—Friday, 8:00am to 5:00pm.

This handbook will acquaint you with University Villages policies and regulations, including services and facilities available to you at the University Villages complexes. Please take the time to familiarize yourself with its contents.

The policies and regulations in this handbook are part of your University Villages rental agreement, and you will be responsible for any violations of the policies and regulations stated in this handbook.

Whenever it becomes necessary to change our policies or regulations, we will notify you via our monthly newsletter, The Cornerstone.

In signing your lease agreement, you assume responsibility for keeping up to date with University Villages policies and regulations. By signing, you also agree to keep your apartment in good repair and help contribute towards a friendly, community atmosphere.
**Important Phone Numbers**

### Residence Life/University Villages Phone Numbers

- University Village Office: (406) 243-6030
- Residence Life Office (Turner Hall): (406) 243-2611
- UV Community Assistant on Duty: (406) 552-3375
- Maintenance Supervisor: (406) 243-6030
- Area Coordinator: (406) 243-6037

### Campus Phone Numbers

- Business Services: (406) 243-6260
- Campus Information: (406) 243-0211
- Counseling Services: (406) 243-4711
- Curry Health Center: (406) 243-2122
- Financial Aid: (406) 243-5373
- Griz Card Center: (406) 243-6943
- UM Police Department: (406) 243-6131
- Registrar’s Office: (406) 243-2995
- Student Advocacy Resource Center: (406) 243-6559

### Community Phone Numbers

- North Western Energy: (888) 467-2669
- Charter Cable: (877) 273-7626
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Questions & Concerns
University Villages offers a variety of student and full-time staff to assist you while living at University Villages. If you have any questions or concerns while living in University Villages please contact one of the following:

- University Villages Office, Monday-Friday from 8:00am to 5:00pm
- Your Area Coordinator at (406) 243-6037
- Your Community Assistant in your area (see page 7)
- The Community Assistant on Duty at (406) 552-3375 after hours or on weekends
- Student Staff in the Community Center, Monday-Friday from 5:00 to 9:00pm and Saturday-Sunday from 12:00 to 9:00pm
- Residence Life Office in Turner Hall at (406) 243-2611, Monday-Friday from 8:00am to 5:00pm

After Hours Service
To provide 24-hour service, Community Assistants are employed to attend to your needs after office hours, on weekends, and on holidays. The Community Assistant on Duty is available after hours to assist you with lockouts and minor maintenance problems.

If you are unable to reach the Community Assistant on Duty at (406) 552-3375, please call the University switchboard at (406) 243-6131. The switchboard will attempt to locate the staff at University Villages or send an UMPD Police Officer to assist you.

Emergency Phone
There is an emergency phone located outside the University Villages Office that can be used to call the Community Assistant on Duty or UM Police.

Community Assistants
Community Assistants are placed throughout the University Villages. Community Assistants are there to help build community amongst the residents and their families. With the Community Assistants, we work to provide better service through programs, activities, maintenance issues, conflict resolution, enforcement of University Villages policies, and overall community networking.
Community Assistants build community by planning area programs, working assigned duty nights, assisting residents with conflicts in the neighborhood, and assisting with minor maintenance issues, such as lockouts and plugged toilets. The Community Assistant is also looking to build a rapport with the residents in order to make University Villages a fun place to live!

**CA Apartments**

<table>
<thead>
<tr>
<th>Building Number</th>
<th>Street Notation</th>
</tr>
</thead>
<tbody>
<tr>
<td>117 A Craighead</td>
<td>Craighead &amp; 100’s of Helena Ct.</td>
</tr>
<tr>
<td>120 B Sisson</td>
<td>Sisson &amp; 200’s of Helena Ct.</td>
</tr>
<tr>
<td>524 Garnet</td>
<td>Bannack, Garnet, &amp; Pioneer Ct.</td>
</tr>
<tr>
<td>925 Rimini</td>
<td>Ophir, Rimini, &amp; Yreka Ct.</td>
</tr>
<tr>
<td>1308 Granite</td>
<td>Coloma, Granite, Cinnabar, &amp; Emigrant Ct.</td>
</tr>
</tbody>
</table>

The Community Assistant on Duty can be reached by calling 552-3375.

**Community Center**

University Villages boasts a Community Center on Maurice Avenue, directly south of the University Villages Office. The Community Center is equipped with a computer lab, copier, kitchen, large meeting room, and barbecue area with a patio. The building is also ADA accessible. University Villages residents may rent the Community Center at a cost of $15.00/hour for private tenant gatherings, children’s birthday parties, meetings, etc.

The computer lab is equipped with several PCs that have access to campus E-mail and Internet. This lab was designed as a special service for the residents of University Villages.

**Lab Policy**

- Please save all work on a USB drive and not on the hard drive. We will not be responsible for lost data.
- The lab is reserved for University Villages residents (spouses included) attending the University or Missoula College.
- Copies or prints are available at the current posted price.

Residents are strongly encouraged to get involved with Community Center activities.

**Cornerstone Newsletter**

Community information is published through *The Cornerstone* newsletter. This newsletter is delivered via e-mail monthly to your
apartment as well as your University of Montana e-mail address. Please note that all official communication from University Villages and the Residence Life Office will be sent to your student email address.

Residents wishing to submit information about upcoming events can do so by contacting the Area Coordinator at the UV Office (406) 243-6037.

**IMPORTANT:**
Changes to University Village’s policies will be posted in *The Cornerstone* newsletter. It is your responsibility to read these policy changes and contact the University Villages Office if you have any questions or concerns.

**Equipment Rentals & Checkouts**
Several equipment items are available for rent. The items should be returned in the same working condition as when they were checked out.

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Fee</th>
<th>Return Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacuums</td>
<td>N/C</td>
<td>Return within 24 hours</td>
</tr>
<tr>
<td>Heater</td>
<td>N/C</td>
<td>Return within 72 hours</td>
</tr>
<tr>
<td>Snow Shovel</td>
<td>N/C</td>
<td>Return within 24 hours</td>
</tr>
</tbody>
</table>

A replacement fee will be charged to your student account for items not returned within 24 hours.

**Fax & Copies**

- Faxes (sent and/or received) $1.00 per page
- Copies $0.10 per page

**Garbage Service**

Garbage containers are located throughout the University Villages area and are emptied approximately four days of the week. Please put all trash and garbage inside the provided containers. Do not put hazardous waste in these containers. DO NOT place garbage on porches or balcony areas for any amount of time. This is not only unsanitary but it also attracts insects, wildlife, and children. University Villages’ policy states that if a tenant leaves their garbage outside their apartment and our staff has to remove it, the tenant will be billed for the disposal and Student Conduct Code charges will be filed.

**DO:**
- Place all trash/garbage in the provided trash bin
- Use another trash bin if the container nearest your unit is full
- Put raw garbage in closed bags before placing it in the trash bin
- Have an adult family member accompany all children to dispose of trash/garbage
· Clean up any trash/garbage that spills
· Close the lids to the containers after dumping trash to avoid wildlife obtaining access
· Place large cardboard boxes alongside the trash bin

DON’T:
· Place garbage on porches or balcony areas (may result in student conduct code charges and a fee charged for removal)
· Leave your trash/garbage on the ground next to the container
· Put large cardboard boxes in the garbage containers

**Laundry**
**Craighead/Sisson Apartments**
Washer and dryer hook-up’s are in each unit.

**Elliot Village/K. Ross Toole Village**
Washers and dryers are not permitted in the Elliot Village apartments. All K. Ross Toole Village apartments have washer dryer hook-ups (excluding studio apartments).

Coin-operated washer/dryer facilities are provided within the complex. The cost is $1.50 to operate a washing machine and .50 cents for approximately 40 minutes of drying time. The wash houses are accessible 24 hours per day for your convenience, but can only be opened by a University Villages “laundry card”. You can get your laundry card at the main office free of charge. Cards that are lost or stolen will cost $15.00 to replace. Laundry cards that are malfunctioning or broken will be replaced free of charge. Only one laundry card per apartment is permitted.

The care and cleaning of the machines and laundry rooms is the responsibility of the residents. Lint and garbage must be cleaned from the washers and dryers. The machines should be wiped clean, and all excess laundry boxes, bottles, etc., should be placed in the dumpsters. If you find a machine is not working properly, please notify the University Villages Office immediately.

Please do not leave your clothes unattended. The University of Montana/University Villages is not responsible for lost clothing.
UV Policies

POLICIES & REGULATIONS
In general, students are expected to behave in a considerate and responsible manner which respects the rights of the University and of any other person who may be affected by their actions. All University Villages tenants are expected to abide by the Student Conduct Code. In addition to the Student Conduct Code, Residence Life has outlined the following policies in our UV Tenant Manual for tenants living in and visiting University Villages.

The University Villages Office reserves the right to develop other rules and regulations as necessary for the safety, care, and cleanliness of the premises, and for the security, comfort, and convenience of all occupants. Failure of the University of Montana, and the University Villages Office to enforce any of these policies and regulations shall not be construed as a waiver of terms. They shall remain in full force and effect.

In addition to the Student Conduct Code, Residence Life has outlined the following policies for tenants living in and visiting University Villages.

To view the Student Conduct Code
Visit this website:
http://www.umt.edu/vpsa/policies/student_conduct.php

Alcohol & Drugs

Alcohol Use
The University of Montana follows all state and federal statutes. In accordance with state law, students under the age of 21 cannot consume or possess alcohol. When both residents of the room are under the age of 21, neither they nor their guests/visitors may possess or consume alcohol. This includes shot glasses, alcohol decorations (trophy bottles), empty alcohol containers, etc.

In suites or apartments, residents who are 21 or over living with/in the presence of underage individuals, may only consume/possess alcohol in their individual rooms. In suites or apartments where residents who are 21 or over and are living with/in the presence of individuals also 21 or over, alcohol may be possessed/consumed in the common space and must keep their behavior from being disruptive. No guests under the age of 21 may be present in the room while the of-age roommate/guests are
consuming alcoholic beverages. *In University Villages, legal age adults with minor age children, may consume alcohol in the privacy of their apartment.

Alcohol is not allowed in any public areas of the building, outside of the apartment on patios/balconies, or in rooms occupied by underage residents. Most alcohol situations are brought to attention because of disruptive behavior. This behavior is addressed through student conduct and may require attendance to Behavior Health Options (Options). The cost of the Options program is the responsibility of the student.

Alcohol violations carry with them the prospect of a Minor In Possession (MIP) and other criminal charges, and more severe consequences are dependent on the behavior displayed at the time of documentation.

**Drugs**
Drugs are prohibited in University housing at all times. The University Villages Staff is instructed to call the UM Police Department and let law enforcement take over a situation if drugs are suspected to be present. The University has strict policies regarding the illegal use and abuse of substances. Federal Student Financial Aid is immediately withdrawn if a student is criminally convicted of a drug crime.

**Medical Marijuana**
Although the State of Montana law permits the use, possession, and/or cultivation of medical marijuana, federal laws prohibits the use, possession, and/or cultivation of medical marijuana 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.

**Facility Usage**

**Alterations to Apartments**
Please do not make any permanent alterations, additions, or repairs to your apartment.

- Outdoor storage buildings, sheds, etc., are not allowed within the University Villages apartment complexes.
- Please do not put glue-tab or adhesive-backed picture hangers,
coat hooks, shelves, etc. on walls, woodwork, or doors.

- Apartments are painted as necessary, but generally not during the term of occupancy.
- Surge protectors are required with use of your personal computer. University Villages will not be held responsible for any damages caused by equipment not properly installed.
- Craighead/Sisson/Elliott Village—There are glass inserts for the storm doors at your apartment. For Craighead/Sisson, the inserts are in the hallway closet, and for Elliott Village apartment, the inserts are in the furnace rooms. These inserts will be beneficial during the colder months in trying to keep heat from escaping.

**Barbecues**

Barbecues are allowed in University Villages, however, we would ask that everyone take these precautions and safety guidelines when using their grills:

- Please do not use barbecues on porches, steps, or sidewalks. You may use these items on grass areas away from sidewalks and buildings if you take precautions not to harm the grass.
- Never leave a grill with hot charcoal unattended. We have several young children playing around the apartments and they can easily be burned.
- When you have finished using the grill, wait for the coals to cool completely, or extinguish them with water before discarding. NEVER put hot or warm coals in a trash bin.
- Lighter fluid and matches cannot be left outside for small children to play with.

Open burning is prohibited in Missoula city limits, unless approved by the City Fire Department and a valid permit is issued.

**Bicycles & Toys**

Bike theft is very common, so please be sure to always lock your bike up when you are not using it. All toys, bicycles, and other items must be put away and not left in the grass, around the parking lots, or on the sidewalks. Any items left unattended in these areas will be considered abandoned as trash and removed by the University Villages Staff.

**Hoverboards, Segways, IO Hawks & Similar Devices**

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. Recent information has revealed that the batteries in the devices are dangerous and prone to explosion, creating a safety and fire risk. Until a time that the safety standards for these devices are improved, Residence Life has prohibited them from being in any of our residence halls or apartments.

If you have one of these devices, please remove it permanently from UM property. If you receive or purchase one of these devices, please know that you will not be able to have it in campus housing and if it is found, you will be asked to remove it from UM property or face disciplinary action.

**Businesses**
Residents are permitted to have a business within their apartment as long as it follows these conditions: 1) It is approved by the Residence Life Office located in Turner Hall, and 2) it does not violate any polices of the rental contract for University Villages.

**Decorations & Apartment Displays**
Because this will be your new home, we encourage you to make it your own. Decorate the interior with plants, posters, and rugs that you and your roommate agree upon. You are free to display posters and other things in your room, including either side of your door and the inside of your window except for content unprotected by the First Amendment such as 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 Residence Life. We do ask that you consider removing materials visible to other residents in response to any resident complaint in the interest of maintaining a collegial and civil residence hall environment. Decorations must not cause damage to walls.

**Freezing Weather**
In the event of severe, freezing weather, please follow these instructions:

- Drip all the faucets in your apartment - both hot and cold. Leave the faucets dripping
- Turn your heat on to a minimum of 65 degrees.
- Open your closet and cabinet doors to expose plumbing fixtures so that these spaces will be heated.
- If you are going to be away for an extended time period during
the winter months, please alert the office. Be sure that your windows are closed, and do not turn off your heat. Instead, leave the thermostat on 65 degrees. These precautions are essential in order to avoid substantial damage to your apartment from broken pipes. If you negligently fail to take these precautions, you may be held liable not only to the damage in your own apartment, but also to any damage to your neighbor's apartment.

**Health Inspections**
The University recognizes the right of privacy of all residents living in University Villages, but reserves the right to inspect its property at any time for necessary reasons. For health, safety, or emergency reasons, it is sometimes necessary for a University staff member to enter a resident's apartment when he or she is not present. Every effort will be made to have an occupant of the apartment present when an inspection is made.

Each semester health and safety inspections of apartments will be made by the Community Assistant Staff to check for cleanliness and safety and to be sure that health standards are being maintained. Written notification will be made at least 24 hours before these health and safety inspections take place.

**Lawns**
UV residents are responsible for the lawn areas outside of their apartments. This includes ensuring all of the lawn is free of toys, garbage and animal waste as to ensure maintenance is able to mow the areas.

**Playgrounds**
Playgrounds are provided for the children of residents in each area of the University Villages complexes. Parents assume all responsibility for supervising their children on the playground. Please notify the University Villages Office of any structural hazards in the playground equipment. Your cooperation is expected in keeping the playground safe and clean. Due to the proximity of the playgrounds to some apartments, tenants must be aware of noise level and being considerate of others. There is a 9:00pm quiet hour policy for all basketball courts in University Villages due to the proximity of some courts and apartments.

We prohibit potentially dangerous toys and sports equipment on University Villages property. This policy applies to BB guns, gasoline-powered toys, bows and arrows, golf balls and clubs, bats, weapons, and any other dangerous items. Small children can get hurt when these items are present.

All children must be supervised at all times.
Satellite Dishes
Please note satellite dishes of any size are not permitted in University Villages for maintenance and safety reasons.

Signs/Notices
You may display approved signs only in designated areas in the University Villages Office, Wash Houses, and Community Center. To get approval for your postings, please stop by the Residence Life Office.

Speed Limit
The speed limit within all University Villages areas is 10 mph. Please use caution and drive slow.

Please note that there is also a one-way street in University Villages behind the Craighead and Sisson buildings. Please obey this street direction so traffic flows easily.

Tickets will be issued for traffic and parking violations by the UM Police Department, who will be enforcing this 24 hours a day, 7 days a week. All tickets need to be paid to their office at Physical Plant Building 32.

Sprinklers
The children will enjoy running through the sprinklers at University Villages. We do ask that you inform your child to not play with the sprinklers at any time. If we determine a sprinkler was damaged due to improper use, the cost to fix the sprinkler may be assessed to the tenant.

Storage Policy
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.
  - You may keep outdoor furniture that is kept neat and tidy outside the apartment as long as it does not cause any problems for life safety codes. Life safety codes involve being able to access the apartment if there was a life-threatening emergency.

- **Appliances:** e.g., Freezers, refrigerators, lawn mowers, 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 University Villages. 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. Thank you for your cooperation in this matter.

- **Cardboard Boxes:** These can be disposed of by the recycling bins throughout University Villages.
- **Sports Equipment:** e.g., Canoes, boats, skis, motorcycles, etc.
- **Excessive Toys:** Tenants will be given a notice naming the item(s) to be removed and given a date that the removal needs to be completed by. If our crew has to remove any of the above named items, there will be a $25.00 charge assessed to the resident’s account. Most items that are collected are taken to the dump.

**Vehicle & Parking Regulations**

You will need to renew your decal for University Villages parking before August 31st of each year.

The parking lots in University Villages are designated scramble parking. All parking lots are restricted to tenants only. University Villages parking decals are FREE and are limited to two (2) registered, licensed and operable vehicles per apartment. All vehicles will require a University Villages parking decal to park in any University Villages parking lots. Vehicles inoperable for longer than two (2) weeks must be removed. Tenants requesting parking decals in excess of the two (2) allowed may be required to show documentation that one or both vehicles that have previously received parking decals are no longer in the possession of the tenant and/or will not be parked at University Villages.

University Villages only allows personal vehicles and does not allow any recreational vehicles, including but not limited to campers and motorhomes, to park in University Villages lots. University Villages also does not allow boats, trailers, or buses.

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

Driving on the lawn is strictly prohibited in all areas of University Villages and carries an automatic $25.00 fine plus any costs for replacing damaged sprinkler heads and grass. 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, which makes snow removal difficult.

- **Utility Vehicles:** Utility vehicles may not be parked at University Villages.
Vehicle Maintenance: 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: Visitor parking will be limited to four areas: 1) City street parking, 2) the west side of Yreka Court where designated, 3) the north end of Helena Court where designated, and 4) Cinnabar Drive, north and south ends where designated.

Two-Wheeled Vehicles: 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.

Wading Pools
We do ask that parents supervise their children at all times their child is in the pool. We also ask that you empty the pools after each use so the warm sun does not heat the pool and kill the grass underneath. Please store the pools up against your apartment walls so our lawn mowing crew can maneuver easily.

Windows & Window Screens
Do not unlatch screens, remove windows, or throw items 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.

Fire & Safety

General Information
In case of a fire, call 911. Fires are a potentially serious problem in all apartment communities due to the high concentration of individuals living in each building. Most fires are started due to carelessness. At the top of the list is cooking related fires. Next on the list are fires that are caused by cigarettes. Please use caution and common sense to avoid a disaster.

Prevention can save your life and the lives of others.

Explore your community and familiarize yourself with all exits. Visit with those living in your apartment about escape routes and a meeting place outside the apartment in case of a fire. Keep exits and access areas clear of all debris and storage. This includes:

- Keeping sidewalks, porches, common hallways, and outside landings clear of all items including trash, furniture, toys,
appliances, car parts, and exercise equipment. Failure to do so will result in a cleaning/removal fee that will be charged to the offending apartment resident.

- Not using balconies, porches, sidewalks, or any common area as a laundry drying area.
- Not chaining bikes, motorcycles or trailers to gas piping, stair rails, electrical conduit or plumbing pipes. Keeping barbecue grills at least 10 feet away from all buildings, landings, or porches.
- Barbecue grills (propane or briquette) are not permitted on the second and third floor balconies due to fire hazard.
- Test your smoke detector(s) once a month. Notify maintenance if you have any problems with it.
- No halogen lamps, candles or incense

**Smoke Alarms**
All smoke alarms must remain operational at all times. Tenants should never disconnect smoke alarms for any reason. Please note: removing, disconnecting, or tampering with a smoke alarm or fire extinguisher is grounds to terminate your lease.

Your apartment has at least one battery-operated or electric smoke alarm. When the battery wears down, the alarm will “chirp” every few minutes. Please contact the University Villages Office immediately, and we will provide you with a new battery so you can replace the old one.

**Fire Extinguishers** (Craighead/Sisson and Elliott Village Only)
Your apartment has one 5-pound, ABC-type fire extinguisher. Check the fire extinguisher’s charge periodically and call us immediately when it needs recharging.

**Fireworks & Combustibles**
Fireworks, gunpowder, and other combustible materials or substances which endanger health and safety in the University Villages area are not permitted.

**General Behavior**

**Gambling**
To conform to state laws, no form of gambling is permitted in University Villages apartments.

**Guests**
Guests and visitors staying longer than three (3) days must be reported to
the University Villages Office. Tenants are responsible for their guests and their compliance with all University Villages and University policies.

**Keys & Lockouts**
Please take care of your apartment keys to avoid unnecessary lockouts and/or key fees.

If you lock yourself out of your apartment, any time, any day, you can check out a temporary key from the University Villages Office. If you have checked out all available keys, a Residence Life staff member will go to your unit to let you in. To check out a key or be let into an apartment, you must be listed on the Rental Agreement, listed as an authorized guest, or listed as authorized to check out a key in the Move In Packet. The following fees will apply to all key checkouts and/or being let into an apartment:

$1.00 – If you check out a key between the hours of 8:00 AM and 5:00 PM, Monday through Friday, there is a $1.00 charge as long as the key is returned the same day. The key must be returned before the University Villages Office closes at 5:00 PM. There is a limit of 3 $1.00 checkouts per semester. Semester time periods are Fall: August 15th – December 31st, Spring: January 1st – May 31st, and Summer: June 1st – August 14th.

$10.00 – All after hours key checkouts (5:00 PM – 8:00 AM Monday through Friday, all weekends and all holidays) and checkouts returned after 5:00 PM will be charged to the student’s account. All key checkouts in excess of the 3 $1.00 checkouts per semester will also be charged to the student’s account.

$20.00 – Any time a Residence Life staff member must travel to your apartment to unlock the door, your student account will be charged.

If you lock yourself out after hours, between 5:00pm and 8:00am on weekdays, or any time on the weekend or holidays, you will need to contact the Community Assistant on Duty at (406) 552-3375 to get a key checked out to you.

**IMPORTANT:** All keys checked out must be returned within 24 hours, or the key may be considered lost and your apartment re-keyed for safety reasons.

Please report lost keys immediately to the University Villages Office. We do not charge to replace a lost key, however, if you don’t find the key by the time you vacate the apartment, we will charge a re-key fee of $60.00 for each exterior door. You may have the apartment re-keyed when you
lose a key or wait until you move out.

If you don’t return the correct number of keys when you move out, we will charge $60.00 per exterior door to re-key the apartment immediately. Keys are the sole responsibility of the tenant who checks them out.

Loss, Theft, & Insurance
Theft of or intentional damage to University of Montana furnishings or property of persons in the residence halls or apartments is prohibited and will result in severe disciplinary action and/or prosecution.

Residents should immediately report any missing property to their Community Assistant, providing a complete description of the items and their value, where they were located, when was the last time the item was seen, and if any person is suspected of the theft. Any theft should also be reported to the UM Police Department.

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.

Noise & Disturbances
Please keep noise to a minimum. Our quiet hour policy is enforced seven (7) days a week from 10:00pm to 8:00am. We will also enforce a 9:00pm quiet hour time for the basketball courts due to the proximity of some courts and the apartments. Please discuss any disturbances with your neighbors first. If you are unable to resolve your differences, try talking to your Community Assistant about other possible solutions. We also have a no-charge mediation program where parties can sit down with a neutral party and talk about the issues confronting them. Call the Area Coordinator for more information on the mediation program at (406) 243-6037 or talk to your Community Assistant.

While the hours between 10:00 p.m. and 8:00 a.m. are considered quiet hours we ask that everyone have common courtesy during the day, and especially in the afternoons when small children may be napping, or students are studying. Please keep stereos and televisions at a reasonable volume level and we suggest a pillow being placed under speakers for bass control.

You are responsible at all times for the actions of your children and
guests. Report any security problems or vandalism to the UM Police Department at (406) 243-6131 and to the University Villages Office at (406) 243-6030.

Pets
Fish, in 10-gallon tanks or less, are the only pet allowed in the residence halls, University Villages, and Lewis & Clark Village. All other animals of any kind, except certified service or companion animals, are strictly prohibited in the residence halls and apartments. This includes pets belonging to guests. Pets will not be permitted to "visit" or be on the premises for any reason.

If pets are found on the premises, violators can lose their entire damage deposit and be evicted through the Student Conduct Code process. Any damages, including the replacement of carpet, will be billed to the student’s account.

Exceptions will be made for individuals requiring a service or companion animal. This request must go through the Disability Services for Students Office located at the Lommasson Center, room 154. Students must also make an appointment with the Residence Life Office following approval from DSS. This request must be submitted and approved prior to the animal being at the residence hall or apartment.

Solicitation
Only door-to-door canvassing related to non-commercial activity is permitted in the University Villages complex. Commercial solicitations, including but not limited to, door-to-door sales, are prohibited. Commercial solicitation does not include delivery service. All forms of solicitation, including non-commercial solicitation, are prohibited at University Villages complex which posts 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 University Villages Office at (406) 243-6030.

Telephone & Email
Anyone making abusive, obscene, or harassing telephone/E-mail messages will be subject to prosecution and/or disciplinary action.
Tobacco Free UM
Residence Life supports the University of Montana’s Tobacco Free Campus policy, and does not permit the use of tobacco products in any of our residence halls or apartment buildings. All buildings are designated “No Smoking” in all areas, including student rooms. Smoking of any kind (e.g., hookahs, e-cigarettes, and vape/vapor/vaporizer pens) and the use of tobacco products (e.g., chew, snuff, etc.) are not allowed in areas including study rooms, restrooms, hallways, stairways, lobbies, elevators, lounges, student rooms, etc.

In accordance with the University of Montana’s Tobacco Free Campus policy, students may also not smoke or use tobacco products outside the apartments on campus property. Tobacco use is allowable at the following locations: sidewalks along South Avenue, Beckwith, Arthur, 5th and 6th Streets west of Maurice, Maurice north of 6th, Kim Williams Trail, and all properties outside of those borders and beyond boundaries of any property of the University of Montana. E-cigarettes and vape/vapor/vaporizer pens can be used on campus, just not within the student’s room or apartment.

Safety Information

General Information
In an emergency, dial (406) 243-4000. For non-emergency situations, dial the UM Police Department at (406) 243-6131.

Anything that seems unusual or "out of place" could be criminal activity. Every resident has a responsibility to report any suspicious behavior, working as a partner with the police. Not every stranger who enters your property is a criminal, but criminals do take advantage of activity in apartment communities by pretending to be legitimately involved in sales, repairs, and service. If you see any solicitors in your community or suspect that any service or repair person is involved in illegal activity, please contact the University Villages Office and/or the UM Police Department.

Never attempt to apprehend a person committing a crime or to investigate suspicious activity. Leave any confrontations or investigations to the police.

Do not allow strangers into your apartment. You may post a no soliciting notice on your door. If you are bothered by solicitors, please contact the UM Police Department.
**Hypodermic Needles**
Some students have medical conditions requiring the use of needles. Improper disposal of hypodermic needles is dangerous because these needles may carry blood borne pathogens. Proper disposal of hypodermic needles is mandatory. A disposal container can be received at no charge by simply asking for one at the Curry Heath Center. Please keep our campus and staff safe by properly disposing of needles.

**Violent & Sexual Offenders**
Any student or student dependent who has been designated as a violent or sexual offender by a county, state, or federal court, and who is requesting housing in University facilities must notify the Residence Life Office of this information prior to execution of the contract.

The Residence Life Office must also be notified when a student or student's dependent residing in University residence halls or University Villages is designated as a violent or sexual offender within 24 hours following such designation by a county, state, or federal court. The University reserves the right to review the student tenant’s or student tenant dependent’s offender status and the potential risk to the community due to the tenant’s or tenant dependent's residence in the University residence halls or University Villages. After such review, the University may deny occupancy to a tenant or a tenant's dependent based on either offender's designation status. A student's failure to provide this required notification may also result in the student's unauthorized occupancy of University premises or other University of Montana Student Conduct Code violations, subjecting the student to Student Conduct Code disciplinary proceedings.

**Weapons & Firearms**
You can store your firearms in your apartment; however, the University Villages Office requires that you register them at the time they are in your possession.
**Rental Contract**

**ADA Accessible Units**
University Villages has multiple apartments that are fully ADA accessible. Students requiring housing modifications receive priority to these apartments. If you are living in an ADA accessible apartment and the need arises, University Villages reserves the right to relocate you to a similar apartment in University Villages in the event this apartment is needed for a tenant requiring modifications.

**Conditions of Occupancy**
Eligibility for University Villages requires that:
1. You must be currently enrolled in the University of Montana as a student with at least seven (7) credits.
2. You must demonstrate satisfactory progress toward a degree by successfully completing at least seven (7) credits per semester.
3. You must maintain enrollment for at least two of the three semesters within the academic year, (Fall, Spring, Summer); however, you may not take off two consecutive semesters.
4. You have not lived at University Villages for six (6) consecutive years.

Only you and your immediate family may live in the apartment. Parents, sisters, brothers, and other family members may live with you if they are dependents and are registered as such with the University Villages Office. We must receive proof of legal dependency before they arrive.

If you have any additions or changes to the people living in your apartment, you must notify our office with this information. Anyone not listed as living in the unit will be asked to leave the apartment, and this will be considered a violation of the eligibility standards for University Villages which could result in eviction from the apartment.

**Roommate Policy**
University Villages is primarily “family” housing. Families in need of housing receive a priority status and are offered housing first. Single students are offered housing after all families have been offered units.

Single students qualify for studio, 1 bedroom, and 2 bedroom apartments. In order to live in a 2 bedroom apartment, single students must have a roommate who is also a University of Montana student and who is enrolled in at least seven (7) credits per semester. Three and 4 bedroom apartments are strictly reserved for families.
Roommates living in a 2 bedroom apartment are each required to pay a $350.00 damage deposit. Damage deposits are not transferable between students.

Two bedroom units are allowed only one (1) roommate change. If the unit has already had one (1) roommate change and a roommate wishes to vacate, both roommates will be required to vacate the unit. Exceptions to this may be approved by the University Village Office as long as one original roommate continues to live in the unit.

If a roommate wishes to vacate, they must fill out a 30-day notice and submit it to the University Villages Office. The vacating roommate may move out at any time after the 30-day notice has been submitted, but will be charged rent through the 30 days if another roommate has not moved into the unit during that time.

The vacating roommate is required to turn his/her key in to the University Villages Office the day he/she vacates the unit.

The remaining roommate is required to find a new roommate within 30 days of being notified by the UV Office that their roommate is vacating. If a new roommate is not found within this timeframe, the remaining roommate may stay in the apartment without a roommate and assume full responsibility for the apartment as well as the full apartment rent amount each month beginning the date their roommate moves out.

All new roommates are required to fill out an application, and pay the $25.00 application fee.

All new roommates are required to come to the University Villages Office and sign a Rental Agreement form.

All new roommates are required to complete a Move-In Check Sheet within five (5) days of occupancy. The Move-In Check Sheet must be filled out to indicate any damages that are present within the unit at the time the new roommate takes occupancy. If the Check Sheet is not returned within this timeframe the new roommate assumes joint responsibility with the current roommate for all damages present.

If any damages are listed on the Move-In Check Sheet at the time it is returned to the University Villages Office, an inspection may be scheduled to inspect the damages and assess charges to the current roommate and the vacating roommate.

Damage deposits are returned to vacating students only after 1) the unit
has been fully vacated, an inspection has been completed by the University Villages Office (if required), and any charges for damages/cleaning have been applied to each roommate’s student account, or 2) a new roommate has moved in, a Move-In Check Sheet has been returned to the University Villages Office, an inspection, has been completed (if required), and any charges for damages have been applied to the remaining and vacating roommate’s student accounts.

**Rental Payments and Contract**

All rent payments are due on the first day of each month. If you do not pay the rent on or before the fifth day of the month, your account will be assessed a $25.00 late payment fee. Payments can be made at the Residence Life Office, Griz Central, online, or with a credit card by phone at (406) 243-2611.

**Where and How to Pay Your Rent:**
1. Residence Life Office in Turner Hall, Monday-Friday from 8:00am to 4:00pm
2. Griz Central (Please note that if you make a payment at Griz Central, this payment may not reflect directly to rent. It will be applied to the oldest charge on your student account)
3. CyberBear (Please note that if you make a payment online, this payment may not reflect directly to rent. It will be applied to the oldest charge on your student account)
4. You may also pay via credit card by calling (406) 243-2611, Monday-Friday from 8:00am to 4:00pm
5. Mail your payment to:
   
   Residence Life Office/University Villages
   101 Turner Hall
   Missoula, MT 59812

If rent is continuously late, you may be evicted from University Villages for rent delinquency. In addition to potential suspension or eviction from University of Montana housing, not paying rent creates holds on your records and future registrations, plus a notation of such violation in your permanent University of Montana student record. The University reserves the right to seek any other legal remedies against you, as well.

University Villages rental rates are subject to change with economic conditions. The University of Montana reserves the right to change rates after giving residents due notice.
General Maintenance

Kitchen Area

- Clean the range/oven often to prevent a grease buildup.
- Defrost and clean the refrigerator whenever ice builds up to more than one-fourth inch around the freezing unit. Also, you can vacuum dust from the back of the refrigerator periodically. Excessive frost/ice buildup reduces the efficiency of the refrigerator, causing it to run for longer periods of time. When defrosting and cleaning the refrigerator, do not use hard, sharp-pointed objects to force the frost/ice from the freezer compartment. It's easy to puncture the coils circulating the refrigerant, and it's expensive and difficult (often impossible) to repair them. Repaired coils have greatly reduced life expectancy. Tenants are responsible for refrigerators and will be billed for any damage they may cause.
- Do not pour cooking oil, wax, grease, or drain cleaners into any drains. Occasionally, turn on the hot water tap (at full force) and let a few gallons of hot water flow through the drains. This will help clean the drains, particularly if done after washing dishes. Be sure to use the sink strainer provided to keep food particles from getting down the drain and causing it to clog.
- NEVER use Drano or Liquid Plumber if you have a clogged drain as this causes a health risk issue for you, your family, and our plumbing staff. Just call the University Villages Office at (406) 243-6030 to report a work order.
- Do not use chlorine tablets in the toilets as this causes damage to the inside flapper. You will be responsible for these damages.

Bathroom Area

- Take out the tub and sink basin drains regularly to remove accumulations of hair and soap scum.

Elliott Bathtub Drain Installation Instructions

- If the drain is stuck, you can check out a suction device from the office.
- First, place the lever in the “down” position.
- Drop the drain plug down the drain and guide it toward the wall so that it catches in the lever loop. You do not want the drain plug to fall straight down.

Craighead/Sisson and Elliott Village:

- If the toilet begins to overflow, you can shut off the water flow to the toilet by turning the valve under the tank. Carefully remove the tank lid and gently push the small rubber (2 1/4 inch) tank
bulb down over the outlet hole in the bottom-center of the tank. Wait several minutes for the water level in the toilet bowl to lower. Turn the water flow back on and flush the toilet again. If the obstruction does not pass through, follow the first portion of the above procedure and call the University Villages Office at (406) 243-6030.

**Furnace Room**
- Please do not use the furnace room for storage at any time. Keep it clean and free of boxes and refuse. We check the heating facilities periodically and schedule an annual maintenance program for all furnaces. If you detect gas fumes at any time, immediately open the windows, leave the apartment, and go to the neighbor’s to call Northwestern Energy Emergency at 1-888-467-2427. Please also contact the University Villages Office at (406) 243-6030.

**Heating System** (Elliott and K. Ross Toole Villages)
- Vacuum the heat vents as often as necessary to keep them free of lint and dust.
- Vacuum all vent grills regularly, particularly the cold air return grills. Accumulations of dust drawn through the return ducts clog the furnace filters and reduce efficiency.

**Attic & Crawl Spaces** (Elliott and K. Ross Toole Villages)
- Only University Villages personnel may use the trap doors leading to attics (second floor) or crawl spaces. Please do not use these areas for storage, or you will be charged if the seal is broken.

**Carpets** (Elliott and K. Ross Toole Villages)
- Vacuum the carpets at least once a week. You may check out a vacuum for free for a 24 hour period at the University Villages Office.
- Most spots and stains come out with warm water and detergent if sponged or scrubbed immediately. Be sure to remove all the spilled material and detergent. If you cannot remove the stain, call the University Villages Office.
- Upon vacating the apartment, tenants are required to have their carpets cleaned by a professional, licensed carpet cleaner or by the University Villages Cleaning Staff. An official receipt for the cleaning must be turned in with the keys to the apartment if done by an outside professional.
Grounds
- The University Villages Office maintains the grounds. However, we expect you to keep the area around your apartment clean and free of trash. You are also responsible to make certain your children do not dig in the lawns or climb on trees and shrubs. If your child is caught destroying the green sprinkler boxes or is found destroying University property, your apartment will be charged a $150.00 fine and the cost to replace the damaged item.
- Please do not hang clothes, rugs, etc., from second and third floor landings. Please shake dust mops and rugs at the end of the apartment wing, not over the railings.
- Please do not use the grass areas around the apartments for golf putting, football, or baseball games (including batting or passing). You can use the large open grass area along Cinnabar Drive or the UM golf course for such activities.
- During winter months, you will be responsible to keep the immediate steps and walkways on both sides of your apartment clear of ice and snow. These smaller walkways will meet a common sidewalk. Residents will need to clear the smaller sidewalks, and our grounds crew will clear snow from the main common sidewalks. Snow shovels can be checked out at the University Villages Office at no charge.
- Sledding or tobogganing is not permitted on University Villages property. You can use the UM golf course area for such activities after it has officially closed for the season.
- We like to see the colorful artwork on the sidewalks made by sidewalk chalk, however, we do not allow for the chalk to be used on the walls of the buildings. Tenants responsible for this will be charged for the cleaning and/or repainting of the damaged walls.

Cold Weather Precautions
- During the night, we suggest keeping the thermostat at 70 degrees and keeping the bedroom and bathroom doors open slightly. Heating system lines are located below windows and can freeze quickly, especially in closed rooms.
- If you plan to leave town during vacations, set the thermostat at 70 degrees and notify the University Villages Office so we can check the apartment in case of extremely cold weather. Be sure to close all windows tightly.

Laundry Area (Craighead/Sisson and K. Ross Toole Villages)
- The washing machine drain hose should be secured to the drain pipe.
- Turn off the water supply lines at the valve after using the
washing machine.

- Disconnect clothes dryers periodically to clean and vacuum out lint and dust.
- Repair leaks in your own equipment promptly.
- You will be held responsible for damage to University or other tenant’s property.

**Walls & Woodwork**

- You may wash walls with a mild solution of soap or detergent.
- You may drive small nails (1 ½ inch or less in length) into the inside walls for mounting pictures. Duct work in the ceilings of K. Ross Toole apartments prohibit any installation of brackets and hooks. Do not drive nails into the outside (window) walls, because these walls chip easily.
- Do not use "Molly bolt" anchors or glue-tab or adhesive backed picture hangers, coat hooks, shelf brackets, and the like.
- Do not hang heavy objects on the walls.

**Counter Tops**

- Countertop materials are not heat resistant, so please treat them carefully. Should you burn or damage the counter top, we will charge you for the full replacement cost.

**Windows/Combination Storm & Screen Door**

- Keep doors latched to prevent damage by wind. Please report doors that do not latch properly so we can prevent any damage to the door. You should store the glass and/or screen inserts in the appropriate locations:
  - Craighead/Sisson- in the racks located next to the bathroom.
  - Elliott Village-in the furnace room.
  - Toole Village- you do not have to take the glass or screen out of your doors.

**Storage on Walkways Next to Apartment Doors**

- Do not store household items, boxes, or personal belongings such as garbage cans, buckets, brooms, mops, building materials, furniture, household decorations, or clothes racks on the walkways or sidewalks.

**Wall Surface by Basin**

- Scrub down, removing all traces of soap scum.

**Floors**

- Mop and/or scrub all linoleum and tile areas, removing all traces
of dirt and wax build-up. Vacuum all carpet areas. Vacuum or dust mop boards.

**General**
- Dust panel wall. Clean all light fixtures and switch-plate covers. Wipe clean all closets and dressers (inside and out) and remove any shelf or drawer liners. Wipe down entry door(s) and bedroom doors. Clean all interior windows. No trash is to be left in the apartment or on the porch areas.

**Elliott Village & Toole Village Residents**
- Clean the floor of the furnace room, removing accumulated dust from furnace and water heater surfaces.

**Craighead/Sisson Residents**
- Vacuum and/or clean all hot and cold air registers and base board heaters.

**Carpet**
- Hire a licensed, professional carpet cleaner or the University Villages Cleaning Staff to clean all carpets upon vacating the apartment. Carpets must be cleaned prior to turning in keys, if done by an outside professional. Please turn the carpet cleaning receipt in with your keys.

**Walls**
- Do not attempt to cover up nail holes with spackle. Many times the color of spackle does not match the paint on the wall, and you will be assessed the cost to repaint the walls. Our paint crew has the proper color for touch ups and can easily patch holes at no extra cost to you.
- We suggest using a mild soap and warm water to wash the walls in your apartment.
- A good rule to follow would be that anything that is outside of the normal wear and tear or damage caused by the negligence of the tenant or his/her dependents will be charged to the tenant.

**Maintenance, Inspection, & Repairs**
Your cooperation is asked in the care and maintenance of the University Villages premises (including grounds) by promptly reporting to the University Villages Office any breakage, damages, or needed repairs to the apartment units, facilities, or equipment. Do not adjust or tamper with any mechanical, electrical, or natural gas equipment or any
electrical wiring of equipment.

We reserve the right to enter any apartment during reasonable working hours for the following reasons:
1) Safety, security, and health of all occupants;
2) Preventive maintenance, inspection, and pest control;
3) Improvements or repairs that are needed.

Whenever possible, we will inform you with at least 24-hours notice of these entries. If we must enter your apartment when you are not home, we will leave a written notice inside the apartment indicating who was there and the purpose of the entry.

University Villages Staff will conduct Health and Safety Inspections each semester, typically during October and March. Tenants will receive advance notice of the inspection, and are welcomed, but not required, to be present at the time of the inspection.

**Light Bulbs**
Tenants are responsible for replacing the interior and exterior light bulbs in and around their apartment. If you experience any difficulties in changing out a light bulb, please contact the main office for assistance.

Warning: The Consumer Product Safety Commission has issued a warning about the use of halogen lamps. The danger is the excessive operating temperatures of the halogen bulb. Curtains, clothing, paper items, and so forth burn quickly when they come in contact with these 300 or 500 Watt bulbs, which produce temperatures of 970 to 1200 degrees Fahrenheit.

**Subleasing**
Subleasing is not allowed in University Villages, this includes any postings on Airbnb, VRBO, or similar websites.

**Transfer Information**
Residents may apply for a transfer only when their family size changes. Special circumstances will be reviewed by the University Villages Office for approval. Rental history is reviewed before the transfer assignment is made.

Transfers are made during the middle of semesters (February and October). We will look to transfer if we have exhausted our waiting list for new residents moving in. A $100.00 non-refundable transfer fee will be assessed at the time the apartment is assigned. This transfer fee must
Tenants wishing to transfer to another apartment will be obligated to follow all the check-out procedures in the apartment they currently live in which includes cleaning, removing trash, professional carpet cleaning, and returning keys. Please see checkout Procedures for more specific information.

**Termination of Occupancy by the University of Montana**

The University reserves the right to terminate occupancy by giving 14 days advance notice in accordance with Montana law if:

- You do not meet marital, dependency, financial, and/or academic requirements.
- You do not meet the enrollment requirements:
  - You must be currently enrolled in the University of Montana as a student with at least seven (7) credits.
  - You must demonstrate satisfactory progress toward a degree by successfully completing at least seven (7) credits per semester.
  - You must maintain enrollment for at least two of the three semesters within the academic year; however, you may not take off two consecutive semesters.
  - You have not lived at University Villages for six (6) consecutive years.
- You are dismissed, voluntarily withdraw, or graduate from the University. (If you withdraw or graduate from the University, you must vacate your apartment in 30 days.)
- You, a member of your family, or a guest violates University Villages rules, or the UM Student Conduct Code.
- It is determined that you provided false or inaccurate information when applying for occupancy.
- Your payment of rent, or any charges owed to Residence Life, is delinquent.

If the University of Montana terminates your occupancy, we have the right to take possession of the premises and remove your property from the apartment (see Abandoned Property).

**Termination of Occupancy by Tenant**

You must notify the University Villages Office of your intent to vacate by filling out a notice of intent to vacate form at least 30 days before you
plan to leave. You are liable for 30 days rent from the day the University Villages Office receives written notice. Moving out within that 30-day period does not reduce the amount of the rent.

You cannot change your vacate date. Once you turn in the vacate form, your vacate date is final and no exceptions will be granted. Your apartment is reassigned based on your vacate date.

**Vacate Policy for Roommate Apartments**

Only one name change can occur with an apartment. The roommate must give a 30-day written notice (see Roommate Policy).

If you do not return your keys after you vacate the premises, rent will continue to be charged. If you are unable to return your keys during regular office hours, please seal the keys and your carpet receipt inside an envelope with your name, address, and date written on the outside.

Deposit the keys in the mail slot outside the University Villages Office. If you do not return all original keys, your apartment will be re-keyed and the cost will be your financial responsibility.

We will refer to the State of Montana Department of Revenue and/or a collection agency any past due rent and/or miscellaneous charges owed to the University that you leave unpaid. You will then become liable for all costs incurred in collecting them.

**Checkout Procedure**

1) All apartments must be thoroughly cleaned and all trash removed. All carpets must be cleaned by a professional and certified carpet cleaner upon vacating the apartment. An official receipt for this service must be presented when you turn in your keys. Renting a steam cleaner is not allowed. If carpets are not cleaned, management will make arrangements for cleaning and charge the expense back to the tenant. Keys will not be checked out to carpet cleaners after you have vacated.

2) When you are completely moved out, return the keys and carpet receipt to the University Villages Office. Before leaving, be sure all doors and windows have been closed and locked. If the apartment has not been locked, the tenant will be responsible for shortages and damages. The apartment will be inspected as soon as possible after the keys have been turned in to the office. Rent will continue until the keys have been turned in. A fee for re-keying each exterior door will be charged for lost keys. NOTE: Some apartments have three (3) exterior doors, thus a charge will be assessed for each door (see Cleaning/Damages & Fees for prices). If you wish to leave after office hours, place the keys and carpet
receipt in a signed, sealed, and dated envelope, and place in the drop box at the University Villages Office.

3) We ask that moving vans, trucks, automobiles, or trailers not be driven or parked on the sidewalks or grassy areas at any time. A $50.00 fine will be assessed for anyone caught driving on the lawn. Additional charges may be assessed.

4) Tenants residing in Elliott Village or Toole Village must inform NorthWestern Energy when they vacate. **NOTE: During the winter months, set the room thermostat at 70 degrees.** Do not turn the gas off. Do not switch any of the electrical breaker switches off. Please make sure all windows are closed and locked.

5) Tenants need to change their mailing address on CyberBear with the University of Montana. This address is where the deposit will be mailed. To have your deposit returned in a manner other than by check, please contact the Business Services Department on campus at (406) 243-6260.

**Cleaning Requirements**

For your cleaning reference, the following is a guide to assist you in meeting our cleaning requirements for the refund of your security deposit. All apartments must be thoroughly cleaned and all trash removed from the apartment, porch, storage closets, and/or balcony.

1) Kitchen: Scrub the sink, countertops, cabinets, range hood or exhaust fan, and behind the range. Range: Clean range top, burner rings, drip pans, under burners, and area beneath burners. Clean all interior oven surfaces with an oven cleaner, removing all traces of food and burned, encrusted food. Refrigerator: Defrost and clean, removing all traces of food and odor. Do not use sharp objects to remove ice build-up in freezer.


3) Floors: Mop and/or scrub all linoleum and tile areas, removing all traces of dirt and wax build-up. Vacuum all carpet areas. Vacuum or dust baseboards.

4) General: Dust panel wall. Clean all light fixtures and switch-plate covers. Wipe clean all closets and dressers (inside and out), entry
door(s), and inside doors. Clean all windows, inside and out. No trash is to be left in the apartment or on the porch areas.

5) Elliott Village and Toole Village Residents: Clean the floor of the furnace room, removing accumulated dust from furnace and water heater surfaces. Craighead/Sisson Residents: Vacuum and/or clean all hot and cold air registers and baseboard heaters.

6) Carpet: Hire a professional carpet cleaner from the approved list, or request to have University Villages clean all carpets upon vacating the apartment. Hiring someone not on the approved list can result in additional cleaning charges billed to your account if the job is unsatisfactory.

7) Walls: Do not attempt to cover up nail holes with spackle.

8) Moisture: Any condensation or moisture build-up on windows, window sills, walls, ceilings, etc; needs to be cleaned up and dried on a regular basis. Unattended moisture will result in mildew or mold growth. If spots of mildew appear, wash the area with a clean water mix of 1 part bleach to 10 parts water.

9) Bathroom Exhaust Fan: The exhaust fan must be running during all bath/showers and continue running for 20 minutes after the bath/shower to exhaust moisture from the room. If fan is not working properly, call the University Villages Office for maintenance.

10) Air Circulation: Air circulation within the bathroom and the apartment is important to alleviate condensation. Furniture (including bedding/linen) should be a minimum of two (2) inches from the walls to allow air flow. Furniture should not be placed over the furnace air ducts.

**Cleaning, Damage, & Fees**
Listed below are examples of fees that can be assessed for failure to complete any of the checklist instructions (prices are subject to change without prior notification):

- Range/oven cleaning $45.00
- Refrigerator cleaning & defrost $35.00
- Toilet cleaning $20.00
- Bathtub/shower cleaning $25.00
- Wall washing $20.00 per hour*
- Floor (tile/vinyl) cleaning $25.00 per hour*
- Carpet cleaning $ Based on apartment size
- Light fixtures $5.00 each
Window cleaning (interior) $5.00 each
Extra custodial (garbage) $20.00 per hour
Miscellaneous cleaning $20.00 per hour
*one hour minimum

Re-Key of Locks $60.00 per locking door

**Abandoned Property**
Items that are deemed valuable and left in an apartment will be placed in storage for 30 days. Failure to retrieve these belongings by the deadline will result in items becoming the property of the University of Montana.
Campus/Community Resources

UM Police Department
University Villages 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 University Villages 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.

University Villages has three emergency phones located in our complexes: 1) At the intersection of the Craighead apartments, 2) at the intersection of the Sisson apartments, and 3) next to the basketball court in Granite Court (Toole Village). The phone inside 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 small children the importance of these phones, and not to play with them. The phones are for emergency use only.

Postal Service-Mailboxes
The United States Postal Service delivers mail to the community mail boxes nearest your apartment. It is recommended you get the keys to your mailbox, even if this is not your primary mailing address. University Villages may send notices and policy updates to your apartment address. To receive the keys to open your mailbox, please go to the Post Office at 1100 W. Kent. There is a fee associated with receiving your keys from USPS.

Please do not identify your apartment address with University of Montana, since the University of Montana has a different zip code listing.

When you vacate your apartment, please dispose of your keys or return them to the Post Office at 1100 W. Kent. Your mailbox will be re-keyed by the Post Office when the next tenant moves in.

Public School Districts
Elementary: Craighead/Sisson & Elliott Village (Helena Ct. only): Paxton
All other locations: 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](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-RISE**

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](http://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](http://www.umt.edu/asum/ot) for a schedule and route map.
Child Care Resources

Child Care
For child care referral information, call ASUM Child Care at (406) 243-2542, or Child Care Resources at (406) 728-6446. Both organizations have a list of potential child-care givers.

The ASUM Child Care and Family Resource Program operates 4 child care/preschool centers serving children ages 2 to 6 years. The program will also provide community referrals for children, ages newborn to 12 years. The Family Resource Center maintained by the program, consists of a variety of information on pertinent topics to parents. Summer child care centers for preschool children and school-age children are also available. Call (406) 243-2542 for more information, or check out their website at www.umt.edu/childcare.

WIC Helps Families Grow Happy, Healthy Kids
Let the Women, Infants, & Children Program Help With Groceries & a Whole Lot More
Services are intended for children up to age 5, pregnant, post-partum, and nursing moms, and those whose pregnancies ended early. Fathers and others caring for young children including grandparents, legal guardians, and foster parents may qualify.

For information call locally at (406)258-4740, Monday-Friday, 8:00am to 5:00pm.

Voting & Elections
University Villages is in Precinct 36 A for all county, state, and national elections. For school elections, the polling place is located at Paxson School on Higgins Ave. For University elections, the polling place is located at the University Center.
Additional Information

Sanitation & Pest Control
University Villages is located very close to Mount Sentinel, and we will have our share of insects visiting some of the apartments. If we have an insect problem, our Pest Control staff will address the situation with various non-hazardous methods to rid the problem. If insects get out of control, please call the University Villages Office so the problem can be assessed. Cleanliness and good housekeeping are the best defense against most household pests:

· Remove household refuse daily in tied plastic bags, and deposit it in the garbage containers. These containers are emptied approximately four times a week.
· To insure proper disposal, please have an adult member of the family dispose of all refuse. Many times children cannot reach and therefore will leave the bags on the ground, thus attracting birds and other wildlife.
· Do not place large cardboard boxes in the garbage containers. Put empty boxes next to the recycling bins.
· Keep food off the floors and out of cracks and crevices (between range and refrigerator) to allow few places for insects to breed.
· Check food supplies periodically for signs of insect infestation

For safety issues, porches, walkways, and stairways must be kept clean at all times. Storage of excess furniture, appliances, boxes, etc., is not allowed in these areas. Please see the storage section for reference to what items should be placed in storage and not outside your apartment.

Box Elder Bugs
Every Spring and Fall, University Villages experiences the Box Elder bug. Box Elder bugs feed on pistillate (female) flowers, fruits, foliage, and tender twigs of its preferred host, Box Elder, but also may feed on other maples, ash, and even apple, grape and plum trees.

The best way of combating these pests is to make a mixture of liquid washing detergent and water and spray the bugs. While there is no way of wiping out the entire population of Box Elder bugs, hopefully this will allow you to handle the ones that come to visit at your apartment.

Mountain Lion & Black Bear Safety Tips
University Villages is located very close to Mount Sentinel and Pattee Canyon, which inhabit several types of Montana wildlife. Ones that you should be aware of are the mountain lion and the black bear. While we have not had any serious situations occur at University Villages, these
animals have been spotted within city limits.

We give you this guideline and hope you will instruct yourself and any small children living with you to know what to do if they encounter a mountain lion or a black bear.

- When it comes to personal safety, always be aware of your surroundings, wherever you are; conduct yourself and attend to children and dependents accordingly. Keep a close eye on children playing outside and make sure they come inside before dusk.
- Don’t approach a mountain lion or a black bear.
- Don’t attract wildlife, especially deer, into yards by feeding them. According to a new Missoula city ordinance (6.02 Municipal Code), it is illegal to attract wildlife with food, garbage, or any other substance that draws wildlife to a particular location.
- For more information on black bears safety tips, please visit: http://fwp.mt.gov/fishAndWildlife/livingWithWildlife/beBearAware/
- For more information on mountain lion safety tips, please visit: http://fwp.mt.gov/recreation/safety/wildlife/lion/