WELCOME!

Welcome to University Village! Managed by American Campus Communities, University Village is located on the campus of The University of Texas at Dallas. For the convenience of our residents, University Village has four offices, one for students living in the apartments, and one located in each residence hall. We are pleased that you have chosen to make your home with us and hope your on-campus living experience will be an enriching part of your education.

Our goal is to provide a housing environment conducive to academic, social, cultural, and personal growth. We provide you with a variety of programs and activities which will supplement and/or compliment your in-class educational experience. You will be informed as to the responsibilities of living as an adult in order to create a positive living environment.

Your housing environment will be enhanced by your energy and enthusiasm. It is your community of which you are an integral part. We cannot create your community; only you and your neighbors can do that. It takes courage, consideration, responsibility, and amiability to keep a community functioning at its optimal level. An understanding of, and respect for the rights and interests of others are the keys to making the housing experience meaningful for all. This handbook is designed to acquaint you with opportunities, benefits, necessary policies and regulations regarding housing. Let it be your guide to your living experience!

Everyone in a community shares the ownership of maintaining the safety and well-being of the community, maintaining the condition of the facility, and being proactive in taking action if there is a violation of community standards. We must all take an active role in ensuring the safety and protection of our students, faculty, administrative staff, guests and employees.

Please read through this entire handbook and keep it handy for future reference; it is part of your Housing Agreement and you will be responsible for understanding and adhering to its contents. While every effort has been made to be accurate and complete, all information in this handbook is subject to reasonable changes.

If you have any questions that were not covered in this Handbook, please be sure to contact the University Village Information Center or Residence Hall Front Desk – our staff will be happy to assist you.

Welcome to University Village! It is our hope that the upcoming school year is a rewarding experience for you.

UNIVERSITY VILLAGE
AT THE UNIVERSITY OF TEXAS AT DALLAS

UNIVERSITY VILLAGE APARTMENTS
2800 Waterview Parkway Suite 200
Richardson, Texas 75080
Tel: (972) 792-9100 • Fax: (972) 792-9101
Mon – Fri: 10 am – 7 pm • Sat: 10 am – 5 pm • Sun: 1 pm – 5 pm

UNIVERSITY VILLAGE SOUTH HALL
2801 Rutford Ave
Richardson, TX 75080
(972) 883-5561

UNIVERSITY VILLAGE NORTH HALL
2851 Rutford Ave
Richardson, TX 75080
(972) 883-5241

UNIVERSITY VILLAGE WEST HALL
950 UTD North Loop Rd
Richardson, TX 75080
(972) 883-7341

www.utdallas.edu/reslife

It is our desire to provide the highest quality living environment possible for our guests. Should you have any comments or suggestions which cannot be answered by your community staff, please feel free to contact us at the following address:

American Campus Communities
Attn: Tosha Bowles
12700 Hill Country Blvd, STE T-200
Austin, TX 78738
Info@studenthousing.com

You may also contact The University of Texas at Dallas Office of Housing Operations for assistance by calling 972-883-6232 or emailing housingoperations@utdallas.edu.

American Campus Communities is committed to compliance with all Federal, State and Local fair housing laws. Your community policies are designed to provide for consistent and fair treatment of all residents in the spirit of these laws. The staff at your community

has a legal obligation to treat each individual in a consistent manner. Please do not put them in the difficult position of denying a request for an exception to a written policy.

Thank you in advance for your cooperation and we hope you enjoy your new home and the community.

Important Utility Service Numbers:

Electric:	TXU Reliant	(888) 313-6862 (800) 736-3749
Telephone:	AT&T	(800) 464-7928
Cable TV Customer Service:	Time Warner	(866) 360-5787
Internet Customer Service:	Time Warner/Korcett	(800) 379-3729

If you reside in the Residence Halls or any 4bed/2bath apartment, all utility services are covered with your rental payment. This includes cable, internet, electricity, water, sewer and trash. Other housing areas (i.e. 1bed/1bath and 2bed/2bath apartments) do not have electric service included in the rent and you will need to contact your preferred electric service provider in order to set up service in your name.

Other important phone numbers:

In the event of a life-threatening *emergency,* please call 9-1-1

UT Dallas Police Department	(972) 883-2222
UT Dallas Student Health Center	(972) 883-2747
UT Dallas Student Wellness Center	(972) 883-4275
National Suicide Prevention Lifeline	(800) 273-8255
Poison Control	(800) 222-1222
Dallas Area Rape Crisis Center	(972) 641-7273

After-Hours Maintenance Emergencies

University Village Apartments	(972) 792-9100
University Village South Hall	(972) 883-5561 (or see front desk for assistance)
University Village North Hall	(972) 883-5241 (or see front desk for assistance)
University Village West Hall	(972) 883-7341 (or see front desk for assistance)

UNIVERSITY VILLAGE RESIDENT HANDBOOK

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SAFETY AWARENESS

See also Emergency Call Stations (Code Blue)

Campus safety and security is a shared responsibility. You can protect yourself, your community and your property by taking steps to decrease your exposure to risk. Be aware of your physical surroundings and the people around you at all times. Use assertive body language to communicate that you are in control. Travel at night with friends or use the University's walking escort services (Student Patrol). **Keep doors and windows locked** even when inside. Trusting your instincts and feelings to help keep you safe and using common sense could possibly deter an attacker. Remember, a crime cannot occur if the opportunity for crime is not present!

The University Village housing community is patrolled by the UTD Police Department; however, no police department can function effectively without the collaborative assistance of the community it serves. If you have an emergency, call 911. Attempting to locate a vehicle on patrol or calling the University Village office will only delay response time.

Security Phone Numbers & Websites

Emergencies:	9-1-1
UTD Campus Police:	(972) 883-2222
UTD Student Patrol:	(972) 883-2222

For more information go to the UTD Police website:
www.utdallas.edu/police/

The following suggestions will help you take an active role in securing your home, property, and most importantly, yourself.

In your Campus Residence:

- Dial 9-1-1 for emergencies. If an emergency arises, call the appropriate governmental authorities first, and then call the management office.
- **Please ensure that all of your apartment doors and windows are locked at all times.** If any of your locks are inoperable, please contact the University Village office immediately.
- Keep doors locked, even if you are away for only a few minutes. An unlocked can be an invitation to trouble. Remember that most losses occur during the day.
- Use the keyless deadbolt in your unit when you are at home.
- If you return to your residence and you think it has been entered illegally, do not enter. Call the UTD Police for assistance by using a cell or neighbors phone, or by using one of the 24-hour emergency call stations located throughout University Village.
- Residence doors have peep holes that should be used before permitting entry to anyone. If the peephole is broken or missing, call the appropriate University Village office and make a request for service.
- Do not invite strangers into your apartment.
- When returning to your apartment late in the evening, if possible, always use the main property entrance or commonly used walkways or call the Campus Escort Service/Student Patrol.

- Keep a complete list of the serial and identification numbers of all your appliances, computers, televisions, DVD players, stereos, etc. This will greatly aid in recovering stolen goods.
- Keep valuables out of sight by drawing curtains or blinds and storing such items away from windows.
- Don't advertise. Never leave a note on your door stating you are not home.
- Do not display apartment keys in public or carelessly leave them in the mail area, at the pool, or places where they can be easily stolen.
- Do not affix identifying tags with your address on your key chain.
- Establish a buddy system with a neighbor. Each should be wary of anything out of the ordinary, in and around the others' premises. Let your neighbor know when you will be arriving home late. Take in each other's flyers or deliveries in the event of vacations or absences for more than a day.
- If you notice suspicious persons loitering around the property, report them immediately to the proper authorities and the University Village office, DO NOT confront them yourself.
- Never answer personal questions on the telephone in calls that you did not place. Never divulge that you live alone or admit that you are alone.
- In a residential community, screaming may sound like horseplay. In an emergency, be specific by shouting "Help!" "Police!" or "Fire!" In all activities, use common sense and be conscious of your surroundings. Know your neighbors, don't ignore hazardous situations, and don't create them for others.

Outside your Apartment:

- Stay in well-lit areas. Walk mid-point between curbs and buildings, away from alleys, entries, and bushes.
- Stay near people. Avoid short-cuts through parks, vacant lots, and other deserted places.
- Walk with someone whenever possible. Participate in buddy systems or contact the Campus Escort Service/Student Patrol.
- Do not stop to give directions or other information to strangers.
- Never hitchhike.
- Use the walking escort service (Student Patrol) if you must travel after dark. It's worth the wait.
- If you are followed, be aware of your surroundings and of the people around you. Keep looking behind you and you may discourage the follower.
- If someone is following you on foot, cross the street, change directions, or vary your pace.
- If someone follows you by car, turn around and walk in the opposite direction. If that person persists, record the license number and call the police immediately.
- If you must carry a purse or handbag, keep it close to your body. This will minimize the chances of theft. If your purse is snatched, don't fight. Turn it over rather than risk personal injury. Report the incident as soon as possible.
- Carry only necessary credit cards and money.
- Please report any malfunctioning or burned out lights to the management office.

Using your Vehicle:

- Check the backseat before getting in to your car.

- Lock your car doors while driving. Lock your car doors and roll up your windows when leaving your car parked.
- Accessories such as cellular phones, stereos, laptops, gaming systems, and MP3 players are prime targets for thieves. Do not leave items in full view – including CD's, wrapped packages, briefcases or purses.
- Do not leave your keys in your car.
- Carry your key ring in your hand while walking to your car – this will facilitate your entering the vehicle.
- If you park on the street, park near a street light.
- Do not stop at remote, non-crowded locations or ATM's when you suspect danger – always proceed to the most populated, well-lit area. Use the one located in the Student Union if possible.

In the Classroom, Laboratory, or Office:

- Avoid working or studying alone in a building at night. Have a buddy available for emergencies.
- Avoid using stairs in remote sections of a building.
- Keep your purse in a locked cabinet or drawer. Never leave it in, underneath or on top of a desk.
- Keep personal belongings in view.
- Never prop doors open, especially fire doors, even for a short period of time.
- Call UTD Police to report anyone who behaves suspiciously. Remember his/her appearance and relay it to the dispatcher.

We do not guarantee or assure your personal security, and our actions are voluntary in an effort to reduce the risk of crime at the community. It is agreed upon and understood by all involved parties that the provision of safety devices and patrol services does not constitute a guarantee of their effectiveness nor impose an obligation for us to continue providing these services.

You are responsible for obtaining Renter's Insurance (see page 36) for your personal belongings and to protect yourself against any damages to, or loss of property in the Community as a result of your failure to abide by the policies and procedures contained in the Housing Agreement and this Handbook, or by circumstances beyond human control. You understand that the insurance in place for the community does not provide coverage for your personal belongings or damages. If you or your guests suffer a loss due to fire, flood, vandalism, theft, or other manner of action, or if there is damage to any part of the community, that loss will not be covered by the community's insurance.

In general, renter's insurance is not expensive, and can provide substantial protection and peace of mind.

DISASTER SUPPLY KIT

The Federal Emergency Management Association (FEMA) recommends each family/home keep the following items readily available for transport in case of severe weather, fire, or other emergency:

- Flashlight/Batteries
- Battery operated radio with extra batteries
- Water – at least 1 gallon daily per person for 3 to 7 days
- Food – enough for 3 to 7 days
- Non-electric can opener
- Non-perishable and canned foods
- Food for infants or elderly
- Snack foods
- Cooking tools, fuel
- Paper plates, roll of paper towels, plastic utensils
- Blankets, Pillows
- Clothing – seasonal, raingear, sturdy shoes
- First Aid kit, medicines
- Toiletries
- Cash
- Keys
- Tools
- Important documents (keep in a waterproof container)
- Special needs for infants or elderly
- Pet care Items (food, water, carrier/cage, medicines)

Disaster Services

UTD Police	(972) 883-2222
American Red Cross	(214) 678-4800
FEMA	(800) 621-3362
Salvation Army	(972) 423-8254

ENERGY CONSERVATION TIPS

Electricity

- Replace your incandescent light bulbs with compact fluorescent lights (CFL's); they use 75% less energy and last up to 10 times longer.
- Turn off lights when you leave a room.
- Unplugging or turning off appliances when you're not using them can save a significant amount of energy.

- Save energy by unplugging all computers, chargers, and electronics during vacation.

Water

- Turn the water off when you're not using it - such as when lathering your hands with soap, brushing your teeth and scrubbing dishes.
- Decrease your showering time to about 5 minutes.

Refrigerators

- Open refrigerator door only long enough to get the food items you need.
- Organize your food on the shelves for easy access.
- Before storing leftovers allow them to cool, that way your refrigerator or freezer won't have to work to cool them off.
- Refrigerators and freezers operate more efficiently when they are full, but over-loading will prevent cold air from circulating properly.

Dishwasher

- Only wash full loads.
- Allow dishes to air dry.
- If you wash dishes by hand, fill the sink with water instead of letting the water run, and rinse with cold water.

Stove

- Defrost food first in the microwave and cover pots to shorten cooking time.
- Keep your oven and stove free of grease and baked-on residue.
- Using an oven can significantly increase the temperature in your apartment, making your air conditioning work overtime. Use the microwave or a toaster oven when you can.

Laundry

- Today's detergents are made to get clothes clean in cold water, saving energy needed to heat the water.
- Wash full loads and use cold water instead of hot water.
- Dry full loads and clean lint filter after each load.
- Most materials only need a 10-15 minute wash cycle to get them clean; excessive washing and drying will wear out your clothes faster.

Heating & Air Conditioning

- The thermostat should never be turned too high to heat or too low to cool a home in a hurry (it won't heat or cool your home any faster).
- Don't let heat or cold air escape - keep windows and doors closed while in use.
- Use fans and open windows to create a cross-draft instead of using your central air-conditioning.
- Keep your vents free from obstructions.

MAINTENANCE TIPS

Should you require maintenance assistance or have any questions regarding the operation of your appliances, please contact the University Village Information Center or Residence Hall front desk.

Garbage Disposal: Keep the cover in the stopper position when not in use (this will prevent foreign material from accidentally dropping into the disposal unit). Be sure to have COLD water turned on. It is important to maintain a sufficient flow of water to flush shredded waste through the drains, even after the disposal unit has been turned off. DO NOT put bones, bottle caps, glass, foil, rags, cigarettes, string, paper, anything fibrous (i.e., celery, artichokes, corn husks) or grease down garbage disposal. This will build-up and cause clogging.

Troubleshooting

1. Press the reset button under the garbage disposal unit (located under the sink) and turn the switch on.
2. If the disposal still does not operate, please call the University Village office and we will send someone out to repair the unit.

Dishwashers: Rinsing your dishes before loading helps prevent the drain from clogging. If you have dishwasher safe plastic and wooden items, load them in the top rack only. Please do not place fragile glassware in the dishwasher; the jet action may cause breakage.

*See the University Village office for detailed operating instructions and assistance.

Washer & Dryer: When using the washer, leave the lid open after washing to allow moisture to evaporate. The wash basket is practically maintenance free – if you want to clean the basket, use a clean soft cloth dampened with liquid detergent, then rinse (do not use harsh or gritty cleaners). To rinse, choose the largest load size, turn the cycle knob to any rinse setting and start the washer.

Do not overload the washer. Overloading the washer or allowing the washer to become unbalanced can cause damage to the washer and you may be responsible for any such damage. A typical load size would be no more than three pairs of jeans, two sweatshirts and two t-shirts. More clothes will prevent the washer from functioning properly.

The lint filter in the dryer should be cleaned before each use. This helps the dryer operate efficiently. Moisten your fingers and reach into the filter opening. Run your fingers across the filter. Lint must be removed from in and around the dryer (check behind the machine) to reduce the risk of fire.

You should immediately wipe off any spills or washing compounds on the washer and dryer. Wipe with damp cloth. Do not hit the surfaces with sharp objects. Dryer control panel and finishes may be damaged by some laundry pretreatment soil and stain remover products if such products are sprayed on or have direct contact with the dryer.

Toilets: Clogged toilets can be prevented by ensuring that only toilet tissue, used in moderation, is flushed down the toilet. Keeping a plunger on hand will allow you to quickly solve clogs yourself. Maintenance assistance is available for serious back-ups.

Light Bulbs: Your apartment/suite is supplied with light bulbs at time of move-in. After move-in, it is your responsibility to replace burned out light bulbs in any ***personal*** lamps or fixtures. Please report unlit bulbs over walkways, halls, or common areas to the appropriate University Village office.

Smoke Detectors: Your apartment/suite has smoke detectors located throughout. These detectors are hard-wired to the electrical system and have battery back-up. As the proper functioning of these detectors is critical to your safety, we recommend that you inspect and test them on a monthly basis. It is a violation of your Housing Agreement to remove or tamper with these detectors. Immediately notify the appropriate University Village office in writing of any malfunctioning detectors. Please note, if your smoke detector is beeping, the battery may be low. Please contact the appropriate University Village office to have a new battery put in.

Central Air & Heat: Your apartment/suite is equipped with an individual central air and heat unit. An ideal temperature setting is between 73° – 76°, with the minimum to maximum range being from 70° – 78° (please be aware that setting your thermostat to temperature extremes may cause damage to your HVAC unit). Please allow a minimum of ten minutes for the temperature to adjust. If at any time you find that your thermostat is malfunctioning or for more detailed operating instructions, please call the appropriate University Village office.

HVAC Filters: At move-in, your A/C filter will be new. University Village's maintenance team will schedule your filter to be checked/replaced on a bi-monthly basis. Additional replacements may be requested at any time during your tenancy.

Waste Removal & Recycling: Garbage collection at University Village is managed by Bluebonnet Waste. Compactors are located throughout the property. It is your responsibility to place trash in the compactors.

- In the interest of health and safety, please make sure to bag your trash before placing it in the container. Keeping the container areas clean will help prevent ant, bug, fly and rodent infestations as well as reduce the likelihood of unpleasant odors. Do not put hot ashes or coals, paint, chemicals, motor oil or other household hazardous waste in the containers.
- We recommend disposing of your household trash on a regular basis, and at minimum, three (3) times per week. Maintaining such a schedule will help eliminate the possibility of pest infestations in the community. **At no time should trash be placed in the breezeways, hallways, along sidewalks or stored in your apartment/suite, on patios or in storage closets.**
- Please call the University Village office with any additional questions (e.g.: bulk trash, hazardous waste disposal, etc).

ENVIRONMENTAL AWARENESS

It is our goal to maintain a quality living environment for our residents. To help achieve this goal, it is important to work together to minimize any mold growth in your apartment. Molds are microscopic organisms that reproduce by spores. All of us have lived with mold spores throughout our lives. Without molds we would all be struggling with large amounts of dead organic matter. Mold spores spread through the air and are commonly transported by shoes, clothing and other materials. When excess moisture is present inside an apartment, mold can grow. There is conflicting scientific evidence as to what constitutes a sufficient accumulation of mold which could lead to adverse health effects. Nonetheless, appropriate precautions need to be taken.

PREVENTING MOLD BEGINS WITH YOU. In order to minimize the potential for mold growth in your apartment, please observe the following guidelines:

- **Keep your apartment clean** – particularly the kitchen, the bathroom(s), carpets and floors. Regular vacuuming, mopping and using a household cleaner to clean hard surfaces is important to remove the household dirt and debris that harbor mold or food for mold.

- **Remove visible moisture accumulation on floors, windows, walls, ceilings and other surfaces as soon as reasonably possible**. Be attentive to leaks in washing machine hoses and discharge lines – especially if the leak was large enough for a lot of water to penetrate nearby walls. Also, it is recommended that you leave the bathroom door open to allow moisture to escape, and be sure the floor mats and towels are hung up so they may dry out.

- **Promptly notify us in writing about any air conditioning or heating system problems you discover**. Humidity that is trapped in your apartment may encourage mold growth. ***Do not keep your windows open when you have your HVAC unit running.***

- **Promptly notify us in writing about any signs of water leaks or water penetration**. One of our representatives or service personnel will come to your apartment, evaluate the situation and take appropriate action as necessary.

Common indications of mold growth include musty odors, peeling wall coverings or paint, pink or purple areas on wallpaper, and blistering on plaster walls. Common symptoms of mold exposure include headaches, chest tightness and wheezing, gastrointestinal problems, fever, infection, and muscle aches.

IN ORDER TO AVOID MOLD GROWTH, it is important to prevent excessive moisture buildup in your apartment. Failure to promptly pay attention to leaks and moisture that might accumulate on apartment surfaces or that might get inside walls or ceilings can encourage mold growth. ***Please report any issues regarding mold/mildew immediately by calling the appropriate University Village office.***

PET RULES

Approved pets include dogs, cats, and fish and are restricted by size. **Cats and dogs are strictly prohibited in Buildings 53-67 and in the Residence Hall.**

Residents living in buildings 38-51 may maintain a maximum of two pets (cats or dogs) per apartment. Dogs and cats may not exceed 35 lbs. at maturity and must be at least 1 year old. Fish tanks (limited to 20 gallons) are permitted throughout all housing facilities and can only contain fish. Any violations will result in fines and possible disciplinary action.

Service animals for students with a documented need are welcome. Please contact the *Office of Student AccessAbility at (972) 883-2098 for more information.*

All residents wishing to maintain a pet(s) in their unit must stop by the University Village Information Center and complete a Pet Addendum. **You must obtain written consent from your roommates prior to acquiring a pet.** If you renew your Housing Agreement, you must obtain written consent from all roommates in the unit assigned to you for the next agreement term. If your roommates do not approve, you will be required to look at other options. You either must look into renting an entire unit, if available, or remove the pet from your apartment. An animal deposit of $100 per pet will be collected along with a $100 non-refundable service fee.

Unregistered pets will result in a lease violation, which may include fines and disciplinary action.

Residents are responsible for the actions of their pet(s) at all times.

- You must keep the animal on a leash and under your supervision when outside the apartment. Animals may not be tied to any fixed object anywhere outside the apartment unit.
- Resident agrees that a pet will not disturb the rights, comforts and conveniences of neighbors or other residents. This applies whether the pet is inside, or outside of residents' apartment.
- You must promptly and properly dispose of all pet waste. Violators will be fined and may lose the privilege of having pets on campus or in the apartment facilities.
- Residents' pet(s) must be fed and watered inside the dwelling unit. Pet food or water may not be left outside the apartment unit at any time.
- You must provide a litter box for your cat's use. Cat litter must be bagged prior to disposal. Toilets must not be used for disposal, even if litter is labeled "flushable".
- Regular cleaning of the litter box and apartment is required and will be checked regularly by apartment staff. Failure to properly care for the litter box and apartment could result in charges associated with having the apartment cleaned.

- Resident shall prevent any fleas or other infestation of the rental unit or other property of Owner. If you suspect that you have fleas in your apartment, please contact University Village immediately.
- In the event your dog/cat is found outdoors, every reasonable attempt will be made to locate the owner prior to impound by local Animal Control services. We recommend that all pets wear identifying tags.

When requesting maintenance work in your apartment, you are required to inform the individual taking your service request that you have a pet. Though our personnel will take every precaution to insure that your pet does not get out of your apartment, we cannot make any guarantees of this. If possible, confine your pet(s) to a separate room. Owner/Manager has the right to make reasonable changes and additions to the Pet Rules/Animal Addendum, if in writing, and distributed to all residents who are permitted to have pets.

ABANDONED PROPERTY

Any personal property left in a resident's bedroom, suite, or apartment after they check out will be removed and considered abandoned. Property removed after abandonment or removal from campus housing by the University may be thrown away if it is perishable (food, medicine and/or plants) or deemed to be valueless in the judgment of a university or management company official. A charge may be associated with the removal of personal items. If you believe you left valuable items behind, please contact the appropriate University Village office. Items that are deemed to have value will be held for a period of no more than ten (10) days past your vacate date.

ALCOHOL

Any possession or consumption of alcoholic beverages at University Village must be in compliance with local, state and federal laws and in compliance with the rules and regulations of The University of Texas at Dallas. Apartments in which any individual residing is less than 21 years of age are considered dry apartments and alcohol is prohibited. Alcohol is prohibited in all residence halls and all common areas (i.e. swimming pool, clubhouse, study rooms, etc).

APPLIANCES

Apartments

Appliances included in your apartment are as follows: refrigerator, stove/range, microwave, vent-a-hood, washer and dryer. Please see *Maintenance Tips* section of this handbook for more information.

Electrical appliances not allowed in the apartments include, but are not limited to: air conditioning units, room water coolers, camping stoves, halogen lamps, potpourri pots, hot oil popcorn poppers, any appliance with an open coil, and space heaters.

Residence Hall
Electrical appliances not allowed in the residence hall include, but are not limited to: air conditioning units, room water coolers, camping stoves, ceiling fans, electric skillets, woks, griddles, convection ovens, halogen lamps, potpourri pots, hot oil popcorn poppers, hot plates, oven broilers, power tools, any appliance with an open coil, space heaters, toasters, or toaster ovens. The hall staff will confiscate unauthorized or misused appliances, and the individuals responsible will be subject to disciplinary action.

Allowed appliances include: Coffee pots with auto shutoff, hot pots with auto shutoff, microwaves, micro fridge/mini fridge. **Please note, each suite is only capable of accommodating one (1) micro/mini fridge and/or microwave.** There is a dedicated circuit in the common area that will handle the load pulled from these types of appliances. The space will accommodate a micro/mini fridge with dimensions 43"H x 21"W x 23"D.

BED BUGS

Bed bugs have become a severe problem on many college campuses. The major issue is that students do not know what to look for or who to report bed bugs to. Contact University Village immediately if you see signs of bed bugs.

See Pest Control for more information.

BICYCLES

Bicycles must be registered with University Village. You will have the opportunity to register your bicycle at move-in, or anytime at either the UV Information Center or Residence Hall Front Desk.

Please use designated bike racks or carefully store bikes in your apartment, in a storage closet, or on a balcony (bike hooks are not allowed). You must ride responsibly through the community and obey all posted traffic signs. The operator of a bicycle must not interfere with the right-of-way of pedestrians.

Due to life safety concerns, bikes found in hallways, breezeways, stairways, blocking public access or exits will be removed and impounded. Additionally, bicycles that are not registered will be considered to be abandoned and therefore removed and impounded. University Village, nor UT Dallas, will be held liable for removal of bicycle locks if you are not in compliance with registration and/or parking policies.

To protect your bike from theft, get a good lock with a cable and properly secure it to the bike rack. Bicycles may not be secured to any tree, shrub/plant, stairway or walkway handrail, fence, light or sign post, etc. **Bicycles must be removed on your scheduled move-out day.**

BULLETIN BOARDS

Only campus organizations or University departments may post information on bulletin boards. All items to be posted should be approved by the Office of Residential Life.

BUSINESSES / PRIVATE ENTERPRISES

Conducting any kind of business in your apartment or in the apartment community is prohibited, unless any lawful business conducted “at home” by computer, mail, or telephone does not involve customers, clients, patients, or other business associates coming to your home for business purposes.

CABLE TELEVISION

All apartments and suites within University Village are equipped with a coax connection for basic cable television. This connection is provided by Time Warner. To connect, simply connect your coax cable to the outlet in your bedroom or common area. If you experience trouble with your cable television during your residency, please contact Time Warner’s Help Desk at (866) 360-5787. If your problem is not resolved, please contact the appropriate University Village office.

CAMPUS POLICE ESCORT

UTD provides a campus police escort program called Safe-Walk Campus Escorts, which is managed by the UTD Police Department. A walking escort program is available 24 hours a day, 365 days a year. To request an escort, call extension 2222 from a campus phone, or dial (972) 883-2222. Be prepared to give your name and the nearest exit door to your location. A Police Officer, Police Guard, Student Patrol or an Explorer will meet you at that building door and walk with you to any area on campus.

CHALKING

The use of chalk on any buildings is prohibited. Groups may be approved by the Office of Residential Life to chalk in specific sidewalk locations around the residence hall and/or apartments. Clean up charges may be assessed if not properly removed by the group.

CLEANLINESS, HEALTH & HYGIENE

Residents need to make reasonable efforts to maintain proper personal cleanliness and hygiene. Suites and apartments must be kept clean and sanitary at all times, including proper disposal of empty food and beverage containers. Residents may not violate these regulations or interfere with the safe and clean environment of others. Violations

of this policy may result in fines, referral to the Dean of Students and/or termination of your housing agreement. For referrals to apartment cleaning companies, please contact the appropriate University Village office.

COED LIVING POLICY

Coed living arrangements are allowed only in University Village Apartments in 1x1 and 2x2 floor plans. All coed living arrangements require a coed living addendum which all parties must sign. Coed living arrangements are subject to approval by management and the Office of Residential Life. **Coed living arrangements are not permitted in University Village Residence Halls or in University Village Apartments in 4x2 units.**

COMMON AREAS

Apartment and residence hall outdoor recreation areas, swimming pools, laundry facilities, lobbies, clubhouses, study rooms, parking lots and grass areas are intended for the individual and group use of the residents in that particular living area. These areas may not be reserved.

Game rooms and clubhouses have a variety of gaming equipment for resident use with proper identification. Inappropriate use or abuse of gaming equipment, such as breaking pool cues or paddles, throwing balls, etc may result in the loss of privileges and/or the cost of repairs/replacements.

Study lounges are located in several areas for a private academic use during the day or night. Several lounges are available for entertaining guests, studying, playing cards, playing board games, or just visiting. Residence Life sponsored activities have priority in use of these areas. Lounges are open to male and female visitors of hall residents 24 hours a day (if escorted by a resident). Sleeping is not allowed in any common area of housing.

It is expected that you and your visitors will respectfully comply with the directions of housing and university officials who are acting in the official capacity of their duties and responsibilities. This includes, but is not limited to, identifying yourself and/or producing a valid identification, changing your behavior when asked, or attending mediation when requested.

Smoking is not permitted inside any of the facility's common areas, and you must be 25 feet away from any exterior doorway while smoking. Alcoholic beverages are not permitted in any common area within University Village.

COOKING (Residence Hall Only)

Cooking in the residence hall kitchen is allowed with approval from the front desk. Residents are required to sign in and out at the front desk prior to using the kitchen. Residents are responsible for ensuring that proper sanitation, ventilation, and fire safety

precautions are taken. Any damage resulting from improper food disposal will be billed to the individuals responsible. No food or waste should be disposed of in sinks. Use of unapproved cooking appliances in a residential suite, may result in a fines or disciplinary action. Residents are responsible for cleaning the kitchen when cooking is completed.

CUSTODIAL SERVICES

Our porters and landscapers work diligently and with pride to maintain your housing community. Their efforts alone are not enough to guarantee a clean, safe and comfortable environment. Your efforts, as a community member are critical to this effort. Please contact the appropriate University Village office should any situation arise that requires our attention. We would also like to hear about any concerns you may have regarding the quality of service.

DARTS/DART BOARDS

Because of the potential danger to both persons and property, most darts and dartboards are prohibited in the residence hall. Please contact the University Village Residence Hall front desk, or staff for information on approved darts and dart boards.

DECORATING / PAINTING / WALL HANGINGS

Pictures, posters, and other items used to decorate a student's bedroom are encouraged as long as they do not create a health or fire hazard or damage the bedroom. Door decorations must be limited and should not be offensive in nature. All decorations are subject to the approval of roommates. Decorations may not be visible through the window. Holiday lights may be used on a limited basis and must be UL rated.

Additionally, you may not hang items such as flags or netting from the ceiling or balconies. Items that "drape" inhibit the smoke flow and may dangerously delay activation of the smoke alarm in the event of a fire. Window coverings are provided in all areas for privacy and protection from the heat of the sun. Do not hang or display items in your windows that are visible from the outside. Seasonal decorations should be removed promptly when the holiday has passed.

Apartments

No structural changes or additions may be made to the exterior of the building, including the front entrance, patios and balconies (excludes satellite dish receivers). No alterations may be made to your front door or entrance to your apartment. Front door mats are encouraged, but we reserve the right to remove mats that are not designed for outdoor use, such as carpet remnants. Colored light bulbs are prohibited in all exterior fixtures.

On the interior of your apartment, you have the freedom to decorate by hanging pictures or other decorative objects. Stickers, including glow-in-the-dark stars, double-sided adhesive foam or tape are not allowed on walls, ceilings, windows, cabinets, exterior or interior doors. You must obtain written permission from the manager to perform any repairs, painting, wallpapering, carpeting, electrical changes, or to make any other changes to the interior or exterior. It will be your responsibility to return the apartment back to the original move-in condition or you will be charged.

Residence Hall

Students may not adhere tape to the walls, doors or floors in their residence hall bedroom. Carpet tape **may not** be used to secure items to the floor. If you put carpet on the floor and want to hold it in place, be sure to use material that can be removed easily and will not damage the existing flooring. Please do NOT use duct tape or other adhesive tapes. Placing contact paper or any adhesives on the walls, woodwork or desktops may result in damage charges. Use of thumbtacks, small tack nails or small screws is permissible for hanging items on walls. (i.e. posters or pictures). Please do NOT nail or screw anything into doors or furniture.

Residents are not permitted to paint their individual bedrooms. Students may be assessed a fine for painting any portion of their room and/or charged the cost of the repainting.

DOORS & HALLWAYS: PROPPING, TAMPERING & COMET CARD USE

Residents are required to use their student ID card to enter those halls with card access systems. Non-residents will not be given access to a hall. Residents are expected to carry their ID card with them at all times to gain access to their residence hall and bedroom.

It is against housing policy to prop, or hold open any door within the residence hall or apartment community for any reason. It is also a violation to tamper with any electronic or key-operable mechanism that operates the doors in each facility. Individuals found tampering or propping doors open will be referred to Residential Life and subject to disciplinary action by the University. Individuals may not loan or give their student ID card to any individual in order to give them access to the residence hall suites or hallways, or use of the dining hall.

Students, who lose their Comet Card during non-business hours, may check out a loaner access card to their residence hall suite and hallway for a period not to exceed 48 hours. Students who lose the loaner card or fail to return the loaner card within a 48 hour period will be charged a minimum fee of $25.

DRUGS & ILLEGAL SUBSTANCES

The use, possession, manufacture, sale, or distribution of drugs or narcotics at any location, whether in, or near the community is illegal. It is your responsibility to notify the

proper authorities if you suspect a person, a roommate or a guest is engaged in illegal activities.

Violation of the above shall be a material violation of the Housing Agreement and may be cause for disciplinary action, and termination of tenancy. A termination does not release you from your financial obligations under the Housing Agreement.

ELEVATORS (Residence Hall Only)

In order to keep the elevators in safe working condition, the following actions are prohibited and could result in disciplinary action:

- Intentional damage and/or vandalism to the elevators, such as prying elevator doors open, jumping, etc.
- Overloading the elevator
- Use of emergency alarms and emergency stops in non-emergency situations

If you are trapped in an elevator, sound the alarm and wait for help to arrive before attempting evacuation.

ELIGIBILITY

Residency at University Village is restricted to UTD students, Residential Life staff, management representatives and their respective spouses and children. UTD students must maintain active student status, except during the summer months, in order to be eligible to reside in the apartment community. A minimum of three (3) class hours of UTD coursework for both the fall and spring semester is necessary to meet the eligibility requirement. A Certificate of Eligibility is required of all students. Students are required to inform housing management immediately upon a change in status that makes them ineligible.

EMERGENCY CALL STATIONS (Code Blue)

Positioned strategically throughout the housing community are 24 emergency call stations in University Village and Waterview Park (they are blue with blue lights on top). We recommend that you familiarize yourself with the location of the nearest call stations.

The Code Blue emergency phones should be used for crimes in progress, fire or medical emergencies and for reporting suspicious activity. While it's impossible to list all other possible scenarios, it is best to remember this simple rule . . . press the button any time you and/or someone else's life is in danger – either from a pending threat, or in response to an assault or accident which has already occurred. Remember, pressing the button is also an efficient way to summon medical assistance!

In emergency situations, quick and effective communication becomes a life and death matter. Recognize this by pressing the red emergency button, and you will be

connected directly to the UTD Police Department's dispatch. UTD PD dispatch will immediately be alerted as to which station was triggered within seconds. They will respond accordingly and will be able to verbally communicate with you. Pressing an emergency button will also activate the strobe feature located at the top of the pillar, which will expedite assistance and hopefully attract the attention of passers-by.

The management staff as well as the UTD Police Department will regularly test and inspect the stations, however, should you notice a malfunction or a station which has been vandalized, please report it immediately to the University Village Information Center at (972) 792-9100, or to the campus Police at (972) 883-2222.

Ensuring the safety and protection of our students, faculty, administrative staff, guests and employees is a complex issue with no easy solution. The highly visible Code Blue emergency call boxes will help, but more importantly, we must ALL take an active role in crime prevention.

ENTRY

University Village respects the right to privacy of individuals. Without prior written consent, management will not give any person access into a resident's apartment, suite or bedroom. However, authorized management and university personnel may enter apartments/suite as follows:

a) in case of emergency
b) when a safety concern is present
c) when Resident has abandoned or surrendered the Premises
d) to make necessary or agreed repairs, alterations or improvements
e) to supply necessary or agreed services
f) to test smoke detectors and complete health & safety inspections and perform regular preventative maintenance
g) to exhibit the Premises to prospective or actual purchasers, mortgagees, tenants, workers or contractors
h) with your prior permission, or
i) as otherwise allowed by law

Except in cases of emergency, Owner will provide Resident with reasonable written notice of Owner's intent to enter and entry will be during normal business hours. All attempts will be made to give 48-hours advance written notice of entry. Resident agrees that forty-eight (48) hours written notice shall be reasonable and sufficient notice. Resident may be present; however, entry is not conditioned upon Resident's presence. In case of an emergency, Owner or its representatives may enter the Premises at any time without prior notice.

When any management or university personnel are acting within the scope of their assigned duties and obligations (such as in emergency or disciplinary situations), residents must comply with requests to enter apartments, suites, and bedrooms. Refusal to open a door and allow access to such personnel acting in accordance with his/her job will be referred to the University for possible disciplinary action.

EXTERIOR BUILDING AREAS

For health and safety reasons, hallways, stairways, breezeways, landings, and walkways are to be kept clear of furniture, equipment, trash, bicycles and any other obstacles that might obstruct passage. Hallways, breezeways, walkways and lounges are not to be used as grounds for 'hall sports', sporting events, wrestling, horseplay, riding bikes and skateboards, due to property damage or the possibility of personal injury. This includes bouncing or throwing balls, Frisbees, etc. Water fights of any kind (squirt guns, water balloons, etc) in the buildings are prohibited. Climbing on ledges, roofs, overhangs, balconies, outside of stairwells and exterior walls is prohibited.

Students will not be allowed to paint signs, boards, or any other item on sidewalks, parking lots or concrete areas around the residence hall or apartments. This could lead to damage charges being assessed to clean up any overspray that takes place.

FAILURE TO REPORT/COMPLY, PASSIVE INVOLVEMENT & CONCEALMENT OF INFORMATION

Everyone in a community has the responsibility of maintaining the safety and well-being of the community, maintaining the condition of the facility, and taking the initiative and action if there is a violation of community standards. A resident's presence during any violation of University Village community standards or policies ultimately condones supports and/or encourages violation(s). Residents are responsible for choices they make. In the presence of a policy violation, you may attempt to stop the violation, contact management staff and/or immediately remove yourself from the situation and the vicinity of the violation. If you chose to remain at the scene of a policy violation, you will be included in the documentation and may also be held accountable for applicable policy violation(s). Concealment of information is also considered a policy violation.

Our vision is that individuals accept ownership of, and take responsibility for resolving conflicts and problems in their community. In the event that a conflict arises that you have not been able to resolve, please don't hesitate to contact the Office of Residential Life or management.

FIRE PREVENTION – HAZARDS / FLAMMABLES

In the event you witness smoke or fire please call 9-1-1 immediately.

Fire can cause significant damage and threaten human life. The role you play in campus safety is extremely vital. Listed below are suggestions to help prevent fires in the apartment homes:

- Turn off and unplug all non-essential appliances immediately after use, including such items as curling irons, hot pots, irons, and popcorn poppers.
- Remain in your room when any electrical appliance is in use.

- The use of objects with open flames (includes but is not limited to, candles, potpourri, sternos, coal burning devices and incense), combustible decorations and chemicals are prohibited in housing at all times.
- Open element appliances (hot plates, indoor grills, immersion heating coils, and heaters) are also prohibited.
- Multiple outlet connections are prohibited unless they contain a circuit breaker and carry an “Underwriter’s Laboratory” (UL) approval.
- Check for frayed cords and do not locate electrical cords under rugs or other items that permit heat build-up in the cord.
- Do not block any exits.
- The use of halogen lamps is **prohibited.**
- When using microwave ovens, be sure to check cooking instructions for microwave cooking, not conventional cooking.
- You may not store gasoline in your apartment or on the patio or balcony.
- Report any fire safety hazards immediately to the appropriate University Village office.

It is recommended that all power strips used for protection of computers and other electrical equipment have a 1449 UL listed surge suppression rating with sufficient joule capacity.

FIRE / SECURITY EQUIPMENT / EVACUATIONS

University Village and the University are committed to maintaining high standards for health, safety and security in the housing areas. Individuals who jeopardize the health, safety, and security of others by not following health and safety procedures will be subject to fines and possible disciplinary proceedings, leading up to termination of housing privileges. All residents and their guests must recognize the importance of the following health and safety regulations.

If you discover a fire, make sure that all other persons are out of the suite /apartment. Leave the area and close the door behind you. Pull the nearest fire alarm station and then call 9-1-1 as soon as you are safely clear of the immediate threat.

All residential buildings in the housing community are provided with a fire alarm system designed to alert the building occupants of emergency conditions which include manual fire alarm pull stations located at all major exits. Selected buildings have automatic detection systems (i.e. smoke detectors) which are intended to protect special hazards or equipment. Upon sensing smoke or heat conditions or the activation of a manual pull station by building occupants, the alarm systems will sound bells, horns or horn/strobe devices. Upon hearing or seeing any of these devices, all building occupants should evacuate the building from the nearest exit and report to their designated assembly area. At the assembly area, details of the incident and the "all-clear” notice will be provided to

evacuees by the housing personnel or emergency responders. In many buildings the alarm may only sound for 5-10 minutes and then stop. This does not mean you should remain in the building, nor does it mean the problem is resolved.

Buildings 43-46, 48-51 and 53-67 are equipped with automatic fire sprinkler systems in addition to fire alarms. A fire sprinkler system is designed to automatically apply water to a fire within an apartment or building. The sprinkler heads respond to heat in immediate proximity of the ceiling above a fire. Only the sprinkler heads over the fire will open and spray water to extinguish or reduce the spread of the fire. **Do not hang anything on or near a sprinkler head. Avoid behavior which may cause an accidental trigger of the sprinkler head (i.e. horseplay, throwing a football indoors, etc). You may be held responsible for any and all damages to the premises should you accidentally trigger a sprinkler head to open.**

Regularly, University Village personnel will conduct inspections of all fire and safety equipment as part of the preventative maintenance routine.

Tampering with smoke detectors, fire sprinklers, fire alarm pull stations, fire extinguishers, fire hoses, door alarms, door/hardware/closing mechanisms and "EXIT" signs and lights is prohibited. Such action is a misdemeanor offense and violators are not only subject to fines and disciplinary procedures but legal prosecution and eviction. It is important to note that although escalated fines are in place, any and all violations may lead to any of the abovementioned actions.

When exiting a building during a life-threatening emergency, proceed as quickly as possible to your dedicated assembly area. Please become familiar with the dedicated evacuation area for your building.

Buildings 38-41:	Central parking area between the phases (congregate closest to the dividing channel to allow access to emergency vehicles)
Buildings 43-51:	Campus parking lot on east side of Drive H, across from Phase VI
Buildings 61-63:	Central parking area, closest to University Village Information Center
Buildings 53-59 & 65-67:	Sand volleyball court area if situation permits Alternative location: western parking area, between Phases VIII & VIIIA
Residence Halls:	Exit the building per the emergency exit map installed on the back of your suite door. Proceed to the nearest parking lot near the building.

EVACUATIONS

- Evacuate the building immediately when you hear the alarm or if instructed by a fire responder.
- Close the door behind you.

- Use stairways, not the elevator. Remain calm and help others if necessary.

FIRE PIT POLICY/RULES

At University Village Apartments, near apartment buildings 38-41, there is a small fire pit for residents' use. Fire can be a very serious hazard, and you should use caution if you choose to utilize the fire pit. Below are the rules that must be followed at all times. These are also posted at the fire pit location.

1. Fires are not to be left unattended at any time.
2. Before lighting a fire clear the area of all dead leaves, grass and other flammable items. It is important to inspect the fire pit for flammables before you start your fire.
3. Only natural firewood or commercial logs may be burned. Burning of lumber, tree trimmings, leaves, cardboard, garbage, and similar items is not permitted.
4. Fire accelerants (i.e. lighter fluid, gasoline, etc) are not permitted to assist in starting or maintaining a fire.
5. During high wind conditions fires are not to be started, and all existing fires must be extinguished.
6. All fires must be contained inside of the fire pit. No fires are permitted outside the pit.
7. Fires must be managed to a three (3) foot diameter, and may not exceed two (2) feet in height.
8. All fires should be put out completely (using the water hose near the fire pit). Once everything is cool to the touch, clean up the area before leaving the scene. Burned remnants of the fire should be placed in the appropriate trashcan near the fire pit. Leave the fire pit empty and clean.
9. Fires must be extinguished and cleaned up by 10pm.
10. If your fire gets out of control, there is a water hose located next to the fire pit. **In the event of an emergency, back away from the fire and call 911 immediately.**

FIREARMS, WEAPONS & HAZARDOUS MATERIALS

Written policy prohibits firearms on property or in any building belonging to or controlled by the UT System or the University. You may not have a firearm in your possession, even if it is registered. Weapons of any kind are not permitted, including, but not limited to, hunting equipment, slingshots, or homemade device for the purpose of launching an object, gas-powered guns, air rifles, and paintball guns. Kitchen knives used strictly for food preparation are permissible.

Any form of explosive devices including: firecrackers, fireworks, ammunition, pyrotechnics, and similar products are also not permitted in the housing areas. It is a misdemeanor to possess, store, sell, or use fireworks in or around the housing areas or

campus. Harboring hazardous materials with intent or purpose to create explosive devices shall be referred directly to the police and the Dean of Students.

Violators may be referred to the UTD Police and Dean of Students for disciplinary action and/or possible prosecution.

FLAGS, SIGNS & BANNERS

Flags, signs and banners may not be hung from patios, balconies, windows, hallways/breezeways or from any other area visible from the exterior or interior without approval from management. Holiday decorations are welcome and must be removed within five (5) days of the occasion. Management retains the right to monitor content and placement.

FREEZE WARNINGS & PREPARATIONS

If freezing weather is expected, you should open the cabinet doors under the kitchen and bathroom sinks so that the exposed plumbing doesn't freeze. If you are going to be away from your apartment home for an extended period of time during the winter months, leave your thermostat on "auto" and set at 55 degrees (minimum). Turning your thermostat off may cause pipes to freeze and burst. These precautions are essential in order to avoid substantial damage to your apartment home and personal belongings from broken pipes. If you fail to take these precautions, you may be liable for damages to your and any other affected areas.

FRONT DESK (RESIDENCE HALL ONLY)

The front desk is the central operating point for each residence hall. Full-time staff, peer advisors and desk staff are employed to help in these areas. The desk staff is there to provide information and other services to you. The front desk is the location to go when you need information or have a question about the Hall or the campus, want to check-out available games or recreation equipment, or if you need to meet with any of the staff. The staff for each area has an office located at or near the front desk and keeps regular office hours should you need to see them. Residents may check out a wide variety of equipment from the front desk. If you have an idea for something we could offer for check out that we don't, please let us know!

FURNITURE

Apartments

The apartments come completely unfurnished. You will need to bring bedroom and common area furniture with you. Four bedroom apartments do have a built-in desk in each bedroom. We recommend you contact your roommates once you receive your housing assignment to confirm what common area furniture will be needed.

Residence Hall
The residence hall is completely furnished. All furniture must remain in its designated space. Common area furniture that is removed by a student for their private use will be considered stolen and disciplinary action may be taken. Room furnishings are to remain in the rooms at all times. No additional locks may be installed. Students may not leave any type of furnishings or property outside of their bedroom or in the hallway. No University furniture should be moved to an outside location.

Some or all of the furniture in your room may be moveable. When moving furniture to create a new look, be careful not to damage the walls, scratch the floors or damage the furniture. Please do not dismantle any of the furniture in your room. The furniture in the room must stay in the room. You may add your own additional pieces as space allows but you may not remove any. We also ask that you not "swap" furniture between rooms. If there is a problem with any of your room furnishings, please report it to the residence hall staff or front desk immediately.

To ensure compliance with fire and safety codes, unobstructed access into and out of your room must be maintained. (Unobstructed access means that the door to your room must swing open fully). When arranging your room, please do not block doorways or inhibit the traffic pattern.

GAMBLING

Gambling is prohibited by the university.

GAME LIBRARY (RESIDENCE HALLS ONLY)

Membership has its privileges! As a University Village resident, you have access to check out free video games and equipment from the Residence Hall Front Desk. Games added periodically and suggestions are welcome. To ensure a fair rotation and availability of items, a late fee is charged for any items returned after the due date.

You are responsible for all games and equipment borrowed by you or your guests while using the free check-out services provided at our community. You agree to return all games and equipment in good working condition (except for reasonable wear and tear) within the designated time frame. You agree to check out these games and equipment at your own risk and will not hold us liable for any possible damage to your own personal equipment. You agree to pay the daily late fee for each day you are late in returning the movies or games. You authorize us to charge your rental account the total amount owed, including full market value of all items not returned in good working condition (except for reasonable wear and tear).

GRILLS & OUTDOOR COOKING APPLIANCES

There are charcoal grills located throughout the community for your use. Personal grills and other outdoor cooking devices are not allowed on property.

Please use caution when you use the charcoal grills. Fire should not be left unattended at any time. All fires should be extinguished completely before leaving the area. Once everything is cool to the touch, please be sure to clean up the area before leaving the scene.

GROUNDS

We appreciate your cooperation in keeping the lawn areas free of litter, cigarette butts, pet waste, bicycles, and other equipment.

GROUP BILLING

Financial charges relating to the cleaning of, damage to, or theft of University property are billed to the specific individual(s) responsible whenever such individuals can be identified. However, when damage or theft cannot be assigned to a specific individual(s), the charges may be divided equally among the residents of an area, building, floor or unit.

Residents will be given every opportunity to identify individual(s) responsible for the damage before a group billing is finalized. Damage charges will be posted in the living area of those individuals that are charged through the group billing process.

Your active involvement in reducing damages within your community is encouraged. You can assist by following these guidelines:

- Report any damages to your PA immediately
- Treat University property with as much respect as you would your personal property
- Discourage others from behaving irresponsibly in your area

GUESTS

See RESIDENT, VISITOR & OVERNIGHT GUEST BEHAVIOR
See also VISITATION/OVERNIGHT GUEST POLICY

HEALTH CENTER (UTD)

All currently enrolled students have access to the Student Health Center located on the 4th floor of the Student Services Building. The Student Health Center provides care and treatment for acute illnesses and minor injuries - chronic health problems are out of the scope of practice of the Student Health Center and must be managed by a provider off campus. The mission of the Student Health Center is to promote, protect, maintain and restore the health status of students. Their goal is to provide quality medical care at minimal cost. They also strive to provide health education and preventative medicine.

Students may be referred for more serious problems that exceed the Center's capabilities.

For questions or comments, please visit their website at:

www.utdallas.edu/healthcenter/

or call:

(972) 883-2747

Monday – Thursday: 9:00 am to 6:00 pm
Friday: 9:00 am to 5:00 pm

Tuition-paying students are seen at the Student Health Center at no charge for the office visit. Nominal fees are assessed for lab work, medications and certain procedures. Payment for services is due at the time medical treatment is provided. Students are responsible for any financial obligations resulting from a referral to a private physician's office, lab, hospital, or other off campus provider, etc.

Students requiring medical assistance when the clinic is closed may elect to go to a private physician's office, emergency clinic, or hospital emergency room. Students are responsible for all expenses incurred outside the Health Center.

The UT Dallas Wellness Center offers educational and preventative programs and support services. Brochures and other printed materials are also available at the center.

HEALTH, SAFETY, & PREVENTATIVE MAINTENANCE

University Village representatives will perform inspections to ensure health and safety standards are being met and to identify potential hazards. Residents will receive advance notification and will be expected to cooperate. Inspections will focus on the following, but are not limited to this list:

Safety Equipment

- Smoke detectors
- Sprinkler heads
- Other security features (self-closing door hinges, window & door locks, etc)

Fire Hazards

- Frayed and/or overloaded electrical wiring
- Stacks of newspapers or magazines
- Covered heaters
- Build-up of grease in ovens, broilers, or on stovetops
- Storage of gasoline or other flammable materials, or gas powered vehicle in unit

Health Hazards

- Garbage or food improperly disposed of
- Grimy bathtub or shower surfaces
- Aluminum cans, glass, bottles, and paper bags improperly disposed of

- Obstructions blocking interior safety equipment or ease of ingress/egress
- Unreported water intrusion/leaks
- Pest control issues

Corrective warning notices will be posted on resident doors within a reasonable time following the inspection. Any violations that mandate an automatic fine will also be communicated via such means and will be considered due and payable upon receipt.

HOLIDAY CHECKLIST

If you are planning to leave town for a holiday or extended period of time, the following tips and reminders will help ensure a safe and problem-free return:

- During the Christmas/New Year's break, make arrangements for January rent to be paid on-time. If you pay by check and are planning to mail it, make sure you allow ample time for it to reach us by the 2nd (end of grace period) of the month.
- Set your HVAC to "auto" and at 55 degrees. Be sure to leave the cabinet doors under your kitchen and bathroom sinks open in case of freeze warnings.
- Leave a visible light on. You may want to consider purchasing an automatic timer for your lamp.
- Do not leave notes on your door or a message on your answering machine indicating you are out of town.
- Make sure all windows and doors are locked.
- Take all valuables (jewelry, camera, laptop, etc) with you.
- We recommend leaving emergency contact numbers with the office.

HOUSING AGREEMENT CANCELLATION

Should you need to cancel your housing agreement with University Village, you will be held to the cancellation policy as outlined in your housing agreement –

RELEASES FROM HOUSING AGREEMENT

You are responsible for the full amount of the agreement period, unless you cancel in compliance with one of the provisions below.

1. Before the start of the agreement period for full term agreements:
    a. You must cancel your agreement by notifying the University Village/ University Village Residence Hall office in writing before the start of the agreement period. The refund of any deposit or payment of any balance will follow the schedule outlined below.
    Note: In all cases the application fee is non-refundable.

        i. 90+ days prior to the start of the agreement you will be eligible to receive a full refund of the deposit.
        ii. 31-89 days prior to the start of the agreement you will be eligible to receive 50% of the deposit and 50% of the deposit will be retained as liquidated damages.

iii. 0-30 days prior to the start of the agreement including after the start date of the agreement, if you have not gained occupancy, the deposit will be retained as liquidated damages and you will be charged $400 in liquidated damages.
iv. If a space is not available we will refund the security deposit within a 30 day period and you will not be subject to the $400.00 cancellation fee.

2. During Occupancy (all periods):
    a. You will be required to provide a written 60-day notice of cancellation to the University Village/ University Village Residence Hall office if vacating in December. Once this notice of cancellation has been received and approved, you will be charged $175 in liquidated damages and will be provided a move-out date no later than December 15.
    b. During any time of the agreement or if you lose your student status, you must cancel this agreement in writing to the University Village/ University Village Residence Hall office. You will be required to vacate within 5 days of this notice and you will be charged $500 in liquidated damages. Failure to vacate after 5 days of this notice will incur a charge of the daily rate for your unit plus 25% until you vacate.
    c. During occupancy prior to January 31st of the agreement period, you may find a replacement to take over your agreement for the remaining portion thereof per procedures outlined below and in the resident policies and procedures.
        i. Future resident must accompany current resident to the information center and fill out all required paperwork, pay all application and deposit fees, and agree to a move-out date.
        ii. Once approval of replacement takes place, there then must be a 5-working day waiting period between the times the current resident moves out and the future resident takes possession.
        iii. The current resident is required to pay a $175 administrative replacement fee.
        iv. If the future resident fails to move-in following replacement paperwork and a signed agreement, the future resident will be charged $400 and their deposit will be retained as liquidated damages.

IDENTIFICATION

For the safety and welfare of all students and to protect the property of the residence hall and apartments, members of the staff may request proof of identity of any person on the premises. Failure to identify yourself to a University official or staff member upon

request may result in disciplinary action. Your cooperation is appreciated should such an occasion arise. Individuals that are unable to provide identification may be asked to leave and the University Police may be contacted to assist with the situation.

INTERNET SERVICES

All apartments and suites within University Village are equipped with a hard-wired internet connection. This connection is provided by Time Warner. To connect, simply plug your Ethernet cable into the outlet in your bedroom or common area. You will be required to setup an account the first time you logon. If you experience trouble logging on or trouble during your residency, please contact Time Warner's Help Desk at (800) 379-3729. If your problem is not resolved, please contact the appropriate University Village office. Additionally, there are several wireless 'hot spots' throughout the common areas in the community but not in rooms that you may also use to gain access to the internet.

KEYS, CARD ACCESS & LOCKOUTS

Your keys/access cards are your responsibility! **Do not loan them to anyone. Loaning your keys or card to another individual is a violation of housing policy, and may result in disciplinary action.** For safety purposes, do not place any identifying markers on your key ring and never leave them unattended.

Apartment Lockout Procedures
Residents who lose or temporarily misplace their keys should immediately report the issue to the University Village Information Center. If you are locked out after-hours, you'll need to call the emergency number by dialing (972) 792-9100 and following the prompts. A maintenance associate will respond to your call within an hour, unless more pressing emergency repairs were called in ahead of yours.

Residence Hall Lockout Procedures
Residents who lose or temporarily misplace their bedroom key and/or university ID should immediately go to the front desk to check out a temporary key and/or ID card to prevent misuse. Both keys and cards may be checked out for a maximum of 72 hours. Each resident is permitted a total of four temporary key and/or temporary ID card checkouts per year. Subsequent key and/or ID checkouts may result in disciplinary action and a $10 charge being assessed per occurrence.

In either facility, there will be a $75 charge to rekey a resident's room.

Replacement interior apartment/suite/mail key	$75.00
Loss of Residence Hall Loaner Card	$50.00
Lock change request	$100.00

Loss of an exterior entry key, or not returning your key upon move-out, will result in a lock change and a charge as noted above. No charges will be assessed if your keys are reported lost or stolen and a police report has been filed.

LAUNDRY FACILITIES

Apartments
All of the apartments at University Village come equipped with a washer and dryer. If you have trouble with either appliance, please contact the University Village Information Center at 972-792-9100 to place a work order.

Residence Hall
Students living in the residence hall have 24-hour access with their Comet Card to the laundry facility on the first floor of the building. The washers and dryers are set to run at no charge and are included as an amenity for the residence hall students only. Students who allow outside individuals to use the laundry facility will be referred to Residential Life for disciplinary action.

LOST & FOUND

If you lose or find something in the housing area, please call the UTD Police Department at (972) 883-2222. A follow-up call to the University Village Information Center is also recommended.

MAIL & PACKAGE DELIVERY

Apartments
The U.S. Post Office is responsible for mail delivery to the apartment community. There is a mail center in each area of the apartment community. As a convenience to the residents, any parcels or packages that do not fit the available mail boxes and parcel lockers will be accepted at the University Village Information Center. We will not accept delivery of any item that must be placed inside your apartment, i.e. furniture or C.O.D. deliveries. Residents will receive the first notice from the carrier (FedEx, UPS, DHL, etc), followed by regular notification from management. A valid picture ID must be presented to claim your package – no exceptions! University Village is not responsible for perishable items, and will return all items to the sender after reasonable attempts have been made to contact the resident for pick-up. Outgoing mail may be placed in the dedicated box at each mail center.

Residence Hall
Mail delivery and packages delivered by UPS, Federal Express (FedEx), Airborne Express as well as United States Postal Service will be available for pickup at the front desk of the residence hall. Mail will be posted once each day Monday through Saturday at the residence hall mailboxes. Mail is not posted on Sundays and holidays. Once a package is received on your behalf, you will receive a package notification from University Village in your mailbox. A valid picture ID must be presented to claim your package – no exceptions! University Village is not responsible

for perishable items, and will return all items to the sender after reasonable attempts have been made to contact the resident for pick-up. Outgoing mail may be placed in the dedicated box at each mail center.

MAINTENANCE

Requests for service may be placed by phone, in person, or online (https://connect.studenthousing.com). Requests for any security-related matters must be submitted in writing and signed, except in case of life/building safety emergencies. **Please do not submit emergency maintenance issues online.**

You must promptly notify us of water leaks, mold, electrical problems, malfunctioning lights, broken or missing locks or latches, and other conditions that pose a hazard to property, health, or safety. Failure to do so may cause you to be liable for any damage caused by the delayed or non-reporting of such problem in your apartment, suite or bedroom.

We want you to enjoy your stay and we have a duty to safeguard the buildings, so please, never hesitate to request service for any problems as insignificant as they may appear!

MAINTENANCE EMERGENCIES

Call the appropriate University Village office to report any maintenance emergency. The on-call technician will be notified and respond as quickly as possible to assist. When calling to report a maintenance emergency, please be as detailed as possible and leave your contact information (cell phone, home phone, or if you'll be waiting in a neighbors apartment, etc). The correct contact information is critical to ensure a quick and effective response.

Emergency Calls vs. Priority Calls:

In an attempt to effectively manage after-hours calls, University Village categorizes calls into three groupings: Emergency, Priority, and Standard.

- An Emergency is defined as any breakdown or malfunction in which life, health, or property is threatened if immediate corrective action is not taken. Though it is impossible to list or predict all possible scenarios, the list below includes acceptable on-call emergencies.

- Priorities are calls that do not conform to criteria for after-hours emergencies – in short, they are routine service calls which can wait until morning, at which time the work order will be given priority status.

After-Hours Emergencies:

- No heat or air-conditioning when outside temperatures are less than 50 degrees or higher than 80 degrees

- Electrical or gas failure of any nature
- Overflowing toilet
- Stopped up toilet <u>if only one is available in apartment</u>
- Water problems such as leaks, severe back-up's, or broken pipes
- Malfunction of an essential appliance (non-working refrigerator)
- No water
- No hot water when affecting more than one unit, or when exterior temperatures are below 50 degrees
- Any unsecured entry
- Any threatening situation such as: fire, flood, severe weather, police action, protecting a crime scene (broken windows, locks, doors, etc)
- Bio hazards
- Lock-outs

MOTORCYCLES & SCOOTERS (fuel operated)

All fuel-operated vehicles may be parked **only** in designated areas and must be properly registered. Due to safety concerns, it is prohibited to store such vehicles inside the apartment, on patios/balconies, stairwells, landings, breezeways and walkways. Any of these vehicles found in or around the apartment units, beyond the designated areas, may be cited, towed and impounded at the owner's expense.

MOVE-OUT CLEANING GUIDELINES

When preparing to move, the following must be completed:

- Remove all of your belongings from the apartment, patio/balcony and storage room
- Remove all trash and dispose of properly
- Clean all exterior and interior surfaces of the kitchen appliances: including the refrigerator, stove, dishwasher, hood and microwave
- Sweep and mop all un-carpeted floors
- Vacuum all carpets
- Clean all bathrooms
- Clean and remove any shelf paper from the cabinets, drawers and shelves
- Clean all mirrors, ceiling fans and light fixtures
- Clean all window and mini-blinds
- Call to disconnect/forward phone (if applicable)
- Return all apartment/suite and mail keys
- Complete move-out documentation at the appropriate University Village office.

- - - DETAILS - - -

This guideline is intended to aid you in preparing for your final inspection. Some items listed below may not apply. Completion of the following items will greatly reduce the likelihood of move-out charges being assessed. Should you have any additional concerns, please contact the office prior to the inspection.

KITCHEN (Apartment Only)
Thoroughly clean all appliances and cabinets. Wipe clean all countertops and sinks. Please pay special attention to the following items:

- Stove - remove debris from burners, broiler pan and underside of cook top
- Range Hood - remove grease from fan, filter and light cover
- Refrigerator - wipe clean door seals and kick plate; set temperature levels to lowest setting
- Dishwasher - wipe clean door seals, racks and outtake filter
- Microwave – wipe clean door seals, vent and interior

BATHROOMS
Thoroughly clean floors, sinks, shower/tubs and toilet fixtures. Please pay special attention to the following items:

- Medicine Cabinets - thoroughly clean the interior and the mirror
- Light Fixtures/Exhaust Fans - remove dust and wipe clean
- Faucets - remove rust and other mineral deposits

WALLS/DOORS
Remove scuffmarks, crayon, food and other debris from walls (please do not attempt to fill/patch nail holes). Door moldings and knobs should be free of dust and clean.

WINDOWS
Thoroughly wipe windows and window coverings (this includes blinds, windows and screens), removing all dust, marks and streaks. In addition, please remove dirt and debris from window tracks and locks.

CEILING FIXTURES
Dust and clean light fixtures, ceiling fans and HVAC vents (be very careful not to activate sprinkler system).

FLOORING
Please sweep and mop all vinyl and tile flooring. DO NOT USE WAX on any flooring. Clean and remove dust from baseboards throughout the apartment. Vacuum carpets thoroughly. It is not necessary to have the carpets shampooed. However, if you feel that your carpet is heavily stained and has wax/gum imbedded in the fibers, then you may want to schedule a professional carpet cleaner. Only those units that have “regular” wear-and- tear will not be assessed a carpet-cleaning fee. Special instructions may be given at the time of pre-inspection regarding additional carpet care.

PATIOS & STORAGE CLOSETS (Apartment Only)
Sweep and clean the floors. Remove cobwebs from ceilings, beams and around light fixtures. Remove all personal belongings and dispose of trash.

RECOMMENDED PRODUCTS

- Disinfecting cleansers such as 409, Fantastik or Windex Glass & Surface work great on most surfaces (furniture, ceiling fans, baseboards, etc.)
- S.O.S. Pads will help you easily clean your oven and drip pans
- Disinfecting and Non-sudsing cleansers with the ability to cut grease, such as Top Job or Mr. Clean are perfect for the kitchen and bathroom (countertops, floors, exhaust fan, vanity, etc.)
- Ajax or Comet to scrub the sinks and bathtubs
- Windex Glass & Surface for all mirrors and doors
- For the shower tiles, you'll need soap scum and grout cleaners such at Tilex or Scrub Free
- Disinfecting toilet bowl cleaner such as Lysol Cling Free

We appreciate your cooperation and hope you have a smooth transition to your new home. If you are graduating, best of luck in all your future endeavors!

MOVE-OUT CHARGES **(revised June 2012; subject to change)**

KEYS

• Front Door Key	$ 100.00 (requires lock change)
• Bedroom Key	$ 75.00 per key
• Mailbox Key	$75.00 per key
• Loss of Residence Hall Loaner Card	$ 50.00 per card

GENERAL CLEANING

• 1bed/1bath	$ 58.00
• 2bed/2bath	$ 81.00
• 3bed/1bath	$58.00
• 4bed/2bath	$ 92.00

CARPET CLEANING

• 1bed/1bath	$ 46.00
• 2bed/2bath	$ 66.00
• 4bed/2bath	$ 90.00

- Stain/burn/gum/wax removal fees will be assessed by independent contracted carpet cleaning company.

CARPET REPLACEMENT

• 1bed/1bath	$ 404.00
• 2bed/2bath	$ 728.00
• 4bed/2bath	$ 920.00

- Prices above are for entire unit replacements. Units are assessed and only needed areas are replaced. Rates will differ for individual room replacements.

PAINTING

- 1bed/1bath $ 127.00
- 2bed/2bath $ 219.00
- 3bed/1bath $127.00
- 4bed/2bath $ 299.00

MISCELLANEOUS

- Trash Removal $ 10.00 per bag
- Interior Door Replacement $ 45.00
- Front Door Replacement $ 204.00
- Window Screen $ 40.00 large $ 25.00 small
- Blinds $ 25.00 - $ 55.00
- Window Pane $ 62.00
- Patio Sliding Screen Door $ 65.00
- Towel Bar $ 10.00
- Smoke Detectors $ 25.00 per unit
- Ceiling Fan $ 52.00 per unit
- Washing Machine $ 360.00
- Clothes Dryer $ 310.00
- Microwave $ 270.00
- Refrigerator $ 500.00
- Washer/Dryer Combo (1 bedrooms only) $ 990.00

This list is not comprehensive and does not include all charges that may be assessed at time of move-out. Professional contract service required for repairs other than for carpet cleaning, housekeeping and painting, will be billed at cost + 15%. **All common area charges will be split equally among the leaseholders unless one or more individuals takes full responsibility in writing.**

NOISE

Excessive noise and loud music in apartments, suites, hallways, common areas, including parking lots, **WILL NOT** be permitted at any time. This includes stereos, amplified sound in outdoor areas, televisions, musical instruments, slamming doors and windows, running up and down stairs, sounding vehicle horns and yelling. Residents are not to place stereo speakers in windows or otherwise amplify sound from windows to the outside. The use of stereos and other amplified sound in common areas, including the pool area and clubhouse, must be approved by Residential Life. You are responsible for your guest's behavior.

At all times, residents and their guests must be considerate of their neighbors' right to the quiet enjoyment of their home. University Village is committed to providing a living environment that compliments and fosters the academic and intellectual development of UT Dallas' students.

Violators of the noise policy may be referred to the Dean of Students office.

OCCUPANCY LIMITS

The maximum occupancy limits for the apartments and suites are as follows:

- 1 Bedroom Unit: 2 residents
- 2 Bedroom Unit: 4 residents
- 3 Bedroom Unit 3 residents
- 4 Bedroom Unit: 4 residents

The capacity should not exceed **twice the maximum occupancy** at anytime.

OFFICE HOURS & CLOSINGS

Residence Hall
The University Village Residence Hall office is open 24 hours a day unless otherwise posted. Management and Residential Life staff are available Mon-Fri 9am-6pm.

University Village Residence Halls will close during the winter break recognized by The University of Texas at Dallas. The buildings will be closed and access will be removed during this time period. Dates of this closure may vary slightly from the official winter break, and will posted each year in the weeks prior to closing.

Apartments
Office hours are posted at the entrance to the Information Center. The office may occasionally be closed due to holidays, inclement weather or other circumstances. If the office is closed, a sign will be placed on the front door of the office. The sign will include information as to when the office will be closed, when it will re-open, and the number to call for maintenance emergencies. For scheduled closings, we will provide a minimum of 72-hours notice prior to the date of closing.

Normal Operating Hours:

Monday - Friday	10:00 am - 7:00 pm
Saturday	10:00 am - 5:00 pm
Sunday	1:00 pm - 5:00 pm

PARKING

When entering or leaving the community, you are requested to operate your vehicle at a speed not to exceed fifteen (15) miles per hour. Observe all traffic and parking signs as the streets throughout the community are accessible to the public and emergency vehicles. All surface (street) parking is unassigned, unless otherwise specified by signage.

Traffic enforcement throughout the University Village community is managed by the UTD Police Department. In compliance with the Texas Education Code 51.207 (b), The University of Texas at Dallas has procedures for enforcing State of Texas vehicle

inspection laws for vehicles parking or driving on the campus of the institution. For enforcement information please visit www.utdallas.edu/parking.

Residential parking permits are required for all residents and are only valid for the fiscal year. They may be purchased online at www.utdallas.edu/myparking.

The residential permit allows parking in the housing areas only - campus parking in non-residential areas requires a separate permit.

University Village, working together with the UTD Police, may regulate the time, manner, and place of parking all cars, trucks, motorcycles, bicycles and other motorized vehicles. An unauthorized or illegally parked vehicle may be towed according to state law at the owner or operator's expense, at any time, if it:

- Has accumulated three unpaid UTD violations, and the warning notice is ignored; or
- Has a flat tire or is otherwise inoperable; or
- Is on jacks, blocks or has wheel(s) missing; or
- Takes up more than one parking space; or
- Belongs to a resident or occupant who has surrendered or abandoned the apartment; or
- Is in a loading zone for longer than the posted time allowed; or
- Is in a handicap space without the legally required handicap insignia; or
- Is in a space marked for office visitors, or staff; or
- Blocks another vehicle from exiting; or
- Is in a fire lane or designated "no parking" area; or
- Is on the grass, sidewalk or patio; or
- Blocks garbage trucks from access to a dumpster; or
- Has an alarm system that malfunctions and/or sounds continuously for one hour, or intermittently for a period of three hours; or
- Has no current license or registration (inspection sticker required of registered Texas vehicles), and we give you at least 10 days notice that the vehicle will be towed if not removed.

Boats, recreational vehicles, trailers, campers, commercial vehicles and trucks used for purposes other than for personal use may not remain on property except for purposes of loading and unloading. We reserve the right to permit these vehicles in designated areas.

You may not wash your vehicle or perform any mechanical repairs/maintenance while on the premises.

PATIOS & BALCONIES

Apartment residents agree to keep neat and clean all patios and balconies of the apartment. These areas will not be used for the storage of automobile tires, firewood or other unsightly heavy items, or to dry clothes. Only outdoor furniture may be placed on any patio or balcony. Pursuant to City of Richardson Fire Code, the use and storage of any outdoor cooking grill is prohibited on the patios/balconies. No unsecured plants are

permitted on the ledges or protruding from the railing. You should never have more than six persons on a balcony at any given time. No motorbikes or mopeds are allowed.

PAYMENTS

Rental installments are due on the 1st of each month, regardless of whether it is a holiday or weekend. Rent is late on the 3rd of the month and a late fee of $20.00 will be assessed to your account. Additional late fees of $10.00 per day will be assessed until your balance is paid in full. Total late charges will not exceed $150.00 for any given month.

We accept payment in the form of **credit card, recurring direct debit, personal check, cashier's check, or money order. WE DO NOT ACCEPT CASH.**

When paying by credit card or direct debit:
All credit/debit card payments will be made through CONNECT (https://connect.studenthousing.com). Both residents and guarantors can create a "CONNECT Profile" in order to pay a rent installment or other charge.

You may also make a payment via a "Guest Payment" that does not require a profile; anyone can use this feature on behalf of a resident to make a payment.

Through your "CONNECT Profile" you can set up a recurring direct debit to be paid to us automatically each month. There is a **$1.00 convenience fee*** for each direct debit payment. If at any time you have a question about the status of a payment or your resident account, please contact the appropriate office.

All **one-time** online payment transactions will include a **$19.95 convenience fee***.

When paying by personal check, money order, or other certified funds:
Please make sure:

- Your check is made out to University Village Apartments OR University Village Residence Halls (depending on where you live)
- Your *full name and apartment number* are listed on the check
- Your check is **NOT POST-DATED**
- You receive a receipt of payment from the office

If you fail to meet your rental payment obligations under the Housing Agreement, you will be considered delinquent and all remedies under state law will be authorized. Delinquent accounts may also be referred to the University for additional penalties, up to, and including, disciplinary proceedings and enrollment/graduation holds.

Any checks that are returned for non-sufficient funds (NSF) or for any rejected automatic electronic drafts will not only incur the initial and daily late charges from due date until we receive payment, but will also incur a charge of $25.00. Management reserves the right to restrict payment methods pursuant to one's payment history (multiple NSF's, etc), without unnecessarily causing undue hardship and difficulty. After two (2) returned

checks, we will no longer accept personal checks for your monthly rental payments or any other charges.

Payments can be made in-person during business hours, or after-hours by dropping off payment in the night drop box. The night drop at the apartments is located on the north side of the University Village Information Center. Please visit the Residence Hall front desk for information on night drop locations. **Never deposit cash in the night drop.**

All monies received for your account will first be applied to any outstanding debts such as delinquent rent, late fees, NSF fees, utilities, charges for damages and repairs, etc. Any remaining monies will then be applied to the current month's rent. If any amounts are deducted to cover a balance, the current month's rent will not be considered paid in full and late fees will be assessed.

We understand that there may be times you will have difficulty making your housing payments. Residents experiencing difficulties should immediately contact the appropriate University Village office so an alternative payment schedule may be arranged. Please contact our office regarding the difficulty as soon as possible and before the issue causes your payment to be considered late. An alternative payment arrangement is not guaranteed and does not negate the late fee charge.

If you receive financial aid, please understand that it does not come directly to University Village. If you wish to use your aid to pay for rent or other housing charges you must facilitate that transfer of monies.

Please note, all payments for meal plans must be made to the Bursar's office.

**Convenience fees subject to change. Should this occur you will receive notice in advance.*

PEER ADVISORS

Peer Advisors (PA) are UT Dallas student employees who live on campus and provide University Village residents with personal, academic and housing-related peer support. Residential Life employs upperclassman students in this leadership role. Eighty-two PAs have been assigned to the residence halls and various apartment buildings within University Village. Students selected as PAs go through an extensive training period to fully prepare them for their role as PAs. The PA lives with his or her designated community and provides various resources to residents:

- Community building through individual interactions and group activities.
- Knowledge about campus resources, University Village and UT Dallas policies and procedures.
- Resource to help with conflict mediation between roommates.
- On-call services to respond to after hours or emergency concerns.

If you need assistance afterhours, please contact your area's PA on call phone number:

Apartments – Buildings 38-51:	(214) 385-5731
Apartments – Buildings 53-67	(214) 385-5734

North Hall:	(972) 883-5241
South Hall:	(972) 883-5561
West Hall:	(972) 883-7341

PEST CONTROL

University Village contracts with a nation-wide commercial vendor for pest control service. All housing facilities will receive extermination services once per quarter, with additional services scheduled as needed. Interior extermination service is offered at no-cost to the residents, and you will be notified before your building/room is treated.

Bed bugs have become a severe problem on many college campuses. The major issue is that students do not know what to look for or who to report bed bugs to. Contact University Village immediately if you see signs of bed bugs. We will have our pest control vendor come out to perform an inspection. If an active infestation is found, we will treat the unit at no cost to you. However, preparation of your unit will be your responsibility. Non-compliance with a bed bug treatment (i.e. forgoing preparation) or more than one case of bed bugs may result in you being held liable for payment of said treatment.

Please report any pest control issue to the appropriate University Village office as soon as possible. After most pest control service, it is common to see an increased amount of insect activity as the specially formulated applications disrupt nesting and hiding sites.

POOL RULES

The rules and regulations listed below are for the protection and benefit of all, and to assure safe and sanitary operation of the pool and sunbathing facilities. Your cooperation in abiding by these rules will ensure a pleasant, relaxing recreational experience for all concerned. Failure to comply with the rules shall be considered sufficient cause for any action deemed necessary by us, including barring of violators from the use of the pool area. In addition to the rules listed below, please refer to the pool rules posted in the pool area of your community. Persons ages 15 years and under may use the pool only if accompanied by a parent or legal guardian who is also a lease holder.

1. No diving.
2. Children must not use pool without adult supervision.
3. Dial 911 for EMS or Police Emergencies or use an emergency blue phone.
4. Pool Hours: 10am-10pm, Sun-Sat
5. No alcoholic beverages in pool area.
6. No glass in pool area.
7. No running or rough play in the pool area.
8. A resident must accompany visitors.
9. Appropriate swimwear is required.
10. <u>No pets allowed in the pool area.</u>

RECREATIONAL FACILITIES

Five swimming pools, two sand-volleyball courts, two basketball courts, two tennis court, one multipurpose sports court, one children's play area, billiards and ping-pong are available for all University Village residents. Equipment is available for use and may be checked out with a valid ID. Reservations are not necessary to use the facilities, although a resident must always be present with any guests, and must be considerate of others. The volleyball and basketball courts in University Village are open daily from 10:00AM until 10:00PM.

You and all guests and occupants, must comply with any written rules or policies, including instructions for care. Team sports, such as soccer, kickball, softball, etc, are not permitted on the sports courts, in parking areas/driveways, or in hallways/breezeways. There are open fields available for these types of team sports. Water in a clear plastic bottle with a lid is allowed. All other food and beverages are not permitted for consumption on or in the court area at any time. Glass containers are prohibited in or near pools, sports courts, and all other common areas.

Appropriate athletic attire is required at all times. Athletic shoes are required on the basketball court at all times. Non-marking shoes must be worn on all hard surface sports courts. Use of these facilities is at your own risk and we are not responsible for accidents, injuries or lost, stolen, damaged, or misplaced items. There should be no hanging on the rims, horseplay, or inappropriate use of the court equipment at any time. Activities which disturb other residents are not allowed on or near the court areas. Please be courteous to other patrons in the court areas. Any excessive noise or inappropriate behavior which causes a disturbance to other residents will not be tolerated. You are expected to be considerate and maintain an appropriate noise level at all times when using the facilities.

Management and the Residential Life staff reserve the right to request that persons violating court rules or exhibiting inappropriate behavior leave the court area(s). Failure to comply may result in disciplinary action.

RELOCATION OF RESIDENT

As stated in the Housing Agreement, the manager specifically reserves the right to relocate a resident to another room in University Village or, if possible, to a room in an on-campus housing facility owned, operated or managed by or on behalf of the University ("University On-Campus Housing"). Possible reasons might include disciplinary action, expulsion, and availability. Manager shall assist Resident in moving Resident's personal property in the event of such relocation. In the event that the room at University Village assigned to the Resident of University Village is not ready for occupancy at the commencement of the Housing Agreement Term (as determined solely by Manager) the manager reserves the right to assign Resident, if possible, to a room in University Owned housing.

Relocation may be required at the beginning and end of semesters in order to accommodate students remaining on the wait list. At the end of the spring semester,

students staying through the summer that are transferring to another apartment will be required to relocate until their permanent summer/fall placement is available.

RENTER'S INSURANCE

You are responsible for obtaining renter's insurance for your personal belongings and to protect yourself against any liability. You understand that the insurance in place for the community does not provide coverage for your personal belongings, property damage or bodily injury. If you or your guests suffer a loss due to fire, flood, vandalism, theft, or other cause of loss, that loss will not be covered by the community's insurance.

Renter's insurance may be purchased through all major insurance companies. Rates and coverage varies but are typically around $100 annually for $20,000 worth of personal protection with a $250 deductible.

What types of losses might renter's insurance cover?

- Fire damage only or fire damage plus much more
- Your personal belongings that are damaged on the premises or stolen from the premises
- Your personal belongings when they are off the premises, such as golf clubs or a camera stolen out of your locked car
- Forged checks or stolen credit cards
- Personal liability in case you are negligent as a tenant
- Personal liability for non-auto bodily injury claims brought by others

Proof of renter's insurance is required prior to installing a satellite dish or any other transmitter/receiver as permitted by the Satellite Dish or Antenna Addendum.

REPLACEMENT POLICY
(INTRA-COMMUNITY TRANSFER & HOUSING AGREEMENT TRANSFER)

For students who wish to have someone replace them in their current bed space(s), they must complete the following protocols.

The resident who initiates the replacement process and wishes to move-out of the leased bed space(s) is referred to as the "current" resident. The resident who is moving into the previously leased bed space(s) in order to replace the "current" resident is referred to as the "future" resident.

This "future" resident can be a "current" University Village resident or a UTD student who currently resides off campus.

- Future residents must qualify and meet UTD eligibility requirements.
- The future resident must pay a new deposit and application fee when they turn in the application for replacement. Deposits are non-transferable.

- Residents who currently reside in a University Village unit can take part in the replacement program. In order for them to be a replacement they must find a replacement for their current Housing Agreement.
- Current residents requesting a replacement must have resided in their current bed-space(s) for 45 days into any given lease period.
- Future resident must accompany current resident to the leasing office and fill out all required paperwork and agree to a move-out date.
- Once approval of replacement takes place, there then must be a 5-working day waiting period between the time the current resident moves out and the future resident takes possession. This time period will be utilized to provide quality maintenance in the unit and is required as part of the replacement process. No residents will be allowed to move in a unit "as-is."
- The current resident is required to pay a $175 administrative replacement fee.
- The current resident is responsible for all related damages until the new resident takes possession.
- If a future resident fails to take possession of the apartment, he/she is subject to the cancellation policy in the Housing Agreement.

Note: This option is only available through January 31st of the Housing Agreement. After January 31st, you may not transfer your Housing Agreement.

RESIDENCE HALLS ANNUAL MAINTENANCE

The Residence Hall must close over the winter break for annual maintenance. For safety reasons, we will not allow access to the buildings during this time.

Residents may leave their belongings (less any food that may spoil) in their suites during this time, but they will not have access to their suites.

Specific dates of closure will be provided at move-in, but generally speaking the Residence Hall will close in mid December and reopen during the first week of January.

RESIDENT, VISITOR, & OVERNIGHT GUEST BEHAVIOR

Residents are responsible for the consequences of their guests' actions. Residents and guests who, by virtue of their inappropriate behavior or conduct towards themselves or others, exhibit an inability to live in a group setting, refuse intervention, and/or are endangering themselves or others in any manner, may be asked to leave University Village. Residents should inform their guests of conduct rules and accompany them at all times.

Management and/or Residential Life staff may exclude from the apartment community guests or others who, in our judgment, have been violating the law, violating the Housing Agreement contract or any apartment rules, or disturbing other residents, neighbors, visitors, or owner representatives. With the assistance of the UTD Police, we may also exclude from any outside area or common area a person who refuses to show photo identification or refuses to identify himself or herself as a resident, occupant, or guest of a specific resident in the community.

RESIDENTIAL LIFE

One of the primary goals of Residential Life is to assist in the personal growth and development of residents. Working toward this goal is a staff of carefully selected and trained student leaders called Peer Advisers (PAs) who live at University Village. PAs are aware of the particular problems and needs of on-campus students and are trained to assist in these areas. Their responsibilities include acting as a resource person for academic and personal issues, programming, and mediating apartment-mate conflicts.

The PAs are supervised by Residential Life Coordinators, who are full-time professional staff, responsible for overseeing the Residential Life program.

Residential Life Office

(972) 883-5561

or email at:

reslife@utdallas.edu

The University of Texas at Dallas
Residential Life
800 W. Campbell Rd, RH10
Richardson, TX 75080

http://utdallas.edu/reslife

ROOFTOPS

Students are not allowed on the roof or ladders of the residence hall or apartments for safety reasons. If found on the roof or ladder of a facility, you will be referred to Residential Life for disciplinary action.

ROOM CHANGES & TRANSFERS

The residence hall and the apartments are typically full; therefore, room and/or hallway change may be difficult. If a resident has a problem with a roommate, they should first try to work the situation out and then contact their PA for assistance before they request a room change or transfer. Room change requests are not reviewed until after the first two weeks of the semester. All changes are made based upon the date of the requests and the availability of rooms.

Contact the office for a room change request/transfer form. Making a physical room changes without written permission from the housing staff is prohibited and may result in an improper check out fee, disciplinary action, and loss of moving privileges. Once the housing staff has notified the resident if the room change has been approved, a resident will have approximately 24-48 hours to move. Residents will then need to fill out an inventory condition form for the new room and follow the move-out procedures for their old room.

ROOM RESERVATION POLICY

The following rooms/areas are NOT available for reservation:

- **Residence Hall Classrooms**
- **Residence Hall Multipurpose Rooms**
- **All study rooms**
- **Apartment Clubhouse**
- **Apartment pool area**

Requesting Room Reservations

- Inquiries about room availability should be directed to the front desk.
- Requests should be submitted as early as possible and will be handled as first come, first served.
- Submission of a request does not guarantee the reservation of the room.
- After availability is confirmed, the date and time have been requested and the event is approved, confirmation and information about the event will be distributed to the requester through e-mail.
- Food is allowed in the rooms but needs to be arranged through Dining Services (ext. 2269).

Changing or Cancelling a Room Reservation

- Any and all changes must be brought to the attention of the front desk.
- Changes in the reservation can be made 24 hours prior to the day of the event if availability allows.
- Cancellations must be submitted to the front desk and please notify all affected parties (food service, parking, etc.).

***PLEASE NOTE Special Risk Event (applies to university programming and departmental sponsored events, not registered student organizations) can be any event that occurs outside the day-to-day operations of the University. Special Events are usually short-term, and they can expose the institution to risk either directly or indirectly. You are responsible for verifying and/or obtaining the necessary assessment forms, insurance and indemnification documents for this event.*

***The reserving party affirms that this request for facilities is not for personal or unauthorized use. The reserving party also understands that any person acting as a representative or agent of an organization or business not directly affiliated with The University of Texas at Dallas is prohibited from submitting a request for facilities. The reserving party must be a current member of a registered student organization, faculty, or staff person conducting university business to be eligible to request facilities.*

ROOMMATE AGREEMENT

All residents are required to complete a Roommate Agreement with their Peer Advisor. Roommate Agreements are put in place to assist students in living in a community environment. They often address things such as temperature in the units, cleaning responsibilities, conflict resolution, and any other items the roommates would like addressed.

In the event of a roommate dispute or conflict, the Residential Life staff reserves the right to revisit the current Roommate Agreement or complete a new one.

SATELLITE DISHES / ANTENNAS

For the safety of all in the community and to maintain an orderly appearance, we do not allow any kind of outside antennas, transmitters or dishes to be installed unless approved in writing by management. If you wish to install a satellite dish, you must sign a Satellite Dish Addendum, provide proof of renter's insurance, as well as obtain a copy of installation guidelines from the management office prior to installation. You agree to pay any additional security deposit required for a satellite dish or similar apparatus. Refer to your Housing Agreement for details regarding installation, liability, etc.

Not all apartments are directed in the optimal receiving zone for good satellite reception. Transferring to another apartment for better reception is not permitted unless the current Housing Agreement has expired.

SKATEBOARDS & IN-LINE SKATES

The safety and welfare of the campus community is our priority. Skateboards, longboards, razor scooters and in-line skates must be operated as a means of transportation, under control at all times. The use of these items is not permitted in any buildings. Violation of this policy may result in confiscation of the equipment and disciplinary action. Pedestrians always have the right-of-way on campus.

SMOKE DETECTORS

The smoke detectors in your apartment have been tested prior to move-in to ensure they are working properly. You are responsible for ensuring that all smoke detectors are working properly. We request that you test smoke detectors on a monthly basis. Please call us if a smoke detector starts "chirping" or if it is determined through monthly smoke alarm tests that the smoke alarm is not working properly.

Do not disable smoke detectors. Disabling a smoke detector or removing working batteries is a violation of the law and may lead to fines, UTD disciplinary action, and possible early termination of the Housing Agreement.

SMOKING

The right to a smoke-free environment prevails over the right to smoke. Smoking is allowed only within the privacy of the individual apartment unit, if all roommates agree, or 25 feet away from apartment units. **Smoking is strictly prohibited in the Residence Hall and all public areas (e.g. community centers and study rooms).** Smokers are responsible for properly disposing all smoking materials. For fire safety reasons, use

and storage of coal and/or leaf burning pipes/inhalers (including hookahs) are strictly forbidden indoors, including covered areas.

SOLICITING

No advertising, recruiting, campaigning, selling, or commercial soliciting is permitted in University Village. If you encounter a solicitor, please inform them of this policy, then immediately notify the UTD Police. Never purchase anything from a solicitor or let anyone into your home. Distribution of housing/university-related materials by housing/university staff is allowed.

SPECIAL AGREEMENTS

The management company and the university maintain the right to designate units at its discretion for approved non-students, faculty, visiting scholars, clubs/programs or other affiliates of the University.

SPORT COURTS

There are several sports courts located throughout University Village. The courts are for the use of residents and their guests. Below are the rules for the sports courts –

1. Hours are from 10am – 10pm. No one will be allowed on the court outside of these hours.
2. These courts are for use by UT Dallas students and their guests only. Guests must be accompanied by a UT Dallas student at all times.
3. There should be no more than four (4) people on the tennis courts at any given time. No more than ten (10) people on the basketball court at any given time. No more than twelve (12) people should be on the multiuse courts at any given time.
4. Proper workout attire and court shoes are required.
5. No smoking, food drinks or pets permitted on court.
6. Any misuse of the sports court facility will result in loss of privileges.
7. Rollerblades, skateboards, scooters and motorized vehicles are not permitted on the court.
8. Any activity on the court, outside of its intended use, must be preapproved by Residential Life or University Village staff. Please stop by the front desk of the building for more information.

STREET/ROAD SIGNS

Street/Road signs are considered the property of the respective government agencies where located and any inappropriate removal or possession by unauthorized individuals may result in judicial or legal action. Individuals possessing street/road signs may be requested to provide proof of ownership.

STUDY ENVIRONMENT

University Village is committed to providing a living environment that compliments and fosters the academic and intellectual development of UT Dallas' students. Residents are expected to maintain an atmosphere conducive to studying, especially in the evenings.

THREATENING BEHAVIOR / VIOLENCE & ABUSE

Both direct and indirect forms of verbal and written abuse, threats, coercion, physical or verbal harassment, intimidation, violence against another person or their property, or endangering the threat/fear of physical or verbal harm are prohibited and will not be tolerated. Conduct that threatens the health and safety of any person may result in fines and possible termination of housing contract/privileges, UTD disciplinary action, and possible legal action. You are responsible for reporting abuse to the appropriate campus authorities.

TRASH AREAS

All trash should be bagged and placed inside the compactor and should not be left in the apartment, suite, breezeways, hallways or other common areas. Please help our custodial staff by ensuring your trash is disposed of properly (completely in the dumpster). This will decrease the chance of rodents and other pests being attracted to our community. We recommend that you dispose of your household trash at minimum three times per week, and preferably daily. We have the right to impose reasonable fines for the violation of these provisions, as well as for any littering by you or your guests.

UNIT CONDITION FORM

At the time of move-in, University Village will provide you with a unit condition form. This form allows you to notate any minor issues within your apartment or suite upon move-in (i.e. scratch on a wall, scuff in the floor, etc). Please ensure that this form is filled out completely and turned back into the leasing office within 24-48 hours of your move in. Failure to do so will result in the assumption that everything at move-in was in perfect condition and you may be billed upon move-out.

UNIVERSITY STUDENT CODE OF CONDUCT

All University Village residents are responsible for conducting themselves in a manner that does not infringe upon the rights of others or interfere with the educational function of the University. Students are expected to know and comply with the Student Discipline and Conduct provisions of the *UTD Handbook of Operating Procedures*. These policies

can be obtained from the Dean of Students Office (SSB 4.400) or from the UTD website: http://www.utdallas.edu/deanofstudents/policies.html.

Allegations of student code of conduct violations will be referred to the Dean of Students office.

UNIVERSITY VILLAGE CODE OF CONDUCT & POLICY VIOLATION

In addition to the University of Texas System Rules and Regulations of the Board of Regents, residents are responsible for adhering to the terms and conditions of the Housing Agreement and policies and guidelines as outlined in the Resident Handbook.

All regulations stated in this publication are subject to reasonable changes, revisions, and additions. Management representatives, University officials, and/or community members may intervene if your behavior is contrary to stated policies or your behavior proves to be a disruption of community standards.

In the event that you violate any of the above polices or any policies included in the Housing Agreement, you may be subject to penalties to include disciplinary action from the university, fines and/or termination of your Housing Agreement.

Typical policy violations may follow the fee schedule below.

Housing Agreement Violation Fee Schedule
The fee schedule below pertains to violations such as, but not limited to, noise, trash, and storage/balcony issues.

1st Violation	Written warning
2nd Violation	$25 per individual residing in the apartment or suite
3rd Violation	$50 per individual residing in the apartment or suite and possible sanctions from the University.
4th Violation	$100 per individual residing in the apartment or suite and possible termination of Housing Agreement.

Please note, some violations such as tampering with fire safety devices, pet, and illegal occupancy violations follow a different fee and disciplinary schedule. Under no circumstance is Owner/Manager required to provide a written warning for any policy violation.

UT DALLAS HELPFUL NUMBERS

- AccessAbility Services (972) 883-2098
- Admissions (972) 883-2270
- Bursar – Cashier (972) 883-2612
- Campus Operator (972) 883-2111
- Career Services & Student Employment (972) 883-2943

- Center for Student Involvement (972) 883-6551
- Computing Help Desk (972) 883-2911
- Dean of Students (972) 883-6391
- Financial Aid (972) 883-2941
- Health Center (972) 883-2747
- International Student Services (972) 883-4189
- Leadership (972) 883-2242
- Multicultural Center (972) 883-6390
- New Student Programs (972) 883-6171
  (Orientation, Comet Camp, UTD Success Camp)
- Orientation Team (972) 883-6171
- Parking & Transportation (972) 883-2344
- Police Department (on-campus) (972) 883-2222
- Registrar's Office (972) 883-2342
- Residential Life (Housing) (972) 883-5361
- Student Counseling Center (972) 883-2575
- Wellness Center (972) 883-4275

UTILITIES

The Housing Agreement specifies which utilities (if any) you are responsible for setting up and paying. Below is a summary of what you are responsible for by floor plan.

Floor Plan	UV Pays	You Pay
4bed/2bath Units	All utilities*	No utilities
2bed/2bath Units	All utilities ***except*** electricity	Electricity
1bed/1bath Units	All utilities ***except*** electricity	Electricity
Residence Hall	All utilities*	No utilities

**All utilities includes: electricity, water, trash, sewer, cable TV and internet. Note, telephone service is not provided in any floor plan.*

Those residing in a 1bed/1bath or 2bed/2bath floor plan are responsible for establishing service with the electricity company of your choice. You are required to place the utilities in your name within one business day (24 hours) of moving in, or you will be in default in accordance with the terms of your Housing Agreement. The utilities must remain on and in your name, until the end of your Housing Agreement.

You will be billed and must pay those utilities directly to the utility companies, along with any deposits and fees. You and your roommates are jointly liable for the payment of utilities not provided by University Village.

VACANT BEDROOMS

Per the Housing Agreement, individuals are not allowed to occupy or reside in any vacant bedrooms within their apartment or suite. Additional rent will be charged if any vacant bedrooms are found to be in-use without prior written authorization. The rent

charged will be the current market rent for that bed. It is the residents' responsibility to immediately report any vacant, un-locked bedroom(s) to the appropriate University Village office.

VENDING MACHINES

Vending machines are located at the clubhouses/pool area and in the laundry facility in the residence halls. Should you lose money in one of the machines, please report the loss to the appropriate University Village office.

VISITATION/OVERNIGHT GUEST POLICY

A guest is defined as an individual who is not an assigned resident of the particular bedroom, suite or apartment he/she is visiting. Residents and their guests are expected to conduct themselves in a considerate manner with regard to the rights and needs of suitemates and apartment mates and other residents. Non-resident guests, both those living in other on-campus facilities or off-campus, must be escorted at all times and must abide by the policies contained in this Handbook. Residents are responsible for the conduct of their guests at all times.

Visitation hours are Sunday – Thursday, 9am-Midnight and Friday & Saturday, 9am-2am. There should be no more than double the maximum occupancy in an apartment or suite at anytime. The maximum occupancy is as follows:

- **1 Bedroom Apartment 2 residents**
- **2 Bedroom Apartment 4 residents**
- **4 Bedroom Apartment 4 residents**
- **3 Bedroom Suite 3 residents**

Overnight guests are allowed only with the approval of all of your roommates, and only one overnight guest per suite/apartment will be allowed at any one time. An overnight guest is someone who stays later than the ending hour of visitation (past 12 midnight Sunday-Thursday and past 2:00 a.m. on Friday and Saturday nights). All overnight guests are allowed to stay a maximum of 2 nights per month. All residents are allowed an overnight guest in their suite/apartment a maximum of 2 nights per month. These visits can be either 2 consecutive nights or in two one-night increments. No visit can be over 2 consecutive nights. Guests may not move from one room to another to extend their stay. No one under 18 years of age will be allowed to be a guest of a resident. All overnight guests will be required to show a valid government issued ID and register with the desk staff at the building that operates overnight guest services. Housing and Residence Life staff reserves the right to revoke this privilege. No access card or key will be provided for the overnight guest. Any time a guest is on the premises, the responsible resident must escort this guest at all times. People found without an escort will be asked to leave the facility or property immediately. Failure to follow this prescribed policy will result in disciplinary action for the resident of the facility and possibly the overnight guest, if the guest is a student.

VISITOR PARKING

Visitors to University Village housing, who need to park a vehicle, must obtain a visitor-parking pass. These passes may be obtained at the University Village Information Center or at the Residence Hall Front Desk. After regular business hours, apartment residents may obtain a pass from the Residence Hall Front Desk.

The University Village resident and the guest must come to the appropriate office together to obtain the pass. Each person will need to present photo identification to obtain the pass.

University Village reserves the right to revoke this privilege to any specific resident or guest if the policy is being abused.

WATERBEDS

Waterbeds are not permitted in any student bedrooms due to safety and maintenance concerns.

WEATHER EMERGENCIES

TORNADO

Tornado season in Texas is from March to May. **Tornado Watch** means to remain aware of the approaching storms. **Tornado Warning** means a tornado has been spotted by storms spotters, radar, or that a tornado is imminent. Move inside immediately! Be aware of the following danger signs: Dark greenish sky, hail, low-lying clouds, or loud roar.

What to do in the event of a tornado:

- Seek shelter in an interior room, closet or stairwell without windows.
- Crouch down on knees and cover your head.
- If outside with no shelter available, take cover in a ditch or on low ground and be aware if flooding.
- Do not go under an overpass as it can become a wind tunnel.
- Never try to outrun a tornado – get inside immediately!
- Watch out for flying/ falling debris
- Do not call 911 unless you need to report an emergency.

If you live in the Residence Halls, please see below "SEVERE WEATHER SHELTER PLAN".

FLOODING/ FLASH FLOODS

Major storms or water main breaks can cause flooding. Flash floods can develop quickly, sometimes in just a few minutes and without any visible signs of rain. Listen for information from media, public safety, or facilities. Be sure to secure vital records,

equipment and hazmat on higher ground. Move to a safe area and assist anyone with special needs, but do not walk through moving water. A foot of water will float most vehicles.

SEVERE WEATHER

EXTREME HEAT:

- Summers are long and hot in Texas, it is important to take precautions to avoid heat exhaustion and stroke.
- Keep a supply of water handy and drink plenty of water even if you do not feel thirsty.
- Try to stay inside during the warmest hours of the day and limit sun exposure.
- Protect your face and skin by wearing a hat and light clothing.
- Muscle pains and spasms are usually the first indicator of heat exhaustion.

WINTER WEATHER:

- Listen for weather and closure information.
- Be careful if walking during or after a snow or ice storm to avoid personal injury.
- Be careful of black ice, and keep safe distances while driving.

SEVERE WEATHER PREPARATIONS:

- Obey all evacuation orders issued by local, state or federal agencies. Do not wait for instructions from the community.
- Monitor the radio or television for the latest information – check the weather forecast before leaving for extended periods outdoors and postpone plans if severe weather is imminent.
- Prior to the storm, notify family, friends and neighbors as to your whereabouts and your plans. Establish a post-storm communication plan – place and time to meet, etc.
- Remove all items from your porch or balcony and close all windows and doors (draw the shades or blinds on windows).
- During severe weather, go to an inner hallway or a small inner room such as a bathroom or closet. Stay away from windows, doors, and outside walls. If necessary, get under a piece of sturdy furniture and use sofa cushions to protect your head and neck.
- Don’t use plug-in electrical equipment like hair dryers, or toasters during the storm. Don’t use land-line telephones during the storm as lightning may strike outdoor lines. If you have a cellular phone, ensure that it is fully charged the night before.
- Stock up on bottled water.
- Stock up on batteries and ensure that you have at minimum one (1) working flashlight (we recommend one per occupant). Most importantly, remember not to use open flame devices such as candles, indoor grills, etc – these are restricted

per your Housing Agreement and per the State Fire Marshall as they pose significant danger.

- If the storm is severe, collect any forms of identification, credit cards, emergency contact numbers, etc, and keep them with you.
- Collect any and all necessary medications and/or prescriptions to bring with you.
- With careful planning, food products can last for several hours in both the freezer compartment and in the refrigerator. The key to ensuring that food does not spoil, especially in the freezer, is to minimize the amount of times the doors are opened. You can plan for this by taking out non-perishable drinks that can be stored at room temperature (soda, water, canned or packaged juices). Extra Zip-loc bags full of ice cubes are another step to help ensure that items in the freezer stay at the right temperature.
- If you rely on an electrical alarm clock to get up in the morning, ensure that you set a battery powered alarm to wake you.

SEVERE WEATHER SHELTER PLAN (RESIDENCE HALLS ONLY):

In the event of a severe weather emergency, you will hear sirens outside and a spoken message inside the Residence Halls. The Outdoor Warning System is designed to warn you of an approaching hazard. If you hear the outdoor sirens, get inside immediately. The Indoor Warning System will tell you more about the impending threat.

In the event of a severe weather threat, such as a tornado, you are to follow the instructions below (depending on which floor you live on) to take shelter.

1st floor	**shelter in place (toilet/shower rooms with door closed)**
2nd floor	**shelter in place (toilet/shower rooms with door closed)**
3rd floor	**proceed downstairs (<u>do not use elevators</u>) and shelter in the interior hallways of the 1st floor away from exterior doors/windows**
4th floor	**proceed downstairs (<u>do not use elevators</u>) and shelter in the interior hallways of the 2nd floor away from exterior doors/windows**

If you have questions, please ask now so that you will be prepared in the event of an emergency.

For more information on how to prepare for these types of events and for basic first aid, we recommend logging on to FEMA's website:

http://www.ready.gov/make_a_plan.html

For campus information (services, closings, etc) please call the UTD Police Department at (972) 883-2222, or visit the UTD website at www.utdallas.edu.

WELLNESS CHECK

A wellness check may be performed by UT Dallas Police in conjunction with University Village and Residential Life if there is cause for concern of the welfare of a resident. If you have concern for a University Village resident, please contact the UT Dallas Police Department.

UT Dallas Police Department	**(972) 883-2222**
National Suicide Prevention Lifeline	**(800) 273-8255**
UT Dallas Counseling Center	**(972) 883-2575**

WINDOW TREATMENTS

To preserve the uniform appearance of the community, the following guidelines are enforced:

- All window coverings must show white when viewed from the building exterior
- Drapes and other window coverings are permitted as long as they are installed in a manner which does not alter the present appearance of University Village's building exterior. All window and door blinds visible from the exterior must be those provided by University Village.
- Aluminum foil or similar window covering is not permitted on windows or sliding glass doors.
- Banners and flags are prohibited.

You and your guests will be required to comply with all of the requirements set forth in this Resident Handbook as well as those listed in the Housing Agreement. We have a right to make changes from time to time as we deem necessary. Any changes to these rules will be effective and a part of the Housing Agreement once they have been delivered to you, or posted in a public area of the community.