

UM Housing

Resident Handbook

University Villages and Lewis & Clark Village 2026-2027



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UV Key Policy

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 UM Housing 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 or, for a guest, email us from your official university email account with your guest's name. They will be required to provide identification, and the authorization will only be valid for 24 hours unless otherwise specified in the email. 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-5:00 am, Monday through Friday. There is a limit of 3 \$1.00 checkouts per semester at which time all key check outs will be charged at the after-hours rate. Semester time periods are as follows: Fall: August 15th – December 31st, Spring: January 1st – May 31st, and Summer: June 1st – August 14th.

\$25.00 – 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.

\$50.00 – Any time a UM Housing 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-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.

Resource Check Out

Vacuums and snow shovels are available to check out. The items should be returned in the same working condition as when they were checked out.

Vacuums	N/C	Return within 24 hours (\$5 fee per day overdue)
Snow Shovels	N/C	Return within 24 Hours

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

Assignments

University Villages and Lewis and Clark Village accept applications year-round. Current timelines and placement prioritization information is posted on the relevant application websites. The University reserves the right to adjust application prioritization if necessary.

ADA Accommodations and ADA Accessible Units

All ADA related accommodations must be requested through the Office for Disability Equity (ODE) who will provide guidance to UM Housing regarding reasonable accommodations. UM Housing processes the

housing accommodation requests received from ODE on a first-come, first-serve basis. Therefore, timely submission of housing applications followed by accommodation requests through ODE is critical.

University Villages and Lewis and Clark Village have 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 do not have an ODE accommodation to do so, UM Housing reserves the right to relocate you to a similar apartment in the event the apartment is necessary for a resident requiring an accessible unit.

Conditions of Occupancy

Residents agree that each of the terms of the housing agreement as well as the University of Montana policies listed in the Tenant Handbook and the Student Code of Conduct are conditions on TENANT's right to occupy the Premises.

Enrollment Requirements

Students must be enrolled with a minimum of:

- 9 undergraduate or 6 graduate credits at UV
- 12 undergraduate or 6 graduate credits at LCV
- Part-time students with a clear academic plan for degree completion may appeal for a waiver of the minimum credit limits based on the terms of their plan and other eligibility requirements (see: Eligibility Violations and Appeals section).

Continuing students must register or demonstrate intent to register (academic advisor verification may be required) by:

- June 15 for Fall semester
- November 30 for Spring semester

Student, Staff or Affiliate Status

Primary residents must be either a degree or certificate seeking student enrolled at the University of Montana, a permanent or contract staff or faculty member with a 0.75 appointment or higher, or an approved university affiliate (<https://www.umt.edu/registrar/records/affiliates.php>).

- Students with online-only status are not eligible to live in university apartments because they do not pay the student fees for the facilities and services that support the on-campus experience.
- Non-degree seeking students are not eligible to live in university apartments.
- Staff and faculty are only eligible to live at University Villages (UV).
- Staff or faculty receiving a tuition waiver are considered staff for eligibility purposes regardless of enrollment status, degree sought, or number of credits taken.
- University affiliates are eligible based on availability and are subject to other eligibility requirements that most closely align with their specific affiliate type.

Faculty/Staff

- A. Faculty /Staff are required to adhere to all University of Montana Housing policies and Student Code of conduct
- B. Failure to do so may result in evaluation and potential cancelation of the faculty or staff members housing contract

Occupancy Duration Limits

Cumulative occupancy in all university apartments is limited as follows:

- All students: Up to 6 years (72 months)
 - Graduate students: May request up to 3 additional years (36 months) if they are enrolled in their first master's or doctoral program and have a clear academic plan for graduation (academic advisor verification may be required).
- Faculty/Staff (UV only): Up to 2 years (24 months)
- Registered Dependents (UV only): Eligibility is tied to the primary resident, but tenancy of registered dependents over the age of 18 will count towards cumulative occupancy limits for the dependent as an individual.
- Maximum cumulative occupancy across all university apartment types and roles: 9 years (108 months)

Dependent and Family Eligibility (UV only)

Only UV permits residents to live with approved dependents or partners.

- Only eligible residents and immediate family or dependents may live in the apartment.
- Parents, sisters, brothers, children, and other immediate family members may live with the primary resident if they are dependents and are registered as such with the University Villages Office. Some documentation may be required.
- The primary resident listed on the rental agreement must reside in the unit for the full duration of the agreement.
- Even with the ability to have immediate family approved as dependents, University Villages maintains clear occupancy ratios (2 persons per bedroom) in accordance with city, state, and municipal fire codes.

Criminal and Conduct History

Individuals (both primary residents and dependents) with convictions for violent or sexual offenses, felony convictions, or who have been suspended, expelled, or banned from housing at any institution are ineligible for UM Housing unless approved through the Admissions Review process, an official University of Montana conduct process determines otherwise, or the individual is granted an exception after review by the Executive Director of Housing or their designee. These restrictions apply to all residents, including partners or dependents in UV.

Subleasing

Subleasing is not allowed in University Villages and Lewis and Clark Village. This includes any postings on Airbnb, VRBO, or similar websites.

Eligibility Violations and Appeals

Residents must immediately notify UM Housing of any changes in eligibility status of themselves or their dependents or if any dependents move in or out.

- If a change in status results in ineligibility for a specific housing type (e.g., family housing or 3- and 4-bedroom units), the resident may be required to move to a different unit within 14 days.
- If the change results in ineligibility for UM Housing entirely, the resident must vacate within 14 days of the change in their eligibility status, regardless of when UM Housing was notified.
- Failure to notify UM Housing of a change in eligibility status of resident or dependents will result in a \$100 administrative fee.

Appeals

Students who do not meet an eligibility or occupancy requirement must submit an eligibility appeal via the Housing Portal.

- Credit appeals apply to under-enrolled or non-enrolled students only and are limited to one per tenancy.
- Students who have yet to complete an academic semester will not be eligible to appeal to remain living in a university apartment for a semester while not being enrolled.
- Former students who are not eligible to register without going through a readmission process are not eligible to apply for or live in housing as the primary resident.
- Part-time students with a clear academic plan for degree completion may appeal for a multi-semester waiver of the minimum credit limits based on the terms of their plan and other eligibility requirements (academic advisor verification may be required).
- Appeals are not guaranteed.

Reapplication After Ineligibility

Residents required to vacate due to eligibility or delinquent account issues will have a housing restriction placed on their account.

- Former residents with eligibility issues may not return to university apartments for at least one year.
- The duration of ineligibility may be longer, depending on the circumstances and what was communicated at the time of departure.
- Students required to vacate for academic reasons will be required to demonstrate satisfactory academic progress for one year before they will be eligible to return to university apartments.

Financial Eligibility and Rent Compliance

Application Fees and Deposits

Applicants will be charged the posted application fee and a deposit based on the size of the apartment (minimum \$350) during the application and apartment offer process.

- If the applicant accepts an apartment, pays the deposit, and then cancels with less than 30 days before the move-in date, they will forfeit the first \$350 of their deposit. The deposit will be released to the applicant's UM account.

- If the applicant cancels their application on their own accord before ever being offered an apartment, they will be refunded their application fee.
- Applicants who are offered an apartment and either turn it down or do not respond to an apartment offer or waitlist verification check will not have their application fee refunded.
- Upon move-out, the deposit will be released to the student's account within 30 days where it will follow standard student account processes.

Rent and Charges

Rent and all housing-related charges are due on the 1st of each month.

- A \$50 late fee will be assessed for any cumulative unpaid rent, housing fees, or utility charges not paid by the 5th of the month, unless the resident is enrolled in an approved University payment plan that is in good standing.
- Residents enrolled in a University-approved payment plan that is in good standing will be considered in compliance with rent timelines.
- Rental Payments and Late Fees are not managed through the UM Conduct process, though repeated non-compliance or other issues may result in a conduct referral.
- Rental rates are subject to change with economic conditions. The University of Montana reserves the right to change rates after giving residents due notice.
- Resident agrees to pay any additional fees or charges assessed by the University related to housing, housing services, or program administration

Utility Billing

UV Residents are responsible for placing utility services in their name by the move-in date (except in units where utilities are included).

- If residents are unable to place utilities in their name, the university will pay the bills and charges will be posted to the student account along with a \$25 processing fee per billing period.
- A \$50 late fee will be assessed monthly for unpaid rent, housing fees, and/or utility charges.

Where and How to Pay Your Apartment Rent

1. Web Payments: Online payments may be made with e-Checks or debit/credit cards through Griz Portal. To ensure payments are linked to housing charges, payments should be made for the exact amount of the cumulative housing charges on the account.
2. Credit card payments should be made through the Griz Portal and will include a processing fee in line with current university standards.
3. Cash or Check Only: Business Services in the Aber building, room 501

Paying Rent in Advance

Rent can be paid in advance by requesting future months of rent to be charged to the student account.

- Future rent may be requested for August through December in the Fall, January through May in the Spring, and June-July in the Summer, and will follow posted process.

- If a student requests their rent be posted in advance for the semester but does not have enough financial aid to cover the total cost of the advanced rent, they must set up a payment plan with Student Accounts to pay the difference throughout the semester.
- To request advance rent, students must submit the Advance Rent Request Form in the myHousingPortal. Future rent must be requested at least three business days before the student plans to pay in order for the charges to be added to the student account.

Account Delinquency and Eviction

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 and/or agreement termination (eviction).
- Deduction of the outstanding amount from any security deposit refund.
- Assessment of interest for outstanding balances each month.
- Assessment of a \$50.00 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.
- The resident's account being turned over to a collection agency.

Residents whose account is not paid in-full at the conclusion of each semester will not be eligible to live in UM Housing for the following academic term or housing period until their account is paid in full and will be required to vacate following the relevant required vacate date associated with that semester.

Maximum Cumulative Delinquency

Residents may not be delinquent on their monthly rent and related payments more than three times per semester (Fall, Spring, Summer), or they may lose eligibility to live in UM Housing for the following term.

- Faculty/staff (UV only) may not be delinquent on their payment more than three times total during their 24-month term and may be issued a vacate notice on the fourth occurrence.
- Returned payments for insufficient funds or failed payment plan transactions may result in late fees and will result in a \$100 returned payment fee and count toward delinquency caps and vacate requirements.
 - Faculty and staff will be required to vacate upon a second returned payment.

Maximum Consecutive Delinquency

If a resident is delinquent on their rent or related housing and utility fees two months in a row and the cumulative overdue balance on the account is greater than the monthly rental rate of their apartment, they will be issued a vacate notice.

- Residents issued a vacate notice must pay their account in full, including the next month's rent after it posts, by the stated deadline to avoid eviction.
- Residents may not fall behind on rent then pay the most overdue month, or make a partial payment, and leave their account permanently in delinquent status.

- Residents who enter required vacate/eviction status for a second time in the same semester are not eligible to cancel their eviction and will be required to vacate.

Payment Plan Delinquency

Residents on a university approved payment plan who default on a payment will be held to a comparable schedule to the delinquency and eviction timelines based on the posted payment due dates associated with their selected payment plan and cumulative overdue balance to UM Housing.

Apartment Transfers & Roommate Policies

Transfer Requests

Residents of University Villages and Lewis & Clark Village may request a transfer to a different unit. All transfer requests are reviewed by UM Housing and may be delayed or denied if the resident is involved in University Conduct proceedings. Rental payment and conduct history will be considered before approval. Comment transfer is within the complex, not from one apartment complex to the other.

- Transfers typically occur mid-semester (February and October) and are prioritized after the waiting list for new residents has been exhausted.
- A **\$100 non-refundable transfer fee** is required and must be paid before receiving keys to the new unit.
- Residents have **seven (7) days** to complete the move and return keys for the vacated unit unless a different timeline is communicated. Rent will be charged for each additional day beyond this period or the communicated timeline.
- Residents must follow all **check-out procedures**, including cleaning, trash removal, professional carpet cleaning, and key return. See *Check-Out Procedures* for details.

Roommate Policies

Lewis & Clark Village

- If a roommate vacates, UM Housing may assign a new roommate. Residents may request a specific person, but assignments are not guaranteed.
- Roommate conflicts should be addressed early. Mediation is available through the Lewis & Clark Village Office.
- Transfers to another apartment or bedroom within the same unit require office approval and completion of proper paperwork. The \$100 transfer fee applies.

University Villages

University Villages primarily serves families, who are given priority for housing. Single students may be offered studio, 1-bedroom, or 2-bedroom units after all family housing needs are met.

- **Roommate Eligibility:** Only 2-bedroom units may house roommates. Each roommate must be a University of Montana student enrolled in at least six (6) credits and meet occupancy eligibility requirements. 3- and 4-bedroom units are reserved for families only.
- **Deposits:** Each roommate must pay the standard damage deposit for the unit. Deposits are not transferable between roommates.

- **Roommate Changes:** Only one roommate change is allowed per 2-bedroom unit. If a second change is needed, both roommates may be required to vacate unless an exception is granted by the University Villages Office.
- **Vacating Roommate:**
 - Must follow all standard apartment vacate policies, requirements, and timelines.
- **Remaining Roommate:**
 - Must find a new roommate within 30 days of notification or assume full rent and responsibility for the unit.
- **New Roommate Requirements:**
 - Submit an application if one is not on file and follow standard application and offer processes.
 - Sign a Rental Agreement and complete a Move-In Check Sheet within seven (7) days of occupancy via myHousingPortal.
 - If the Check Sheet is not submitted, the new roommate assumes joint responsibility for all existing damages.
 - If damages are reported, an inspection may be scheduled to assign charges appropriately.

Damage deposits are refunded only after:

1. The unit is fully vacated and inspected, or
2. A new roommate has moved in, submitted the Move-In Check Sheet, and any applicable charges have been assessed.

Move-Out and Occupancy Termination Policies

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 a resident:

- Does not meet marital, dependency, financial, and/or academic requirements.
- Does not meet the eligibility requirements.
- Is dismissed, voluntarily withdraws, or graduates from the University.
- Is terminated, resigns, or affiliation with the University ends or renders the resident no longer eligible.
- Violates University Villages rules, or the UM Student Conduct Code, or other relevant university policies. This also applies to the behavior of dependents or guests and the primary resident.
- Provided false or inaccurate information when applying for occupancy.
- Payment of rent, or any charges owed to UM Housing or the university, is delinquent.

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

Vacate Notices and Requirements

Required Vacate Dates

Residents not intending to live in university apartments for the upcoming Fall or Spring semester or who will no longer be eligible to do so must vacate by:

- May 31 (Spring)
 - UV residents with children in local schools may request to stay through June 30.
- July 31 (if eligible for Summer)
- December 31 (Fall)

Vacate Notice Requirements

Apartment residents are required to submit a vacate notice before moving out.

- UV residents must submit a 30-day vacate notice
- LCV residents must submit a 60-day vacate notice
- Residents are responsible for rent for 30 or 60 days (depending on their community) from the date the vacate notice is received or their listed vacate date—whichever is later.
- Residents who do not follow required semester vacate dates, or who submit a vacate notice with a move-out date in August, September, January, or February may be assessed a \$300 room cancellation fee.
- Vacate dates cannot be changed once submitted, except in cases of extreme emergency (e.g., hospitalization or death).

Confirmation of Plans

Residents may be required to confirm their plans at the end of each semester.

- Failure to do so following the communicated timeline may result in an automatic vacate notice based on the relevant required vacate date associated with that semester.
- Residents who change their plans or submit a late vacate notice with a move-out date in August, September, January, or February may be charged a room cancellation fee.

Extension Requests

Residents may request an extension on their required end of semester vacate date via the Housing Portal.

- Extensions are reviewed based on housing demand, resident history, and other relevant factors.
- Extensions are not guaranteed and may not be submitted after the deadline or to change an already submitted vacate notice.
- UV residents with children in local schools may request to stay through June 30.

Key/Access Card Return & Final Charges

- Keys/access cards must be returned on or before the vacate date.
- If a resident does not return their keys/access cards, they may be charged daily rent until they are received.
- If keys are not returned, the unit will be re-keyed, and former resident belongings may be removed and stored under the Abandoned Property Policy. Residents will be billed for rekeying, transfer, and storage.
- Residents with a roommate should not give their key to a roommate. If returning keys outside office hours, place them in a sealed envelope with your name, address, and date, and deposit them in the drop box at the relevant UV or LCV office.
- Any assessed cleaning and damage fees after move out will be assessed to the student account. Any unpaid rent or charges on the student account or owed to the university will be subject to

current university payment processes. If charges need to be referred to the State of Montana Department of Revenue and/or a collection agency, the resident will be liable for all associated costs.

Checkout Procedure

1. All apartments must be thoroughly cleaned, and all trash removed. University Villages -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. No carpet cleaning required at Lewis and Clark Village.
2. When you are completely moved out, return the keys, laundry room access cards, and carpet cleaning 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 into 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, laundry room access card, 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.
5. 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.
6. Tenants need to change their mailing address on Griz Portal with the University of Montana. This address is where the deposit will be mailed if you are due a refund. To have your deposit returned in a manner other than by check, you may review your student account refund options with Student Account Services.

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, remove all traces of food, and burned, encrusted food. Refrigerator: Clean, remove all traces of food and odor. Do not use sharp objects to remove ice build-up in freezer.

2. Bathroom: Clean tub, toilet, and basin, removing all traces of grime and detergent build-up. Clean medicine cabinet inside and out. Ceramic Tile-Wainscoting around Tub: Scrub down, removing all traces of soap scum. Wall Surface by Basin: Scrub down, removing all traces of soap scum.
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 with a truck mounted system, or request to have University Villages clean all carpets upon vacating the apartment.
7. Walls: Wipe down. Do not attempt to cover up nail holes with spackle; our maintenance crew will do this.
8. Moisture: Any condensation or moisture build-up on windows, windowsills, 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 some of the 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	\$60.00
Refrigerator cleaning & defrost	\$35.00
Toilet cleaning	\$10.00
Bathtub/shower cleaning	\$25.00
Wall washing	\$20.00 (per room)
Floor (tile/vinyl) cleaning	\$20.00 (per room)
Carpet cleaning	\$ Based on apartment size (email the office for current prices)
Light fixtures	\$5.00 each
Window cleaning (interior)	\$5.00 each
Extra custodial (garbage)	\$30.00 per hour (1 hour minimum)
Miscellaneous cleaning	\$30.00 per hour (1 hour minimum)
*one hour minimum	
Re-Key of Locks	\$60.00 per Exterior Door

Abandoned Property

Any personal property left on the premises by the resident after they vacate will be removed. Any individual item left in an apartment with an estimated value of less than \$200 will be donated or disposed 48 hours after the resident has vacated unless the resident has contacted Housing to provide notification that they mistakenly left something in the apartment and to make other arrangements. Due to health and pest concerns, mattresses and fabric couches or chairs will be disposed of regardless of value. The resident will be charged an hourly rate for the labor associated with removing these items from the apartment and disposing of them.

Property with an estimated value of \$200 or greater will be temporarily stored, and resident will be charged for the hourly labor of removal of the items from the apartment and charged a daily rate for the storage of the items. Housing will attempt to contact the residents via their official UM email address to notify them of the items being stored. Items that are deemed valuable and left in an apartment will be held in storage for 10 days after notification of the property found in the unit. Failure to retrieve these belongings by the deadline will result in items becoming the property of the University of Montana.

If an apartment is left in an unreasonable dirty or unsanitary state that poses a threat to the health, safety, sanitation, or structure of the UM Housing facilities or other residents, UM Housing reserves the right to immediately dispose of all abandoned property regardless of value. The resident will be charged an hourly rate for the labor associated with removing these items from the apartment and disposing of them as well as charges resulting from any other cleaning, mitigation, or facilities work related to the state of the apartment.

Common Area Damage/Vandalism

UM Housing is a non-profit enterprise. Rental rates are set at a level to cover expenses and do not include excessive damage costs. Our preference is to hold individuals responsible for damage caused intentionally or unintentionally. Residents are encouraged to report in a timely manner any acts of vandalism or damage in their community to a member of the UM Housing staff.

Repair and maintenance costs will be assessed to the individual whenever possible.

UM Housing may refuse, revoke, or suspend, housing for a resident and/or dependents based on inappropriate behavior or damages. If residents are found responsible for malicious or careless damage to University property, they will be sanctioned through the conduct process.

Residents may initiate transaction disputes via the myHousingPortal. Appeals of decisions may be made to the Dispute Appeals Committee.

Electronic Monitoring

All outside doors and certain public access areas within University Housing Facilities are 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.

Emergency Procedures

Fire Alarms and Fire Equipment

All possible measures are taken to maintain a safe community for the residents. Tampering with fire alarms and fire equipment is prohibited. Prosecution by the criminal authorities and/or disciplinary action under the UM Student Conduct Code resulting in dismissal from the University are potential penalties for intentionally setting off false fire alarms, the unauthorized use of fire equipment, and for starting fires.

In case of a fire, call 911. Fires are potentially a serious problem in all shared living space communities due to the high concentration of individuals living in each building. Please use caution and common sense to avoid disasters.

Prevention can save your life and the life of others. Keep access areas clear of all debris and storage.

Medical Emergency

If you believe there is a medical emergency, call 911 or UMPD at 406-243-4000 immediately. Medical response personnel will include UM Police, the Missoula Fire Department, and an ambulance from Missoula Emergency Services. 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.

Police Emergency

For police emergencies, dial the campus emergency number, 406-243-4000. UM Police Department Officers will respond to all campus police emergencies.

University Villages and Lewis and Clark Village Policies

Students have the responsibility to conduct themselves in a manner that does not impair the welfare or educational opportunities of others in the University community. Students must act as responsible members of the community, respect the rights, privileges, and dignity of others, and refrain from actions which interfere with normal University functions.

In addition to the Student Conduct Code, UM Housing expects all students, dependents, and guests to abide by the following policies within University Villages and Lewis and Clark Village. Students may find the Student Conduct Code online at <https://www.umt.edu/campus-life/community-standards/default.php>. Violations to any policies within the Student Conduct Code or Resident Handbook will be documented, and students are subject to the disciplinary process.

Educational sanctions assigned through the student conduct process must reflect a student's own original work and personal learning. Submissions generated in whole or in part by artificial intelligence tools (e.g., ChatGPT, Gemini, Copilot, or similar platforms) do not satisfy the educational purpose of the sanction and may be considered a violation of academic and conduct expectations regarding originality. Any submission determined to be substantially generated by artificial intelligence may be rejected and require resubmission. Repeated or intentional misuse of artificial intelligence in completing sanctions may result in additional conduct action.

Residents will be notified via their student email should they have a mandatory meeting resulting from a policy violation. Residents are responsible for checking this email in a timely manner for all University communications. UM Housing reserves the right to deny or delay a room/apartment change pending the result of a conduct case.

University of Montana Non-Discrimination and Title IX Statement

Policy Statement

The University of Montana is committed to providing a learning and working environment that promotes respect, dignity, and equity for all individuals. In accordance with federal and state law, the University does not discriminate—and prohibits discrimination—on the basis of race, religion, color, national or ethnic origin, ancestry, creed, sex (including pregnancy, childbirth, lactation or related medical conditions), gender, (including gender identity, gender expression, and gender transition), sexual orientation, physical or mental disability (including having a history of a disability or being regarded as having a disability), marital or family status, genetic characteristics or information, age, veteran or military status, political ideas, or any other legally protected classification in its educational programs and activities, including admission and employment.

In accordance with Title IX of the Education Amendments of 1972 and its implementing regulations, the University of Montana does not discriminate on the basis of sex in any education program or activity that it operates. This requirement extends to admission and employment. Inquiries about the application of Title IX may be referred to the University's Title IX Coordinator.

The University of Montana has designated a Title IX Coordinator and Director of Equal Opportunity to coordinate its compliance with Title IX and other non-discrimination laws and policies. Their contact information is:

Title IX Coordinator and Director of Equal Opportunity
Office of Conflict, Resolution, & Policy
University Hall 004
University of Montana
Missoula, MT 59812
Phone: (406) 243-5710
Email: conflict@umontana.edu
Website: umt.edu/eo
[Submit a report online](#)

Individuals may also contact the U.S. Department of Education's Office for Civil Rights (OCR) with inquiries, questions, or complaints at:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Phone: 800-421-3481
TDD: 800-877-8339

Email: OCR@ed.gov

Website: <https://www.ed.gov/ocr>

Any person may report discrimination, harassment (including sexual harassment), or retaliation—by using the contact information listed above, or by any other means that results in the Title IX Coordinator or the Office of Conflict, Resolution, & Policy receiving the report. Reports may be submitted at any time, including during non-business hours.

The University has adopted and published grievance procedures providing for the prompt and equitable resolution of student and employee complaints of discrimination, harassment, retaliation, and sexual harassment, including formal complaints under Title IX. Information about how to file a report or formal complaint, and how the University will respond, is available from the Office of Conflict Resolution and Policy on the [Equal Opportunity and Title IX website](#), including:

- [Discrimination, Harassment, and Retaliation Policy and Procedures](#)
- [Sexual Harassment Policy and Procedures](#)

This non-discrimination statement is prominently displayed on the University of Montana’s website and included in relevant publications, including handbooks and catalogs distributed to students, employees, applicants, and unions or professional organizations holding collective bargaining or professional agreements with the University.

Medical Amnesty Policy

The University of Montana strongly encourages students and organizations to immediately contact University staff, emergency medical services, and/or law enforcement when they have reason to believe that a student’s health or safety is at risk. To mitigate barriers to requesting medical aid that may be caused by consumption or use of alcohol or drugs, a Medical Amnesty policy shall apply to:

1. Students who request aid for themselves;
2. Students who request aid for another student(s);
3. Students for whom aid is rendered; and
4. Students whose use or possession of alcohol and/or drugs were discovered because of a call for medical assistance.

In the situation where a student needs medical assistance, the student(s) who requests and/or receives emergency medical aid and fully complies with University, medical, and/or law enforcement personnel will not be issued disciplinary sanctions nor have formal conduct files created for the use or possession of alcohol and/or drugs that occurred in connection with the reported incident.

For more information regarding the medical amnesty policy, please review the [Student Conduct Code](#).

Alcohol and Drug Offenses

1. Alcohol Policy

- A. Residents and their guests must abide by the Student Conduct Code expectations regarding alcohol use.
- B. For residents under the age of 21:
 - i. Residents and their guests who are under the age of 21 may not possess or consume alcohol. Based on Montana State Law, being intoxicated by alcohol is considered possession of alcohol. Residents and their guests who are under the age of 21 will be required to dispose of any alcohol or alcohol containers (empty or full) discovered to be in their possession.
 - ii. Residents who are under the age of 21 may not display and/or possess alcohol containers (empty or full), rapid consumption devices (shot glasses, beer bongs, etc.), alcohol decorations (trophy bottles), alcohol boxes, and/or cases, etc.
 - iii. It is a violation of policy for anyone under the age of 21 to be present in a residential space where they know that alcohol or alcohol containers are present (empty or full), or in a common area where violations of this policy are occurring.
- C. For residents over the age of 21:
 - i. Residents and their guests may not consume alcohol in the presence of those under the age of 21 excluding roommates. This includes drinking in common areas while underage guests are present. See exclusion below for information regarding dependents at University Villages.
 - ii. It is a violation of housing policy to be visibly intoxicated outside of the resident's apartments. Students who are 21 or over who are disruptive because of the use of alcohol may be considered in violation of this policy.
 - iii. Containers of alcohol are not permitted in public or common areas either inside or outside of residential buildings. Common areas include, but are not limited to, outside entry or adjacent sidewalk areas, stairways, fire exits, patios/balconies, playgrounds, community centers, and laundry rooms/bath houses. Residents drinking outside of their apartment violates the University of Montana Student Conduct Code, as well as Missoula City Open Container laws.
 - iv. Keggers and parties involving large amounts of alcoholic beverages and/or large numbers of people resulting in disruptive behavior are prohibited.
- D. Exceptions to this policy:
 - i. Residents of University Villages who are over the age of 21, who have dependents under the age of 21, may consume alcohol in the privacy of their apartment.

Behavior in violation of this policy is addressed through student conduct and may require attendance at Behavioral Health Options. More severe consequences are dependent on the behavior displayed at the time of documentation. The cost of the Options program is the responsibility of the student (see the Behavioral Health Options website for cost: <https://www.umt.edu/curry-health-center/Counseling/Behavioral-Health-Options.php>). Alcohol violations also carry with them the prospect of a Minor In Possession (MIP) and other criminal charges.

2. Illegal Use or Misuse of Drugs

- A. Residents and their guests must abide by the Student Conduct Code expectations regarding drug use.
- B. The possession, use, distribution, and cultivation of drugs in housing is prohibited. This is true even if a resident is over the age of 21 or has a medical card.
 - a. Although the state of Montana permits the use, possession, and/or cultivation of medical and recreational marijuana, federal law prohibits the use, possession, and/or cultivation of marijuana in educational institutions and other recipients of federal funds. The use, possession, and/or cultivation of marijuana is therefore prohibited in University of Montana housing facilities on the University of Montana premises. Even if a student, faculty, or staff member possesses documentation permitting the use, possession, and/or cultivation of marijuana, this activity cannot occur on University of Montana premises.
- C. It is a violation of policy for anyone to knowingly be present in an apartment where drugs are present, or where violations of the Student Conduct Code are taking place.
- D. It is prohibited to be under the influence of drugs in any form, with the exception of the use of prescriptions in the manner that is instructed by a medical professional. Residents and their guests who exhibit behaviors that appear to have been influenced by drugs use may be subject to disciplinary process. Such behaviors may include, but are not limited to, slurred speech, odor of drugs, lack of balance, or swaying.
- E. Residents may not possess drug paraphernalia, which includes equipment, products and materials of any kind marketed or designed for drug use including, but not limited to, bongs, smoking pipes, vaporizers, dab pens, and roach clips.

The UM Housing Staff is instructed to call the campus police and allow law enforcement to take over a situation if illegal drugs are suspected to be present. Federal Student Financial Aid may be withdrawn if a student is convicted of a drug crime. The University has strict policies regarding illegal use and abuse of substances. Do not jeopardize your education by using illegal substances.

3. Tobacco Free Policy

- A. UM Housing 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 apartments. 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 outside entry or adjacent sidewalk areas, stairways, fire exits, patios/balconies, playgrounds, community center, lobbies, elevators, lounges, and laundry rooms/bath houses.
- B. In accordance with the University of Montana's tobacco free campus policy, students may also not smoke or use tobacco products, E-cigarettes, or vape/vapor/vaporizer pens outside University of Montana Housing facilities on campus property. Tobacco use is allowable at the following locations: sidewalks along South Avenue, Maurice, Woodworth, and all properties outside of those borders and beyond boundaries of any property of the University of Montana.
- C. For residents over the age of 21:

- i. Tenants may store and possess tobacco products in their room as long as it does not cause disruption to the community, and the products are properly utilized in the designated smoking areas outlined in section B.
- D. Products that contain, produce, or deliver nicotine (e.g., nicotine pouches) are not permitted in University Apartments under the legal age of 21. Improper use and/or disposal of these products is prohibited and may result in cleanliness charges.
- E. Electric or battery-operated vapor devices (e.g., hookahs, E-cigarettes, and vape/vapor/vaporizer pens, etc.) are not prohibited to be stored in UM Housing facilities.
- F. FDA approved nicotine cessation products are permitted in UM Housing Facilities.

Illegal and Disruptive Conduct

4. Disruptive Behavior

- A. Any act that poses a danger to health, safety, or property within housing facilities is prohibited.
- B. Students shall not obstruct or disrupt the University living environment. Disruptive behavior is behavior that interferes with the University living and learning environment, or that interferes with the other students' rights to socialize, study, or sleep. Disruptive behavior may include, but is not limited to the following:
 - i. Excessive noise or nuisance; or disruption to the community
 - i. Need for excessive University officials' response (includes but is not limited to UM Housing staff and UMPD)
 - ii. Failure to cooperate with the reasonable directive of a University official (including all members of UM Housing or UMPD), acting in the performance of their duties, including attending any required meetings.
 - iii. A student's failure to obtain express consent from the resident(s) of another apartment prior to entrance.
 - iv. Repeated behavior that contributes to an ongoing disruption or nuisance, or extreme incidents that cause disruption to those living around them.
- C. Any unauthorized use of electronic or other devices to make an audio or video recording of any person without that person's prior knowledge, or without effective consent when such a recording is likely to cause injury or distress, is prohibited. This includes, but is not limited to, surreptitiously taking pictures of another person in a restroom or other location where a person would expect privacy. The distribution of said recordings, photos, or videos of any person without effective consent is also prohibited.
- D. Residents who assist anyone in a policy violation or a crime may be in violation of housing policy themselves.

Apartment staff reserve the right to require that any items that cause an ongoing disruption to the living environment be removed from the residential facility immediately.

5. Noise Policy / Quiet Hours

When living in community areas in proximity with other families and families with children, there will be a certain amount of noise that occurs. Some people are more sensitive to noise than others, and sometimes community living does not work out if this is the case.

Please remember that a reasonable level of noise associated with normal daily activities is an inherent part of community living in an apartment building and does not, on its own, constitute a policy violation. Residents are primarily students with study needs so be considerate of others in surrounding apartments. Residents should keep noise from musical instruments, video games, radios, televisions, and stereo equipment at a level that will not disturb other residents.

In an effort to reduce the amount of noise in the living groups, specified quiet hours are established in each living group. If you have children, show regard for your neighbors by making sure that your children do not create undue disturbances from running and jumping, playing or high-volume television viewing. Parents need to remind children about respect for neighbors. Avoid running, jumping, and rambunctious activities, which may include but are not limited to yelling.

- A. Excessive Noise - Noises that are disruptive at any time are prohibited. Disruptive noises, including but not limited to loud stereos, amplified instruments, or loud voices, infringe on the rights of other students. Residents with stereos are encouraged to use headphones. Amplifying music or other sounds out of residential facility windows into public spaces is prohibited. Additionally, residents must be aware of the noise level at playgrounds and basketball courts. While it is the responsibility of all to control noise, it is also the responsibility of those bothered by noise to contact the offending party and request that the problem be corrected. All residents must assume responsibility for monitoring their own behavior.
- B. Courtesy Hours - Courtesy hours are in effect at all times. Courtesy hours allow all residents to sleep, study, and relax or host visitors without distracting noises from neighbors. If any student makes a reasonable request that another student reduce the volume of their music, loud talking, and TV, they must comply with the request. Residents must comply with staff requests to reduce noise; for more information see the Disruptive Behavior policy. Retaliation against the person making such a request may result in further conduct action.
- C. Quiet Hours: **University Villages** – 9:00 pm to 8:00 am beginning Sunday evening through Friday morning, and from 10:00 pm to 9:00 am on weekends
Lewis and Clark Village – 10:00PM to 8:00AM beginning Friday evening through Sunday morning
When quiet hours are in effect, the living environment should be quiet enough to allow others to sleep. Guidelines for behavior during Quiet Hours include:
 - i. Radios and stereos should not be heard outside the apartment.
 - ii. Musical instruments should not be played in residential facilities.
 - iii. Limiting noise at basketball courts and playgrounds.
 - iv. The right of a roommate to study and sleep has priority over your right to entertain guests in your apartment.
- D. Beginning the Friday before Finals at 8:00pm, quiet hours are extended to 23 hours per day, with courtesy hours in effect from 7:00pm – 8:00pm.

Please discuss any disturbances with your neighbors first. If you are unable to resolve your differences, try talking to your Community/Village Assistant about other possible solutions. Our staff are trained to offer mediation where parties can sit down with a neutral party and talk about the issues confronting them. Call the Area Coordinator for more information at 406-243-6037 or talk to your Community/Village Assistant.

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

UM Housing reserves the right to perform maintenance and construction of the residential facility, which may occur throughout the year and at various times of the day. Maintenance and construction may cause noise around or within residential facilities.

UM Housing Property

6. Building Security

- A. Residents are responsible for proper use of their apartment keys.
- B. Residents are responsible for proper use of their access cards, including Griz Cards. Students may not loan their access cards or keys to other people.
- C. Residents may not duplicate their keys.
 - a. **University Villages:** The use of outdoor personal cameras such as Ring Doorbells must follow the following items:
 - i. May not be permanently adhered to the exterior of unit or door (i.e., Use of glue, nails, or screw)
 - ii. Are not permitted to face another unit's doors or windows for privacy reasons
 - iii. Use must adhere to all University policies
 - iv. Must adhere to all Montana's video recording policies
 - b. Outside doors to community spaces (where applicable) are locked 24/7. Propping doors jeopardizes the safety of students, staff, and property. Residents are prohibited from propping exterior doors.
 - c. Residents may not open doors for non-residents to secured Housing facilities, to allow non-residents to follow them into the building. Residents are responsible for the behavior of anyone they allow into the building. See Visitors and Guests Policy for more information.

UM Housing and the residents are jointly responsible for safety in their communities. Residents can take responsibility for their own security by locking their apartments and reporting suspicious behavior. UM Housing offers periodic personal security programs in order to help provide a safe and secure community for its residents.

7. Cleanliness

- A. Residents must keep their apartments (including bathrooms, common spaces, and kitchens) clean and free of health and safety hazards. This includes but is not limited to the disposal of waste, maintaining clear and accessible access to all rooms in unit, and maintain cleanliness to support personal hygiene.
- B. Residents must clean up after themselves in common areas. Common areas can include outside entry or adjacent sidewalk areas, stairways, fire exits, patios/balconies, playgrounds, community

center, and laundry rooms/bath houses. Restrictions to access and charges could ensue if it is determined you were responsible for messes left in such areas.

- C. Pest resulting from improper cleaning may result in charges to the resident
- D. All trash/waste must be disposed of properly in the dumpsters.
 - a. Large items that do not fit into dumpster must be disposed of through other means at Residents' own expense.
- E. Compost is not permitted to be stored outside of unit and must be maintained in unit in appropriately sealed containers
 - a. Compost must be disposed of appropriately and in a timely manner to avoid unpleasant smell or concern for pests.
- F. **University Villages:** Residents are responsible for keeping lawn areas, patios, balconies, and sidewalks immediately surrounding their apartments clean, orderly, and accessible at all times. All outdoor areas adjacent to units must comply with community standards and be maintained in a neat condition. This includes regularly removing toys, garbage, animal waste, and snow to ensure safe and unobstructed access.
 - a. Sidewalks directly connected to individual apartments or a small number of neighboring units—including walkways from entryways, stairs, and breezeways—are the responsibility of residents. These smaller walkways connect to main community sidewalks, which are maintained by UM Housing facilities staff.
- G. Any items left unattended in these areas may be considered abandoned and removed by University Villages staff.
 - a. During winter months, residents are expected to regularly monitor conditions and keep the steps and walkways immediately outside their apartment—on both sides where applicable—clear of snow and ice. This includes the smaller connecting sidewalks leading from their unit or a small number of neighboring units—including walkways from entryways, stairs, and breezeways—to the main community sidewalks. University maintenance staff will clear the main community sidewalks. Snow shovels are available for checkout at the University Villages Office at no charge. Residents who notice areas needing attention are encouraged to notify the University Villages Office.
- H. **Lewis and Clark Village:** Residents may not store their personal items in areas outside of their assigned space, including vacant resident rooms within the apartment.

The office has vacuums to check out for student use.

8. Fire Safety

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.

- A. Residents may not tamper with, disable, cover or damage fire equipment, including but not limited to sprinkler heads, smoke detectors, alarms/strobe lights, exit signs, pull stations, sprinkler system, fire doors and fire extinguishers, heat sensors, and fire safety signage. Residents who tamper with fire equipment may face disciplinary action, a monetary fine, or both, and may also be referred to law enforcement authorities.

- B. Residents may not hang items from or attach them to the sprinkler heads, cages covering the sprinkler heads, pipes associated with sprinklers, or the ceiling.
- C. Candles, incense, butane torches, gasoline canisters, and heat lamps have been found to be a severe fire hazard, and their use is prohibited in the residential facility. Wickless candles are an acceptable alternative and provide fragrance without the flame. Exceptions to this policy for religious or spiritual purposes, including smudging, need to be approved by the Executive Director of UM Housing prior to any such practices (more information can be [found here](#)).
- D. Any action(s) resulting in the increased risk of a fire is prohibited. Damages will result in a charge to student.
- E. Students may not plug power strips or extension cords into other power strips or extension cords. Do not overload outlets. Do not use extension cords and/or surge protectors that are not UL rated and/or do not have fire shield capabilities.
- F. Residents may not use balconies, porches, sidewalks, or any common area as a laundry drying area.
- G. Residents must keep sidewalks, porches, breezeways, and outside landings clear of all items. Egress should be maintained for emergency purposes.
- H. Christmas/Decorative trees are permitted in apartments, but the tree and all decorations must be fireproofed first; this includes but is not limited to consistent watering of the tree, fire retardant decorations, and maintaining a distance away from heat sources.
 - a. All live Christmas/Decorative trees must be removed from housing facilities by January 15th. Appropriate disposal is required.
- I. Residents may not store or dispose of cigarette butts inside their apartment or directly outside of the apartment in any container. They must be properly disposed of outside of the facilities. See Tobacco Policy for designated smoking areas.
- J. Open burning is prohibited in Missoula city limits, unless approved by the City Fire Department, and a valid permit is issued.
- K. No firepits or open flames, with the exception of barbecue for food purposes.
- L. Residents and their guests may not leave food unattended while cooking or barbecuing.
- M. While barbecues are permitted at University Villages/Lewis and Clark Village, residents must follow these precautions and safety guidelines:
 - i. Barbecues may not be used within 10 feet of all buildings, landings, or porches.
 - ii. If used on grass areas away from sidewalks and buildings, residents must take precautions not to harm the grass.
 - iii. Residents cannot leave barbecue while cooking or while charcoal is hot unattended. We have several young children playing around the apartments and they can easily be burned.
 - iv. Residents must properly dispose of charcoal including, waiting for the charcoal to cool completely or extinguish with water. Hot or warm coals may not be disposed of in a trash bin.
 - v. Lighter fluid and matches cannot be left outside for small children to play with.
 - vi. Residents must keep 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 residents.

9. Misuse of Facilities

- A. All residential facilities are reserved for the exclusive use of students who reside in the residential facility and their guests.
- B. Residents may not damage any University property or property owned by other residents.
- C. Residents may not permanently or temporarily alter, modify, or reconfigure University property or space, nor install or affix items in a manner that may cause damage or interfere with University operations, maintenance, inspections, or safety systems. (This includes but is not limited to alterations to active water lines.)
 - a. Any alteration resulting in need for maintenance may result in charges to the resident.
 - b. UM Housing does not recommend using glue-tab or adhesive-backed picture hangers, coat hangers/hooks, shelves, etc. on walls, woodwork, or doors due to the chances of damage to the facilities. If items need to be hung, only small nails are permitted.
- D. Tenants are not permitted to repaint or alter the paint in their unit.
- E. Residents are required to report any individuals they see damaging property. A witness may be subject to disciplinary action if they fail to report.
- F. Residents may not unlatch screens unless for the instalment of an Airconditioning unit, remove windows, or throw items from the windows for any reason.
 - a. Any damages to the screen upon removal of AC units will result in charges to the student.
- G. Air conditioners are only allowed the months of May 1st through October 1st. Tenants are responsible for proper, secure, and safe installation, as well as any damages caused.
- H. Use of exterior outlets is limited to short-term usage associated with tenant unit and no other facilities outlets.
- I. Residents may not enter or exit the building through the windows.
- J. Residents may not block entry or exit doors.
- K. Outdoor storage sheds are prohibited within the University apartment complexes.
- L. The display of posters or messages in public areas of apartments, including outside balconies and patios, are not permitted.
- M. Unauthorized entry or use of residential facilities (lounges, study rooms, laundry rooms, computer rooms, etc.) may result in disciplinary action and/or criminal action.
- N. No satellite dishes are permitted of any size.
- O. **University Villages:** Residents must keep the utility/furnace room clean and free of any items. This includes maintaining clearance around furnaces, water heaters, and vents.
- P. **Lewis and Clark Village:** Residents may not remove any furniture from their assigned room or apartment.

10. Possession of Prohibited Items

- A. Please exercise good judgement when deciding to bring items to the residential facility. All items need to meet the following criteria to be permitted within the residential facility:
 - i. All items should be in good working order and cannot be under recall by the manufacturer. Some information regarding recalls can be found here:
<https://www.cpsc.gov/Recalls>.
 - ii. Any damaged or altered items are prohibited.
 - iii. All appliances should be UL listed and have fire shield capabilities.

- iv. All appliances must have an automatic shutoff.
 - v. Items should be shut off when not in use and any cords should be examined to ensure they are not worn or frayed or subject to pinch damage
 - vi. The misuse or illegal use of electrical appliances create serious hazards in residential facilities and is prohibited.
 - vii. No open flames indoors, including candles and incense.
 - viii. Any device with light bulbs that generate excessive heat is prohibited (including halogen bulbs and/or incandescent bulbs that exceed 100 watts).
 - ix. Any device that exceeds the electrical load is prohibited.
 - x. Air conditioning units are permitted. No alterations are allowed to be made to the windows for instalment.
 - xi. Any items that violate the University's End User Agreement ([found here](#)).
- B. The use, possession, or storage of Hoverboards, Segways, IO Hawks, Skywalkers, e-scooter and e-bikes (unless they meet UL safety standards) and similar devices, are prohibited on campus until safety standards for them can be developed and implemented, and the prohibition is lifted. Recent information has revealed that 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, UM Housing has prohibited them from being in any of our residence halls or apartments.
- C. Exceptions
- a. UL safety certified battery-operated items (see section 18. For further information)

If the use of your item poses a health or safety concern, causes a disruption to the community, causes property damage or property loss, regardless of whether the item is approved, you may be subject to disciplinary action and associated costs or sanctions.

Other Conduct Issues

11. Animals

- A. Fish, in 10-gallon tanks or less, are the only pet allowed in the residential facility. No gravel is allowed down the drains in the sinks, showers, or toilets.
- B. All other animals of any kind, except certified service or approved assistance animals, are strictly prohibited in the residential facilities.
- C. Pets will not be permitted to "visit" or be on the premises for any reason. Exceptions will be made for individuals requiring a service animal(s) or who have an UM approved assistance animal. In which approved assistance animals are only allowed in the building in which they reside.
- D. Individuals with approved assistance animals must follow the expectations outlined in the UM Assistance Animal Policy. UM Housing can provide a copy of an individuals signed Assistance Animal Policy agreement per request.

Requests to have an animal approved as an assistance animal must go through the Office for Disability Equity. Owners of animals that are approved through ODE must submit all proper documentation through the UM Housing Portal and receive confirmation of approval before the animal may reside in the unit. Unauthorized pets may result in a loss of entire damage deposit, a fine for the duration of time the animal resides in the residential facilities unapproved, and/or eviction.

12. Firearms, Explosives, and Weapons

- A. Residents must register any firearms with UM Housing before bringing them into their apartment. Registration can be updated through the resident's [myHousingPortal](#) at any time.
- B. Residents with registered firearms are only permitted to store them within their individual rooms. Firearms may not be stored in common spaces or in private rooms of those the firearm is not registered to. Firearms must be stored and secured whenever the firearm is not in the possession of or under the immediate control of the lawful possessor of the firearm.
- C. No dangerous items are permitted at the playgrounds, including BB guns, gasoline-powered toys, bows and arrows, golf balls and clubs, bats, weapons, and any other dangerous items.
- D. Use or threatened use of firearms or weapons are 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 lethal weapon subject to this policy. Offensive use may also result in criminal charges in the state of Montana.
 - i. "Firearm" means a weapon, by whatever name known, which is designed to expel a projectile by the action of black powder, smokeless powder, or compressed air and which is readily capable for use as a weapon.
 - ii. "Weapon" means any object that may be used to injure. Not all weapons can be listed here. Weapons also include, but are not limited to, any hunting or target bow; any crossbow; any dirk, dagger, slingshot, metal knuckles, bow and arrow, BB/pellet gun, blowgun, paintball gun, sword, stun gun/tasers, pepper spray/mace/bear spray or any similar instrument by the use of which injury could be inflicted upon the person or property of any other person.
 - iii. Sporting equipment that possesses sharp edges (climbing gear, ice skates, ice picks, mountaineering equipment) are permitted in residential facilities as long as they are safely stored and only used for intended purpose. Any sporting equipment that is used with intent to harm will be considered a weapon and required to be removed from the unit.
- E. Possession, use, or threatened use of dangerous chemicals, and destructive devices are prohibited.
 - i. "Destructive Device" means a projectile containing an explosive or incendiary material or any other dangerous chemical substance; fireworks or a bomb, grenade, missile, or similar device or any launching device.

The University of Montana offers weapons storage through the University of Montana Police Department. Please contact UMPD Dispatch at 406-243-6131 for additional information, or to speak with an officer.

13. Gambling - To conform to state laws, no form of gambling is permitted in the residential facility.

14. Guests and Visitors

- A. Guests and visitors are defined as any individuals who are not contracted residents or dependents of the specific apartment.
- B. Residents are responsible for the behavior of their guest(s). Guests are expected to comply with all state, federal and University rules, and policies. Residents who host a guest(s) who fail to

comply with these expectations may be subjected to the disciplinary process under the Student Conduct Code regarding the guest's behavior and/or charged for damage caused by the guest.

- C. Only people assigned to an apartment may reside in that apartment.
- D. Residents may not give their apartment key to their guests in exception to their listed dependents
- E. Guests may not be left unattended in University Housing Facilities in exception to listed dependents.
- F. Guests are permitted only with the permission of the contracted resident(s) of the apartment and then only in designated areas and within the previously agreed upon frequency. In no event will guests be permitted more often than the frequency listed below. Residents may have guests stay providing they meet all of the following criteria:
 - a. They receive permission from all contracted residents of the apartment, if applicable;
 - b. for visits occurring during the day, the guest does not stay for longer periods of time than agreed upon by all the contracted residents of the space, considering what would be reasonable for other contracted residents to enjoy the use of their apartment;
 - c. the guest stays no longer than three consecutive nights;
 - d. residents may only have a guest stay for a total of seven nights in a semester, and guests may not float or rotate between apartments in order to circumnavigate the above policies.

Guests staying in a space after 2:00 am are defined as overnight guests. For guests requesting to stay longer than three consecutive nights and/or seven nights in a semester, please see your Area Coordinator for the guest request process.

Guests that are violating policies or damaging property may be asked to leave. Roommates and suitemates are strongly encouraged to take some time to talk about arrangements for guests and about how all parties feel about the potential disruption guests can cause before the guests are invited to stay. If roommates feel that their rights are being violated, it is their responsibility to contact a staff member.

15. Solicitation and Businesses

- A. Residents are permitted to carry out infrequent commercial transactions such as selling an item within their apartment as long as it follows these conditions:
 - i. It is not part of a more formal, ongoing, or continuous business operation, which are not permitted, and
 - ii. It does not violate any polices of the rental agreement for University Villages or Lewis and Clark Village.
- B. Only door-to-door canvassing related to non-commercial activity, including political canvassing, is permitted in the University Villages/Lewis and Clark Village complexes. Commercial solicitations, including but not limited to door-to-door sales, are prohibited. Commercial solicitation does not include delivery service. If a tenant posts a "No Solicitation" sign, all forms of solicitation, including non-commercial solicitation, are prohibited. 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.

16. Violent and Sexual Offenders

- A. Any student or student's 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 UM Housing Office of this information prior to execution of the contract. The UM Housing Office must also be notified when a student residing in University residential facility is a violent or sexual offender within 24 hours following such designation by a county, state, or federal court.
- B. The University reserves the right to review the student's or dependent's offender status and the potential risk to the community due to the tenant's residence in University facilities. After such review, the University may deny occupancy to a tenant based on offender's designation status.
- C. Residents may not host guests that have been designated as a violent or sexual offender by a county, state, or federal court.

17. Electric or Gas-Powered Personal Transportation Devices

- A. Mopeds, motorcycles, and gasoline-powered scooters may not be stored in rooms/ buildings.
- B. The use of hoverboards, electric scooters, and other electric propulsion devices are not permitted in any UM Housing residence hall. Electric propulsion devices may be stored in assigned room/suite/unit but must be UL2272 approved.
- C. Lithium-ion powered transportation devices and lithium-ion batteries over 1000-Watt hours are not allowed in the residence halls. Residents are not allowed to dismantle or undertake repairs to lithium-ion batteries in their residence hall space. Devices such as but not limited to Onewheels, electric scooters, electric bikes, that contain lithium-ion batteries between 100- and 1000-Watt hours must follow the following protocols:
 - a. All lithium-ion batteries used must be charged and stored in a fire safe bag. Fire bags, provided by the student, must meet certain standards where the bag is made of a material that meets standards for flammability set by UL 94 which will be listed on the product when purchasing.
 - b. Any damages as a result of lithium-ion batteries in the residence halls are the responsibility of the student. Students are encouraged to research and obtain renters insurance. Residents not in compliance with this policy would enter the residence hall disciplinary process. This policy does not limit the use of mobility devices that are necessary due to a disability or medical reason and must be approved by the Office of Disability Equity (ODE).

Any device deemed unsafe or used inside University Housing buildings is subject to removal or confiscation.

18. Sports and Recreation

Activities in hallways, residence hall rooms, lounges, or other indoor areas, or areas adjacent to buildings that could interfere with the living-learning environment are prohibited. This includes dribbling basketballs, running in the halls, throwing, or catching objects of any kind, skateboarding, riding bikes or scooters, and any other activity that could be considered a sport. Barring the exception of the playgrounds, recreational fields, and courts.

21. Storage

- A. In an effort to keep our area clean and functional, only the following items are permitted to be stored outside your apartment and should be contained to patio or balcony spaces. Under stairs storage is not permitted:
 - a. Outdoor patio furniture
 - i. Intended purpose must be for extended outdoor use
 - ii. Housing reserves the right to determine if furniture does not meet the requirements for outdoor use
 - b. Grills
 - i. Must adhere to all fire safety requirements listed in handbook and with Missoula ordinance
 - c. Potted plants
 - i. Dead plants must be disposed of
 - d. Snow shovel
 - i. May only remain outside during winter months
 - e. Outdoor kids' toys
 - i. Toys must be kept neat and tidy and remain on patio
 - ii. Toys intended for indoor play must be stored inside when not actively being used
 - f. Bicycles
 - i. Must be stored on patio, balcony, bike racks, or under stairs (no other items are permitted to be stored under exterior stairs)
 - ii. It is the responsibility of the bike owner to lock their bike
 - iii. Bike cleanup will occur once a year
- B. All permitted items must be kept to the patio or balcony space and should not interfere with access in case of need for emergency response. Items stored outside these permitted areas may result in removal by UMH staff and a charge to the resident. Collected items will be disposed of.
 - a. Items left unattended and in unpermitted conditions will be removed and may result in conduct for the associated unit.

University Villages Specific Policies

19. Dependents/Child Supervision

- A. Residents are responsible for the behavior of their dependents and are expected to appropriately supervise the activities of their dependents. This includes responsibility for any policy violation or damages that may result from a dependents action(s).
- B. All dependent information must be up-to-date and accurate in [myHousingPortal](#). Residents can update this information at any time.
- C. Children under the age of 10 cannot be left unattended as doing so may likely endanger their health or welfare. Children under the age of 10 cannot be left unattended in the apartment unit, community center, or playground.
- D. While children may enjoy running through the sprinklers at University Villages, tenants are responsible for ensuring their dependents are not playing with the sprinklers at any time. If

Housing determines a sprinkler was damaged due to improper use, the cost to fix the sprinkler may be assessed to the tenant.

If you suspect that a child is endangered due to lack of supervision, e.g., wandering the grounds at night, consistently locked out of their apartment, etc., please contact the Department of Health & Human Services at 1-866-303-4643. In the case of an emergency involving the welfare of a child, please contact the University of Montana Police Department at 406-243-4000 or 911.

20. Parking and Vehicles

- A. The parking lots in University Villages are restricted to tenants only. Parking permits are limited to two (2) registered, licensed, and operable vehicles per apartment. All vehicles will require a University Villages parking permit to park in any University Villages parking lots. Permits are managed by the University of Montana parking system. If you have any parking specific questions, please call the University of Montana parking office at 406-243-6131.
- B. Residents are responsible for their personal vehicles. Ticketing processes are managed through Parking Services.
- C. Parking areas are not to be used for storage or repair/maintenance purposes. Any such vehicle is subject to parking fines and/or towing.
- D. Maintenance on cars should be kept to a minimum (e.g., no cars on jacks, changing of oil, or draining cooling systems, or repairs requiring an extended period of time, beyond a few hours. Any vehicle inoperable or not legal for use on public roadways for longer than two (2) weeks must be removed by the owner/operator. The University may issue parking citations and/or tow any such vehicle.
- E. Abandoned vehicles or junk vehicles are prohibited to park in any parking area. The parking permit privileges for any such vehicle shall be invalidated. Any such vehicle is subject to being towed at the operator/owner's expense.
- F. 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 or prohibited vehicles will be towed at the owner's expense.
- G. Driving on the lawn is strictly prohibited in all areas of University Villages and tenants will be billed costs for replacing damaged sprinkler heads and grass.
- H. Residents may not use extension cords for head bolt heaters.
- I. All residents and their guests must abide by the traffic and parking regulations, including speeding, obeying street direction, parking in the yellow-painted curb areas, and parking with vehicle bumper extended over sidewalks. All University Villages areas have a speed limit of 10 mph.
- J. 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. The University reserves the option to adjust how guest parking is managed with adequate notice.
- K. All two-wheeled vehicles must be parked in a designated parking space and are not allowed on sidewalks, landscaped areas, porches/patios, or inside of apartments. Parking 2 two-wheeled vehicles in one space is permitted.

Lewis and Clark Village Specific Policies

19. Parking and Vehicles

- A. The parking lots in Lewis & Clark Village are restricted to tenants only. Parking permits are limited to one (1) registered, licensed, and operable vehicle per resident. All vehicles in any Lewis & Clark Village parking lots must be registered with UMPD through the parking portal. Permits are managed by the University of Montana parking system. If you have any parking specific questions, please call the University of Montana parking office at 406-243-6131.
- B. Residents are responsible for their personal vehicles. Ticketing processes are managed through Parking Services.
- C. Maintenance on cars should be kept to a minimum (e.g., no cars on jacks, changing oil, or draining cooling systems for extended periods of time). Vehicles inoperable for longer than two (2) weeks must be removed.
- D. Lewis & Clark Village only allows personal vehicles and does not allow any recreational vehicles, including but not limited to, campers and motorhomes, to park in Lewis & Clark Village lots. Lewis & Clark Villages also does not allow boats, trailers, or buses. Abandoned vehicles will be towed at the owner's expense.
- E. Driving on the lawn is strictly prohibited in all areas of Lewis & Clark Village, and tenants will be billed costs for replacing damaged sprinkler heads and grass.
- F. Residents may not use extension cords for head bolt heaters.
- G. All residents and their guests must abide by the traffic and parking regulations, including speeding, obeying street direction, not parking in the yellow-painted curb areas, and parking with vehicle bumper extended over sidewalks. All Lewis & Clark Village areas have a speed limit of 10 mph.
- H. Visitor parking will be limited to Higgins Ave and Park-N-Ride lot. The University reserves the option to adjust how guest parking is managed with adequate notice.
- I. All two-wheeled vehicles must be parked in a designated parking space and are not allowed on sidewalks, landscaped areas, porches/patios, or inside of apartments. Parking 2 two-wheeled vehicles in one space is permitted.

Important Numbers

Emergency Numbers

911 Emergency Center	911
Campus Emergency	406-243-4000
UM Police Department	406-243-6131
Northwestern Energy	888-467-2669

UM Housing Phone Numbers

University Villages Office	406-243-6030
Lewis and Clark Village Office	406-243-6070
UM Housing Office (Turner Hall)	406-243-2611
UV Community Assistant on Duty	406-552-3375
LCV Village Assistant on Duty	406-554-8724

Campus Resources

Business Services	406-243-2223
Campus Information	406-243-0211
Counseling Services	406-243-4711
Curry Health Services Center	406-243-2122
Financial Aid Office	406-243-5373
Griz Card Center	406-243-6943
GrizWalk	406-243-2777
UM IT	406-243-4357
Student Advocacy Resource Center	406-243-6559
Writing Center	406-243-2256
UC Student Involvement	406-243-2005
Campus Dining	406-243-6325

