WELCOME!

Welcome to University Housing, located on the campus of The University of Texas at Dallas. For the convenience of our residents, University Housing has several offices, which are listed on the next page. 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 that will supplement and/or compliment your in-class educational experience. This guide will assist you with identifying the responsibilities of living on campus in order to create a positive living environment.

Your housing environment will be enhanced by your presence and involvement. You are an integral part of this environment. We cannot create your community; only you and your neighbors can do that. 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 benefits, necessary policies, and regulations regarding housing. Let it be your guide to maintaining a positive living experience!

Everyone in a community shares the ownership of taking an active role in the safety and well-being of the community, maintaining the condition of the facilities, and being proactive in taking action if there is a violation of community standards.

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 throughout the term of your agreement.

If you have any questions that were not covered in this Handbook, please be sure to contact one of the University Housing offices – our staff will be happy to assist you.

It is our hope that the upcoming school year is a rewarding experience for you.
It is our desire to provide the highest quality living environment possible for our residents. Should you have any comments or suggestions which cannot be answered by your community staff, please feel free to contact us:
American Campus Communities
Attn: Hayley Jobe or 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 972-883-7430 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.

Important Utility Service Information:

**Electric:**
- TXU: (888) 313-6862
- Reliant: (800) 736-3749

**Telephone:**
- AT&T: (800) 464-7928

**Cable TV Customer Service:**
- Time Warner: (866) 360-5787

**Internet Customer Service:**
- UC & UV Phases 5-9: Time Warner/Korcett (800) 379-3729
- UV Phases 1-4: Time Warner (866) 701-0795

If you reside in the University Commons Residence Halls, and in select 4bed/2bath apartments (located in buildings 53-67), all utility services are covered with your rental payment. This includes cable, internet, electricity, water, sewer, and trash. Other housing areas 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
- UTD-TALK After Hours Crisis Hotline: (972) 883-8255
- UT Dallas Student Counseling Center: (972) 883-2575
- 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: (972) 792-9100
- University Commons South Hall: (972) 883-5561 (or see front desk for assistance)
- University Commons North Hall: (972) 883-5241 (or see front desk for assistance)
- University Commons Northwest Hall: (972) 883-7341 (or see front desk for assistance)
- University Commons Southwest Hall: (972) 883-7361 (or see front desk for assistance)
- University Commons West Hall: (972) 883-7410 (or see front desk for assistance)
# UNIVERSITY HOUSING 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 with friends at night or use the University’s walking escort services (Campus Police 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 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 9-1-1. Attempting to locate a vehicle on patrol or calling one of the housing office will only delay response time.

Security Phone Numbers & Websites

<table>
<thead>
<tr>
<th>Emergencies:</th>
<th>9-1-1</th>
</tr>
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<tbody>
<tr>
<td>UTD Campus Police:</td>
<td>(972) 883-2222</td>
</tr>
<tr>
<td>UTD Student Patrol:</td>
<td>(972) 883-2222</td>
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</tbody>
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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 Residence:

- Dial 9-1-1 for emergencies. If an emergency arises, call the appropriate governmental authorities first, and then call the University Village/University Commons front desk phone.
- **Please ensure that all of your doors and windows are locked at all times.** If any of your locks are inoperable, please contact the University Village or University Commons office immediately.
- Keep doors locked, even if you are away for only a few minutes. An unlocked door can be an invitation to trouble. Remember that most losses occur during the day.
- Use the keyless deadbolt in your apartment 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 phone or neighbor’s phone, or by using one of the 24-hour emergency call stations located throughout University Housing.
- 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 Housing office and make a request for service.
- Do not invite strangers into your home.
When returning to your home 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.  
Do not advertise. Never leave a note on your door stating you are not home.  
Do not display apartment/suite 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 each other’s 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/University Commons 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, do not ignore hazardous situations, and do not create them for others.  

Outside Residence:  
Stay in well-lit areas. Walk midpoint between curbs and buildings, away from alleys, entries, and bushes.  
Stay near people. Avoid shortcuts 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 (Campus Escort Service/Student Patrol) if you must travel after dark. It is 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 bag is snatched, do not 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 University Village or University Commons office.
Using your Vehicle:

- Check the backseat before getting into 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 vehicle – this will facilitate your quick entrance of the vehicle. If you park on the street, park near a street light.
- Do not stop at remote, non-crowded locations or ATMs when you suspect danger – always proceed to the most populated, well-lit area. Use the ATM 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 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 it 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, rain gear, 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 are 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 are not using it (when lathering your hands with soap, brushing your teeth, scrubbing dishes, etc.)
• Decrease your showering time to about five 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 will not have to work to cool them off.

- Refrigerators and freezers operate more efficiently when they are full, but overloading 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 will not heat or cool your home any faster).
- Do not 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 University Commons 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 it 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 a damp cloth. Do not hit the surfaces with sharp objects. The 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 backups.

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 Housing office.

Smoke Detectors: Your apartment/suite has smoke detectors located throughout. These detectors are hardwired to the electrical system and have battery backup. 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 Housing 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 Housing 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 10 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 Housing office.

HVAC Filters: Your A/C filter will be new at move-in. University Village and University Common’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 Housing 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 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 or University Commons office with any additional questions (e.g.: bulk trash, hazardous waste disposal, etc.).
- University Village and University Commons have single-stream, co-mingled recycling bins. Residents can add the following items to these recycling bins:
  - Paper (any color)
  - Magazines & newspapers
  - Envelopes, junk mail, Post-It notes
  - Cardboard – should be flattened
  - Aluminum cans & metal containers
  - Plastic bottles & containers

ENVIRONMENTAL AWARENESS
To minimize the occurrence and growth of mold in the Premises, the Resident hereby agrees to the following:

- Resident shall remove any visible moisture accumulation in or on the Premises, including on walls, windows, floors, ceilings, and bathroom fixtures. Mop up spills and thoroughly dry affected area as soon as possible after occurrence. Use exhaust fans in kitchen and bathroom when necessary and keep climate and moisture in the Premises at reasonable levels.
- Resident shall clean and dust the Premises regularly, and shall keep the Premises, particularly kitchen and bath, clean.
- Resident shall promptly notify management in writing of the presence of the following conditions:
  - A water leak, excessive moisture, or standing water inside the Premises.
  - A water leak, excessive moisture, or standing water in any community common area.
  - Mold growth in or on the Premises that persists after resident has tried several times to remove it with household cleaning solution, such as Lysol or Pine-Sol disinfectants, Tilex Mildew Remover, Clorox, or a combination of water and bleach.
  - A malfunction in any part of the heating, air-conditioning, or ventilation system in the Premises.

Resident shall be liable to owner for damages sustained to the Premises or to Resident's person or property as a result of Resident's failure to comply with the terms of this section.

ABANDONED PROPERTY
Any personal property left in a resident's bedroom, suite, or apartment after they check out will be removed and considered abandoned as defined in the Housing Agreement. 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 Housing office. Items that are deemed to have value will be held for a period of no more than 10 days past your vacate date.

Personal property found to be unattended in any Common Area, including but not limited to the laundry rooms, study rooms, and clubhouses will be held for a period of 10 days before disposal. Reasonable effort will be made to identify the owner. If you leave something behind, you should check with the office/front desk of the facility where you left the item(s).

ABANDONMENT
The Manager may assume that Resident has abandoned the Premises if:

1) Resident, in Manager's reasonable judgment, appears to have moved out; or
2) Either the Term has expired or Resident has not been in the room for five consecutive days while the Rent is due and unpaid.

If Resident has abandoned Resident's room, then Manager may remove and dispose of Resident's personal property and change the locks.

ALCOHOL
Any possession or consumption of alcoholic beverages at University Village Apartments must be in compliance with local, state, and federal laws and in compliance with the Code of Conduct 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**

**University Commons Residence Halls**
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, induction cooktops, 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, hot pots and rice cookers with auto shutoff; microwaves; micro fridge/mini fridge. **Please note, each suite is only capable of accommodating one micro/mini fridge and/or microwave. Micro/mini fridges must not exceed 43”H x 21”W x 23”D.** There is a dedicated circuit in the common area that will handle the load pulled from these types of appliances.

**University Village Apartments**
Appliances included in your apartment are as follows: refrigerator, stove/range, microwave, vent-a-hood, washer and dryer (in select floor plans). 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. *The apartment staff will confiscate unauthorized or misused appliances, and the individuals responsible will be subject to disciplinary action.*

**ASSIGNMENT OR RELETTING**
Resident shall not assign their Housing Agreement or sublet all or any part of the Premises, or otherwise allow any person to share or otherwise occupy the Premises without the prior written consent of Manager.

**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 the appropriate University Housing office immediately if you see signs of bed bugs.

Bed bug bites are identified by small welts similar to mosquito bites. Often these welts occur in rows of three or more and cause itching and discomfort. These bites may show up in the morning but typically take a few days to appear. If bed bugs are present, tiny dark excrement stains will be on sheets, pillowcases, and mattresses. Molted skins and egg shells may also be present, but look for the crawling or dead adults as well.
BICYCLES
Bicycles are required to be registered with University Housing at the beginning of each academic year. You will have the opportunity to register your bicycle at move-in, or anytime thereafter at either the University Village office or University Commons 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). Storing bikes is prohibited in all residence halls and all common areas. 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, or blocking public access or exits will be removed and impounded. Additionally, bicycles that are not registered or that are inoperable will be removed and impounded. Neither University Housing 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 and cannot be stored during the summer if you are not living in University Housing at the time.

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.

Approvals may be obtained at the University Housing suite located in Residence Hall West.

BUSINESSES / PRIVATE ENTERPRISES
Conducting any kind of business in your apartment or residence hall space or in the housing community is strictly prohibited.

BYSTANDER INTERVENTION / COMET VOICE
All members of our University community share in a collective responsibility to make our campus peers feel welcome, safe and comfortable. The goal of Comet Voice, the bystander intervention initiative of UT Dallas, is to empower students with the confidence and skills to stand up and step in when needed.

Bystander intervention means recognizing a potentially harmful situation and choosing to respond in a way that could positively influence the outcome. A harmful situation is anything that constitutes a negative physical, mental, social or emotional response affecting a community, a group of individuals or a single person.
Please visit [www.utdallas.edu/cometvoice](http://www.utdallas.edu/cometvoice) for more details and information about Bystander Intervention and the Comet Voice program.

**CABLE TELEVISION & INTERNET SERVICES**

**Cable Television**
All apartments and suites within University Housing are equipped with a coax connection for basic cable television. This connection is provided by Time Warner. To connect, simply connect your TV to the digital adapter provided 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 Housing office.

**Internet**

**University Village Phases 5-9 and University Commons**
Suites are equipped with a hard-wired internet connection. 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 Residents desire wireless internet within their apartment, they are encouraged to work with their roommates to obtain a wireless router to provide that access utilizing one of the available Ethernet jacks in their apartment. If you live in one of the above areas and experience trouble logging on or connection trouble during your residency, please contact the Korcett Support Team at (800) 379-3729. If your problem is not resolved, please contact the appropriate University Housing office.

**University Village Phases 1-4**
An internet modem is provided for wireless and hardwired connection. The modem must be left in the apartment when you move out or you will be charged for the item. If you live in Phases 1-4 and experience connection trouble, please contact Time Warner Customer Care at (866) 701-0795. If your problem is not resolved, please contact the appropriate University Housing office.

Wireless hot spots in residence halls can be found in the main lobby and the study rooms down the hallway from the main lobby. Additional hot spots are located in the classroom and multipurpose rooms of each residence hall.

The University of Texas at Dallas provides direct connections to extended basic cable and internet data services. This service is available to Resident as part of the apartment or suite amenities. Resident will not resell this service or otherwise charge others to use it. Further, the Resident will not redistribute the service whether or not Resident receives compensation for such redistribution. The service that is provided is a residential service provided for personal and non-commercial use only. Resident agrees not to use the service for operation as Cable and Internet service provider, for the hosting of websites, or for any business enterprise. Manager reserves the right to limit the amount of bandwidth available to any student. Student must agree to the acceptable use policy required by the Internet Service Provider.

**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 halls 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 Housing office.

COED LIVING POLICY
Coed living arrangements are allowed only in University Village Apartments in 1x1 and 2x2 floor plans. Coed living arrangements are subject to approval by the Office of Residential Life. **Coed living arrangements are not permitted in University Commons or in University Village 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. Phase 2 and 4 Social Centers may be reserved as well as the Residence Hall South Classroom and Multipurpose Room.

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 private academic use during the day or night. Several lounges are available for entertaining guests, studying, playing cards, playing board games, or just visiting. 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. Residential Life sponsored activities have priority in use of all common areas.
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 10 meters or 33 feet away from the building while smoking. Alcoholic beverages are not permitted in any common area within University Housing.

**COOKING (University Commons 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 fine or disciplinary action. Residents are responsible for cleaning the kitchen when cooking is completed.

**CUSTODIAL SERVICES**
Our housekeepers, 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/University Commons 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.

**DAMAGE, CONDEMNATION OR DESTRUCTION OF PREMISES**
If, in the opinion of the Manager, the Premises or University Village/University Commons should not be livable during the Term because of damage, condemnation, or destruction by fire or other casualty, Manager shall have the right to terminate this Housing Agreement, or move Resident to similar accommodations within University Village/University Commons and repair and restore the Premises. In the event of such damage, condemnation, or destruction to the Premises or University Village/University Commons without the fault of Resident, or Resident’s visitors or guests, Resident’s obligation to pay Rent hereunder shall be abated only if Manager terminates this Housing Agreement or does not furnish Resident with similar accommodations at University Village/University Commons.

**DARTS/DART BOARDS**
Because of the potential danger to both persons and property, most darts and dartboards are prohibited in the residence halls. Please contact the University Commons 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 appropriate for an academic institution. 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 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. Holiday decorations are welcome and must be removed within five days of the occasion.

For fire safety reasons, no items may be hung or placed within 18 inches of a fire sprinkler head.

University Commons 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. Affixing any items to the ceiling is prohibited.

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.

University Village 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. Extra exterior lighting is not permitted to use if not related to a seasonal holiday including but not limited to garden lights, patio lights, etc.

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. Affixing any items to the ceiling is prohibited. It will be your responsibility to return the apartment back to the original move-in condition or you will be charged.
DOORS & HALLWAYS: PROPPING, TAMPERING & COMET CARD USE
Residents are required to use their Comet Card to enter halls with card access systems. Non-residents will not be given access to a hall. Residents are expected to carry their Comet Card with them at all times to gain access to their residence hall and suite.

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 Comet Card to any individual in order to give them access to the residence hall suites or hallways, or use of the dining hall.

Residents 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. Contact the front desk for assistance. 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 $50. Students may check out this loaner access card from their residence hall front desk.

DRUGS & ILLEGAL SUBSTANCES
Drugs: Unless authorized by state and federal law, the use, possession or manufacture of any drug or controlled substance or sale or distribution of any such drug or controlled substance is illegal.

- Drug Paraphernalia: The use or possession of equipment, products, or material which is used or intended for use in manufacturing, growing, using.

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 (University Commons 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 in University Housing 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 housing community. A minimum of three class hours of UTD coursework for both the fall and spring semester is necessary to meet the eligibility requirement. Students are required to inform housing management and Residential Life immediately upon a change in status that makes them ineligible.

EMERGENCY CALL STATIONS (Code Blue)
Positioned strategically throughout the entire housing community are several emergency call stations. 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 is 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. Within seconds, UTD PD dispatch will be alerted as to which station was triggered. 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 Office at (972) 792-9100, the University Commons office at (972) 883-5561, 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.

Emergency Response Procedure
Actions you should take in emergency situations:

EVACUATE – When building alarms sound
LEAVE THE BUILDING IMMEDIATELY
  o DO NOT use elevators
  o ASSIST the disabled
  o TAKE valuables and cell phone with you

SEEK SHELTER – When outdoor warning sounds
FIND A SAFE PLACE IN A BUILDING
- **USE** interior rooms away from doors/windows
- **LISTEN** for instruction from the indoor warning system or **KEEP TUNED** to media, if possible
- **WAIT** for “all clear” from campus officials

**LOCKDOWN** – When give the order to lockdown
**STAY IN YOUR ROOM OR BUILDING**
- **LOCK** or barricade doors, close blinds, turn out light, seek secure location
- **STAY AWAY** from windows
- **LISTEN** for instruction from the indoor warning system or **KEEP TUNED** to media, if possible
- **WARN** others. To provide critical or emergency information call (972) 883-222 or 9-1-1, if possible.

**EMOTIONAL SUPPORT & ASSISTANCE ANIMALS**
Accommodation of emotional support and assistance animals is handled through our Office of Student AccessAbility and our Residential Life Office. Special requests must be made in writing through the Office of Student AccessAbility website. Please see [http://www.utdallas.edu/studentaccess/housing](http://www.utdallas.edu/studentaccess/housing) for more information.

**Emotional Support and Assistance Animal Accommodations**
UT Dallas provides reasonable housing accommodations to students requesting Emotional Support and Assistance Animals. If you want to request an Emotional Support and Assistance Animal you must:

- Submit your online housing application.
- Submit your online [Emotional Support and Assistance Animal Acknowledgement and Information](http://www.utdallas.edu/studentaccess/housing) e-form.
- Submit your Emotional Support and Assistance Animal Verification Form, provided to you upon submitting your Emotional Support and Assistance Animal Acknowledgement and Information form.

Your Emotional Support and Assistance Animal Acknowledgement and Information form, along with your Emotional Support and Assistance Animal Verification Form, will be reviewed by OSA. If your paperwork is approved, OSA will recommend the appropriate housing accommodation(s) to University Housing. Approval by OSA does not guarantee housing.

**ENTRY**
University Housing Management 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:

- In case of emergency
- When a safety concern is present
• When Resident has abandoned or surrendered the Premises
• To make necessary or agreed repairs, alterations, or improvements
• To clean and make ready a vacant space or bedroom
• To supply necessary or agreed services
• To test smoke detectors, complete health & safety inspections, and perform regular preventative maintenance
• To exhibit the Premises to prospective or actual purchasers, mortgagees, tenants, workers, or contractors
• With your prior permission, or
• As otherwise allowed by law

Except in cases of emergency, University Housing will provide Resident with reasonable written notice of 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 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 Dean of Students 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 or spray-paint signs, boards, or any other item on sidewalks, grass, bushes, trees, parking lots, or concrete areas around the residence hall or apartments. Doing so 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 Housing 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 choose 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 do not hesitate to contact the Office of Residential Life or management.

FALSE REPORTS
Texas law (House Bill 1284) states that making a false threat at any Texas higher education institution is considered a state jail felony.

House Bill 1284 was enacted in response to threats at several universities across the U.S. that disrupted classes and prompted evacuation of campus property, even though the reports turned out to be a hoax.

The Texas bill relates to the offense of making or causing a false alarm or report involving a public or private institution of higher education. A person commits an offense under Section 42.06, Texas Penal Code, if he or she knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

- Cause action by an official or volunteer agency organized to deal with emergencies; or
- Place a person in fear of imminent serious bodily injury; or
- Prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, aircraft, automobile, or other mode of conveyance.

An individual adjudged guilty of a state jail felony shall be punished by confinement in a state jail for any term of not more than two years or less than 180 days and, in addition to confinement, may be punished by a fine not to exceed $10,000.

UT Dallas students should be aware that the State of Texas takes these threats seriously, and the legal consequences, which are severe, go beyond anything that the University’s disciplinary committee can address.

FIRE PREVENTION – HAZARDS / FLAMMABLES
In the event that 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:

- 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 combustible decorations, chemicals, and objects with open flames (including but not limited to: candles, potpourri, sternos, coal burning devices, and incense), is prohibited in housing at all times.
• Open element appliances (hot plates, indoor grills, induction cooktops, 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 buildup in the cord.
• Do not use multiple cords or power strips “daisy chained” together, which may cause circuit overload.
• 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/University Commons 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. Power strips and/or extension cords should never be interconnected or “daisy chained”. Doing so can cause an electrical overload in the first strip or cord and lead to tripped fuses or even fire.

FIRE / SECURITY EQUIPMENT / EVACUATIONS
University Housing and UTD 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. Manual fire alarm pull stations are 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, 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. Details of the incident and the “all-clear” notice will be provided to evacuees by the housing personnel or emergency responders at the assembly area. 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.

Apartment buildings 43-67 and all residence halls 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.**

University Village and University Commons personnel will regularly 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 2 – 12**
Campus parking lot on north side of Drive A, across from Phase 3

**Buildings 14 – 23**
Phase 1 parking lot near the southeast corner of building 10

**Buildings 24 – 31**
Campus parking lot on north side of Drive A, across from Phase 3

**Buildings 33 – 36**
Central parking area between the phases (congregate closest to the dividing channel to
allow access to emergency vehicles)

**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 6

**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 8 & 8A

**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**
There is a small fire pit for residents’ use at University Village, near apartment buildings 38-41. 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.

Fires are not to be left unattended at any time.
1. 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.
2. Only natural firewood or commercial logs may be burned. Burning of lumber, tree trimmings, leaves, cardboard, garbage, and similar items is not permitted.
3. Fire accelerants (i.e. lighter fluid, gasoline, etc.) are not permitted to assist in starting or maintaining a fire.
4. During high wind conditions fires are not to be started, and all existing fires must be extinguished.
5. All fires must be contained inside of the fire pit. No fires are permitted outside the pit.
6. Fires must be managed to a three foot diameter, and may not exceed two feet in height.
7. All fires should be put out completely by 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.
8. Fires must be extinguished and cleaned up by 10 pm.
9. 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 9-1-1 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 and facsimiles of weapons of any kind are not permitted, including, but not limited to, hunting equipment, slingshots or homemade devices 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 (but not limited to) firecrackers, fireworks, ammunition, pyrotechnics, flammables, any extra hazardous substances, and similar products dangerous in nature 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 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 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 does not 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 (UNIVERSITY COMMONS ONLY)
The front desk is the central operating point for each residence hall. Full-time staff, peer advisors, and desk assistants 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 checkout 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 do not have, please let us know!

    Equipment may be checked out:
    Sunday – Thursday    9 am – 11:59 pm
    Friday – Saturday     9 am – 1 am
Residents must return the gaming equipment the same day by 11:59 pm. If a resident fails to return the equipment on time, they will be charged a $10 late fee each day it is late.

**FURNITURE**

**University Commons Residence Halls**

Residence hall suites are 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 University Commons 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.

**University Village Apartments**

The apartments come completely unfurnished. You will need to bring bedroom and common area furniture with you. *Four-bedroom apartments (D1 & D2 only) 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.

**GAMBLING**

Gambling is prohibited by the University.

**GAME LIBRARY (UNIVERSITY COMMONS ONLY)**

University Commons residents have access to check out free video games and equipment from the University Commons Front Desk. Games are added periodically and suggestions are welcome. All games and equipment must be returned before Midnight on the same day of check out. A late fee of $10 per day will be charged to your account for any items returned after the due date. Items not returned for 30 days will be billed in full to your account so that they may be replaced.

You are responsible for all games and equipment borrowed by you or your guests while using the free checkout 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 anywhere in University Housing.

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 section*
*See also Visitation/Overnight Guest Policy section*

**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:
www.utdallas.edu/healthcenter/

or call:
(972) 883-2747
Monday – Thursday: 9 am to 6 pm
Friday: 9 am to 5 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 needing immediate medical attention after hours or on weekends should go to a local physician, urgent care facility, minute clinic, or a hospital emergency room if they have a true emergency.

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 Housing 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, including multiple cords or power strips plugged together/"daisy chained"
- Stacks of newspapers or magazines
- Covered heaters
- Buildup of grease in ovens, broilers, or on stovetops
- Storage of gasoline or other flammable materials, or gas powered vehicle in unit

Health Hazards
- Improperly disposed garbage or food
- Grimy bathtub or shower surfaces
Improperly disposed aluminum cans, glass, bottles, and paper bags
- Obstructions blocking interior safety equipment or ease of ingress/egress
- Unreported water intrusion/leaks
- Pest control issues
- Lease violations
- Prohibited pets
- Potential illegal occupancy
- Excessively dirty or cluttered rooms

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 Winter 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 5th (end of grace period) of the month.
- Set your thermostat 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, social media, or a message on your voicemail indicating you are out of town.
- Make sure all windows and doors are locked.
- Clean out your refrigerator and take out trash.
- 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/University Commons, you will be held to the cancellation policy as outlined in your housing agreement, also detailed here:

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 Commons in writing before the start of the agreement period. The refund of any prepayment of any balance will follow the schedule outlined below.
   b. 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 prepayment.
ii. 31-89 days prior to the start of the agreement you are not eligible to receive the prepayment and it 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 prepayment will be retained as liquidated damages and you will be charged an additional $350 in liquidated damages.

iv. If a space is not available, we will refund the prepayment, if on file, and you will not be subject to a $350 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 Commons office if vacating in December due to graduation. Once this notice of cancellation has been received and approved, you will be provided a move-out date no later than 72 hours after your scheduled graduation per the University schedule for the current academic term. You will not be charged the cancellation fee of $750 as long as proper notice has been given.
   b. If you lose your student status during any time of the agreement, if you fail to give proper notice, or if you wish to cancel your agreement, you must cancel in writing to the University Village/University Commons office. You will be required to vacate within five days of providing this notice, and you will be charged $750 in liquidation damages. Failure to vacate after 5 days of this notice will incur a charge of the cancellation fee of $750 and the daily rate for your unit plus 25 percent until you vacate.

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.

ILLNESS
If Resident becomes ill or incapacitated, Resident authorizes Manager to engage the services of the local emergency medical service or physicians(s) at the expense of Resident to administer immediate medical needs of Resident until Resident's parents or guardians are contacted for instructions. Upon the advice of emergency medical personnel or a physician, Resident may be required to be removed from University Village/University Commons for care in a medical facility, and any expense so incurred is the obligation of Resident. Resident must inform Manager of any special medical requirements that Resident has on a continuing basis so that such information may be available if an emergency arises.
INTERNET SERVICES
See Cable Television & Internet Services section

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.** Copying or attempting to copy your key or access card 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.

**University Commons 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 every facility, there will be a $75 charge to rekey a resident's room.

- Replacement interior apartment/suite/mail key $ 75.00
- Loss of University Commons 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.

**University Village Apartments 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, call the emergency number by dialing (972) 792-9100, then follow the prompts. A member of management will respond to your call as soon as possible.

LAUNDRY FACILITIES
**University Commons Residence Halls**
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.

Personal property found to be unattended in any Common Area, including but not limited to the laundry rooms, study rooms, and clubhouses will be held for a period of 10 days before deposing of it. Reasonable effort will be made to identify the owner. If you leave something behind, you should check with the office/front desk of the facility where you left the item(s).
University Village Apartments
The apartments, with the exception of certain floor plans in Phases 1 & 2, 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.

For residents who do not have a washer and dryer in their apartment, there are two Clothes Care Centers. One is located adjacent to the Phase 1 pool in the north end of Phase 1, off Drive A. The other is located at the south end of Phase 1 between buildings 9 and 10.

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 or University Commons front desk is also recommended.

MAIL & PACKAGE DELIVERY
University Commons Residence Halls
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 University Commons mailboxes. Mail is not posted on Sundays and holidays. Once a package is received on your behalf, you will receive a package notification from tektrack@utdallas.edu in your UT Dallas email inbox. You will receive a reminder email if the package has not been picked up within one week, and a final reminder after 12 days. A valid picture ID must be presented to claim your package – no exceptions! University Commons 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 pickup. We will hold your package for two weeks, at which time it will be returned to sender if unclaimed. Outgoing mail may be placed in the dedicated box at each mail center.

University Village 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. Once a package is received on your behalf, you will receive a package notification from tektrack@utdallas.edu in your UT Dallas email inbox. You will receive a reminder email if the package has not been picked up within one week, and a final reminder after 12 days. 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 pickup. We will hold your package for two weeks, at which time it will be returned to
sender if unclaimed. Outgoing mail may be placed in the dedicated box at each mail center.

Package Tracking
You can also track packages delivered to you in University Housing by visiting our package tracking website. Go to http://tinyurl.com/packagetrack and enter the carrier provided tracking ID. If we have received it at any of our university housing desks, you will be able to see when and where it arrived

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.

To minimize the occurrence and growth of mold in the Premises, Resident hereby agrees to the following:
- Resident shall remove any visible moisture accumulation in or on the Premises, including on walls, windows, floors, ceilings, and bathroom fixtures; mop up spills and thoroughly dry affected area as soon as possible after occurrence; use exhaust fans in kitchen and bathroom when necessary; and keep climate and moisture in the Premises at reasonable levels.
- Resident shall clean and dust the Premises regularly, and shall keep the Premises, particularly kitchen and bath, clean.
- Resident shall promptly notify management in writing of the presence of the following conditions:
  - A water leak, excessive moisture, or standing water inside the Premises.
  - A water leak, excessive moisture, or standing water in any community common area.
  - Mold growth in or on the Premises that persists after resident has tried several times to remove it with household cleaning solution, such as Lysol or Pine-Sol disinfectants, Tilex Mildew Remover, Clorox, or a combination of water and bleach.
  - A malfunction in any part of the heating, air-conditioning, or ventilation system in the Premises.

Resident shall be liable to owner for damages sustained to the Premises or to Resident’s person or property as a result of Resident’s failure to comply with the terms of this section.

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 Housing 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 neighbor’s 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/University Commons categorizes calls into two groupings: Emergency and Priority.

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

After-Hours Emergencies:
- No heat or air-conditioning when outside temperature is less than 50 degrees or higher than 80 degrees
- Electrical or gas failure of any nature
- Overflowing toilet
- Stopped up toilet if only one is available in apartment or suite
- Water problems such as leaks, severe backups, or broken pipes
- Malfunction of an essential appliance (ex: non-working refrigerator)
- No water
- No hot water when affecting more than one unit, or when exterior temperature is 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

MEAL PLAN
Students living in University Commons are required to carry a meal plan for fall and spring semester of their residency. Please see www.utdallas.edu/dining for more details.

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 up all uncarpeted 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 Housing 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 (Apartments 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 clean and free of dust.

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 will need soap scum and grout cleaners (such as 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 February 2013; 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 University Commons 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**
- Digital Adapter set $ 80.00
- Time Warner Modem $ 100.00
- 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 take full responsibility in writing.

**NOISE**
Excessive noise and loud music in apartments, suites, hallways, and common areas, including parking lots, WILL NOT be permitted at any time. This includes, but is not limited to, 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. 24 hour courtesy hours are in place in all residential living areas.

You are responsible for your guests' behavior.

At all times, residents and their guests must be considerate of their neighbors’ right to the quiet enjoyment of their home. University Housing 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 any time.

**OFFICE HOURS & CLOSINGS**

**University Commons Residence Halls**
The University Commons office is open 24 hours a day unless otherwise posted. Management and Residential Life staffs are available Monday – Friday 9 am – 6 pm.

**University Commons** will be open during the winter break recognized by The University of Texas at Dallas. The doors of the buildings will be closed and access will be removed during this time period for students not approved to stay. Dates of this period may vary slightly from the official winter break, and will be posted each year in the weeks prior to closing. University Commons South will be completely shut down and inaccessible each year during a period of winter break due to maintenance. All other halls will be open as described above.

**University Village 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 am – 7 pm
- Saturday: 10 am – 5 pm
- Sunday: 1 pm – 5 pm
PARKING
When entering or leaving the community, you are required to operate your vehicle at a speed not to exceed 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 Housing 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 (September 1st through August 31st each year). They may be purchased online at www.utdallas.edu/myparking.

The residential permit allows you to park in the designated area for your building. There is a separate permit for residence hall lots and apartment lots. Campus parking in non-residential areas requires a separate permit.

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. Smoking and the disposal of tobacco is prohibited on patios and balconies.

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 6th of the month and a late fee of $50 will be assessed to your account. Additional late fees of $50 will be assessed on your account on the 16th if your balance is not paid in full. Total late charges will not exceed $100 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 OR University Commons (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. 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 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 University Commons 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 Housing 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 Housing. 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 Housing residents with personal, academic, and housing-related peer support. Residential Life employs upperclassman students in this leadership role. 138 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, and UT Dallas policies and procedures
- Resources to help with conflict mediation between roommates
- On-call services to respond to after hours or emergency concerns

If you need assistance after-hours, please contact your area’s PA on call phone number:

- Apartments – Buildings 2-36: (214) 543-7101
- Apartments – Buildings 38-51: (214) 385-5731
- Apartments – Buildings 53-67: (214) 385-5734
- North Hall: (972) 883-5241
- South Hall: (972) 883-5561
- Northwest Hall: (972) 883-7341
- Southwest Hall: (972) 883-7361
- West Hall: (972) 883-7410

PEST CONTROL

University Village/University Commons contracts with a nationwide 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/University Commons 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. More information on bed bugs can be found in the section entitled Bed Bugs.

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

PET RULES
Approved pets include dogs, cats, and fish and are restricted by size. **Cats and dogs are strictly prohibited in all 4 bedroom apartments and in all Residence Halls.**

Residents living in 1- or 2-bedroom apartments 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 visit the Office of Student AccessAbility website for more information.*
http://www.utdallas.edu/studentaccess/housing/

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. The Pet Addendum and roommate approval must be renewed each year; a new deposit/fee will not be required for the same pet to be renewed.

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 Housing 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.

**POOL RULES**

The rules and regulations listed below are for the protection and benefit of all, 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 9-1-1 for emergency medical services or Police Emergencies, or use an emergency blue phone
4. Pool Hours: 10 am – 10 pm, Sunday – Saturday
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. No pets allowed in the pool area

In consideration of Manager’s permission to use the recreational facilities, if any, at University Village/ University Commons, the resident waives any and all claims that may be asserted against Manager or Manager’s agents, representatives, employees, or contractors, arising from or with respect to Resident’s use of the facilities, if any. This waiver also applies with respect to any injury or illness that may result (directly or indirectly) from any utilization of the recreational facilities, if any. If Resident uses the recreational facilities, if any, Resident represents and warrants that Resident is in proper
physical condition to use these facilities, if any, and has read, understands, and will comply with all posted and or published warnings, rules, regulations, and hours of operation. Resident also assumes all liability for Resident’s guests.

RECREATIONAL FACILITIES
Five swimming pools, three sand volleyball courts, two basketball courts, two tennis courts, one multipurpose sports court, one children’s play area, billiards, and ping-pong are available for all University Housing residents. Equipment is available for use and may be checked out with a Comet Card. University Village clubhouses/social centers are first come first serve unless a private reservation has been made through the Residential Life office. 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 sport courts in University Housing are open daily from 10 am until 10 pm.

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 sport 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, sport 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.

In consideration of Manager’s permission to use the recreational facilities, if any, at University Village/University Commons, the resident waives any and all claims that may be asserted against Manager or Manager’s agents, representatives, employees or contractors, arising from or with respect to Resident’s use of the facilities, if any. This waiver also applies with respect to any injury or illness that may result (directly or indirectly) from any utilization of the recreational facilities, if any. If Resident uses the recreational facilities, if any, Resident represents and warrants that Resident is in proper physical condition to use these facilities, if any, and has read, understands, and will comply with all posted and or published warnings, rules, regulations, and hours of operation. Resident also assumes all liability for Resident’s guests.
RELOCATION OF RESIDENT
As stated in the Housing Agreement, the manager specifically reserves the right to relocate a resident to another room within University Housing. Possible reasons might include disciplinary action, expulsion, and availability. In the event that the room at University Housing assigned to the Resident 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 another room in University Housing.

Relocation may be required at any point during the semester 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 vary, but they are typically cost 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
- 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.

RESIDENCE HALLS ANNUAL MAINTENANCE
University Commons South must close over the winter break for annual maintenance for a period of time. 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 during occupancy, but generally speaking University Commons South will close in late December and reopen during the first week.
of January. More information on University Commons closures can be found in the section entitled *Office Hours & Closures*.

**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 Housing. 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 or residence hall 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 roommate 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) 883-7430  
or email at: 
reslife@utdallas.edu

The University of Texas at Dallas  
Residential Life  
800 W. Campbell Rd, RH15  
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 halls 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 and will be responsible for a transfer fee of $200. 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:
- University Commons Classrooms (except in Residence Hall South)
- University Commons Multipurpose Rooms (except in Residence Hall South)
- All study rooms
- Apartment Clubhouses (except in Phases 2 & 4)
- 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 email.
- 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.

**SEXUAL HARASSMENT / ASSAULT**
The University of Texas at Dallas is committed to the principle that the University's working and learning environment will be free from inappropriate conduct of a sexual nature. Sexual misconduct and sexual harassment in any form will not be tolerated and individuals who engage in such conduct will be subject to disciplinary action.

This policy applies to all University administrators, faculty, staff, students, visitors, and applicants for employment or admission. It applies not only to unwelcome conduct that violates state and federal laws concerning sexual harassment but also to inappropriate conduct of a sexual nature. It is also applicable regardless of the gender of the complainant or the alleged harasser.

Sexual harassment is a form of sex discrimination under Title VII of the Civil Rights Act of 1964, Title IX of the Civil Rights Act of 1972, and the Texas Commission on Human Rights Act, Article 5221k, Vernon's Texas Civil Statutes, and it is illegal and actionable under civil law.
Reporting Sexual Harassment and Sexual Violence
Report to a University official, administrator, or supervisor as soon as possible. You should report sexual harassment and sexual violence immediately, even if you are not the victim. When in doubt, be proactive and report. **In an emergency, victims of sexual assault should dial 9-1-1.** For non-emergencies, they may contact the UTD Police Department at (972) 883-2222.

Contact Information

**Title IX Coordinator**
James C. Dockery, JD
Assistant V.P., Office of Institutional Equity and Compliance
Title IX Coordinator
Synergy Park North [SPN] 2.210
3000 Waterview Pkwy
Richardson, TX 75080

Phone: 972-883-2218
Fax: 972-883-5308
Email: TitleIXCoordinator@utdallas.edu

**Deputy Title IX Coordinator**
Brandy Davis, JD
Director, Title IX Initiatives
Deputy Title IX Coordinator
Office of Institutional Equity and Compliance
800 West Campbell Rd, AD 3.207C
Richardson, TX 75080

Phone: 972-883-4549
Fax: 972-883-4565
Email: brandy.davis@utdallas.edu

Additional Resources
If you or someone you know has been the victim of sexual harassment or assault, or have witnessed sexual assault or harassment, these are some additional resources available:

Dallas Area Rape Crisis Center:
(972) 641-7273
http://www.dallasrapecrisis.org/

UT Dallas Police Silent Witness Report Form:
http://www.utdallas.edu/police/silentwitness.html

Student Counseling Center Sexual Assault Recovery:
972-883-2575 (24-hour Student Counseling Center general number)
http://www.utdallas.edu/counseling/sexualassault/
Student Services Building (SSB) 4.600

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.
Motorized scooters or motorized personal transportation devices are prohibited from being driven on University sidewalks, streets, parking lots or parking structures unless authorized by the Office of Student AccessAbility or Office of Human Resources as a reasonable accommodation required by the Americans with Disabilities Act or other federal law.

Motorized scooters or motorized personal transportation devices are two-wheeled devices designed for transporting one person with a deck designed to allow a person to stand or sit, and is propelled by an electric or gas motor. Motor-assisted bicycles are not included in this policy.

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 & TOBACCO
“Tobacco and Smoke Free” refers to all forms of tobacco and smoke related products, including but not limited to cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, and chewing tobacco.

University Commons Residence Halls
Effective August 31, 2012, in line with the University Tobacco Free Policy, the following are prohibited in all UT Dallas Residence Halls and around the Residence Halls at a distance of no less than 10 meters or 33 feet:

- Use of tobacco or smoke related products
- Campus-controlled advertisement of tobacco or smoke related products
- Distribution of tobacco or smoke related product samples
- Improper disposal of tobacco or smoke related products
- Littering with the remains of tobacco or smoke related products indoors or outdoors

Possession and storage of coal and/or leaf burning pipes/inhalers (including hookahs) are strictly forbidden in the residence halls.

University Village Apartments
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 10 meters or 33 feet away from apartment units. Smoking and disposal of tobacco products is prohibited on all balconies. **Smoking is strictly prohibited in all public**
areas (e.g. community centers and study rooms). Smokers are responsible for properly disposing all smoking materials. 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 Housing. 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 sport courts located throughout University Housing. The courts are for the use of residents and their guests. Below are the rules for the sport courts:

- Hours are from 10 am – 10 pm. No one will be allowed on the court outside of these hours.
- 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.
- There should be no more than four people on the tennis courts at any given time. No more than 10 people on the basketball court at any given time. No more than 12 people should be on the multiuse court at any given time.
- Proper workout attire and court shoes are required.
- No smoking, food, drinks, or pets permitted on court.
- Any misuse of the sport court facility will result in loss of privileges.
- Rollerblades, skateboards, scooters, and motorized vehicles are not permitted on the courts.
- Any activity on the court outside of its intended use must be approved in advance by Residential Life or University Housing staff. Please stop by the front desk of the building for more information.

In consideration of Manager’s permission to use the recreational facilities, if any, at University Village/ University Commons, the resident waives any and all claims that may be asserted against Manager or Manager’s agents, representatives, employees or contractors arising from or with respect to Resident’s use of the facilities, if any. This waiver also applies with respect to any injury or illness that may result (directly or indirectly) from any utilization of the recreational facilities, if any. If Resident uses the recreational facilities, if any, Resident represents and warrants that Resident is in proper physical condition to use these facilities, if any, and has read, understands, and will comply with all posted and or published warnings, rules, regulations, and hours of operation. Resident also assumes all liability for Resident’s guests.
STREET/ROAD & TRAFFIC SIGNS
It is important when traveling through the housing community that you obey all traffic signs. For your own safety, all pedestrians, drivers, motorcyclists, bicyclists, unicyclists, skate/long boarders, and scooter riders must comply with all traffic 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 Housing 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 instilling 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.

If you become aware of a threat of violence, notify UT Dallas Police at 972-883-2222 or call 9-1-1 immediately.

- The first step in personal safety is to maintain awareness of the situation and environment around you.
- Be prepared to take appropriate action if a threat presents itself.
- Evacuate the area, whether inside or outside a building, if you know that it is safe to do so.
- Seek shelter in a nearby building if the threat is outside a campus building.
- If a threat presents itself, seek cover and barricade yourself (with others if possible) by placing as much material between you and the threat.
- To make the area appear unoccupied:
  - Remain quiet
  - Turn off lights
  - Silence cell phones
- As soon as it is safe to do so, notify UT Dallas Police or call 9-1-1.
- Do not approach emergency responders; let them come to you.
- Remain under cover until the threat has passed or you have been advised by law enforcement that it is safe to exit.
**TRASH & RECYCLING 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.

There are three trash compactor areas and two recycling areas within the University Commons community. In the University Village community there are eight trash compactor areas and six recycling areas.

List of recyclable materials:

- Rinse these with water & remove the lids or caps:
  - Plastic bottles
  - Plastics # 1-7
  - Aluminum cans
  - Aluminum foil
  - Metal cans
  - Glass bottles

- Put these in a bag so they do not get wet:
  - Newspaper
  - Magazines
  - Phone books
  - Junk mail
  - Office paper
  - Plastic bags

- Flatten these and then place in the recycle bin:
  - Cereal & cracker boxes
  - Cardboard
University Village Trash and Recycling areas:
University Commons Trash and Recycling areas:
UNIT CONDITION FORM
At the time of move-in, University Housing 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.

Upon move-out furnishings and fixtures should be in clean, sanitary, and good condition with normal wear and tear, and all personal belongings shall be removed from the apartment or suite. Manager will conduct an inspection of the Premises upon Resident's move-out. Manager shall have no duty to conduct a joint inspection with Resident. Resident shall return all keys upon move-out. There will be a charge of $75 for each key lost or not otherwise returned to Manager.

UNIVERSITY STUDENT CODE OF CONDUCT
All University Housing 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 HOUSING 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.
1\textsuperscript{st} Violation Written warning
2\textsuperscript{nd} Violation $25 per individual residing in the apartment or suite.
3\textsuperscript{rd} Violation $50 per individual residing in the apartment or suite and possible sanctions from the University.
4\textsuperscript{th} 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**

- 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 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) 883-7430
- Student AccessAbility Services (972) 883-2098
- Student Counseling Center (972) 883-2575
- Veteran’s Center (972) 883-4913
- 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:

<table>
<thead>
<tr>
<th>Floor Plan</th>
<th>Included in Rent</th>
<th>You Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select 4bed/2bath Units</td>
<td>All utilities*</td>
<td>No utilities</td>
</tr>
<tr>
<td>Select 4bed/2bath Units</td>
<td>All utilities except electricity</td>
<td>Electricity</td>
</tr>
<tr>
<td>2bed/2bath Units</td>
<td>All utilities except electricity</td>
<td>Electricity</td>
</tr>
<tr>
<td>1bed/1bath Units</td>
<td>All utilities except electricity</td>
<td>Electricity</td>
</tr>
<tr>
<td>3bed Suites (UC)</td>
<td>All utilities**</td>
<td>No utilities</td>
</tr>
</tbody>
</table>
*All utilities in the 4bed/2bath units includes: electricity (up to a $250/mo. cap), water, trash, sewer, cable TV and internet. Note: telephone service is not provided in any floor plan.

**All utilities in the Residence Halls 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 and select 4bed/2bath floor plans 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 would be the current market rent for that bed. It is the residents’ responsibility to immediately report any vacant, unlocked bedroom(s) to the appropriate University Housing 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 Housing office.

Please note, some vending machines in the facilities take credit cards (in addition to cash and coins). The machines **DO NOT** take your Comet Card or other identification cards.

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, 9 am – Midnight and Friday & Saturday, 9 am – 2 am. There should be no more than double the maximum occupancy in an apartment or suite at any time. 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.

- All overnight guests must be registered with the front desk of the resident’s respective building before visitation hours end. All apartment overnight guests must be registered with the University Village Leasing office before 7 pm.
- An overnight guest is someone who stays later than the ending hour of visitation (past Midnight Sunday – Thursday and past 2 am on Friday and Saturday nights).
- All overnight guests are allowed to stay a maximum of two nights per month. All residents are allowed an overnight guest in their suite/apartment a maximum of two nights per month. These visits can be either two consecutive nights or in two one-night increments. No visit can be over two 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.
- 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. Housing and Residence Life staff reserves the right to revoke this privilege.

VISITOR PARKING

Visitors to University Housing needing to park a vehicle must obtain a visitor parking pass. Visitor parking passes will expire after 48 hours. These passes may be obtained at the University Village Information Center or at the University Commons Front Desks. After regular business hours, apartment residents may obtain a pass from the University Commons Front Desks.

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

For information on parking enforcement, please visit www.utdallas.edu/parking.
WATERBEDS
Waterbeds are not permitted in any student bedrooms due to safety and maintenance concerns.

WEATHER EMERGENCIES
Please visit the UT Dallas Office of Emergency Management website for detailed information about preparation and planning for multiple hazards and weather incidents. http://www.utdallas.edu/ehs/programs/emergency/. Below are important weather-related hazards to be aware of.

TORNADO
A tornado is a violently rotating column of air, pendant from a cumuliform cloud or underneath a cumuliform cloud, and often (but not always) visible as a funnel cloud. Literally, in order for a vortex to be classified as a tornado, it must be in contact with the ground and the cloud base.

Tornadoes are nature’s most violent storms. Spawned from powerful thunderstorms, tornadoes can cause fatalities and devastate a neighborhood in seconds. A tornado appears as a rotating, funnel-shaped cloud that extends from a thunderstorm cloud to the ground with whirling winds that can reach 300 miles per hour. Damage paths can be in excess of one mile wide and 50 miles long. Every state is at some risk from this hazard. Some tornadoes are clearly visible, while rain or nearby low-hanging clouds obscure others. Occasionally, tornadoes develop so rapidly that little, if any, advance warning is possible. Before a tornado hits, the wind may die down and the air may become very still. A cloud of debris can mark the location of a tornado even if a funnel is not visible. Tornadoes generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado.

If you are in a structure —
- Go to a pre-designated area such as a safe room, basement, storm cellar, or lowest building level. In most buildings on campus, there are Severe Weather Shelter Area signs on the restrooms and pre-designated shelter areas.
- If there is no basement, go to the center of a small interior room on the lowest level away from corners, windows, doors and exterior walls.
- Put as many walls as possible between you and the outside.
- Get under a sturdy table and use your arms to protect your head and neck.
- Do not open windows.

If you are outside with no shelter —
- There is no single research based recommendation for what last-resort action to take because many factors can affect your decision. Possible actions include:
  - Immediately get into a vehicle, buckle your seat belt and try to drive to the closest sturdy shelter. If your vehicle is hit by flying debris while you are driving, pull over and park.
  - Take cover in a stationary vehicle. Put the seat belt on and cover your head with your arms and a blanket, coat or other cushion if possible.
  - Lie in an area noticeably lower than the level of the roadway and cover your head with your arms and a blanket, coat or other cushion if possible.
- In all situations:
- Do not get under an overpass or bridge. You are safer in a low, flat location.
- Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter.
- Watch out for flying debris. Flying debris from tornadoes causes the most fatalities.

*If you live in University Commons, please see “SEVERE WEATHER SHELTER PLAN”, below.*

**FLOODING/FLASH FLOODS**

Floods are one of the most common hazards in the United States, however not all floods are alike. Some floods develop slowly, while others, such as flash floods, can develop in just a few minutes and without visible signs of rain. Additionally, floods can be local, impacting a neighborhood or community, or very large, affecting entire river basins and multiple states.

Flash floods can occur within a few minutes or hours of excessive rainfall, a dam or levee failure, or a sudden release of water held by an ice jam. Flash floods often have a dangerous wall of roaring water carrying rocks, mud, and other debris. Overland flooding, the most common type of flooding event, typically occurs when waterways, such as rivers or streams, overflow their banks as a result of rainwater or a possible levee breach and cause flooding in surrounding areas. It can also occur when rainfall or snowmelt exceeds the capacity of underground pipes, or the capacity of streets and drains designed to carry flood water away from urban areas.

Be aware of flood hazards no matter where you live or work, but especially if you are in low-lying areas, near water, behind a levee, or downstream from a dam. Even very small streams, gullies, creeks, culverts, dry streambeds, or low-lying ground that appear harmless in dry weather can flood.

**SEVERE WEATHER**

**EXTREME HEAT:**

Conditions of extreme heat are defined as summertime temperatures that are substantially hotter and/or more humid than average for location at that time of year. Humid or muggy conditions, which add to the discomfort of high temperatures, occur when a “dome” of high atmospheric pressure traps hazy, damp air near the ground. Extremely dry and hot conditions can provoke dust storms and low visibility. Droughts occur when a long period passes without substantial rainfall. A heat wave combined with a drought is a very dangerous situation.

Heat kills by pushing the human body beyond its limits. In extreme heat and high humidity, evaporation is slowed and the body must work extra hard to maintain a normal temperature.

Most heat disorders occur because the victim has been overexposed to heat or has over-exercised for his or her age and physical condition. Older adults, young children and those who are sick or overweight are more likely to succumb to extreme heat.

Conditions that can induce heat-related illnesses include stagnant atmospheric conditions and poor air quality. Consequently, people living in urban areas may be at greater risk from the effects of a prolonged heat wave than those living in rural areas.
Also, asphalt and concrete store heat longer and gradually release heat at night, which can produce higher nighttime temperatures known as the “urban heat island effect.”

A heat wave is an extended period of extreme heat, and is often accompanied by high humidity. These conditions can be dangerous and even life-threatening for humans who don’t take the proper precautions.

THUNDERSTORMS & LIGHTNING:

All thunderstorms are dangerous. Every thunderstorm produces lightning. While lightning fatalities have decreased over the past 30 years, lightning continues to be one of the top three storm-related killers in the United States. On average, lightning kills 51 people per year in the US, and injures hundreds more. Although most lightning victims survive, people struck by lightning often report a variety of long-term, debilitating symptoms.

Other associated dangers of thunderstorms include tornadoes, strong winds, hail, and flash flooding. Flash flooding is responsible for more fatalities —more than 140 annually— than any other thunderstorm-associated hazard. Dry thunderstorms which do not produce rain that reaches the ground are most prevalent in the western United States. Falling raindrops evaporate, but lightning can still reach the ground and can start wildfires.

If thunderstorms and lightning are occurring in your area, you should:
- Use your battery-operated NOAA Weather Radio for updates from local officials.
- Avoid contact with corded phones and devices including those plugged into electric for recharging. Cordless and wireless phones not connected to wall outlets are OK to use.
- Avoid contact with electrical equipment or cords. Unplug appliances and other electrical items such as computers and turn off air conditioners. Power surges from lightning can cause serious damage.
- Avoid contact with plumbing. Do not wash your hands, do not take a shower, do not wash dishes, and do not do laundry. Plumbing and bathroom fixtures can conduct electricity.
- Stay away from windows and doors, and stay off porches.
- Do not lie on concrete floors and do not lean against concrete walls.
- Avoid natural lightning rods such as a tall, isolated tree in an open area.
- Avoid hilltops, open fields, the beach or a boat on the water.
- Take shelter in a sturdy building. Avoid isolated sheds or other small structures in open areas.
- Avoid contact with anything metal—tractors, farm equipment, motorcycles, golf carts, golf clubs, and bicycles.
- If you are driving, try to safely exit the roadway and park. Stay in the vehicle and turn on the emergency flashers until the heavy rain ends. Avoid touching metal or other surfaces that conduct electricity in and outside the vehicle.

WINTER WEATHER:

While the danger from winter weather varies across the country, nearly all Americans, regardless of where they live, are likely to face some type of severe winter weather at some point in their lives. Winter storms can range from a moderate snow over a few hours to a blizzard with blinding, wind-driven snow that lasts for several days. Many
winter storms are accompanied by dangerously low temperatures and sometimes by strong winds, icing, sleet and freezing rain.

One of the primary concerns is the winter weather’s ability to knock out heat, power and communications services to your home or office, sometimes for days at a time. Heavy snowfall and extreme cold can immobilize an entire region.

The National Weather Service refers to winter storms as the “Deceptive Killers” because most deaths are indirectly related to the storm. Instead, people die in traffic accidents on icy roads and of hypothermia from prolonged exposure to cold. It is important to be prepared for winter weather before it strikes.

- **Stay indoors** during the storm.
- **Walk carefully** on snowy, icy, walkways.
- **Avoid overexertion** when shoveling snow. Overexertion can bring on a heart attack—a major cause of death in the winter. Use caution, take breaks, push the snow instead of lifting it when possible, and lift lighter loads.
- **Keep dry.** Change wet clothing frequently to prevent a loss of body heat. Wet clothing loses all of its insulating value and transmits heat rapidly.
- **Frostbite and Hypothermia** —
  - **Signs of Frostbite:** Occurs when the skin and body tissue just beneath it freezes. Loss of feeling and white or pale appearance in extremities, such as fingers, toes, earlobes, face, and the tip of the nose.
  - **What to Do:** Cover exposed skin, but do not rub the affected area in an attempt to warm it up. Seek medical help immediately.
  - **Signs of Hypothermia:** Dangerously low body temperature. Uncontrollable shivering, memory loss, disorientation, incoherence, slurred speech, drowsiness, and apparent exhaustion.
  - **What to Do:** If symptoms of hypothermia are detected take the person’s temperature. If it is below 95°F, seek medical attention immediately. Get the victim to a warm location. Remove wet clothing. Warm the center of the body first by wrapping the person in blankets or putting on dry clothing. Give warm, non-alcoholic beverages if the victim is conscious. Seek medical help immediately.
  - The US Centers for Disease Control and Prevention (CDC) recommends, if you detect symptoms of frostbite, seek medical care. Because frostbite and hypothermia both result from exposure, first determine whether the victim also shows signs of hypothermia. Hypothermia is a more serious medical condition and requires emergency medical assistance.
  - **Drive only if it is absolutely necessary.** If you must drive: travel in the day; don’t travel alone; keep others informed of your schedule; stay on main roads and avoid back road shortcuts.

Let someone know your destination, your route, and when you expect to arrive. If your car gets stuck along the way, help can be sent along your predetermined route.

**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 (ex: 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.

Do not use plug-in electrical equipment like hair dryers, or toasters during the storm. Do not use landline 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 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 Ziploc 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 (UNIVERSITY COMMONS 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 to take shelter, depending on which floor you live on.

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 (do not use elevators) and shelter in the interior hallways of the 1st floor away from exterior doors/windows

4th floor  
Proceed downstairs (do not use elevators) and shelter in the interior hallways of the 2nd floor away from exterior doors/windows

5th floor  
Proceed downstairs (do not use elevators) and shelter in the interior hallways of the 2nd floor away from exterior doors/windows
Other areas that are designated as severe weather shelter areas are marked with signage throughout the buildings. For example, interior stairwells and restrooms are designated shelter areas.

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 tips, we recommend visiting FEMA’s website:

[http://www.ready.gov/make_a_plan.html](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](http://www.utdallas.edu).

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

<table>
<thead>
<tr>
<th>UT Dallas Police Department</th>
<th>(972) 883-2222</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTD-TALK After Hours Counseling</td>
<td>(972) 883-8255</td>
</tr>
<tr>
<td>National Suicide Prevention Lifeline</td>
<td>(800) 273-8255</td>
</tr>
<tr>
<td>UT Dallas Counseling Center</td>
<td>(972) 883-2575</td>
</tr>
</tbody>
</table>

**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 Housing’s building exterior. All window and door blinds visible from the exterior must be those provided by University Housing.
- 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.