

**FAMILY & NONTRADITIONAL
HOUSING/RESIDENCE LIFE at AUSTIN PEAY
Housing/Residence Life Application Packet/Handbook**

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Austin Peay State University's Office of Housing/Residence Life is pleased to hear of your interest in family/nontraditional student living at Austin Peay. Your decision to attend Austin Peay is an excellent one, and the decision to live in University housing will provide additional opportunities for personal growth, educational development and leadership experiences. This handbook will provide you with the following:

1. Answer to questions you may have about the family/nontraditional housing program
2. The policies and procedures while living on campus
3. Floor plan of one, two, and three bedroom apartments
4. The terms of your rental agreement
5. Directions on completing the enclosed rental agreement
6. Applications, rental agreement, and mailing envelope
7. Questions most frequently asked about the process

To the returning resident, the Office of Housing/Residence Life is pleased to continue to serve you. We hope your housing experience continues to be a pleasant one.

To our new applicant, our desire is to provide you with a comfortable and home-like environment at the lowest possible cost. We hope this information will be useful to you while you are living at Austin Peay State University.

The Office of Housing/Residence Life will consider your application for family/nontraditional housing approximately 30 days before the indicated day of occupancy if an apartment is available and your name is next on the waiting list. At this time, our office will notify you and you will have **10 days** to accept the apartment and set a check-in date for within the next 10 days. Your application **does not** guarantee you will be assigned an apartment; therefore, you should look into additional housing options in the event an apartment does not become available.

To move in during the summer, you must be registered for fall semester classes. If you are a current resident, you may continue to live in complex Housing apartments during the summer, as long as you are pre-registered for the fall semester.

Again, thank you for your interest in Austin Peay family and nontraditional housing. Please let us know if you have any questions about your application.

**KEEP THIS HANDBOOK
FOR FUTURE REFERENCES.**

COMMUNITY LIVING

COMMUNITY BILL OF RIGHTS

The community bill of rights is a reminder to you of your rights as an individual and your responsibilities to your fellow community members:

1. The right to read and study free from undue interference in one's apartment. Unreasonable noise and other distractions inhibit the exercise of this right.
2. The right to sleep without undue disturbance from noise, guests of other complex residents, etc.
3. The right to expect that one's personal belongings (i.e. clothing, food) will be respected.
4. The right to a clean environment in which to live. This includes apartment bathrooms and kitchens.
5. The right to free access to one's apartment.
6. The right to privacy.
7. The right to host guests with the expectation that guests are to respect the rights of other residents in the complex. Guests must comply with the policies contained in this handbook.
8. The right for redress of grievances. Residence life staff members are available for assistance in settling conflicts and negotiating differences.
9. The right to be free from fear of intimidation, physical, and emotional harm.
10. The right to expect reasonable cooperation in the use of "shares" equipment throughout the complex (playground, etc.) and a commitment to honor agreed-upon living standards (i.e. payment schedules, smoking).
11. The right to expect reasonable cooperation from other complex residents.

12. The right to be free from peer pressure or ridicule regarding one's beliefs, interests, and behavior.

RESPECT

Living in campus apartment complex requires a respect for other residents and a commitment to standards. Based on individual rights and responsibilities, these standards ensure the maximum amount of freedom for every member of a residence hall or apartment community.

Your enjoyment of living in an apartment will depend to a large extent on the thoughtful consideration that you demonstrate for other members of your apartment and complex community. Every student has a right to be able to sleep and study in his/her room. This right supersedes all other rights that pertain to residential life.

RESIDENCE LIFE STAFFING

The Emerald Hills/Two Rivers complex is supervised directly by the **Area Coordinator** who lives in the complex. The area coordinator supervises staff, processes all assignments, and coordinates administrative and community activities for the complex.

The Area Coordinator's office is located in apartment 3A and is open from 8 a.m.-4:30 p.m. (Monday-Friday) and 7 p.m. - 9 p.m. seven days a week. Extended hours during the academic school year are based on approval of coordinator.

The staff member with whom you may have the most direct contact is the **Resident Assistant**, or RA. This person lives in your complex and is available to assist you with apartment living, to serve as a resource about Austin Peay, to ensure that community living standards are maintained, and to work with all residents to plan informative and enjoyable activities.

A **Facility Coordinator** is a student employee who replaces A/C and heater filters, light bulbs, smoke detector batteries and performs minor repairs and is authorized to enter your apartment for these reasons.

OFFICE OF HOUSING RESIDENCE LIFE

Located on the first floor of Miller Hall, the Housing Office is the place to report maintenance needs, obtain a temporary loaner key when locked out during the day or to get any assistance whenever the Complex Office is unavailable.

Office Hours are from 8 a.m.-7 p.m. during the year and 8 a.m.-4:30 p.m. during any break periods and the summer months.

In addition to the Housing Office, the Complex Housing Office is located in Emerald Hills apartment 3-A. This office also is open for lockouts and is where you can obtain information on your housing assignment between 8 a.m.-7 p.m. (Monday-Friday) and 7-9 p.m. nightly.

PROGRAMMING/ACTIVITIES

NEW RESIDENT MANDATORY MEETING

The Complex Housing staff wants to bring together residents from the complex in order to familiarize them with Universities Policy and procedures. Therefore, once a semester a mandatory hall meeting will be held. This meeting will be an informative, yet social meeting in which residents may ask questions about the complex.

The mandatory hall meeting is also a great way to get out of your own building and mingle with others in the complex. Remember, the more residents participate and get involved, the more the complex can accomplish,

For more information, contact the Complex Housing Office or see a Residence Life staff member.

EMPLOYMENT

The Office of Housing/Resident Life offers two main employment opportunities for students. During the year we employ resident assistants and office assistants. Both are great way to get involved in the residence halls and to make some extra money. If you are interested, contact the Office of Housing/Residence Life for more information.

GETTING INVOLVED

There are all types of opportunities in and around the complex for you to get involved with activities, decision making, and leadership. We want students to be involved and invest time and energy into making the place in which they live better. So don't just sit there – do something!

PROGRAMMING

The Residence Life Staff will be offering programs and activities for your complex throughout the year. Because we use the Wellness Model to help us plan these programs, we offer a wide variety.

The theory behind the selected Wellness Model is that there are six components that combine to make a typical human being. These are spiritual, social, physical, intellectual, emotional, and cultural. One of our goals is to increase your awareness of each of these components and to provide opportunities for you to enhance your development in each area. Professional and student staff members of the Office of Residence Life have the responsibility to help students develop in all six Wellness areas.

Our goal is to provide you with opportunities to continue to learn outside the classroom and feel more comfortable in your community, as well as have fun. We hope you get involved either by helping to plan or by attending those events. If you have a great idea for a program, desire to feel more comfortable in your community, want to help or want to know when the next program is, contact a residence life staff member.

RESIDENCE SERVICES

CHILD CARE

The University offers child care through the Child Learning Center. Services are offered for children ages 6 week to school aged. The curriculum can be described as multifaceted, developmentally appropriate, hands on, discovery learning based on play. There is both full-time and part-time care. Evening and day care are available. For more information, contact the Child Learning Center.

CUSTODIANS

Custodians are employed to clean breeze ways, public lounge areas, vending, and laundry facilities. The cleaning of apartment living areas and the proper disposal of garbage are the responsibilities of individual residents. Periodic inspections are conducted by residence life staff to ensure compliance in living areas with health and safety standards.

LAUNDRY MACHINES

Washing machines and dryers are available in the laundry rooms located in building 4, apartment C and building 9, apartment B. These laundry rooms serve the entire complex. There is no charge for residents to wash and dry their clothes. You will be expected to carry your university identification while washing in the facility. Using your apartment key, the laundry room is accessible 24 hours a day. For the protection of your personal belongings we do not recommend leaving them unattended. Do not prop the entrance door open. If you leave your laundry, be aware of the amount of time it takes to wash and dry. If your clothes are left in the washer or dryer over the time limit, other residents have permission to remove and place your laundry on a table. Problems with laundry equipment should be reported to the Office of Housing/Residence Life 221-7444.

LOCKS

No type of additional locks, other than what is provided by the University, may be added to any door in the apartment.

MAINTENANCE

The Austin Peay State University Physical Plant schedules and completes repairs as needed. Problems in your apartment or problems that you observe in public areas should be reported directly to the Complex Housing Office at 221- 5212 or to the Office of Housing/Residence from 8 a.m.- 7p.m. (Monday-Friday) during the academic year or 8 a.m. - 4:30 p.m. (Monday-Friday) during the summer by calling the maintenance hotline at 7444. In the event an emergency repair is needed during the evening or weekend hours, contact the RA on duty. If this emergency occurs when as RA is not on duty, please

contact Public Safety. When repair needs are reported to out office, a maintenance work order is submitted to the Physical Plant. The maintenance requests are prioritized and scheduled.

Most repairs are completed within three working days. If you have a question about the status of your repair request, contact the Office of Housing/Residence Life. While every attempt is made to respect your privacy, by reporting a maintenance need in your apartment, you are authorizing access by Physical Plant staff during the Physical Plant hours of 9 a.m. – 4 p.m. (Monday-Friday). Please plan accordingly.

PEST CONTROL

Pest control problems also should be reported the Office of Housing/Residence Life by calling the maintenance hotline during the same hours. All rooms and apartments are sprayed for pests according to a monthly schedule and as problems are reported.

STORAGE

The University provides storage areas both inside and outside apartments. The alcoves are located on the backside of the buildings. These are to be shared by all residents on the floor. Storage in these areas is to be conducted in a neat and orderly fashion, as determined by the Residence Hall staff. The breeze ways are to be kept clear of all belongings with the exception of grill, bicycles, and plants. Residents needing additional storage should consult the yellow pages of the local telephone book under “storage”.

TELEPHONE SERVICES

If your telephone needs repair, you may report it to out Centrex operator by using a friend’s phone to call, the laundry room phone, or the phone in the complex office during office hours.

VENDING MACHINES

Carbonated beverages and juice machines are located in the laundry room 4C and 9B. Problems or requests for refunds should be reported to the Office of Housing/Residence Life. The vendors will reimburse you through the office of HRL.

RESIDENTIAL HALL NETWORKING

All residence halls are networked. Listed below are some of the features and the hardware/software requirements that you will need for access on this network. If you have problems connecting and configuring your computer, please check <http://www.apsu.edu/resnet/> for configuration instructions. If you are still unable to connect, please call the Help Desk at 221-4357 for assistance.

Residential Networking Features:

- Internet speed 100 megabytes/sec bi-directional transfer to the desktop.
- 24-hour unlimited access to the internet and University resources.
- No modem or Internet Service Provider (ISP) is required.
- No interrupted phone call.

Minimum Requirements for Windows

- A PC with Windows 98 or greater operating system
- CD-ROM Drive.
- A network interface card with 10/100 Ethernet access.
- A CAT-5 UTP Network cable (maximum length of 25 feet).

Macintosh Operating System

- Macintosh OS 8.0 or greater, Power Macs, and Mac G's are all compatible.
- A CD-ROM Drive
- A Network Interface Card with 10/100 Ethernet access.
- A CAT-5 UTP network cable (maximum length of 25 feet).

Other recommendations:

Network computers are more susceptible to virus attacks, so virus protection software is strongly recommended. Also, please bring all operating system software for you PC. Some files from this software may be

necessary to properly install and setup the network configuration to connect your PC to the network.

YOUR APARTMENT

APARTMENT ASSIGNMENT- FAMILY HOUSING

Resident assignment to Emerald Hills Family Housing apartments will be made on a first come, first serve basis according to the following conditions:

ONE BEDROOM APARTMENTS

Will be assigned to:

- One adult and one dependent child 9 or younger.
- Two married adults.

TWO BEDROOM APARTMENTS

Will be assigned to:

- One adult and one child who is 10 or older.
- One adult and two or three children who are 9 or younger.
- Married adults and one or two children.

THREE BEDROOM APARTMENTS

Will be assigned to:

- One adult with four to five children.
- One adult and three children of the opposite sex who are 10 or older.
- Married adults with two children of the opposite sex with one child 10 or older.

PRIORITY for a three bedroom assignment (or relocation) will be given to current residents whenever possible, based on the DATE of placing their names on the waiting list.

These conditions also represent the **minimum** and **maximum** occupancy of the apartments. In order to live in an apartment, the minimum number of people has to physically reside in the apartment on a steady basis (exceptions can be made by the area coordinator) and you cannot exceed the maximum number of people allowed. If at any time there are changes in marital status or children coming to live with a resident, the resident may be required to move to a different apartment.

When **current** residents are offered the opportunity to move to a larger or smaller apartment, they must move to their new location within 10 working days of notification, or they will forfeit the opportunity to move.

When **new** residents are offered an opportunity to move into an Emerald Hills apartment, they will be given 10 working days to pay their first months rent and complete the check-in process for moving into the apartment.

Before the resident is allowed to move in, they will be required to provide proof of their family status. This includes providing copies of marriage licenses, birth certificated and custody paper (when applicable). These certificates may be from other countries; however, they must be translated into English.

APARTMENT ASSIGNMENTS NONTRADITIONAL

Nontraditional students will be assigned to Buildings 7-9. Resident assignments to these Emerald Hills nontraditional student apartments will be made on a first come, first served basis according to the following conditions.

- Nontraditional students must be at least 23.
- Nontraditional students will only be assigned a one bedroom apartment.
- Nontraditional students must live alone; there will be no double occupancy allowed.
- If at any time there are changes in marital status or children coming to live with a nontraditional student, the students must transfer to a family housing apartment.

APARTMENT PERSONALIZATION

An empty apartment can be very drab. Putting up posters, pictures, and other decorations can add that personal touch. Residents desiring to personalize their apartment should comply with the following:

- May only paint their apartment once per year. Murals are not allowed. Only light pastel colors may be selected and must be flat latex paint.

- May paint only the walls. University furniture and equipment may not be painted.
- Must properly prepare the apartment for painting by covering the floor and University furniture with a drop cloth.
- Must properly dispose of leftover paint and supplies in outside trash dumpsters. Rollers and paintbrushes are not to be cleaned in apartment sinks.
- May not use wallpaper or contact paper due to possible damage to University facilities.
- May use borders, noting that border must be removed at check-out. Any visible damage caused by removal of borders will result in charges to the resident.
- Nails in walls are prohibited and all hooks must be approved by the Area Coordinator and have to be removed without damage to the walls upon moving out.

Upon moving out, resident has to return apartment in the original condition or be charged the cost of repainting apartment.

Please note that failure to comply with the above guidelines will result in charges for damage and paint restoration.

CABLE

Each apartment is equipped with complimentary cable TV. Extended basic, non premium cable service is provided by Charter Communications. Any problems with cable should be reported to Charter Communication. Channel 96 shows dousing and University information 24 hours a day as well as movies shown nightly.

CHECK-IN

During the check-in process, you will be given several important notices that you should read carefully. You also will be issued both apartment and mailbox keys during this time.

INSPECTION OF ROOMS DURING CHECK-IN

All apartments will be inspected by student and staff prior to occupancy. The condition of the apartment will be clearly

noted on the check-in/out form. You are advised to carefully review the condition of the apartment as indicated on the form. Your signature indicated you are in agreement with the condition stated.

When you vacate the apartment, any damages or discrepancies from the original inspection will be noted and you will be charged for the damage. You will receive a bill from the University that must be paid before you can reenroll or receive any official University credentials.

The University reserves the right to inspect apartment for health, safety, and standards of maintenance at any time.

CHECK-OUT

To check out of the apartment:

- Submit a 30-day notice to the Office of Housing/Residence Life.
- A staff member will schedule a time for check out in advance by you containing the office or you may “Express” check-out.
- Remove all of your personal belongings.
- Clean your apartment by properly disposing of all trash, sweeping and mopping the floor, wiping off surfaces, cleaning the kitchen (including the oven and refrigerator), and the bathroom.
- Complete the check-out by appointment with a staff member OR “Express Check-out”. The area coordinator and/or other officials from the Office of Housing/Residence Life reserve the right to reassess the condition of your apartment and bill for necessary charges. Failure to complete proper check-out will result in additional charges being assessed. Vacating dates may be changed. However, if staff is not given 24-hour notice, an improper check-out charge may be assessed.

In order to check-out properly without a 30-day notice, you must comply with the following guidelines:

- If withdrawing from the University, you must check out completely with a member of the residence life staff prior to having your withdrawal

form signed in the Office of Housing/Residence Life.

- For any other extenuating circumstances, you should make an appointment with your RA or the RA on duty to check-out of your apartment. You should give a 24-hour notice.
- If you check-out with less than a 30-day notice your deposit will be forfeited. Exceptions will be made on a case by case basis by the Area Coordinator, Assistant Director, or Director of Housing.

ELECTRICITY

Cost of electricity is included in your rent. If you experience any problems with your utilities, call 221-5212 to place a work order.

EXPRESS CHECK-OUT

Express check-out provides the student with the freedom to check-out at his/her convenience during the year. The student simply follows the instructions on the express check-out box located outside the Complex Office. Use of the express check-out process forfeits the right of the student to appeal any charges assessed by a staff member. All guidelines governing refund and forfeiture of housing deposit are applicable to the express check-out process.

FURNISHING

Each apartment contains a stove, refrigerator, and mini blinds. You may not remove University equipment from the apartment unless it has been approved by the Housing Office for special needs (handicap mobility, etc.). You are responsible for inspecting your apartment when moving in and out, and you are held accountable for any damage to University facilities and equipment.

During the check-in process, you will be given several important notices that you should read carefully. You also will be issued both apartment and mailbox keys during this time.

HEALTH AND SAFETY

It is your responsibility to keep your apartment, as well as the breeze ways areas, clean and to properly dispose trash in

outside dumpsters. Trash and personal items may not be stored in electrical meter/breaker alcoves. Although all apartments are sprayed for pest on a regular basis, additional needs for pest control may be reported to the Office of Housing/Residence Life. To limit the likelihood of insects becoming a problem, you should not store perishable items in open container. The University maintains a contract with a local pest control company. Residence life staff will perform monthly health and safety inspections to ensure that proper standards are maintained. You will be notified in advance of these inspections.

HOUSEKEEPING

The residents of each apartment will be held responsible for their apartment and its furnishings. This includes cleanliness, general housekeeping practices, and general appearances.

Housekeeping custodians will clean the laundry room, stairwells, and other public areas daily. Do not leave your trash can out overnight, because it creates a fire hazard and is a violation of the residence hall code of conduct.

Residents must take any large items or boxes directly down to the dumpsters located adjacent to buildings. Please discard all paper boxes because the glue in them attracts roaches.

MAILBOXES

At check-in, you will be issued your mailbox assignment and one mailbox key. All mailboxes are located outside Building 6 and 15 and are property of the U.S. Postal Service. Outgoing mail can be dropped off at the outgoing mail slot in the mailbox in front of building 15. Any lost keys or repairs are to be reported to the Complex Housing Office.

PERSONAL SAFETY

Here are some important tips to protect yourself in the complex, around campus, and in town.

- Lock your door when you leave and when you sleep, to keep yourself safe and your valuables safe.
- Know the emergency evacuation procedures for your building; be

familiar with the location of fire extinguisher and emergency exits.

- Follow health and safety regulations listed in this handbook.
- Do not prop doors or windows; if you can get in through a propped door/window, so can an unwanted intruder.
- Look out the peep hole and/or window before you open a door.

AROUND CAMPUS OR IN TOWN:

- Avoid walking alone at night; take a friend if you must go.
- Look alert; eliminate the potential attacker's element of surprise.
- Carry your keys in your fist, one between each pair of fingers, can be used as a weapon.
- Vary your daily patterns; some attackers stalk their victims, knowing just where and when to strike. Keep them confused.
- Pay attention to your surroundings. Where is the best lighted route? Where can you run for help if necessary?

IF YOU ARE ATTACKED:

- Keep your wits about you as best as you can. Sometimes struggling can save you; sometimes it can antagonize the attacker.
- Consider passive resistance; try talking to your attacker in a calm manner.
- Report any attack to Public Safety or to a residence hall staff member.
- Seek medical attention if necessary.

ROOM CONDITION REPORT

The check-in/out form is used to properly inventory the condition of the apartment and equipment when you move in and out. Any changes determined not to be normal wear will be evaluated by the coordinator and a charge assessed.

When you move into your apartment, a member of residence life staff will review the check-in/out form with you and have you sign it. You may review or update the form at any time by contacting your RA or the Area Coordinator. You are responsible for the accuracy of all information on the check-in/out form.

SCREENS

In rooms and apartments provide with window screens, screens are to remain secured properly in window frames all times. Removal or damage of screen will result in a restoration charge.

SMOKE DETECTORS

Smoke detectors are provided in all residential living areas. They are checked regularly to ensure proper working order. Students are not to tamper with smoke detectors. Tampering with such will result in a restoration charge and judicial action. If smoke detector is making a chirping noise, please call maintenance hotline for a new battery.

TELEPHONE

Telephone service is provided in each complex university apartment. Long distance service must be contacted directly with either the university or a private long distance telephone company.

WATER

Water service is provided by the university.

WINDOWS

For the security of your personal property, windows should remain locked and curtains or blinds drawn when no one is home. Screens are to remain properly installed in your windows. Additional portable air conditioners are not permitted to be installed in apartments because of the excessive electrical load they produce. No type of decorating, signs, etc. may be posted or be hung between the window blinds or on the window (inside or out). Exceptions are made for Christmas holidays. Decorations are allowed between Thanksgiving break until January 2.

RESIDENCE LIFE POLICIES & PROCEDURES

ACCESS TO STUDENTS APARTMENTS

Residence Life staff may enter a student's apartment for the purpose of maintaining conditions of health, safety, inventory control, and enforcement of university apartment and residence hall regulations. Staff may search an apartment

and seize evidence when **strong probable cause** exists to cause residence life staff to believe that university policies or state laws are being violated. Residents need not to be present or give permission for search, and staff is not required to identify what they are searching for.

ALCOHOL

The use and/or possession of any alcoholic beverages are prohibited on campus. Empty alcoholic beverage containers, either on one's person or in the apartment, will constitute a violation. **Alcoholic beverage containers are not permitted as room/apartment decoration.**

APPEALS

All appeals must be in writing to the Office of Housing/Residence Life. Appeals for billing charges and informal discipline decisions must be filed within five (5) class days of notification by the Office of Housing/Residence Life.

APPLIANCES

Television sets and radios with self-contained antennas, VCR's, record players, electric razors, clocks, hair dryers, lamps, heating pads, electric blankets, humidifiers, approved microwave ovens, and fans are permitted into apartments provided their use does not disturb other residents and their state of repair is not a fire hazard. All appliances must be UL listed. Under no circumstances are sun lamps and gas appliances allowed. Violators of this policy will be subject to disciplinary action.

BIKES

Bikes may be stored in student apartment provided they do not restrict free entry and exit. Bikes may also be placed in bike racks conveniently located at your apartment. Bikes may not be stored in stairwells, hallways, or other common areas. Bikes are not permitted to be chained to exterior light poles, trees, or railings etc.

BOMB THREAT

All bomb threats will be considered real. Suspicious packages, boxes, or other containers containing possible explosive devices should not be tampered with or handled by students. In such cases the area

should be kept clear and Public Safety immediately contacted. Residents should evacuate the building immediately and return only when told to do so by official university personnel.

CABLE

Students may not tap into existing cable lines or in any way tamper with university of vendor telecommunication equipment. When found responsible for such actions, students will be subject to full restitution, educational discipline, and prosecution by the private cable vendor.

CANDLES

Possession of candles is not allowed in your apartment or in any other area of complex housing.

CAR MAINTENANCE

Residents are not allowed to perform major car maintenance involving fluids or engines in complex parking.

CAR WASH

Residents are not allowed to access water from their apartment for the purpose of washing vehicles.

CHILDREN

Because of the concern for liability and the Department of Human Services guidelines for proper supervision, resident students are not permitted to use their assigned apartment for commercial baby-sitting and/or as a location for day care. Residents may however, use their apartment to baby-sit for other resident children.

Birthday parties given for children on university property must be supervised by an adult. Children attending the party are the responsibility of the resident and the party must be pre-approved by the area coordinator.

CHILD SUPERVISION GUIDELINES

As defined by the Tennessee Department of Human Services, guidelines are as follows:

- Children, 10 or younger, may not be left unsupervised at any time.
- Children 11 and 12 may not be left unsupervised for more than two hours at any time. Children within

this age category may not supervise other children.

- Children between 12 and 13 may not be left unsupervised for more than four hours at any time. Children within this category may supervise other children, but not for more than two-hour blocks.
- Children who are at least 13 or older may baby-sit their siblings.

CHRISTMAS DECORATIONS

Christmas decorations are limited to the interior of student apartments and in areas specified by the Complex Housing Association. UL approved Christmas lights may be hung in windows between Thanksgiving break and January 2 of the next year as long as they are in compliance with fire safety policy. An artificial tree may be displaced in the staff office. Live trees and burning candles are not permitted in university housing due to risk of fire. Christmas decorations must be removed no later than Jan 2.

CLOTHES DRYING

Residents are provided with a laundry facility and clothes lines for drying of their clothes. Other public displays of laundry are inappropriate.

COHABITATION

Cohabitation is not allowed in complex housing. Cohabitation is defined as someone residing in your apartment who is not a dependent or spouse registered with the housing office. You must register any visitors with the complex office and you are responsible for their actions when they are present. Visitors are allowed to stay overnight in your apartment for only two (2) days during the course of a one week period. Housing staff can approve your guest registration form for this time period and will follow up with you when that time has expired. If you have a need for your visitor to stay longer than two nights, you must submit a form to the area coordinator for approval. Violation of this rule subjects you to discipline action that could remove your visitation rights or cause you to be evicted from housing. This rule is in place not only for your safety but for the safety of other residents as well.

CONDUCT

Any resident who intentionally commits, attempts to commit, or incites and/or aids others in committing any of the following acts of misconduct will be subject to disciplinary action. (F- formal; and I- informal) both hearing processes may be subject to change.

- Obstruction or disruption of disciplinary procedures, Residence Life procedures or any authorized function or event. (I)
- Unauthorized occupation or use of unauthorized entry into any residence hall or apartment facility, student room or apartment. (I)
- Verbal or physical abuse or threat of such abuse against any person in university housing or any function or event, or any conduct that threatens or endangers health, safety, or welfare of any person. (F)
- Theft or possession of any stolen goods, including illegal possession, or damage to university property of a person in university housing. (F)
- Interference with the right of access to residence hall or apartment facilities or with any contractual right of any person in university housing. (I)
- Misrepresentation or misuse of student identification in university housing upon request of a residence life staff member or university official. (I)
- Setting of a fire or the use of any open filament device in university housing.
- Tampering with or the misuse of fire alarms, smoke detectors, or fire extinguishers. If any tampering is evident, criminal charges may result. (F)
- Tampering with or modifying electrical systems (i.e. the installation of a dimmer switches and ceiling fans, circuit breaker switches and cable TV wiring). (I)
- Possession or use of firearms, knives in excess of four inches, explosives, ammunition, incendiary devices or other weapons. (F)
- Failure to follow emergency procedures, actual or drill, in case of

fire, tornado, or other emergencies. (I)

- Possession, use, manufacture, or sale of any prohibited or controlled drug or substance in university housing. (F)
- The use and/or possession of any alcoholic beverage where liquid is present. (F)
- Empty alcoholic beverage containers, either on one person or in apartment, will constitute a violation. Alcoholic beverage containers are not permitted as room decorations. (I)
- Failure to respond to verbal request or written summons from a Residence Life staff member or other university officials. (I)
- Violation of quiet and courtesy hours. (I)
- Displaying obscene photographs, drawing, or purposefully offensive materials from student rooms or apartments. (I)
- Removal of or damage to window screens. Residents in violation will be charged to replace missing or damaged screens. (I)
- Use of sports equipment, (i.e. racquetball, skateboards, pellet/paint ball guns, archery, or golf equipment) is prohibited inside and in close proximity to residential facilities. Furthermore, storage of pellet guns and archery equipment is not permitted inside an apartment. (I)
- Housing of any pets other than small fish. (I)
- Failure to maintain proper health and safety standards (i.e. failure to properly dispose of trash, noncompliance with follow-up health/safety checks). (I)
- Violations of the terms and conditions of the rental agreement, the food service contract, the University Student Code of Conduct or the policies listed elsewhere in this handbook. (I)

CONFISCATION OF ITEMS

Illegal substances and items found to represent a health and safety violation, or

constitute a violation of university policies, will be removed immediately by complex staff. A confiscation report will be issued listing all items removed.

Some confiscation items may be claimed when you vacate your apartment. Items not claimed within 30 days after vacating are disposed of.

Items that will be confiscated by staff and are not returnable to residents include, but not limited to:

- Alcoholic beverage containers
- Incense, candles, potpourri, and related paraphernalia.
- Other miscellaneous illegal items.

Alcoholic beverages will be disposed of by the responsible student(s) with staff observing. The can or bottle will be discarded by the staff.

Items that will be turned over to Public Safety include:

- Drugs or other illegal substances and/or paraphernalia.
- Fireworks and weapons.
- Traffic and safety regulation signs.
- Beer kegs and taps.

DAMAGES

You are responsible for your apartment and its contents. The Office of Housing/Residence Life makes no provision in the budget for the replacement or repair of equipment due to student negligence or malicious behavior. You may be charged for any damage or extra cleaning necessary that results while you are living there. If damage occurs in public areas and the responsible individual(s) cannot be identified, the repair cost may be prorated evenly among residents living in the building.

DAMAGE AND RESTORATION CHARGES

- Cleaning -\$25 minimum per apartment.
- Painting
 - a. Re plastering - \$18 per room
 - b. nail removal - \$1 per hole
 - c. paint over- water base paint - \$50 per room
 - d. paint over- oil based paint - \$75 per room

- Screen - \$25 each
- Lock
 - a. lock mechanism replacement - \$55 each
 - b. apartment key lock core replacement - \$50 each
 - c. mailbox key/lock core replacement - \$15 each
- Glass
 - a. Windows - \$75 per pane
 - b. Storm door - \$35 each
- Towel Bar - \$12 each
- Telephone Replacement - \$75 each
- Telephone Jack (broken and/or disconnected) - \$25 each
- Curtain rod replacement- \$25 each
- Blinds
 - a. Repair - \$20 each
 - b. Replacement - \$50 each
- Storm door - \$75 each
- Light fixture - \$30 each
- Thermostat - \$75 each

Additional charges may be assessed (i.e. labor, specialized materials).

DISCRIMINATION

The Office of Housing/Residence Life is committed to the education of a non-racially identifiable residential population. As a result, it is the department's policy to not discriminate with regard to sexuality, religions belief, interests, and race pertaining to housing assignment and reassignment, staffing, residence education, and assistance.

DISCIPLINE PROCESS

The Residence Life staff is committed to providing a safe and comfortable environment for all students. When a student violates one of the policies designed to ensure the safety and comfort of others, the student will be held responsible for his/her actions through the discipline process. This process is designed to be fair, uphold student's rights and to be an educational process as much as possible. The discipline usually begins with an incident report. You will probably hear more than a few things about incident reports; what they are for, who fills them out, why, and what happens to you if you are named in an incident report. For the most part, incident reports are used by hall

staff to document, in writing an incident that occurs in the complex.

Usually these incidents are policy or regulation violations that have occurred. They generally are used by hall staff to communicate the facts with the Office of Housing/Residence Life so the office can take appropriate action. Incident reports can be used to take down facts about a theft or unusual happenings inform the hall staff what is going on. If you are named on an incident report, you may be asked to talk with the assistant director of Housing/Residence Life, director of Housing/Residence Life, or another member of Student Affairs. If you are found to be responsible for the violation of a policy or regulation, you will be subject to disciplinary action. This action may be on an informal or formal level.

Informal disciplinary action is for most first-time violations. Informal discipline involves a one on one conference with the assistant director of Housing/Residence Life.

The purpose of this informal action is to hold the student accountable for hi/her actions and have educational interaction with a university staff member. During this meeting you will be advised of yo9ur rights as an Austin Peay student and be given the opportunity to explain, in you words, what occurred during the alleged policy violation. If you are found to be responsible for the violation in question, you may be issued a disciplinary warning form, required to attend an educational workshop, issued a letter of reprimand, referred for formal discipline and/or a combination of these sanctions may be imposed. In the informal disciplinary action no formal records will be maintained by the university. An informal record is imposed. In the informal disciplinary action, no formal will be kept for a minimum of these years to determine a student's prior involvement in a minor offense, when and if a second offense occurs at a later date.

Formal disciplinary action is for repeat offenses, multiple charges or major policy infractions. A student charged with formal discipline will have a choice to be heard by the university hearing board or the director of Housing/Residence Life. If found responsible, you are subject to a more

severe sanction ranging from additional educational sanctions, probation to suspension from the residence hall/apartments. These actions will create a formal discipline file, which will remain with the student for a period of five years.

Failure to report for a discipline hearing may result in additional charges brought against you. Please refer to your Student Handbook for additional information regarding your rights, due process, and more detailed information concerning the discipline process.

EARTHQUAKES

In the event that an earthquake, which may impact Austin Peay campus, please be aware of the following tips:

BEFORE AND EARTHQUAKE OCCURS

1. Keep on hand a flashlight and, if possible, a portable radio, both with fresh batteries.
2. Place large and heavy objects on lower shelves. Bottles goods, glass, and other breakables also should not be stored in high places or left where they can slide freely on shelves.
3. Remove heavy picture frames, mirrors, and other heavy objects over the bed or desk.

DURING AN EARTHQUACK

1. First and foremost, stay calm. Think through the consequences of any action you take.
2. If you are outdoors, stay outdoors; if you are indoors, stay indoors. Most injuries during quakes occur as people are entering or leaving buildings.
3. If you are indoors, take cover under a heavy desk or table, doorways, halls, or against inside walls. Stay away from glass.
4. If you are outdoors, move away from buildings and utility wires. The greatest danger comes from falling debris just outside of doorways or outer walls. Once in the open, stay there until the shaking stops.
5. If you are in a moving car, stop as soon as you can, but stay in your car. A car may shake violently on its springs, but

is a good place to stay until the shaking stops. When you drive on, watch for hazards created by the quake. Some of these hazards include fallen or falling objects, downed electrical wires, or broken or undermined roadways.

AFTER AN EARTHQUAKE

1. Be prepared for additional earthquake shocks, called “after shocks”. Although most of these are smaller than the main shock, some may be large enough to cause additional damage.
2. Stay out of severely damaged buildings. Aftershocks can shake them down. University officials and hall staff will inform you when it is safe to re-enter the building.
3. Check for injuries. Don’t attempt to move seriously injured persons unless they are in immediate danger of further injury.
4. Don’t smoke. Gas leaks could make a cigarette your last. Don’t use candles, matches, or other open flames because of possible gas leaks. Douse all fires. Don’t turn on the lights.

EMERGENCIES

Students requiring emergency assistance should contact the Office of Public Safety. Emergencies requiring immediate assistance may include:

1. fire
2. theft
3. assault or attempted assault
4. health-related emergencies
5. other

ENROLLMENT

Students residing in complex housing must be enrolled as a student for the semester in which they live in the complex. Summer enrollment for current residents is not required as long as the student meets one of the following conditions:

1. Pre-registered for the next applicable session.

2. Has submitted a signed letter of intent to the complex office stating plans for continued enrollment.

EXTENSION CORDS

Only UL approved extension cords of the correct size are allowed, provided electrical outlets are not overloaded.

FIRE DRILL

When you have been alerted by the alarm, shouted warning, or experience the sensation of smoke or fire:

1. If there is smoke in the room/apt., keep low to the floor.
2. Before passing through any door, feel the door. If it is hot, do not open the door.
3. Before opening a door, brace yourself against the door and open it slightly. If heat or smoke is present, close the door and stay in the room.
4. If you cannot leave the room, open the window.
5. To attract the fire department’s attention if you are trapped, hang an object out the window. If there is a phone in your room, call Public Safety and report that you are trapped; give the room number and specific location.
6. If you can leave a room, close all doors behind you as you exit.
7. Go to the nearest exit or stairwell.
8. If the nearest exit is blocked by fire, heat, or smoke, go to an alternate exit.
9. If all exits from a floor are blocked, go back to your room, open the windows, wave something out the window and shout for help.
10. After evacuating a building, move well away from it and stand clear. Emergency apparatus will be maneuvering around the building.
11. Follow the directions of fire, police, and hall personnel.

FIRE SAFETY

Incense, burning candles, portable heaters, or any type of flammable liquids are not allowed in the apartment. This includes the storage of mopeds and motorcycles in close proximity to the residence hall/apartment. Wall hangings, such as fish

netting, poster, and tapestries may not be hung from ceiling light fixtures, over radiators, or electrical outlets. The Housing/Residence Life staff makes regular health and safety inspections of the apartment to ensure that fire safety standards are maintained.

Fire extinguishers are for fire safety. Tampering with fire safety equipment will result in the cost of recharging the fire extinguisher, suspension from University housing, and other disciplinary action.

GAMES

Bouncing of basketballs, Frisbee throwing, skateboarding, golf, use of archery equipment, water sports, playing catch, or any other similar activities inside or in close proximity to the buildings and their respective parking lots are prohibited because of the possibility of damage and the resulting noise. The use of dart boards and other games posing threat to resident safety or facilities maintenance also is prohibited.

GRIEVANCES

Students who have a grievance against a Residence Life staff member first, if appropriate, should discuss the matter with the staff member. If the differences cannot be resolved, the student may file an appeal in writing to the assistant director of Housing/Residence Life. If the grievance is not resolved satisfactorily with the assistant director of Housing/Residence Life, it will be followed by the associate dean of students, then the vice president for student affairs, and then the president of the university.

GRILLS

Outdoor grills are allowed at the end of each breeze way either in the front or the rear of the building. Because of the risk of fire, they are to be attended at all times and have to be completely extinguished after use. Charcoal grills are provided by the university in picnic area located in the complex.

GUEST POLICY

All guests must register with the complex housing staff office. You are responsible for the actions of your guest at all times and guests are to respect the needs

and rights of all complex residents. Guests may only stay for two days a week. Special guest registration will be handled on a case to case basis.

HAZING

Hazing is not permitted in or around the apartments. A complete description of hazing is included as part of the **Student Code of Conduct** contained in the Student Handbook.

INCENSE

Because the odor may be offensive to some people and because it constitutes a fire hazard, the possession/burning of incense are not allowed in the apartments.

INSURANCE

The protection of personal property is the individual's responsibility. The Housing Office strongly recommends that each resident obtain rental insurance.

LOCKOUTS

From time to time, you may lock yourself out of your apartment. Carrying apartment keys is an individual responsibility. However, assistance is available:

1. Complex Housing Office

From 8 a.m.-9 p.m., Monday-Friday, during the academic year. During summer term from 8 a.m.- 4:30 p.m., Monday-Friday, and 7-9 p.m. nightly.

2. Housing/Residence Life Office

From 8 a.m. – 7 p.m., Monday-Friday, during the academic year and 8 a.m. – 4:30 p.m., Monday-Friday during summer.

3. Contacting the RA on Duty

In the complex staff office from 7-9p.m. and in their apartment after 9p.m., or call 5212

Students requiring access to their apartments from 7 a.m. – 6 p.m. on Saturdays and Sundays during the academic year or from 4:30 p.m. – 7 p.m. during the summer should contact the Office of Public Safety for emergencies only. Emergencies will be defined as access for purposes of medical treatment or personal and property

safety as determined by the Office of Public Safety.

LOFTS

The construction of lofts is not permitted.

LOST KEYS

The non-refundable cost of replacing a lost key, re-keying the lock core and issuing additional replacement keys is \$50 for the apartment and \$15 for the mailbox. Charge for apartment keys is billable through the Housing /Residence Life Office and payable at the cashier window located in the Browning building and mailbox charges are paid by a check made out to postmaster. This charge is necessary to ensure the safety of all apartment residents. Report your lost key immediately to the Office of Housing and Residence Life.

LOUNGE FURNITURE

Furniture in lounge and common areas is for the enjoyment of all residents and their guests. Lounge furniture may not be removed or rearranged without prior permission for the area coordinator.

MUSICAL INSTRUMENTS

Although you may call yourself a musician, your neighbors may not agree. Therefore, the playing of musical instruments in the complex is not permitted. Practice rooms are located in the music/mass communication building.

NOISE

Complex housing exists to support the academic mission of the University. Quiet and courtesy hours provide standards of acceptable noise levels for study, sleep, and privacy.

Quiet hours are in effect 8 p.m. to 7 a.m., seven days a week. During quiet hours, all noise must be contained within individual student apartments at a level that is not disruptive to another resident. During final exams, 24 hour quiet hours are in effect beginning at 6 p.m., 48 hours prior to the first day of exams and extending until after the last exam.

At all other times, courtesy hours are defined as noise levels appropriate for both complex and individual apartments and not disruptive to others.

This policy governs activities in individual apartments and outside in close proximity to complex buildings.

Residence life staff members are available to assist you in resolving noise related problems. It is always best to attempt to resolve such problems directly before staff is asked to intervene.

PARKING

Residents

Parking for complex residents is available and zoned as commuter parking. Therefore you are required to purchase a commuter parking decal from the Office of Public Safety, located in the Shasteen Building, for each vehicle registered to the resident and co-renter.

Visitor

Visitor and overflow parking is designated as the area across the street from building 3-5. All visitors are required to notify the Office of Public Safety when they are parking at Complex Housing. The following information is required.

1. Make, model, and color of car
2. License plate number
3. Who is visiting
4. Length of visit

General

When parking your car, it is advisable to keep all windows up and all doors locked; furthermore, it is advisable to remove all valuable possessions from the inside of your car.

PARTIES

All private parties in complex housing with nine or more students in attendance must be registered in advance with the complex coordinator. Residents are responsible for the actions of their guests and for complying with APSU housing policies and standards conducive to a residential community.

PETS

With the exception of fish aquarium not exceeding 20 gallons and approved Seeing Eye dogs, pets are not permitted in University housing. Fish aquariums may be used only for fish. Furthermore, no pets

may be kept in close proximity to your apartment.

PHILOSOPHY

The Housing/Residence Life Office accepts the responsibility to provide and promote an environment that will enhance the personal growth and development of a resident as a student, individual, and community member. The policies and procedures govern complex living and supplement the Student Code of Conduct.

PLAYGROUND AND RECREATION AREAS

A playground and recreation area with picnic table and grill are provided. Children under the age of 13 must be accompanied by an adult.

POSTING

Designated bulletin boards and other designated area are provided in buildings and common areas to keep residents informed about residence life and campus activities. Individuals wishing to post public information must obtain the permission of the Office of Housing/Residence Life and be in compliance with the general rules and regulation of the University. Information, signs, or other decoration may not be displayed by posting directly on the window or hung in between the window and window blinds in apartment windows. Furthermore, no types of stickers, signs, or other adhesive materials may be placed on the door. Such information may be removed by resident hall staff without residents' permission and resident may face disciplinary charges.

PUBLIC AREAS

Public areas in apartments are for use and enjoyable for all residents. Individuals wanting to sponsor private social events should make arrangements to use other campus facilities.

Smoking is not permitted in public areas. Also, the grounds outside individual building may not be used for private social events.

RELEASE OF PRIVATE INFORMATION

Release of private information to students or other interested parties is not

permitted without prior written consent by the originator and approval of the director of Housing/Residence Life. Copies of certain private information, which will not be given to the originator upon request, are job applications, housing application/contract and financial records. Directory information (telephone numbers, room numbers, and P.O. boxes) is considered public information and may be released on request. Only telephone numbers of residents will be given out from the Housing/Residence Life Office.

Students requesting directory information not be released should complete a "Do not release information" form available at apartment check-in and throughout the year in the Office of Housing/Residence Life.

RENEWAL OF RENTAL AGREEMENT

Residents of Emerald Hill apartments are required to renew their rental agreements during the last two weeks of June each year. The renewal of the rental agreement will take place in the staff office located in apartment 3A during regular office hours.

RENT

Residents must pay the monthly rental charge as it becomes due on the first day of each month at the cashiers window of the Business Office located in the Browning Building. You are responsible for this payment and bills are not sent by the University. A late charge is added to your account if you do not pay your rent in full by the fifth calendar day of the month.

If you have given a 30-day notice, you still must pay your rent in full for that month. Upon check-out, your rent will be prorated and a balance check of the unused portion will be sent out to the forwarding address that you left with the University.

RESTRICTED AREAS

Certain areas around the complex are off limits to residents. These include, but are not limited to, roofs, ledges, mechanical rooms, crawl spaces etc.

SECURITY

For your own protection, as well as protection of your personal property, do not

leave your apartment unlocked when unattended or sleep with your apartment door unlocked. Large valuable items (stereo, TV) may be marked and identified by Public Safety through Project I.D.

Austin Peay State University housing continually monitors the living environments to limit the risk of personal injury or damage to personal property. As members of a residential community, resident students are expected to comply with all University and Housing/Residence Life policies and to exhibit good citizenship as responsible community members.

SENIOR GRADUATING POLICY

Graduating seniors are required to submit a 30-day notice in order to complete a proper check-out and receive a housing deposit refund.

SMOKING

Smoking is prohibited in the public area of the complex. This includes lounges, laundry rooms, and vending areas.

SOLICITATION

To protect students against fraudulent involvement, sectarian promulgation, interruption of their studies, and to ensure that the property of the University is not used for monetary gain, door-to-door soliciting, sectarian promulgation, or political propaganda in the complex is prohibited, except in the common lounges with the prior approval of the assistance director of Housing/Residence Life.

Fundraising in University housing is limited to official residence life organizations and approved University organizations. A fund raising approval form must be submitted two weeks in advance to the assistant director of Housing/Residence Life. This form is available from the Office of Housing/Residence Life.

Fund raising activities are limited to housing common areas (i.e. inside or adjacent to lounges). Door-to-door solicitation or privately sponsored room/apartment sales and solicitation are not permitted in University housing.

STATEMENT ON ASBESTOS

Austin Peay is committed to providing a safe, clean, and healthy environment for students, faculty, and staff. To accomplish this goal, the University has implemented an ongoing program of campus beautification and renovation of existing structures to include removal of asbestos and other hazardous materials. Tests are periodical conducted on the air quality to determine whether there is risk to one's health. The University will continue to monitor this situation and plan for renovations.

SURVEYS

All surveys conducted in Austin Peay State University housing must have the prior approval from the Assistant Director of Housing/Residence Life. Survey will be limited to assessments to the quality of residence life, specific issues affecting campus life, University sponsored survey and official U.S. government business (i.e. census).

TORNADO PROCEDURES

Tornado "weather" is usually a hot sticky day with southerly winds and a threatening, ominous sky. Clouds often are greenish-black color.

Tornado watch:

Means there are weather conditions suitable for tornado.

Tornado warning:

Means a tornado has been indicated on radar or actually has been sighted. In the event of a tornado warning, evacuate your room and close the door.

During a tornado:

1. Close the blinds and stay away from the windows.
2. Close but do not lock the door.
3. Walk to the lowest level building and wait for an all clear signal from your area coordinator, resident assistant or Public Safety before returning to your apartment.

TRANSPORTATION FOR EMERGENCIES

Residence life staff members are not permitted to transport students requiring medical assistance. When such assistance is required, the Public Safety Office should be notified.

TWO RIVERS APARTMENTS

Two Rivers Apartments are located in the middle of the Emerald Hill family housing complex therefore this complex also is supervised by the housing staff for family housing. Two Rivers Apartments is designated for traditional age juniors and above (at time of application) with the following qualifications:

1. Cumulative GPA of 3.0 at time of application.
2. No formal disciplinary record.
3. Classification as a junior or above at the time of application.

For more information about Two Rivers Apartments, contact The Office of Housing and Residence Life.

UNCLAIMED ITEMS

- A. Item(s) of value (\$50-up)
- Valued amount up to discretion of area coordinator.
 - Value item(s) is/are tagged with pertinent information, i.e. location, time/date and turned into Office of Housing/Residence Life.
 - Central office staff makes telephone and/or written contact with resident of room/apartment.
 - Once notified, owner is given 30 days from time of notification to claim valued item(s). If item(s) are not claimed within 30 days, item(s) will be destroyed, if appropriate.
 - Residents will be subject to an assessment storage fee.
- B. Item(s) of no value (\$49-below)
- Residence hall staff is responsible for disposing of these items immediately.
 - Residence hall staff is instructed not to keep any items at all.

VACATING THE UNIVERSITY

Students located in University apartments will be given 24 hours to vacate for the following reasons:

1. Voluntary cancellation of rental agreement.
2. Suspension from University housing.
3. Loss of status as a student
4. Non-payment of registration fees, rent, etc.
5. Withdrawal from the University.

WAITING LIST

After application and deposit is made, the application is placed on a waiting list. The status of this list is not published because of the changes that it goes through. Notification will occur when availability occurs.

WITHDRAWAL FROM THE UNIVERSITY

All students withdrawing from the University during the fall or spring semester and summer term must vacate their assigned apartment before a University withdrawal form will be signed. Specifically, the student must remove all personal belongings and complete a proper check-out with housing staff.

Note: In the case of illness or other situations whereby a student cannot complete a check-out, his/her proxy may initial a withdrawal through the Student Development Center and check-out with housing staff.

Austin Peay State University is an equal opportunity employer committed to the education of a non-racially identifiable student body. AP-402/05-04/250/Media Services.

Austin Peay State University A Tennessee Board of Regents Institution.

ANSWERS TO OFTEN-ASKED QUESTIONS

Will my financial aid or scholarship cover my \$100 housing deposit? No, a housing deposit must accompany your application/rental agreement for complex housing and cannot be taken from financial aid or scholarship awards.

When can I move into my apartment? Information will be sent to you in advance of your moving into your assigned apartment.

What if I decide to vacate my apartment without a 30-day notice? There is not one answer to this question. Please read your rental agreement carefully. It contains important information. Once signed and returned to our office, it is considered binding.

What if I plan to enroll at the Ft. Campbell Center? You may live in complex housing.

During the holidays may I stay in my apartment? Yes. Holidays such as Thanksgiving, Christmas, and spring break are acceptable.

During the summer may I stay in my apartment and not enroll for summer classes? Yes, CONDITIONALLY. You must pre-register as a student for the upcoming fall semester or submit a letter if intent to the Complex Office.

May I move in during the summer? Yes, as long as you are enrolled in summer classes.

Do I have to buy a University meal plan? No. Residents at emerald hill are not required to purchase a University meal Plan.

May I remain in my apartment if I withdraw from school? No. In order to stay in University Housing you must be enrolled in classes with main campus or Fort Campbell. If you are not, you must check-out of your apartment within 24-hours, unless an extension is granted by the assistant director of the Office of Housing/Residence Life.

If I should change my address, whom do I need to notify? Always be sure to update address changes to the Office of Admissions, Registrar's Office, and the Office of Housing/Residence Life.

May I install an additional air conditioner? No. This appliance is not allowed in the apartment due to the potential for overload of the electrical system and the potential for fire. Fans, however, are permitted if they plug directly into the wall outlet.

May I have overnight guests in my room? Yes. Guest must register with the complex housing office staff. You are responsible for the actions of your guests at all times, and guests are to respect the needs and rights of all complex residents. Guests are allowed to stay for two consecutive nights. Special guest registrations will be handled on a case-by-case basis.

Are my personal belongings insured by the University? No. The University does not assume responsibility at any time for the private property of its students and is not liable for the loss or damage of any article of personal property anywhere on the premises. You or your parents are encouraged to carry appropriate insurance to cover your personal belongings.

Am I allowed to personalize my apartment? Yes. Personalization should occur after you have moved into your apartment and within the guidelines set by the Office of Housing/Residence Life.

Where do I pay my rent? Your rent is to be paid at one of the cashier windows located on the first floor of the Browning Building.

Will I receive a bill for my rent? No. It is the responsibility of the resident to pay his/her monthly rent without receiving a bill.

What is my status on the application/waiting list? We do not publish the status of the waiting list because of the many changes that it goes through. You will be notified as soon as your name comes up and an apartment is available.

APARTMENT FLOOR PLANS FOR ONE-BEDROOM

TWO-BEDROOM FLOOR PLANS, OLD

TWO BEDROOM FLOOR PLAN, NEW APARMENTS

APATMENT FLOOR PLAN FOR THREE BEDROOM

AUSTIN PEAY STATE UNIVERSITY CAMPUS MAP

TELEPHONE NUMBER

Admissions	221-7661
Associate Dean of Students	221-7341
Cafeteria	221-7474
Cable Company	558-2288
Campus Police (General Info.)	221-7786
Campus Police (Emergency)	4848 (on campus only)
Child Learning Center	221-6234
Clarksville Department of Electricity	648-8151
Clarksville/Montgomery County Schools	645-5600
Crisis Call Line	648-1000
Developmental Studies	221-7612
Health Services	221-7107
Housing/Residence Life	221-7444
Intramurals	221-7564
Library	221-7346
Maintenance Hotline	221-7444
Post Office	221-6161
Snow and School Closings	648-5611
Student Financial Aid	221-7907
Telephone Repair	221-6191
Student Life	221-7431
Student Affairs	221-7341
Student Developmental Center	221-6242
University Center Information Desk	221-7838
VP for Student Affairs	221-7341

RESIDENCE HALLS/APARTMENTS

Blount Hall Lobby	221-5000
Residence Hall Director	221-5029
Staff Office	221-7140
Complex Housing	221-5212
Area Coordinator	221-1813
Staff Office	221-5212
Cross Hall Lobby	221-5100
Residence Hall Director	221-5193
Staff Office	221-6176
Harvill Hall Lobby	221-5300
Residence Hall Director	221-5323
Killebrew Hall Director	221-5400
Residence Hall Director	221-5445
Staff Office	221-4136
Meacham Apts Lobby	221-5500
Residence Hall Director	221-1103
Miller Hall Lobby	221-5600
Residence Hall Director	221-5445
Staff Office	221-7724
Rawlins Hall Lobby	221-5800
Residence Hall Director	221-5839
Sevier Hall Lobby	221-5700
Residence Hall Director	221-5701
Staff Office	221-4244

YOUR NEW ADDRESS

371 Patrick St.
Apt. (Your Apt. #)
Clarksville, TN 37040

YOUR PUBLIC SCHOOL LOCATIONS:

Elementary:

(K - 3) St. Bethlehem Elementary (931) 648-5670
(4 - 5) Burt Elementary School (931) 648-5630

Middle School:

(6-8) Rossvie Middle School (931) 920-6150

High School:

(9-12) Rossvie High School (931) 553-2070



FIVE EASY STEPS TO APPLY FOR COMPLEX HOUSING

1. Review all information in this booklet. Specifically review information pertaining to apartment assignments and requirements for qualifying for a one or two-bedroom apartment.
2. Complete the application for family housing by answering all questions with accurate information. An incomplete application any result in a delay or rejection of your application for family housing.
3. Read and sign the rental agreement. Your spouse also should read this agreement, as he/she is required to sign the rental agreement. Some people fail to read the rental agreement; they occasionally regret it. We have a clear, no surprise document that contains important information. The rental agreement is a legally binding document.
4. Using the envelope provided, submit a housing deposit and application/rental agreement by enclosing a check or money order for \$100 made payable to Austin Peay State University.
5. Mail as soon as possible. Assignments are made based on first come, first served basis in regard to the date of desired occupancy. The housing deposit receipt sent to you will confirm that we received your application/rental agreement. Our office will consider your application for family housing/non-traditional approximately 30 days before indicated day of occupancy. Your application does not guarantee you will be assigned an apartment; therefore, you should look into other housing options in the event an apartment does not become available.

Have any questions?
Please call us at (931) 221-5212

Want to see an apartment? Please call the complex staff office at (931) 221-5212 or stop by the staff office, located at 3-A in the Emerald Hill Apartments, between 8 a.m. – 4:30 p.m., Monday-Friday, and 7 p.m. – 9 p.m., seven days a week.

The Office of Housing/Residence Life

APPLICATION/RENTAL AGREEMENT (FRONT)

APPLICATION RENTAL AGREEMENT (BACK)

NOTES: