



UNIVERSITY *of* MARYLAND
BALTIMORE

STUDENT HOUSING

UMB HOUSING
Apartment Handbook

Pascault Row Apartments
&
Fayette Square Apartments

Table of Contents

UMB Housing Office Hours	3
Important Numbers	3
UMB Housing Services	4
Completing Your Room Condition Report (RCR).....	4
Grocery Delivery.....	4
Mail	4
Maintenance Issues – Emergency.....	5
Maintenance Issues – Non- Emergency	5
Missing Persons Policy	5
Package Acceptance/Pickup	5
Parking Information.....	6
Payment of Occupancy Fees	6
Preventative Maintenance.....	6
Restaurant/Fast Food Delivery.....	7
Spare Key Checkout.....	7
Telephone, Cable, and Internet	7
Termination and License Cancellation Requests.....	7
University Police, Security, and Escort.....	8
Using the Resident Portal.....	8
Facilities FAQ.....	9
How should I hang pictures on the wall?.....	9
Why can't I hang anything from or near the sprinklers?	9
What should I do if my phone doesn't work?	9
What should I do if my cable doesn't work?.....	9
What should I do if my Apartment has a pest control concern?.....	9
What should I do if I lose power in an area of my Apartment?	9
What should I do if my dishwasher has bubbles coming out of it?.....	9
Will the maintenance staff change light bulbs for me?	10
What should I do if my toilet is clogged?.....	10
What is a maintenance emergency?	10
What can I do so that I don't get charged for damages when I move out?	11
Common Damage Charges	12
Appliance Safety - Quick Reference Guide.....	14
Conservation and Sustainability	15
Conservation Measures	15
Emergency Preparedness	15
Safety Tips	17
UMB HOUSING RULES AND REGULATIONS	18
Canvassing.....	18
Ceiling Tile and Sprinkler Heads.....	18
Check-in and Checkout Procedures.....	18
Drug and Alcohol Policy.	18
Endangering Behavior.	19
Entrance.	19
Equipment.	19
Evacuation.....	19
Fire or Another Emergency.....	19
Fire Hazards.....	20
Fitness Center.	20

Furniture	20
Guests	21
Hazardous Substances and Weapons	21
Keys	21
Maintenance and Care	21
Noise	22
Parties	23
Pets	23
Quiet and Academic Living Environment	23
Renovation and Repair	23
Service Animals	24
Signage	24
Smoking	24
Solicitation	24
Sports Equipment	24
Storage Space	24
Transferring Units	24
Window Screens, Windows and Roofs	25

Welcome to UMB Housing

Welcome to your new home! We are delighted that you have chosen to reside with us at Fayette Square and Pascault Row Apartments. We have excellent facilities to offer and want to make your experience a positive one. We have prepared this handbook as a quick reference guide to the unique community that has been created for you.

Please take a few minutes to become familiar with our services and procedures. This handbook has been designed to answer your questions about living in UMB Housing. However, if you have additional questions, please feel free to stop by our office, located at 518 W. Fayette Street.

We hope to live with us will be pleasant and stress-free. Your neighbors and the UMB Housing Staff are all looking forward to meeting you and working with you. We hope that the coming months will be replete with wonderful discoveries and experiences, academic success, and new friends.

UMB Housing Office Hours

The UMB Housing Office is located at 518 W Fayette Street.

****times subject to change during holiday and break periods****

Regular Hours: Monday – Friday: 8:30am-5pm

Security Coverage: Monday - Thursday: 5pm - 8:30am and Friday: 5pm through Monday 8:30am

Important Numbers

UMB Housing Office

Regular Office Hours – 410-706-5523

Office Fax Number – 410-706-5530

After Hours & Emergencies

UMB Housing Security Desk – 410-706-5528

UMB Police – 711 or 410-706-3333

UMB Police/Escort – 410-706-6882

Baltimore City Police and Fire Departments - 911

Services

UMB OneCard – 410-706-6943

IT Help Desk – 410-706-4357

Local Transportation

Yellow Cab – 410-685-1212

Diamond Cab – 410-947-3333

Super Shuttle – 800-258-3826

UMB Housing Services

❖ **Completing Your Room Condition Report (RCR)**

1. Explorer or Edge are the best platform to use
2. You must complete your RCR prior to September 1. After September 1, the UMB Housing Office will complete the RCR as it finds the Apartment. Any damages noted upon move-out may be billed to your account.
3. Sign into the Resident Portal
4. Click on the RCR tab
5. Click on View
6. Enter a Status for each item listed
 - Good – item is in good condition with little to no wear and tear
 - Damaged Needs Attention – item is damaged and needs to be repaired or fixed or cleaned. You should submit a Work Order for this repair and upload a picture of the damaged area/item
 - Damaged – Note Only – item is damaged or not clean but does not need to be repaired or cleaned (e.g. carpet has a small stain but doesn't need to be cleaned or wall has a scuff mark but doesn't need to be painted)
7. Enter a description of the damage for any item that you did not mark a status of "Good". Be as specific and concise as possible.
8. Enter any general comments regarding the condition of your Apartment/room in the bottom box.
9. Click Save/Submit to enter your RCR into the system. RCR will be reviewed by Management. If it is accepted by Management, no changes can be made.
10. If there are any items which need correction in your room, please submit a Work Order requesting the repair using the Resident Portal.

❖ **Grocery Delivery**

The UMB Housing Office will accept grocery deliveries that have been paid for through an online service. Groceries will not be stored in a climate-controlled environment and resident agrees that UMB Housing is not liable for damaged, spoiled, or broken items. Items will be placed in a cart to consolidate order in the cart room located in the back of the office. You will get notification of groceries via email to the email address you registered within the Resident Portal.

❖ **Mail**

Mailboxes are in your building for Fayette Square, or in front of your building for Pascault Row. You will receive the key to your mailbox upon check-in. Each resident has his/her own mailbox. Please make sure that your friends, family, and associates know your correct building address – improperly addressed mail is considered misdirected and may not be deliverable.

Your address should be written as such:

Your Name
Your Street Address
Apartment Number (including bedroom letter)
Baltimore, MD 21201

All packages are delivered to the UMB Housing Office located at 518 W Fayette Street and residents will be notified via email if they have received a package.

There are outgoing mail slots for USPS mail located with the mailboxes for stamped mail to be delivered elsewhere.

We strongly recommend that you file a change of address with the post office when you move in and move out of your Apartment so that you minimize the interruption to your mail service. You may do so online via www.usps.gov

❖ **Maintenance Issues – Emergency**

Emergency work orders may be called into the UMB Housing Office at 410-706-5523 between 8:30am and 5pm Monday through Friday (excluding holidays and closings). After-hours emergency work orders should be called into 410-706-5528 and a security officer will contact maintenance and the on-call staff as necessary.

Examples of Emergency Maintenance issues are:

A major water leak

Power outage (be sure to check your breaker box first)

A door that will not secure or lock

Clogged toilet (if there is only 1 toilet in the apartment)

No heat in the winter or no AC in the summer

Anything that would be an immediate threat to health, safety, or property

❖ **Maintenance Issues – Non- Emergency**

The Resident Portal is your source for maintenance requests. For all non-emergency issues go to www.umaryland.edu/housing and click on the Resident Portal button to sign into your portal. Simply click on the button to submit a Work Order and maintenance will respond to your request within two business days.

If the repair is not complete within two business days, go back to the website for an update. There will be notes in the maintenance ticket record showing additional information. If the information does not answer your questions, please call the UMB Housing Office for additional information. Please do not file multiple maintenance tickets for the same repair.

❖ **Missing Persons Policy**

Under federal law, you have the right to confidentially register with the UMB Housing Office, the name and contact information of an individual that you would like contacted (within twenty-four (24) hours if it is determined that you are missing from the campus and/or your whereabouts are unknown for a period of twenty-four (24) hours or more.

❖ **Package Acceptance/Pickup**

The UMB Housing Office accepts packages addressed in your name (not family member, friend, sibling, etc.), on your behalf. You will get notification of packages when you receive a package via email to the email address you registered within the Resident Portal. Accepted packages, parcels, and deliveries are not kept in a locked or otherwise secured area. Any perishable packages, parcels, and deliveries will not be stored in a climate-controlled environment. When you come to pick up a

package, be sure to bring your photo ID so that your package can be released to you. Any packages delivered prior to your move-in will be assessed a \$10 charge per package.

❖ **Parking Information**

Fayette Square Parking Options

Fayette Square (\$135/month)

Baltimore Grand or Fine Lot (\$88/month)

Lexington Garage (\$66/month)

1. You must complete the appropriate paperwork with the UMB Housing Office to secure a parking space. Please have a valid driver's license and insurance, and bring your plate number and vehicle information to accurately fill out the required forms.
2. Parking fees will be billed to your Fayette Square account and are due monthly.

Pascault Row Options

Lexington Garage (\$66/month)

1. You must complete the appropriate paperwork with the Parking and Transportation Office in the Campus Center to secure a parking space. Please have a valid driver's license and insurance, and bring your plate number and vehicle information to accurately fill out the required forms.
2. Parking fees will be billed by the semester to your UMB bill.

❖ **Payment of Occupancy Fees**

Pascault Row Residents

1. Occupancy Fees are applied to your UMB bill on a semester basis. All payments are made directly to UMB.
2. Financial Aid will be applied to your housing fee prior to any refund disbursement.

Fayette Square Residents

1. Occupancy Fees are applied to your Fayette Square account monthly beginning in August and continuing through July.
2. Payments can be made in any amount not less than your monthly minimum payment due
3. Payments may be made on-line using the Resident Portal or via check delivered in person or via the USPS to 518 W Fayette Street.
4. Payments not received by the 10th day of each month will be assessed a 5% late fee. Payments not received by the 20th day of each month may result in termination of your Housing License.
5. If a check is returned for non-sufficient funds (NSF) from your bank, you are required to repay the amount of the check and all additional charges within forty-eight hours of notification.
6. All returned checks are charged a thirty-nine dollar (\$39.00) returned check fee, in addition to the five percent (5%) late charge.
7. After one (1) NSF check, we will no longer accept personal checks from you; only cashier's checks, on-line payments, certified checks or money orders will be accepted.

❖ **Preventative Maintenance**

At certain times of the year you will receive notice, via email, that a preventative maintenance technician will enter your apartment to perform preventative maintenance on the apartment systems. Their preventative maintenance checklist includes tasks such as: checking the water temperatures of the bathtubs, checking airflow temperatures from the vents, checking smoke

detectors and a visual check of sprinklers, and checking the plumbing for leaks. When you receive this notice, please make sure that these areas are accessible for the technician and that breakable personal items have been safely stored.

❖ **Restaurant/Fast Food Delivery**

The UMB Housing Office is not able to accept delivery of any restaurant or fast food delivery. Residents placing food delivery orders must be able to come to the front gate to accept delivery. Please ensure that provider has the correct phone number to call to contact you. This includes deliveries from, but is not limited to, Grubhub, DoorDash, Uber Eats, etc. along with orders directly from food vendors (Papa John's, Jimmy John's, etc.)

❖ **Spare Key Checkout**

1. If you have locked your ID and/or Apartment key in your room, you may checkout a spare key from the office. When you first receive your key at the beginning of the year, you will sign for it on a keycard, which lists the following key policies:
2. The loaner key should be returned to the office by 12:00 PM the following business day.
3. If the loaner key is not returned to the office by 12:00 PM the following business day, the resident will be charged a \$50.00 fee.
4. If the key is not returned within 4 business days, the key will be presumed lost and a lock change will be initiated, with fees assigned as noted below for the lock change and replacement of the loaner key.
5. In the event of a lost key, the replacement fees are as follows:
 - a. \$50 Re-Core Apt & Bedroom Lock
 - b. \$50 Parts & Labor
 - c. \$15 Mailbox Key
6. In the event of a lost loaner key, you will be charged an additional \$75 for the replacement of the key fob, key loop and key. Tampering with the key fob, which causes it to be unusable, will result in a \$60 replacement fee.
7. All charges listed above will be charged to the resident's account, and are due without any additional notice five (5) days after the replacement request, core change request, or loan.

❖ **Telephone, Cable, and Internet**

Each bedroom is equipped with a cable connection and an Ethernet connection; an additional cable connection is provided in the living room. The UMB Housing Office cannot offer any technical assistance regarding tv set-up and Internet service, other than providing the IT Help Desk number (410-706-HELP (4357)). Please note that personal Wi-Fi routers are prohibited on campus.

Wi-Fi is also available throughout UMB Housing. Please contact the UMB Housing Office or refer to your welcome newsletter for the password.

Local and long-distance telephone service is available through Verizon. You must call Verizon directly to set up your phone service at 1-800-356-2355.

❖ **Termination and License Cancellation Requests**

The UMB Housing Office may immediately terminate your License if:

- a) You have been suspended or dismissed from UMB for academic or disciplinary reasons, or your status changes so that you are no longer an eligible occupant of UMB Housing.

- b) You have failed to pay all Occupancy Fees within twenty (20) days after they become due and payable.
 - c) You have breached your License; in which breach has not been timely remedied.
 - d) You or an occupant has violated any UMB rule, regulation or policy, including but not limited to behavior which poses a clear and present danger to an individual, the UMB community, or the community at large.
1. Upon termination you must vacate the Apartment within twenty-four (24) hours and you will not be entitled to any refund of Occupancy Fees.
 2. For a Licensee to be eligible for termination of their License during Term, they must first complete a License Cancellation Request Form, provide supporting documentation relevant to the reason given, and if approved, follow all move-out guidelines provided.

❖ **University Police, Security, and Escort**

The UMB Police and Security Services provide patrols and response services to the Fayette Square and Pascault Row community. Both agencies can be contacted by calling 711 or (410) 706-3333 24 hours/day. The UMB Police/Escort Service can be contacted by calling (410) 706-6882.

❖ **Using the Resident Portal**

- 1) Internet Explorer or Edge are the best platforms to use
- 2) Go to www.umaryland.edu/housing
- 3) Click on the Resident Portal button, located in the top right corner
- 4) Click Start to launch in a secure browser
- 5) Click to Register Now (if you have not logged in before)
- 6) Enter in the appropriate information, using your preferred email account
- 7) After you received the temporary password in your email, go and try to login.
- 8) Choose the appropriate license (this year's)
- 9) Description of Tabs:
 - a) License Tab – shows length of your License, your balance/statement, and you can make a payment or set up a recurring payment (Fayette Square Residents Only)
 - b) Charges Tab – shows list of your monthly charges (FS Only)
 - c) Residents Tab – shows your personal information and the information of your emergency contact
 - d) Documents Tab – pdf documents related to staying in UMB Housing
 - e) Work Order Tab – ability to enter a new Work Order request or search for past Work Orders submitted
 - f) RCR – contains your Room Condition Report

Facilities FAQ

We have collected the most frequently asked facilities questions for your reference. This information will help you set-up your Apartment and maintain it throughout the year.

❖ **How should I hang pictures on the wall?**

However, you hang pictures, the goal is to minimize the damage to the walls. We advise the use of tacks and picture hanger hooks. Do not use screws, nails (except finish nails), tape, adhesive pads, or putty of any kind! Several companies make removable hooks which should not damage your wall.

❖ **Why can't I hang anything from or near the sprinklers?**

The sprinklers are extremely sensitive and may discharge if tampered with or jostled. If this happens, your Apartment (and apartments along-side and below) will flood within seconds! Please be respectful of this equipment.

❖ **What should I do if my phone doesn't work?**

Remember, you must set up your phone line with Verizon before your phone jack will be active. If you think there might be a problem with your phone, first make sure your phone is plugged into the correct jack. The phone line jack is white and the Ethernet jack is colored. If that does not solve the problem, try another phone before you call Verizon for service.

❖ **What should I do if my cable doesn't work?**

First check that your cable cord is securely attached to your TV and the wall jack. Also, run the channel scan in your TV settings. If that does not correct the problem, contact the UMB Housing Office to have an appointment scheduled with Comcast to address the issue.

❖ **What should I do if my Apartment has a pest control concern?**

The first thing you should do is clean your Apartment, as pests are usually drawn to food sources such as unsanitary conditions, improperly stored food, or organic residue in your garbage can. If the problem persists, submit a Work Order so that our maintenance staff may evaluate the problem. The maintenance staff will enlist our pest control company to treat your Apartment on their next weekly visit. If safely possible, capture a sample of the pest, so we can accurately identify the species and treat accordingly.

❖ **What should I do if I lose power in an area of my Apartment?**

If there is a power outage in a specific area in the Apartment, you should find the breaker box, which is a metal insert in your wall typically around the kitchen area. There are two columns of switches in the breaker box. Each switch in a column should be facing the same direction. If one switch is out of alignment, flip it back so that they are lined up again. If all switches are aligned correctly, locate the switch which matches the specific area where the power outage exists (e.g. the bathroom or kitchen) and flip it off and then on. In the event of building-wide power outage, do not tamper with the breaker box.

❖ **What should I do if my dishwasher has bubbles coming out of it?**

If this happens you have either used regular hand dishwashing soap in the dishwasher, or used too much dishwasher detergent. In the future, change to dishwasher detergent, or be more careful in

measuring it. For now, open the door and keep it open for about 2 hours to allow the bubbles to evaporate. Pour a cup of cooking oil bottom of the dishwasher and run the rinse cycle. You may have to repeat this step two or three times until the foam disappears.

❖ **Will the maintenance staff change light bulbs for me?**

Yes, the maintenance staff will be happy to change light bulbs for you on all Apartment fixtures but not personal lights.

❖ **What should I do if my toilet is clogged?**

If you do not have a plunger and water is not overflowing from the toilet bowl, submit a work order to request maintenance assistance. If you have a plunger, continuously pump the plunger to create opposing suction and force to clear the obstruction. If your toilet is overflowing, turn the valve (on the lower left-hand side of the wall behind the toilet) clockwise until it stops. Use something (i.e. large towels) to absorb the water before it flows to the Apartment below. Please submit a Work Order so that maintenance can assess the situation the next business day

❖ **What is a maintenance emergency?**

A maintenance situation is considered an emergency when either the safety of a resident is jeopardized or when basic life comfort needs are interrupted. In case of a maintenance emergency, the Security Officer will activate the 24-hour on-call system and a staff member will come in to solve the problem.

Situations that would be considered emergencies are:

- All toilets in unit are clogged
- Heating doesn't work and temperature outside is under 60 degrees
- Air conditioning does not work and temperature outside is over 90 degrees
- Unit door will not lock
- No electricity in unit
- Flooding
- Refrigerator/freezer is not cooling food to safe temperatures
- Broken window (both panes)
- Inoperable smoke detector

Situations that are not maintenance emergencies, but would be handled as soon as possible the next day include:

- Clogged toilet in a unit where another toilet works.
- No hot water
- Clogged garbage disposal
- Stove does not work
- Heating does not work and temperature outside is over 60 degrees
- Air conditioning does not work and temperature outside is under 90 degrees
- Bedroom door will not lock
- Clogged shower
- Electricity out for one or two items
- Washer/Dryer does not work
- Smoke detector indicates low battery sounds
- Situations that are not emergencies and would be dealt with in priority order include:
 - Closet door is off track
 - Dryer does not heat

Blinds will not slide up/down
Water drains slowly
Broken towel rack
Light bulb needs to be changed

❖ **What can I do so that I don't get charged for damages when I move out?**

There are several steps that you can take to keep your Apartment in good condition at the end of your License:

1. Thoroughly complete your RCR within 3 days of your move-in and encourage your roommates to do the same
2. Clean your Apartment weekly (at least). Pay special attention to vacuuming the carpets, cleaning the toilets, bathtubs, sinks, tile floors, oven, stovetop, drip pans, microwave, refrigerator, and countertops.
3. Keep your walls in good condition: hang only one or two pictures per wall using the methods recommended above, do not place furniture directly against the walls, and make sure that your bed sheets and bedspreads do not mark the walls.
4. Put a mattress pad or mattress cover on your mattress to protect it from stains or spills.
5. Prevent damage to the Apartment and do not install additional items such as shelves, hooks, over-the-door hooks.
6. Follow the instructions in your move-out letter to prepare your Apartment for move-out. Be sure to coordinate your move-out preparation with your roommates, since common area issues are billed to all residents of the Apartment.

Common Damage Charges

The following is a possible list of common damages and the associated charges. The list is not necessarily complete, as many damages must be handled on a case-by-case basis and these prices do not include labor unless otherwise noted. Labor will be charged at \$30 per hour. All payments are due with the payment installment following notification to you of the charges. Charges assessed at move-out must be paid within 30 days. No charges will be assessed without fully considering reasonable wear and tear, as well as the move-in condition described on the RCR.

Apartment Door Replacement	\$400.00
Appliance Deep Cleaning	\$50.00
Bathroom Cleaning (wipe down fixtures and vanity, damp mop floor, clean tub, clean toilet, wipe down walls, wipe down door)	\$80.00
Bedroom Cleaning (vacuum carpet, clean out drawers, clean out closet, dust blinds, clean windows, clean window ledges, dust furniture)	\$40.00
Bedroom/Bathroom Door Replacement	\$180.00
Bed Frame/Springs Replacement	\$225.00
Blinds Replacement	\$50.00
Bookcase	\$180
Carpet Cleaning, per room	\$75.00
Carpet Replacement, per bedroom	\$600.00
Carpet Replacement, common area	\$900.00
Coffee Table Replacement	\$165.00
Countertop Laminate Replacement	\$350.00
Desk Chair Replacement	\$150.00
Desk Replacement	\$370.00
Dining Chair Replacement	\$95.00
Dining Table Replacement	\$275.00
Dishwasher Replacement	\$260.00
Door Knob Replacement	\$165.00
Dresser Replacement	\$345.00
Drip Pan Replacement	\$30.00
End Table Replacement	\$150.00
Entertainment Center Replacement	\$250.00
Full Kitchen Deep Cleaning (includes deep cleaning of kitchen and all appliances)	\$240.00
Garbage Disposal Replacement	\$110.00
Garbage/Trash removal (per box/bag)	\$15.00
Kitchen Cleaning (damp mop floor, wipe down all surfaces, wipe down dishwasher door and dishwasher interior, clean out cabinets and drawers)	\$60.00
Kitchen/Bathroom Flooring Replacement	\$300.00
Light Fixture Cover Replacement	\$25.00
Living Room Chair Replacement	\$450.00
Living Room Cleaning (vacuum carpet, dust furniture, clean window ledges, clean windows, dust blinds, wipe down baseboard, disinfect furniture)	\$60.00
Major repairs or stains will be handled on a case-by-case basis.)	\$45.00
Mattress Replacement	\$300.00
Medicine Cabinet Shelf Replacement	\$10.00

Microwave Replacement	\$275.00
Minor Ceiling and Wall Repair (Includes holes and nicks which can be patched or stains which can be covered. Major repairs or stains will be handled on a case-by-case basis.)	\$90.00
Night Stand Replacement	\$160.00
Refrigerator Replacement	\$650.00-\$1,100
Refrigerator Shelf Replacement	\$30.00 per bin and small shelf and \$92 for lower shelf
Removal of foreign objects from plumbing	Minimum \$20.00
Screen Re-installation	\$10.00
Screen Replacement	\$30.00
Smoke Alarm Replacement	\$75.00
Smoke Alarm Re-installation	\$25.00
Sofa Replacement	\$876.00
Stove Replacement	\$580.00
Three Drawer Chest Replacement	\$260.00
Toilet Paper holder	\$20.00
Toilet Replacement	\$280.00
Toilet Seat Replacement	\$20.00
Towel Rack Replacement	\$20.00
Upholstered Furniture Cleaning	\$70.00
Wall Plate Replacement	\$10.00
Washer/Dryer Replacement	\$1325.00 (each)
Window Glass Replacement (size varies)	\$150.00 – \$200.00

***Charges are subject to change at any time without notification*

Appliance Safety - Quick Reference Guide

This guide provides you with helpful tips for using your Apartment’s appliances safely and efficiently. If you have any other questions about your appliances, you may wish to download the user’s manual from the internet – they are very helpful!

Appliance	Do	Do Not
Stove	Clean the glass stovetop, hood filter, and oven regularly. Purchase and maintain a fire extinguisher in your kitchen. Use the stove hood fan to prevent a small amount of smoke from setting off the fire alarm.	Heat oil at a high temperature – it may catch fire. Use water to attempt to extinguish a kitchen fire. Leave the stove unattended while in use.
Microwave	Clean the microwave regularly. Use microwave-safe dishes.	Put items containing metal or aluminum foil in the microwave.
Garbage Disposal	Run cold water down the drain the entire time the disposal is in use. Mix some disinfectant cleaner with water and run it through the disposal monthly to control odors.	Place hard objects such as bones or eggshells, fibrous foods such as asparagus, large quantities of food, or inorganic objects into the disposal.
Dishwasher	Make sure that the water jets have sufficient clearance to clean each load of dishes.	Use hand soap or other detergents not designed for the dishwasher. Overload the dishwasher. Place non-dishwasher safe items into the dishwasher.
Refrigerator/Freezer	Clean the refrigerator regularly.	Overload shelves or door storage. Block bottom front vent in freezer.
Washer/Dryer	Clean the lint filter after each use, or submit a work order for assistance. Check pockets for objects that should not be washed before loading washer.	Overload the washer such that the agitator cannot move freely – this may result in flooding and damage to the motor. Wash plastic items, items with exposed cotton backing, or oversized items.

Conservation and Sustainability

As members of the global, campus, and UMB Housing community, we all have an obligation to conserve resources such as energy and water. Conservation will help minimize increases in fees due to utility usage, so keep the following tips in mind throughout your UMB Housing experience.

Additionally, remember that recycling drop-off areas are available on each floor of the buildings of Fayette and near the trash receptacles for Pascault Row.

Conservation Measures

- Turn off all lights when you leave a room.
- Do not run water longer than necessary.
- Turn off all appliances when not in use.
- Turn off the television and stereo when you are not at home.
- Report leaks, toilet issues, and nonfunctioning windows immediately.
- Keep windows closed when heating/cooling systems are in operation.
- When the Apartment is unoccupied in the cold weather months, manage the thermostat in a manner which provides necessary heating, but is consistent with a sustainable lifestyle. When the Apartment is unoccupied in warmer months for any period more than one (1) day in length, keep the air conditioning set in the 'off' position. Electricity and water usage should be consistent with a sustainable lifestyle.
- Schedule your loads of laundry and dishes to allow you to run the washing machine and dishwasher with full loads every time.
- Use appliances such as laundry and dishwasher during the evening and weekends, i.e. during non-peak demand times.
- Do not block air vents with furniture or other items.

Emergency Preparedness

Although we hope emergencies never happen, it is best to be prepared. UMB Housing staff will do their best to help you, but you need to do your part as well. Follow the three steps below and you will be better prepared in the event of an emergency:

Step 1: Make a Kit

According to many sources, you should have a few emergency supplies stashed away in case of an emergency. Ideally, you should have two kits, one in your Apartment and the other in your automobile (hidden from plain sight). These kits should include: water & food (non-perishable), can-opener, first aid supplies, flashlight/batteries, battery-powered AM/FM radio, corded telephone, and medication or any other special item you can't do without.

If you are evacuated to a campus emergency location, you may only be permitted to bring one piece of baggage, so be sure that you have the following supplies accessible to be quickly packed always: clothing, pillow/blanket, towel & soap, toothbrush/toothpaste, shower shoes, medicine, flashlight, padlock, phone card, snacks, something to do (books, games, etc.).

Step 2: Make a Plan

If an emergency occurs, you want to know what your resources are, and have a plan ready. When you can answer “yes” to the following questions, you will have completed your personal emergency plan:

1. Have you identified and communicated with someone in the local area as an option for you if you had to evacuate campus for a few days?
2. Have you identified and communicated with an out-of-state contact to help you communicate to your family members? It may be easier to make a long-distance phone call than to call across town if local circuits are busy.
3. Will the UMB Housing Office be able to contact you with updates about the situation? Make sure you keep your emergency contact information up-to-date with the UMB Housing Office.
4. Do you have a pet and do you have a plan in place for their care in the case of an emergency?

Step 3: Be Informed...

... about fire alarm procedures

If the fire alarms sound, you must evacuate the building. Exit your Apartment and go to the nearest stairwell – do not use the elevator if the alarms are sounding! Go down to the first floor, exit the building, and proceed to the sidewalk area across Fayette Street or Lexington Ave. In this location, residents are not impeding emergency vehicles or personnel. You will remain there until an UMB staff member authorizes you to re-enter the building or directs you to another location.

... about renter’s insurance

UMB Housing cannot be held responsible for damage to your personal belongings due to fire, theft, water damage, etc., nor does UMB Housing carry fire or loss insurance for your personal property. It is the exclusive responsibility of each resident to obtain and maintain renter’s insurance to cover any losses that may occur.

Renter’s Insurance is easily available at a low cost. Most insurance providers offer policies with the following options:

1. Replacement of your belongings *or* compensation for their actual value.
2. Additional living expenses
3. Emergency housing compensation
4. Personal liability coverage
5. Medical payments to others

If your parents or guardians have a homeowner’s insurance policy, they may be able to cover your belongings under their policy, but you should carefully weigh the advantages of an individual policy.

... about emergency readiness

You can find more information about emergency readiness at www.ready.gov or www.fema.gov. You may learn a lot in the planning and will help your fellow residents learn too!

Safety Tips

Living on campus does not exempt UMB Housing residents from possible threats to their personal safety nor does UMB Housing guarantee the safety of residents and guests. Thus, we recommend you take the following precautionary measures to minimize existing dangers and hazards in the environment.

Personal Safety Precautions

- Do not walk or bike alone after dark; walk with friends or in a group.
- Walk in well-lit and well-traveled areas.
- Constantly be aware of your surroundings.
- Know the locations of the nearest blue light emergency phones.
- Be wary of persons you do not know.
- Report suspicious persons or activity to the police.
- Stay away from relatively isolated areas.
- Plan what you will do if confronted by a potential assailant (run, scream, fight, try to gain his/her confidence while waiting for safe escape opportunity).
- Apartment Safety Precautions
- Keep your Apartment and bedroom door locked always, even if you or one of your roommates is home.
- Carry your keys/access with you always.
- Make sure doors close and latch behind you.
- Confront persons you do not know; if you cannot confront, immediately report.
- Report suspicious persons to the Police, Security, and to the UMB Housing Office.
- Report damaged or malfunctioning doors, locks, etc. to the UMB Housing Office.
- Report “salespeople” or “solicitors” to the UMB Housing Office; they do not belong in the building.
- Escort your guests at all times.
- **Do not prop doors open.**
- Do not allow people to enter the building behind you, even if you think they may be a resident. This kind of “tailgating” is how many criminals gain entry to Apartment buildings. Your neighbors will understand and appreciate your caution.
- Get to know your neighbors and watch out for one another. If you see or hear anything suspicious, or witness any illegal activity, notify the police immediately.
- Fire Prevention
- Only use power strips with a UL seal and that are not frayed or worn.
- Limit the number of appliances that are plugged in or in use at one time.
- Do not use or possess fireworks, lighted candles, flammable fuels, or space heaters.
- Do not use or possess torchiere halogen lamps or halogen bulbs.
- Do not smoke or allow others to smoke in your room or anywhere in the building.
- Do not tamper with smoke detectors, sprinklers, or other life safety equipment.
- Do not allow anything or anyone to touch sprinklers.

UMB HOUSING RULES AND REGULATIONS

These Rules and Regulations are incorporated by reference and made a part of the License between UMB Housing and resident. THIS DOCUMENT SUPERCEDES ANY PREVIOUS version OF THE RULES AND REGULATIONS.

The Rules and Regulations specified herein are subject to modification by UMB Housing during the License Term. Resident shall be bound by all such modifications upon notice of same from UMB Housing.

❖ Canvassing.

Resident is prohibited from causing the distribution of handbills, circulars, advertisements, papers, or other items which if discarded would tend to cause litter in the Apartment, the common areas of the building or the grounds of Fayette Square or Pascault Row, or under the doors of Apartments.

❖ Ceiling Tile and Sprinkler Heads.

Residents are strictly prohibited from affixing any object, allowing any objects, water or any other liquids to come in contact with, or painting any ceiling areas. Hanging any objects from sprinkler heads or tampering with sprinkler heads in any way is also strictly prohibited. Any damage to the sprinkler heads or ceiling tiles or water damage to any personal property which is the result of Resident and/or his/her guest(s) tampering with or damaging the sprinkler system shall be the responsibility of said Resident.

❖ Check-in and Checkout Procedures.

All Residents must check in through UMB Housing to obtain key(s). Failure to check in through UMB Housing shall result in the assessment of a Two Hundred Dollar (\$200.00) administrative charge. A Room Condition Report, incorporated herein by reference, will be available to the Resident via their Resident Portal. The Room Condition Report should be completed by Resident by September 1, noting any damage to the building and Apartment existing at the time of delivery, whether or not UMB Housing agrees to repair or remedy same, and submitted to the UMB Housing Office. Resident's failure to complete the Room Condition Report grants UMB Housing permission to assume no damage was found to the Apartment. UMB Housing shall inspect the building and Apartment upon Resident's surrendering possession thereof at the termination of their License and note the condition of the Apartment, including all appliances, furnishings and fixtures therein, and any damage done thereto which is deemed by UMB Housing to have arisen during Resident's occupancy and use of the Apartment. Resident shall surrender possession of the building and Apartment in a clean and sanitary condition, including, but not limited to any and all appliances, each room and hallway of the building and Apartment. Personal items found in the Apartment after the check-out or end of term will be disposed of at the Resident's expense. Failure to complete proper check out procedures will result in the assessment of a Three Hundred Dollar (\$300.00) administrative charge.

❖ Drug and Alcohol Policy.

- The possession of any illegal drug is prohibited. The sale, distribution, or provision of any illegal drug is prohibited. Drug paraphernalia is prohibited.
- Students found to be involved with drugs in or around Fayette Square or Pascault Row Apartments will be reported to appropriate law enforcement officials.

- The possession/use of alcohol by minors is prohibited. Kegs and other large-volume alcohol containers are prohibited. The sale of alcohol is prohibited.
- State of Maryland Law
 - It is unlawful for any person under the age of 21 to possess or consume alcoholic beverages.
 - It is unlawful for any person under the age of 21 to knowingly and willfully make any misrepresentation or false statement as to his or her age to obtain alcoholic beverages.
 - It is unlawful for any person to obtain alcoholic beverages for consumption by an individual who is known to be a person under the age of 21.
 - UMB Housing acknowledges, however, that students of legal drinking age may choose to consume alcohol. Responsible use of alcohol by persons at least 21 years of age is not prohibited. Public inebriation and unruly conduct under the influence of alcohol are prohibited. University Police may be notified by UMB Housing of anyone who is publicly inebriated and/or who engages in unruly conduct to ensure the welfare and safety of the individual and that of other Residents of Fayette Square or Pascault Row.
 - Violations of State Law could result in criminal prosecution or UMB disciplinary actions. Serious or repeated violations could result in the responsible Resident having his/her License terminated. In this case, the balance of the contract fee will be immediately due and payable.
- **Parental Notification** - Parents/legal guardians may be notified of certain categories of misconduct committed by Residents. Such misconduct includes unlawful behavior involving alcohol and/or drugs, and behavior involving alcohol that violates these Rules.

❖ **Endangering Behavior.**

UMB Housing may terminate your License prior to the expiration of the License and immediately remove Resident and his or her guests from the Building in the event Resident's behavior or the behavior of any of Resident's guests is or has a serious potential for becoming dangerous to Resident or others. In this case, the balance of the License contract fee will be immediately due and payable.

❖ **Entrance.**

Resident is prohibited from entering another apartment, bedroom, or building without prior permission.

❖ **Equipment.**

Tampering with, altering or changing any safety equipment, locks, fire alarms, smoke detectors, telephone equipment, TV cable, plumbing, electrical systems, or other systems or equipment, is prohibited.

❖ **Evacuation.**

Resident agrees to evacuate in the case of emergency at the sole discretion of the UMB Housing and/or UMB. Resident understands that no reduction in contract fee will be given in the case of emergency evacuations. The meeting location in the case of a fire alarm is across Fayette Street in front of Westminster Hall for Fayette Square Residents and across Lexington Street in front of the parking garage for Pascault Row Residents.

❖ **Fire or Another Emergency.**

Setting or fueling a fire of any size is prohibited. Resident shall give immediate notice to UMB Housing of fire, accident, damage, and dangerous or defective conditions. All Residents must evacuate the Building during a fire alarm. Falsely reporting a fire or any other emergency, including bomb threat, falsely reporting a serious injury, or pulling a fire alarm station when no fire is evident is prohibited. Fire warning devices and safety equipment are to be used only in the case of an emergency. Upon the sounding of a fire alarm, Resident should proceed according to the instructions posted in and about the Building. Intentional sounding of an alarm outside of an emergency or tampering with emergency equipment will be considered a criminal offense and the person or persons responsible will be treated accordingly. Tampering with smoke detectors is prohibited. UMB Housing reserves the right to impose additional charges, penalties or sanctions for tampering with fire or life safety equipment in addition to criminal and judicial action. Refusal to leave a building during a fire alarm, refusal to produce proper identification upon request of UMB Housing or UMB officials, refusal to cooperate with any reasonable request by the UMB Housing or University officials acting in performance of their duties is prohibited. Resident shall be responsible for fire alarms initiated by Resident and/or Resident's guests. If any charge for responding to a false alarm is assessed to UMB Housing, Resident will be charged a fine equal to that charge.

❖ **Fire Hazards.**

The use or storage of the following items is prohibited in UMB Housing:

- Flammable liquids
- Gas or electric space heaters
- Candles or other open flame devices
- Hot plates
- Burning of incense
- Halogen lamps or torchier-style lamps including, but not limited to those that use halogen, incandescent or fluorescent bulbs. Any style lamp that uses a halogen bulb, 101 watts or more.
- Connecting three or more sets of stringed lights, including but not limited to Christmas.
- Use of the stove, microwave and/or oven while the Apartment is unoccupied
- Charcoal and gas grills, or other open flame cooking devices.
- More than twenty (20) people in any Apartment Unit at any one time.

❖ **Fitness Center.**

Resident acknowledges that use of the fitness center in Fayette Square is at the Resident's own risk. It is recommended that Resident consults a personal physician before beginning or changing a fitness routine. Resident agrees to abide by all rules and regulations posted in the Fitness Center. There is a twenty (20) minute time limit for the use of the fitness center equipment when other Residents are waiting to use equipment. Resident agrees to clean any piece of equipment after its use with the cleaning supplies provided in the fitness center for such purpose.

❖ **Furniture.**

Resident shall take good care of the furniture and agrees to maintain the furniture and return it to UMB Housing at the termination of your License in as good a condition as when taken, reasonable wear and tear excluded. Resident shall not disassemble any existing furniture or fixture, and existing furniture shall not be removed from Resident's Apartment. No oversized and/or heavy furniture is permitted in any Apartment, including, but not limited to, all types of lofts, wood structures, bars, waterbeds and/or other liquid-containing furniture, all of which are strictly prohibited. No furniture may be removed

from public areas. If furniture removed from public areas within Fayette Square or Pascault Row is found within a Resident's unit, said furniture will be returned to its proper location by UMB Housing, and Resident will be charged a \$50 fine. The use of temporary and/or permanent hot tubs is prohibited. Cinder blocks and all other unapproved "lofting" systems are prohibited. Damage to common area furniture by Resident or his/her guests will result in charges for damages and possible disciplinary action.

❖ **Guests.**

Residents will be held responsible for the conduct of their guests, including payment for any damages caused by their behavior. If the behavior of a Resident's guest becomes a nuisance to the community or neighbors in the sole judgment of the UMB Housing, it may terminate the Resident's License. In this case, the balance of the contract fee will be immediately due and payable. Determination of who is a guest of which Resident will be made by UMB Housing.

❖ **Hazardous Substances and Weapons.**

Fire and safety regulations strictly prohibit the use, manufacture, or storage of any fireworks, explosives, flammable liquids, gas, cans or compressed gases, poisons, highly combustible substances, chemicals, or any substances which may injure others or damage property, in any Apartment, hallway, or about the Site. The storage or use of gasoline or electrical powered vehicles or engines regardless of their state or dismantlement in the Building is likewise prohibited. Setting materials on fire, possession or use of flammable or highly combustible materials is prohibited. State Law strictly prohibits the possession or use of any weapons, fireworks, or explosive devices in the Building or about the Property.

❖ **Keys.**

Keys and/or other access devices are the property of the UMB Housing and must be returned at the end of Resident's occupancy. Refer to "Spare Key Checkout" for replacement costs. Resident agrees not to duplicate keys. Resident agrees not to distribute or loan keys to others. Resident agrees not to alter any locks or install additional locks without written permission of the UMB Housing. Resident further agrees to provide UMB Housing with copies of keys to any locks which are installed with the written permission of the UMB Housing. Resident may request a receipt for all keys returned to the UMB Housing.

❖ **Maintenance and Care.**

Resident shall not erect any exterior wires, aerials, signs, satellite dishes, or the like, on or about the Fayette Square or Pascault Row buildings or the adjacent property. Resident shall not install or modify any fixtures without the written consent of the UMB Housing. Resident shall not lay contact paper on any shelves or walls and agrees to use a minimum of small tacks and/or brads to hang personal effects on walls. Resident shall not paint or wallpaper the Apartment or any fixtures. Resident acknowledges acceptance of the Apartment and the building in its present condition, and agrees to maintain and return same to the UMB Housing at the termination of your License in as good condition as when taken, reasonable wear and tear excluded.

- Resident shall deposit all refuse into the trash rooms in the building for Fayette Square or in the dumpster for Pascault Row. Under no circumstances are Residents to leave refuse in cartons or otherwise outside the designated trash area, including, hallways, lounges, study areas, lobbies, or other area of the building, Apartment or building. In addition, no garbage can or refuse container of any kind, other than those provided by the UMB Housing may be placed anywhere outside on the property adjacent to the

building. Resident is responsible for properly disposing of any garbage or debris generated on the grounds of the building by Resident or the Resident's guests. A fine of Twenty-Five Dollars (\$25.00) will be assessed for each incident of trash being discarded improperly.

- **Resident, at his/her own expense, shall keep the Apartment and building clean and fit for habitation. Resident shall be responsible for UMB Housing's reasonable cost to repair all damage to the Apartment and building, including but not limited to damage to furnishings, walls, floor, carpet, ceiling, screens, sprinkler system, appliances, plumbing, heating, air conditioning, and ventilation systems, including damages resulting from Resident's negligent or willful acts as well as damages caused by guest(s) or invitees of Resident, regardless of whether the damage resulted from an affirmative act which caused the damage or resulted from failure to act in order to prevent damage. Damage to the common areas in an Apartment or in the Fayette Square or Pascault Row building will be assessed to a specific Resident if the Resident or the Resident's guest has been identified in a manner approved by UMB Housing as the responsible party. Failing such identification, damages to the common areas will be split evenly amongst all Residents with access to the common area. Damage charges will be assessed when damages are found, and will be assessed to Residents who continue to reside in the Apartment or building, as well as Residents who may have moved out of the Apartment or building. Additional charges may be assessed for the inappropriate disposal of objects in toilets, sinks and/or garbage disposals.**
- UMB Housing losses resulting from Resident's negligence will be evaluated and assessed to the appropriate individual(s). All invoices for damage are for the restitution of the damage that has occurred and must be paid within thirty (30) days.
- Resident agrees to immediately reimburse UMB Housing for any charges that are assessed as set forth in the License. Should charges be assessed and totaled after the expiration of the License, they shall constitute a debt payable by Resident immediately upon demand by UMB Housing. Resident is responsible for guest(s) behavior and any charges or damages that result from misbehavior. Intentionally or recklessly destroying, damaging or defacing UMB Housing's property or University property is prohibited.

❖ **Noise.**

Due to the multi-resident residential nature of Fayette Square Apartments ("Fayette Square") and Pascault Row Apartments ("Pascault Row"), offensive or disruptive noises of any kind are prohibited. Resident and his/her guests shall always maintain order in the Resident's Apartment, and other areas of the Fayette Square or Pascault Row building and property. Loud, offensive or boisterous activities or other conduct that unreasonably disturbs the comfort, academic work, sleep or enjoyment of other Residents and their guests are not permitted on the property. Unacceptable activities include unreasonable use of televisions, radios, guitars, pianos, keyboards, stereo systems, and computers. Musical instruments of any kind may not be played at Fayette Square or Pascault Row without prior written consent of UMB Housing. Complaints for violations of the noise policy described herein shall be addressed in accordance with the following procedure:

- **First Complaint:** The first complaint shall be investigated by UMB Housing. If the complaint is substantiated, a written warning will be issued to Resident.
- **Second Complaint:** A second complaint shall be investigated by UMB Housing. If the complaint is substantiated, a fifty-dollar (\$50.00) fine will be assessed to Resident's UMB Housing account.

- **Third Complaint:** A third complaint shall be investigated by UMB Housing. If the complaint is substantiated, a one hundred-dollar (\$100.00) fine will be assessed to Resident's UMB Housing account.
- **Fourth Complaint:** A fourth complaint shall be investigated by UMB Housing. If the complaint is substantiated, a one hundred fifty-dollar (\$150.00) fine will be assessed to Resident's UMB Housing account and UMB Housing may terminate the License or refuse renewal or future licensing to Resident.

❖ **Parties.**

Resident parties/events involving alcohol are not permitted by students under the age of 21. Whether in Apartments, bedrooms/premises, or other gathering spots, parties or events must not: (a) become too large for the host Resident(s) to exercise responsible control over the behavior of Residents and guests (not to exceed six (6) guests in a studio/efficiency or twenty (20) guests in other sized Apartments); (b) expand beyond the boundaries of the building or Apartment; or (c) be open to all or advertised in any way. UMB Housing, if necessary, will intervene and instruct the host(s) to end the event when gatherings:

- result in excessive noise, damage or destruction, fighting or other disruptive behavior;
- exceed the normal boundaries, with persons gathering in hallways, stairwells, lounges, entrances, and other common areas;
- Have been advertised or promoted through flyers, posters or other means.
- University Police will be contacted in the event any laws may have been broken, and if their assistance is needed to assist UMB Housing in ending an event and dispersing attendees.

❖ **Pets.**

The presence of any animals or pets in or about Fayette Square or the Apartment is subject to prior written approval of Agent. To keep a pet, Licensee must complete the Animal and Breed Specific Housing License Agreement Addendum and pay the \$350 non-refundable pet fee. Each approved pet is subject to a \$25 per month pet fee. No pet is approved without written or emailed notification from Agent. **Visiting pets are prohibited.** Licensees who have a pet or animal will be required to pay the cost of having the Apartment de-fleaed and de-ticked by a professional exterminator and the carpeting shampooed and deodorized by a professional cleaner at the termination of occupancy, as necessary. Licensee further agrees to pay for all damages caused by the pet.

- Any individual found with an **unauthorized pet** on the Property will be assessed a **\$500 fine** and will be responsible for the non-refundable pet fee and monthly pet fees for the time they have the pet on the Property

❖ **Quiet and Academic Living Environment.**

Conduct that infringes upon the rights of others to a quiet, academic living environment is not acceptable under any circumstances and is cause for disciplinary action and removal from UMB Housing. This includes intentionally or recklessly causing physical harm, or immediate expectation of physical harm, to any person, including assault/battery, intentionally or recklessly provoking and/or engaging in physical fights or harassing any person in such a way as to seriously or repeatedly interfere with that person's academic pursuits, sleep and/or other personal pursuits. This also includes malicious pranks and issuing threats.

❖ **Renovation and Repair.**

UMB Housing reserves the right to reassign Resident to another premises and/or Apartment unit in the event there is a need to provide for renovation or repair of the Apartment or the Building. If UMB Housing-initiated renovations or repairs become necessary, every effort will be made to minimize the inconvenience to Resident and, whenever possible, advance notice will be given to Resident as to the nature and time of the work which will be done. Resident shall not withhold payment due to renovations or repairs.

❖ **Service Animals.**

A qualified Licensee may keep a service animal in Fayette Square that has been specifically trained to aid the Licensee, upon prior notification and documentation to Agent. Licensee shall pay the cost of all damages caused by such animal. Licensee must provide proof of vaccinations and an emergency contact person who would care for the animal in the event of an emergency. Agent reserves the right of removal for any service animal whose behavior poses a direct threat to the health, safety and welfare of others. Licensees who have a service animal will be required to pay the cost of having the Apartment de-fleaed and de-ticked by a professional exterminator and the carpeting shampooed and deodorized by a professional cleaner at the termination of occupancy, as necessary. Licensee further agrees to pay for all damages caused by the service animal.

❖ **Signage.**

No sign, signal, advertisement, illumination, painting, poster or flyer of any kind shall be placed in any window or other part of the Building without the written approval of UMB Housing. Resident shall not erect or display any bottles, advertising or signs within the windows of the Building.

❖ **Smoking.**

UMB Housing is a smoke-free community. Smoking in the building, Apartments or Premise/bedroom, lobbies, and laundry rooms, hallways, offices and all other public and/or private areas within the building or on the grounds of Fayette Square or Pascault Row is prohibited. Any individuals found to be smoking in the building may be subject to \$50 fine, and escalating fines for each subsequent violation.

❖ **Solicitation.**

Solicitation and/or canvassing of any kind, without the prior consent of the UMB Housing, will not be permitted in the Building or about the Property.

❖ **Sports Equipment.**

Use of any sports/recreational equipment except in designated areas is prohibited. The use of equipment prohibited within the building or Apartment includes: roller blades, scooters, bicycles, skateboards, footballs, soccer balls, basketballs, baseballs, volley balls, lacrosse equipment, field hockey equipment, nerf balls, and Frisbees. **Bicycles must be stored appropriately in resident's Apartment or on the 1st floor bicycle racks always.**

❖ **Storage Space.**

Under no circumstances are utility or furnace rooms, entrances, hallways, stairwells, or other public areas to be used for storage.

❖ **Transferring Units.**

UMB Housing shall not be liable for any personal conflict or behavior of Resident with co-Resident's guests or invitees, or with any other students or other persons who reside on the

Property. Therefore, a conflict between Residents does not constitute grounds for termination of the License. UMB Housing acknowledges that there may be valid reasons why a request for transfer would be considered and approved. Any Resident desiring a transfer should make a formal request to UMB Housing. The request must include the reason for the requested transfer. Space permitting, if the request is valid and practical, and an inspection of Resident's current Apartment is satisfactory, Resident will be notified of a new assignment. To make the transfer process from one Apartment unit to another run smoothly, the following policy has been established. Residents requesting an Apartment transfer must comply with the following procedures:

1. Submit a written request to UMB Housing.
2. Agree to a specific move in date.
3. Arrange for an inspection of current Apartment and building with UMB Housing.
4. Agree to pay all monthly rates, damage costs and utility charges outstanding and any hidden damages found by UMB Housing attributable to Resident.
5. Sign a new License for the balance of the License Term that reflects the bedroom and Apartment into which the Resident has moved.

❖ **Window Screens, Windows and Roofs.**

Window screens must remain permanently in place to fulfill the intended purpose and to avoid damage or loss. Participating in throwing, dropping or causing objects to fall from any window on the Property is prohibited. Resident may not hang laundry or shake rugs from a unit window. No window may be used as an entrance or exit except in an emergency. Residents and their guests are strictly prohibited from accessing the roofs on any Fayette Square or Pascault Row building via any windows, doors or any other means, except in an emergency. All windows, blinds, and draperies must be maintained such that they present a white exterior coloration.