

UM Housing
Student Handbook

University Villages 2023-2024



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Welcome to University Villages!

UM Housing Community

We have provided you with this Handbook so you may familiarize yourself with our services and policies while residing in our community. We encourage everyone to take part in our community – get to know your neighbors by getting involved!

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.

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 your University email. These policies are reviewed and updated annually and the updated policies go into effect in August of each year. Continuing residents will be notified of the updated policies via their University email and will be expected to abide by the current policies regardless of date of occupancy.

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.

Helpful hints for your safety...

Always. . .

- Be aware of your surroundings. If something seems like a problem, Step Up and say something. It’s up to you!
- Lock your door at night or whenever you leave the apartment.
- Lock your vehicle.
- Tell your family/friends where you’re going and when you plan on returning.
- Call GrizWalk at 406-243-2777 to be escorted across campus, or walk in groups.
- Look assertive and confident, and be aware of your surroundings.
- Trust your gut feelings. If you feel uncomfortable, get out of the situation.
- Know where the emergency phones are on campus (lit with a blue or green light).
- Contact your Community Assistant at 406-552-3375 or UM Police at 406-243-6131 if you have a problem or see something/someone that you think is unsafe.
- If there is an emergency, call 911 immediately.
- Take advantage of educational programs in your community.

Never. . .

- Leave your apartment unlocked when you are not home.
- Lend your Griz Card, keys, or access card to friends.
- Put social norms or etiquette before your own personal safety.

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.

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.

Health and Safety 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.

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.

Natural Gas Safety

If you detect gas fumes, immediately open the windows, leave the apartment, and call NorthWestern Energy Emergency at 1-888-467-2427. Please also contact the University Villages Office at 406-243-6030.

Resources

Communication

UM Housing will send official communication to your student email (umconnect.edu or umontana.edu) and may email your personal email account on record. If you would like to opt-out of receiving emails to your personal email account, you should update your contact information on Cyberbear. Students can not opt-out of receiving email to their student email account and are responsible for monitoring their student email account regularly.

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 Development Coordinator or the Community Assistant in your area (see Community Assistants section)
- The Community Assistant on Duty at 406-552-3375 after hours or on weekends
- Student Staff in the Community Center, Sunday-Friday from 6:00 to 9:00 pm
- UM Housing Office in Turner Hall at 406-243-2611, Monday-Friday from 8:00 am to 5:00 pm

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	Area responsible for:
116-A Craighead	Craighead & 100's of Helena Ct.
120-B Sisson	Sisson & 200's of Helena Ct.
524 Garnet	Bannack, Garnet, & Pioneer Ct.
833 Ophir	Ophir, Rimini, & Yreka Ct.
1412 Granite	Coloma, Granite, Cinnabar, & Emigrant Ct.
2018 Laurin	Jardine, Laurin, Pardee, Landusky & Robar Ct.

The Community Assistant on Duty can be reached by calling 406-552-3375.

Keys & Lockouts

Please take care of your apartment keys to avoid unnecessary lockouts, losses, and/or key fees. Do not duplicate any keys through a third-party company—doing such will result in additional fees and conduct proceedings.

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 and will be charged to the resident's account:

\$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.

\$20.00 – 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 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.

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 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.

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 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. Rental rate is subject to change.

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 address. Please note that all official communication from University Villages and the UM Housing 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.

Equipment Rentals & Checkouts

Several equipment items are available for check out. The items should be returned in the same working condition as when they were checked out.

Vacuums

Return within 24 hours (\$5 fee per day overdue)

Heater
Snow Shovel

Return within 72 hours
Return within 24 hours

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 \$.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

Smudging

Any person wishing to smudge within UM Housing student living spaces must make their request by submitting this form to the UM Housing Office ([found here](#)). All submissions will be reviewed by the Executive Director of UM Housing, and then the student will receive an official email from the UM Housing office regarding their request. **No resident may smudge on UM housing premises until they receive that email from the UM Housing office acknowledging their request** (submitting this form does not complete the process).

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 obtained at no charge by simply asking

for one at the Curry Health Center, 406-243- 2122. Please keep our campus and staff safe by properly disposing of needles.

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.

Northwestern Energy (Gas & Electric)

You are required to call N.W.E. at 1-888-467-2669 and to set up an account to pay gas and electric charges for your unit (excludes Craighead & Sisson as utilities are included in the rent). If utility services are not placed in your name as of the date you move in, University Villages will be billed for your utilities and will then place these charges on your student account. Your student account will also be charged a \$25.00 processing fee per billing period.

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. 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>. You can call 406-721-3333 or 406-243-4599 for a personalized trip plan. Whether you're going to work, shopping, or visiting a friend across town, a Mountain Line Bus can get you there. Bus stops are located every two blocks on each route- several are located on or close to University Villages.

PARK-N-RIDE

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

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

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

Child Care Resources

ASUM 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.

Repair and Maintenance

Submitting a Work Order

- Call the University Villages Office, 406-243-6030
- Submit the work order online (work orders submitted online may take up to two business days to process) – <https://umt.edu/myhousingportal>

Cold Weather Precautions

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.
- Be sure that your windows are closed and 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.

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.

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.

Maintenance, Inspection & Repairs

Your cooperation is expected 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.

You may also submit your own work order via UM Housing Online at www.umt.edu/umhousing. By submitting a maintenance request, whether in-person, telephone, or electronically, you are giving permission and receiving implied notice of staffs' intent to enter. Because of ongoing, unforeseen urgent/emergency requests, University Village staff are not able to schedule maintenance staff to come at a specific time. 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.

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 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.

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.

Assignments

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

Conditions of Occupancy

Eligibility for University Villages requires that:

1. You must maintain enrollment in the University of Montana as a student with at least six (6) credits during fall and spring semesters. Enrollment in summer courses is optional.
2. You must demonstrate satisfactory progress toward a degree by successfully completing at least six (6) credits per semester.
3. At the conclusion of each semester, you must plan to enroll at the University of Montana in the immediate upcoming future semester (with the exception of optional summer enrollment) to continue to live at University Villages. If you are planning to withdraw or graduate, you must submit your 30-day notice by the Saturday after the semester ends and vacate within 30-days of submitting your vacate notice.
4. You have not lived at University Villages for six (6) or more consecutive years.

UM Housing understands that circumstances arise, especially for students with families, and will work with the student as much as possible. For extenuating circumstances, the tenant can submit a request ([found here](#)) to take fewer than six (6) credits in the fall or spring semester. The requests will be reviewed by the Executive Director of UM Housing and Community Standards or designee. All requests are subject to approval.

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. Some documentation may be required. Please contact the UV office for specifics.

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.

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.

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. Students who wish to have a roommate must live in a 2 bedroom unit. Each roommate must be a University of Montana student who is enrolled in at least six (6) credits per semester and meets the University Villages occupancy eligibility requirements. 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 Villages 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 they vacate 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 pay a \$350.00 damage deposit before moving in.

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 Late Fees

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.

Where and How to Pay Your Rent:

1. University Villages office via credit card by calling 406-243-6038 Monday-Friday 9:00am to 4:00pm
2. 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)
3. Business Services via cash or check

Mail your payment to :

UM Housing 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.

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 to a different unit within University Villages. 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 throughout the year, but most commonly 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 be paid prior to receiving keys for the new apartment.

You are given seven (7) days to transfer into your new apartment. Keys must be turned in for the unit being vacated within that seven days or rent will be charged for each day in excess of the seven days until the keys are turned into the University Villages Office.

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 6 credits.
- You must demonstrate satisfactory progress toward a degree by successfully completing at least 6 credits per semester.
- You must maintain enrollment for fall and spring semesters each academic year; however, you may take off summer semester.
- You have 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 UM Housing, 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 drop box 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 be 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, 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 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: Clean, removing 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, 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 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	\$45.00
Refrigerator cleaning & defrost	\$35.00
Toilet cleaning	\$10.00
Bathtub/shower cleaning	\$25.00
Wall washing	\$20.00
Floor (tile/vinyl) cleaning	\$20.00
Carpet cleaning	\$ Based on apartment size
Light fixtures	\$5.00 each
Window cleaning (interior)	\$5.00 each
Extra custodial (garbage)	\$20.00 per hour (1 hour minimum)
Miscellaneous cleaning	\$20.00 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.

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 a disaster.

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 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 and their guests to abide by the following policies within University Villages. Students may find the Student Conduct Code online at <http://www.umt.edu/vpesa/Dean%20of%20Students/default.php>. Violations to any policies within the Student Conduct Code or University Villages Policies will be documented, and students are subject to the disciplinary process.

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 a room/apartment change pending the result of a conduct case.

Non Discrimination Statement

Policy Statement

The University of Montana is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Such an environment is necessary to a healthy learning, working, and living atmosphere because discrimination and harassment undermine human dignity and the positive connection among all people at our University. Acts of discrimination, harassment, sexual misconduct, stalking, and retaliation will be addressed consistent with this policy. Consistent with state and federal law, reasonable accommodation will be provided to persons with disabilities.

It is important that members of the University community understand that the law does not just prohibit discrimination and harassment of employees by employers. The law also prohibits discrimination and harassment between members of the UM community more generally: for example, between an instructor and a student, between two students, between two employees, or between a student and an applicant or campus guest.

The policy applies in all University programs and activities, including, but not limited to, discrimination in athletics, instruction, grading, university housing, and university employment. In addition, the law prohibits retaliation against an individual for opposing any practices forbidden under this policy, for bringing a complaint of discrimination or harassment, for assisting someone with such a complaint, for attempting to stop such discrimination or harassment, or for participating in any manner in an investigation or resolution of a complaint of discrimination or harassment. It is central to the values of this University that any individual who believes they may have been the target of unlawful discrimination or harassment feel free to report their concerns for appropriate investigation and response, without fear of retaliation or retribution.

This policy shall not be construed or applied to restrict academic freedom at UM, nor shall it be construed to restrict constitutionally protected expression, even though such expression may be offensive, unpleasant, or even hateful.

Report policy violations to:

Alicia Arant

Title IX Coordinator, Office of Equal Opportunity & Title IX

Telephone: 406-243-5710

Fax: 406-243-2797

Email: eoaa@umontana.edu or alicia.arant@umontana.edu

Office: University Hall, Room 006

Mailing Address: EO/TIX, University Hall 006, Missoula, MT 59812

Website (with online option for submitting complaint): www.umt.edu/eo

Title IX Coordinator

The Title IX Coordinator is responsible for coordinating the University's compliance with federal and state discrimination and sexual harassment laws, including Title IX. The Director of the Office of

Equal Opportunity & Title IX (EO/TIX) is the Title IX Coordinator for the UM community. The Title IX Coordinator oversees compliance with the University's policy prohibiting discrimination, harassment, sexual misconduct, stalking, and retaliation. Specifically, the Title IX Coordinator will:

- Coordinate educational programs regarding discrimination and sexual harassment prevention for students, staff, and faculty;
- Respond to, investigate, and/or seek resolution to allegations of discrimination and sexual harassment following the procedures;
- Provide information about and, if requested, assist with criminal reporting;
- Provide information about resources for obtaining advocacy, healthcare, and counseling services; and
- Coordinate interim measures such as arranging for an escort on campus, modifying campus living arrangements, and helping with academic accommodations.

A full copy of the University's [Discrimination, Harassment, Sexual Misconduct, Stalking, and Retaliation Policy](#) and the accompanying [Discrimination Grievance Procedures](#) are available in the policy section of the [EO/TIX website](#). More information about reporting options, resources, and other information about sexual harassment, including sexual assault, is located at www.umt.edu/sexualmisconduct.

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.
 - ii. Residents who are under the age of 21 may not display and/or possess alcohol containers (empty or full), shot classes, alcohol decorations (trophy bottles), beer boxes and 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. See exclusion below for information regarding dependents.
 - 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 center, and laundry rooms/bath houses.
- D. Exceptions to this policy:
 - i. Resident 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 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, 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 the 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, 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 the residence halls 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.

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;
 - ii. Failure to cooperate with the reasonable directive of a University official (including all members of the UM Housing), acting in the performance of their duties;
 - iii. A student's failure to obtain express consent from the resident(s) of another apartment prior to entrance.
- 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.
- 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

The realities of community living dictate that individuals respect community needs for the moderation of noise regardless of established quiet hours. Noise is any sound which is disturbing to any resident. In an effort to reduce the amount of noise in the living groups, specified quiet hours are established in each living group.

- 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, 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 - Quiet Hours are from 9:00 pm to 8:00 am beginning Sunday evening through Friday morning, and from 10:00 pm to 9:00 am 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 the residential facilities.
 - iii. Limiting noise at basketball courts and playgrounds.
- 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 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.

You are responsible at all times for the actions of your dependents 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.

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 within the residential facilities.

UM Housing Property

6. Building Security

- A. Residents are responsible for proper use of their apartment keys.
- B. Students may not loan their laundry room access cards or apartment keys to other people.
- C. Residents may not duplicate their keys.

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.
- 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. Residents are responsible for the lawn areas, patios, and sidewalks outside of their apartments. This includes ensuring all of the lawn is free of toys, garbage, animal waste, and snow as to ensure maintenance is able to access the areas.
- D. All trash must be disposed of properly in the dumpsters.
- E. All toys, bicycles, and other items must be put away and not left in the grass, around the parking lots, on the sidewalks, or in the playgrounds. Any items left unattended in these areas will be considered abandoned as trash and removed by the University Villages staff.

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 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. 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.
- E. 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.
- F. 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.
- G. Residents may not use balconies, porches, sidewalks, or any common area as a laundry drying area.
- H. Residents and their guests may not leave food unattended while cooking or barbecuing.
- I. While barbecues are permitted at University Villages, 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 extinguishing 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. Open burning is prohibited in Missoula city limits, unless approved by the City Fire Department and a valid permit is issued.

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 alter University property/space. UM Housing does not recommend using glue-tab or adhesive-backed picture hangers, coat hangers, shelves, etc. on walls, woodwork, or doors due to the chances of damage to the facilities.
- D. Residents are required to report any individuals they see damaging property. A witness may be subject to disciplinary action if they fail to report.
- E. Residents may not unlatch screens, remove windows, or throw items from the windows for any reason.
- F. Residents may not enter or exit the building through the windows.
- G. Residents may not block entry or exit doors.
- H. Outdoor storage sheds are prohibited within the University Villages apartment complexes.
- I. You are not allowed to display posters or messages in public areas of your apartment, including outside balconies.
- J. Residents must keep the furnace room clean and free of any items.
- K. No satellite dishes are permitted of any size.

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 facility 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 would exceed the electrical load is prohibited.
 - x. Any items that violate the University's End User Agreement ([found here](#)).
- B. The use, possession, or storage of Hoverboards, Swagways, IO Hawks, Skywalkers, and similar devices, is prohibited on campus until safety standards for them can be developed and implemented, and the prohibition is lifted. 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, UM Housing has prohibited them from being in any of our residence halls or apartments.

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 facility.
- 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. If you need a copy of your signed UM Assistance Animal Policy agreement, you should contact UM Housing.

Requests to have an animal approved as an assistance animal must go through the Office for Disability Equity. This request must be submitted and approved prior to the animal being at the apartment. Unauthorized pets may result in a loss of entire damage deposit, a fine per day the animal resides in the residential facilities unapproved, and/or eviction through the Student Conduct Code process.

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. 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.
- C. 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 could also come with 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.
- D. 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; 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. Weapons can be stored or checked out Monday-Friday from 8:00 am to 5:00 pm. Special appointments are available upon request. 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 fails 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.
- E. 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 14 nights in a six-month period; and
 - e. 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.

15. Solicitation and Businesses

- A. Residents are permitted to have a business within their apartment as long as it follows these conditions:
 - i. It is approved by the UM Housing Office located in Turner Hall, and
 - ii. It does not violate any polices of the rental contract for University Villages.
- B. 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. 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.

University Villages Specific Policies

17. Dependents/Child Supervision

- A. Residents are responsible for the behavior of their dependents and are expected to appropriately supervise the activities of their dependents.
- 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, 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.

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.

18. 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. 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). Vehicles inoperable for longer than two (2) weeks must be removed.
- C. 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.
- D. 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.
- E. Residents may not use extension cords for head bolt heaters.
- F. 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.
- G. 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.
- H. 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.

19. Storage

- A. In an effort to keep our area clean, the following items are not to be stored outside your apartment:
 - i. Furniture: e.g., Mattresses, bookcases, beds, bed frames, futon frames, dressers, couches, kitchen chairs, sofas or any indoor furniture.
 - ii. 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.
 - iii. Appliances: e.g., Freezers, refrigerators, lawn mowers, etc.
 - iv. Automotive Supplies: e.g., Tires, oil, gas cans, etc.

- v. 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.
 - vi. Cardboard Boxes: These can be disposed of by the recycling bins throughout University Villages.
 - vii. Sports Equipment: e.g., Canoes, boats, skis, motorcycles, etc.
 - viii. 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.
 - ix. Storage Bins: storage bins help organize and prevent items from being directly exposed to the elements. However, excessive amounts of storage bins stored outside cannot supplement as a fulltime storage unit or a means to manage large amounts of items.
- B. 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. We do ask that parents supervise their children at all times their child is in the pool.

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.

Important Numbers

Emergency Numbers

911 Emergency Center	911
Campus Emergency	406-243-4000
UM Police Department	406-243-6131

UM Housing/University Villages Phone Numbers

University Villages Office	406-243-6030
UM Housing Office (Turner Hall)	406-243-2611
UV Community Assistant on Duty	406-552-3375
Area Coordinator	406-243-6037

Campus Resources

Business Services	406-243-6260
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 Services	406-243-6559

Community Resources

North Western Energy	888-467-2669
Charter Cable	877-273-7626

