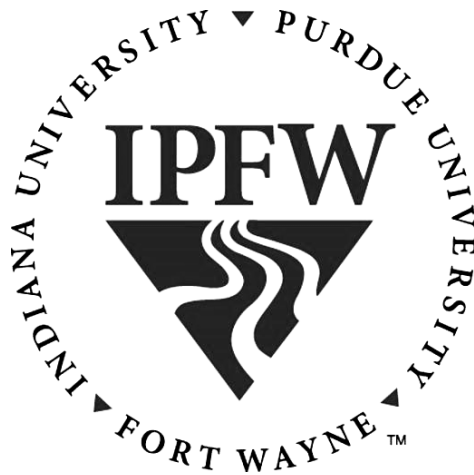


IPFW Student Housing

2017—2018

**STUDENT
HOUSING
HANDBOOK**



IPFW Student Housing

Welcome!

We hope you enjoy your new home here at IPFW Student Housing. If you have any questions or concerns, please ask. If we do not know that you are not satisfied, we cannot help you. We may not always have an immediate solution, but we will always give your concerns our utmost effort and attention. We look forward to sharing a great year with you.

Whether this is your first year with us or you're a returning resident, we hope to help you make the most of your college experience. Once again, welcome to IPFW Student Housing!

Sincerely,

IPFW Student Housing Staff



American Campus Communities

Mission Statement

Across our entire range of communities and price points, consistently provide every resident with an environment conducive to healthy living, personal growth, academic achievement and professional success.

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IPFW Student Housing Staff

Director/General Manager

The Director oversees the entire operation of IPFW's Student Housing community, including directing the activities involved with leasing and occupancy within the community. This includes promotional campaigns, tours, and other inquiries regarding the community.

Assistant Director/Assistant General Manager

Responsible for the selection, training and supervision of personnel. The person in this position also co-manages the facility with the Director and oversees programming, community development, and the student conduct process in Student Housing.

Resident Directors

With an interest in the individual and collective development of students, Resident Directors act as supervisors to the Resident Assistant staff. Additionally, the Resident Directors are responsible for coordination of desk operations.

Office Manager

The Bookkeeper is responsible for all records and accounts. All payments, refunds, or any other business issues should be referred to this individual.

Maintenance Manager

The Maintenance Manager is responsible for the mechanical and physical upkeep of the community.

Leasing Manager

The Leasing Manager coordinates and supervises the activities of the leasing department to ensure maximum possible occupancy.

Resident Assistants

Resident Assistant student staff members are front-line personnel and serve as resource persons, facilitators and advisors for activities within the community. They are responsible for maintaining community standards and safety, performing administrative tasks, and developing a sense of community.

HOUSING CONTACT INFORMATION

Telephone: (260) 481-4180 - Clubhouse

R.A. On-on call: Buildings A—G, I:
(260) 348-7266 or (260) 348-7408
Buildings H, J—M:
(260) 348-5977 or (260) 341-5320

Fax: (260) 481-4182

Web site: www.IPFWstudenthousing.com
www.ipfw.edu/housing

Community Living

When you choose to live in the unique community that Student Housing provides, you are choosing a wonderful opportunity! Here you will make friends and learn skills that will benefit you for the rest of your life. At IPFW your apartment will become your home. You'll do more than just sleep and eat here. You'll develop a sense of belonging and ownership in your apartment, building and in the common spaces. Not only will you meet new and different people and learn more about them, you'll learn things about yourself that may surprise you.

A community can take on many different meanings:

- A group of people all living in the same building sharing a common purpose
- A group of people who live in close proximity and interact on a regular basis
- A group of people who share in defining expectations for all members and assume responsibility for meeting those expectations.
- A group of people who are respectful and considerate of the individuality of other persons within the community.

Community Living Continued

Communities are not created overnight or without effort. Your help and support will be essential to developing a community in your area. To assist you in moving towards your goal of creating a safe, clean, healthy and supportive community, IPFW employs Resident Assistants (RAs).

RAs are specially trained students dedicated to working with their peers to help them develop skills that will be lifelong, as well as provide opportunities for the community to come together. RAs plan and execute social and educational programs on a regular basis and all residents are encouraged to attend as many programs as their schedules allow. RAs also act as liaisons between students and Student Housing administration. If you ever have a question or concern, your first resource should be your RA. They would love to hear from you!

Living Together

Getting to know your roommate(s) will be your first step towards creating a happy and healthy community. If you've never lived with anyone before, there will likely be an adjustment period. Remember to focus on similarities that you share with that person rather than the differences. Get to know your roommate(s) on a personal level. Ask yourself:

- Do you know their hometown or birthday?
- Do you know their major?
- Do you know their favorite movie or TV show?
- Do you know what type of music they listen to?
- Do you know what their hobbies are?
- Do you know what stresses them out? How they relieve stress?

If you don't know, ASK!

Living together involves learning and using some valuable skills such as communication, assertiveness and cooperation. It is important that you let your roommate(s) know exactly how you feel about any situation that arises. Every resident can be assured of specific rights (within the constraints of the community standards):

- The right to a comfortable level of personal privacy
- The right to study and sleep without undue disturbance or interference
- The right to a clean and welcoming living environment
- The right to be free from harassment and intimidation
- The right to have support from staff members

Living Together Continued

Remember to stand up for your rights and respect your roommate(s) right to stand up for their rights as well. Do not just “give in” to save a disagreement from turning into an argument. Communication is going to be your best tool for avoiding conflict. If you fail to communicate you do both you and your roommate(s) a disservice. After assertively communicating, cooperation and adaptation is the best way to maintain a happy and healthy relationship with your roommate(s).

Not being aware of how best to share spaces can lead to conflict. Communicating about these things in advance will save you time and stress later. Following are some questions that you and your roommate(s) should consider when discussing common spaces in your apartment:

- Are we going to share food? What food? How much food?
- Are we going to share electronic equipment? TVs? DVDs? Gaming systems? When will we share/not share?
- How will we keep the apartment clean? Who cleans what? When will we clean? Will we create a chore chart? A schedule?
- How will we hold each other accountable for the rules we set forth in our conversations?
- Can guests hang out in the living/kitchen area? For how long?
- When do you like to go to bed?
- When and how do you like to study?

When conflict arises, it’s best to talk it out is civilly and maturely. It is important to remain honest and sincere. Don’t exaggerate. When sharing reactions with one another, make sure you address the *behavior*. By focusing on the behavior, you do not destroy the person who is trying to communicate with you. If you are bothered by something, assertively and respectfully state the problem and proposed solution using “I” statements:

“I feel ___ when ___ happens. Therefore, I need ___”

Remember to be timely with your feedback. Unresolved tension is not healthy for anyone and will fester and grow until you deal with the conflict. Avoiding conflict will not make the situation go away.

Finally, remember that your RA is an excellent resource in assisting you in communicating with your roommate(s). They can sit down with one or all of you to discuss the conflict at hand and help you to resolve the issue.



IPFW Student Housing

IPFW Housing Council

The Housing Council is an organization serving as the voice of the Student Housing community and a forum of residents to air issues of concern. The organization facilitates discussion about issues that affect the community and ensures that residents uphold standards set by the community. They are also involved in facilitating and creating resident-driven programs to foster an education-based environment. The Council provides students with excellent leadership opportunities. Interested residents are encouraged to contact a Resident Assistant for complete details.

Buildings Meetings

Unit/floor meetings are conducted by the RA staff each semester. Attendance at these meetings is mandatory because important information concerning safety and security, regulations and services is distributed. Students are responsible for the information given at all such meetings and are encouraged to contribute issues, concerns, or problems at these scheduled meetings. All meetings are planned and posted in advance.

Programming

Attending a college or university is about more than just getting a degree; it is the journey into adulthood. Students at IPFW get a world-class education that broadens their horizons and opens a world of possibilities. Since students will probably spend three to four hours in our community for every one hour spent in class, it is the goal of Student Housing to aid our residents in their journey. We plan events and activities utilizing three categories designed to give students a complete experience, one that not only helps them to succeed in their academic pursuits, but also in their growth and development into adulthood and independence.



Academic Success Skills

Academic success skills are the skills that students need in order to persist and succeed in their academic endeavors. Programs in this component would also help residents connect to the academic resources available on campus. Additionally, academic success skills provide an opportunity for residents to learn new things in a wide variety of areas and foster lifelong learning.

Community Engagement

Community engagement helps strengthen interpersonal skills which are those skills that the student needs to be a productive and positive member of the community. Programs in this component:

- Help create a sense of community
- Teach residents how to make behavior choices that impact the community positively
- Provide residents the opportunity to explore issues of diversity and multiculturalism
- Demonstrate ways to limit the impact on the environment through sustainable life choices

These skills will help to increase interaction and build connections between individuals. They encourage social development and a greater respect and understanding for our diverse society.

Life Management Skills

Life management skills are the skills that students need in order to navigate the daily tasks required to function effectively. Programs in this component would provide residents the opportunity to:

- Learn how to make choices that promote personal wellness
- Learn financial literacy
- Explore aspects of spirituality
- Learn skills that will be critical in the workplace

These skills are designed to improve an individual's well-being and enrich their personal life. They will create the foundation for successful independent living and an entrance into the "real world."

Resident Responsibilities

Rules, regulations and standards are necessary for the smooth functioning of any community. Because you are assured the rights listed above, there are three basic principles which will assist everyone in becoming a positive, contributing member of our community.

- Demonstrate care for yourself
- Demonstrate care for and consideration of others
- Respect others' and IPFW's property

IT IS YOUR RESPONSIBILITY TO FAMILIARIZE YOURSELF WITH THE RULES AND REGULATIONS OUTLINED IN THIS HANDBOOK. YOU AND YOUR GUESTS ARE RESPONSIBLE FOR KNOWING, UNDERSTANDING AND FOLLOWING THEM.

Rules and Regulations

Living in student housing is a unique opportunity. The policies of IPFW Student Housing are in place for the safety of our residents and to ensure that our community is conducive to supporting their academic success. Community living requires each member of the community to be a good neighbor.

Signing the Housing Agreement, along with the signing the Handbook Acknowledgement form, indicates that residents shall agree to make themselves aware of, and abide by all the policies indicated therein. If any of the rules and regulations are violated it may result in disciplinary action.

Apartment Entry—The Housing Staff members are not permitted to open a bedroom or apartment for anyone other than its occupant(s). The Housing Staff and University Police are authorized to enter any locked or unlocked apartment room at any time deemed necessary for the following purposes:

- **Maintenance, personal safety, emergency situations, verification of occupancy**
- **Housing staff and UPD are not required to provide notice ahead of time but may do so as a courtesy**

Alcohol—Student Housing deems it important to ban the use of alcoholic beverages, whether in the apartment building itself or on the grounds. Possession or consumption of alcoholic beverages or containers is prohibited on all Student Housing premises.

Alcohol Paraphernalia—Materials associated with the use or support of alcoholic beverages will also not be tolerated in general view within the apartment. This includes, but is not limited to shot glasses, posters, neon signs, and decorative bottles.

Alterations/Decals—With the exception of security ID stickers, decals and stickers are not permitted.

Appliances—Some small appliances, such as radios, televisions, irons, refrigerators not exceeding four cubic feet and microwaves not exceeding 600 watts are permitted. Small appliances with open heating elements are not allowed. Resident should check with Student Housing regarding permissibility of other small appliances. Major appliances not furnished by IPFW Student Housing, such as washers, dryers, etc., are prohibited on the premises. Window air conditioners are not permitted.

Baby-sitting—Baby-sitting on the premises is not allowed. Anyone under the age of 16 should be accompanied by a legal parent or guardian while on IPFW Student Housing property.

Bicycles— Parking and storage of bicycles may only occur in the areas provided for bicycle parking. Bicycles may not be parked inside buildings or apartments, nor ridden in hallways. Bicycles may not be chained to exterior railings, trees, light poles, or any other structure. Bicycles will be removed from such areas by Student Housing Staff. Student Housing shall not be liable for damage or loss of any bicycles. All bicycles must be registered and have a registration sticker.

Cable TV— Each apartment has Comcast Cable TV Service. Any problems with this service should be reported to the front desk of either the Clubhouse. Resident Assistants will report issues with cable directly to Comcast.

Christmas Trees—Live Christmas trees are not permitted in Student Housing under any conditions.

Cleaning—It is the responsibility of the Resident to clean and maintain the apartment in a sanitary and safe condition. Pre-announced health & safety inspections will be conducted on a monthly basis. Failure to maintain cleanliness may result in fines.

Conservation—We ask that you conserve water whenever possible by taking the following measures:

- Take the shortest shower possible.
- Do not run water unnecessarily when brushing teeth, removing make-up or washing.
- Report all water-related maintenance problems immediately to the Clubhouse front desk (including leaky faucets or running toilets).

Please help conserve energy by taking the following steps:

- Turn off all lights when leaving your apartment.
- Turn off the bathroom lights when not in use.
- Turn off all appliances when not in use (irons, etc.).
- Turn off your stereo and television when leaving your apartment.

*More information under **Trash** and **Recycling** topics.*

Damages—A resident is liable and judicially accountable for all damages to IPFW Student Housing resulting from negligence and misuse. All residents of an apartment will be held mutually liable for damage to the apartment once occupancy is established. An individual resident of the room is solely liable for damage to the room when individual responsibility can be clearly established. This includes, but is not limited to damages caused by electrical appliances or other personal equipment and belongings, and damage caused by adhesives, nails, tacks and vandalism. Upon move-out, all occupants will be assessed equal charges for damages in the common areas, unless responsible party has accepted damages in writing.

Damages/Common Areas—All residents of a floor are liable and accountable for all damages to the public areas of their floor resulting from negligence and misuse. Residents should attempt to find the people responsible for the damage and hold them accountable. If this fails, the cost of repairs will be split among all the residents of that floor.

Displays—It is essential that Residents observe good taste and common sense in decorating their apartments. No articles are to be displayed in the windows since the public views the facility from the outside. Residents will be charged for damage caused by any affixation of decorations which marks, defaces, or mars the interior and exterior.

Drug Paraphernalia—The association with the use of illegal substances prohibits the presence of such items. This includes, but is not limited to, bongos, hash pipes, blow tubes and water pipes. If prohibited items are observed in an apartment, the items will be confiscated and disciplinary action may be initiated.

Drugs— The use, sale, or distribution of illicit drugs will not be tolerated. Residents or guests caught using or soliciting drugs will be turned over to the appropriate law enforcement and/or Student Housing authority. Residents or guests caught or suspected of using drugs will face disciplinary action including the possibility of eviction. Contraband inspection services utilizing contraband detection canines may be conducted on an unannounced basis. Communal areas, individual rooms and automobiles shall be subject to inspection.

Electronic Equipment—All radios, televisions, stereo equipment or any other appliances or items which generate noise or sound, shall be turned down to a level that does not interfere with the quiet enjoyment of the other Residents.

Email and Internet—All IPFW students receive a free email address from IPFW, along with internet and IT services for Housing. IPFW also provides direct connections to an internet service provider and/or university network. This service is provided for personal, non-commercial use only, and is available to residents as a courtesy, at no charge. Residents may not resell their service or otherwise charge others to use it. IPFW reserves the right to limit the amount of bandwidth available to any student. If you are experiencing Internet issues we encourage you to call (260) 481-6030 for assistance from IT Services.

Tampering or altering of any computer, router, printer or network device could interrupt the network and may result in a fine.

Emergencies on Campus—All student are encouraged to sign up for [Emergency Text Messages](#) through their my.ipfw account. This ensures that students are notified quickly of an emergency situation.

Fees

- Lost Mailbox Key **\$ 30**
 - Lost Bedroom Key **\$ 40**
- Lost Apartment Key **\$ 40**
 - Lost Fob **\$ 30**
- Lost Complete Set of Keys **\$ 100**
 - Lock Out **\$ 15**
- Inappropriately Discarded Trash **\$ 25**
- Housing Removal of Personal Items **\$25/bag or equivalent**
- Pet Violation
 - 1st Offense: **\$100** 2nd Offense: **\$200**
- Tampering with or altering smoke detector **\$ 25**

Damage/Vandalism/Repair/Replacement— Cost of replacement, repair & labor.

Other fines may be applied as seen fit with any/all violation of rules and regulations.

Fitness Center Waiver—Inconsideration of the university’s permission to use basketball court and other fitness facilities at the premises, the resident waives any and all claims that may be asserted against the university or university’s agents, representatives, employees or contractors, arising from or with respect to resident’s use of the basketball court and other facilities.

- This waiver also applies with respect to any injury or illness that may result (directly or indirectly) from any utilization of basketball court or other fitness facilities, resident represents and warrants that resident is in proper physical condition to use these facilities and has read, understands, and will comply with all posted and or published warnings, rules, regulations and hours of operation.

Furnishings and Facilities—Owner will furnish the resident’s bedroom and shared living/dining area. No other furnishings will be provided. Resident assumes all responsibility for all furniture, and agrees to return furnishings in good condition with normal wear and tear expected. From time to time, the community facilities at the premises may be closed for repair, during the holiday period or renovation.

Furnishings and Facilities Continued—However, Resident shall not receive a housing fee credit because of any closed periods. Resident shall be responsible for all loss, breakage or other damage or destruction to the items furnished to the resident's apartment and to the common areas.

Failure to Comply—All Residents are required to comply with the requests of Police Officers, University Personnel, and Student Housing personnel including student staff.

Fire Safety—Fire warning devices and safety equipment are to be used only in case of an emergency. The sounding of a fire alarm should be taken seriously. In the event of an alarm, Residents must vacate the premises immediately. Stairwell exit doors are to be used in the evacuation and only to be used in case of an emergency. Residents will be instructed by Student Housing staff when they will be allowed to return to their apartments. The intentional sounding of an alarm outside of an emergency situation is a criminal offense and strictly prohibited. From time to time, Student Housing will test the smoke detectors in student's room for proper operation and working batteries. Upon notification by resident, Maintenance will replace batteries. Tampering with or altering smoke detectors is a fire safety violation. *Open Flames*—The use of candles, incense or other device with an open flame is not permitted on the premises. Decorative candles with unburned wicks are permitted.

Furniture—No storage for unwanted furniture is available. Residents will be held financially responsible for furniture not returned to its original position prior to checkout. No furniture or electronic equipment is to be removed from common areas or apartments for any reason.

Gambling—Gambling is prohibited in the premises or on the grounds.

Grills—Fire code prohibits storage or use of barbecue grills in or on any building, walkway, stairway or balcony. No grills of any type are permitted at the Premises. Two gas grills are available at Cole Clubhouse for Resident usage.

Guest & Visitation—A resident is responsible for the actions of any guest(s) or affiliate(s) within his/her apartment or anywhere on IPFW Student Housing premises. A guest should be accompanied at all times by the resident. At no time shall a guest be left unattended in Student Housing. No one under the age of 16 will be permitted to stay the night without consent from the Director of Student Housing.

Guests are not permitted to stay longer than 72 hours in a 7 day period. All guests must be registered at the Clubhouse Front Desk before 10pm each night and have a guest parking permit if necessary. Guests are responsible for carrying their registration slip and a photo ID with them at all times. All Guests not registered by 1am must vacate Student Housing. Unregistered guest vehicles must be parked in the visitor lot located outside of the Office of Advancement. Registered and unregistered guests not carrying their registration slip and ID may be escorted off campus by University Police.

Students found in violation of the guest policy will be found in violation of Student Housing Policies and will face disciplinary actions including fines up to \$100. Roommates in violation of the guest policy may also face disciplinary actions and fines.

Guest Registration forms are available in every apartment building and at the Clubhouse front desks.

Harassment—Harassment of any kind will not be tolerated. Harassment is any physical or verbal abuse of a person because of his or her race, religion, age, gender, disability, sexuality or any other legally protected status. Harassment can further be clarified as any conduct that creates significant anguish to another person, with the intent to bother, scare or emotionally abuse them.

Hazing—Any act that injures, degrades, disgraces any fellow student or person by any club, group, organization or individual is strictly forbidden by law.

Health and Safety—The health and safety of all residents is of paramount concern. Every resident is expected to respect the personal space of others and in no way act to harm or endanger anyone, including themselves. Residents will have monthly health and safety inspections of their apartment to ensure a high standard of living is met. Resident Assistants will check for cleanliness of the common areas, including bathrooms, and ensure that policy violations are not taking place.

Heating Elements—Space heaters, halogen lamps, and other heating devices present a fire hazard and are prohibited.

Illness—If resident becomes ill or incapacitated, resident authorizes IPFW Student Housing and the University to engage the services of the local emergency medical service or physicians at the expense of resident to administer to 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 the premises for care in a medical facility, and any expense will be the responsibility of the resident. It is strongly encouraged that residents inform Student Housing of any special medical conditions or requirements that a resident may have, so that such information will be available if an emergency arises.

Instruments—No percussive or electronically amplified musical instruments may be played on the premises, with the exception of scheduled student activities in common areas organized by the Student Housing, staff. Non-electronically amplified acoustic instruments may be played in the Premises at a level that does not annoy or interfere with the quiet enjoyment of the other residents. It is understood by a Resident that offensive noises are expressly prohibited.

Keys and Lockouts—Every resident is assigned a unique set of keys including a building access fob, a mailbox key, an apartment key, and a bedroom key.

Keys and Lockouts Continued—Residents are financially responsible for lost keys and the cost of a core change. Lost or missing keys must be reported immediately to the Clubhouse front desk. Allowing others to gain access to Student Housing Facilities with the keys or fob provided to the resident constitutes a violation of the Key Policy. It is not permissible to allow anyone else to use these keys under any circumstance. Duplication of keys is prohibited.

If locked out during office hours, go to a front desk to have someone unlock your door. Lock out fees are \$15 each, charged to the resident's account. If locked out after office hours, call the Resident Assistant on call (260)348-7266 (A-G, I) or (260) 348-5977 (H, J-M). Further fees may be charged for excessive lockouts. A fee of \$100 will be charged for lost keys. (See **Fines** on pg. 15)

If a resident is found in violation of this policy they may face judicial actions.

Laundry—Laundry facilities are available at no cost for Residents use only.

Locks/Doors—Doors shall not be obstructed and locks may not be altered, changed or added by Residents under any circumstances. Keys are the property of Student Housing and must be returned at the end of Resident's occupancy. Student Housing may without prior notice change locks on an apartment for security purposes.

Lofts—Residents will not be permitted to construct lofts, waterbeds, wall partitions, or any similar structure.

Lost and Found—If you find a lost item, bring it to the Clubhouse front desk, where the owner may reclaim it. If you have lost something, and it was turned in, you may claim it at Clubhouse by properly describing the item and providing a proper photo ID. All items are kept for a period of at least 90 days, after which they are donated to charity.

Mail and Packages— Student mailboxes are located inside of the Clubhouse building. Each resident has been issued a mailbox key. Residents should promptly return to the front desk any mis-delivered mail. To receive mail, the following format must be used:

Resident's Name

4010 W. Housing Apt. #

Fort Wayne, IN 46815

Packages are delivered to the front desk. After the daily mail has been sorted, package slips are placed in mailboxes for all packages and larger mail received. The slip should be taken to the Clubhouse front desk, where the desk assistant will ask you for proof of identity and have you sign the package log to receive your package. IPFW Student Housing is not responsible for lost, not delivered or damaged packages. When you move out, your mail will be forwarded for 30 days, to the address you provide at check out per U.S. mail guidelines, if a mailing address is not provided mail will be returned to sender. After 30 days, mail is returned to the sender.

Outgoing mail, with correct postage, can be dropped off at the Clubhouse front desk.

Maintenance

Work Orders/Maintenance Request Forms—Any maintenance problem should be reported immediately to the front desk staff. A staff member will prepare a work order and submit it to the Maintenance Department in a timely manner. Each request is recorded in a maintenance log and then prioritized by the Maintenance Staff. The severity of the problem determines the amount of time it will take to have a request completed, although most non-emergency requests are completed within 1-2 business days.



Maintenance Continued—Note: Emergency work orders submitted after normal business hours and on weekends will be handled by the Maintenance on-call staff member. Please notify the front desk attendant of such emergencies immediately. If the office is closed at the time you need assistance, contact the Resident Assistant on duty at (260) 348-7266 (A-G, I) or (260) 348- 5977 (H, J-M).

The Maintenance Staff is committed to serving you promptly. Residents are expected to cooperate with all maintenance personnel so that repairs can be completed as quickly as possible. Residents should be sure if they choose to be present at the time of repair, a time/date must be indicated on your maintenance request form.

Missing Persons—If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the IPFW Police Department at (260) 481-6827. The IPFW Police Department will generate a missing report and initiate an investigation.

After investigating the missing person report, should the IPFW Police Department determine that the student is missing and has been missing for more than 24 hours, IPFW will notify the Fort Wayne Police Department (FWPD) and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, IPFW will notify the student's parents or legal guardian immediately after

IMPORTANT! In accordance with the Cleary Act, all residents must register an emergency contact. Therefore, students must confidentially identify an individual to be contacted by IPFW in the event the student is determined to be missing for more than 24 hours after the student is determined to be missing. Students residing in on-campus are encouraged to identify a confidential contact at IPFW Student Housing.

Occupancy—Housing agreements are signed on an academic basis. Residents may occupy Student Housing rooms on the dates specified in the Housing Agreement. Summer leases are available. Residents may occupy ONLY the bedroom they are assigned, and shared common area space, but may not use any vacant bedrooms in the apartment for storage, guests or any other purpose.

Failure to occupy a reserved room within one week of the beginning of Semester classes may result in cancellation of a specific space assignment. Residents will still remain responsible for the terms of the contract.

Rooms shall be vacated no later than the lease end date at 5pm. Exceptions are made for students participating in commencement activities.

Parking— Each resident may park in only one parking spot. Residents must register vehicles with the Housing office and display Parking Permits on the rear-view mirror. Guest parking passes are available at the Clubhouse, valid for up to 72 hours.

Double parking or parking in fire lanes or handicap spaces will result in ticketing or towing at the resident's expense.

Vehicle reconditioning, repair, maintenance (including changing of oil or changing tires) is not permitted on site. Washing cars is not permitted unless designated at a specific time and area by the Director.

Vehicles deemed inoperable or in disrepair by IPFW Student Housing may be removed at resident's cost if one day's written notice of intent to remove the vehicle is left in a conspicuous place on the vehicle. The parking lot is for wheeled motor vehicles only. Storage of boats and other motorized crafts is not permitted.

Parties—All parties must be planned in advance and be approved in writing by Student Housing management. There are many spaces that are available for parties via reservation through the Student Housing office. Income-producing parties, such as Mary Kay, Pampered Chef, etc. are not permitted. Soliciting is not permitted on campus.

Personal Property Insurance—IPFW is not liable for any loss or damage to personal property that might occur. IPFW also does not insure personal property, nor do we promote any particular insurance agency. It is recommended that residents have insurance on personal items such as computers, stereos, televisions, etc. Homeowners' insurance often covers property outside of the home, which means that a parent or guardian's insurance may cover property while living at IPFW. If this is not the case, check local listings to find an insurance agency that can meet your needs

Personalization—Residents are encouraged to use good taste when decorating. Residents shall not hang or erect anything on or about the interior or exterior of the premises. It is recommended to secure posters to walls using push pins or thumb tacks. Framed pictures or heavy wall hangings should be secured using proper picture hanging hooks that do not penetrate through the entire dry wall boards. Seek assistance from the maintenance staff if you have any questions. All interior and exterior doors of the Premises shall remain free of nails, stickers, or any other additions. No posters or flyers are to be posted on exterior building walls, windows or doors.

Pets—Pets of any kind are prohibited from living or being inside any building at IPFW Student Housing unless otherwise approved. Please see below for the Emotional Support Animal regulations.

ESA Process

Students that are interested in an Emotional Support Animal should request the reasonable accommodation verification form from a professional staff member. Upon turning the accommodation verification form into a professional staff mem-

Prohibited Items (Miscellaneous)— The following items are prohibited in the Premises:

- Construction barriers, street signs, newspaper machines, etc. because these constitute stolen property.
- Darts, dart boards, and liquid-filled furniture because of potential damage to the facilities.
- Dangerous substances and chemicals including, but not limited to, automobile batteries, gasoline, acids and other dangerous chemicals.

Projectiles—Throwing, dropping, or hanging any and all objects from windows and balconies including but not limited to Frisbees, balls, paper gliders, etc., constitutes a danger to other residents and the facilities and is expressly prohibited.

Public Spaces—Driveways, sidewalks, courts, halls, entry passages, stairs and other public areas shall not be obstructed at any time.

Quiet/Courtesy Hours—All Residents shall comply with quiet hours between 10 p.m. and 8:00 a.m. Sunday thru Thursday and 12 a.m. and 10 a.m. for Friday and Saturday. During Final Exams, quiet hours will be further restricted via posting on each buildings' information board. Courtesy hours will be observed 24 hours a day seven days a week. A resident's right to quiet supersedes another's right to noise. We are first and foremost an institution dedicated to learning, and any noise that takes away from a studious atmosphere may be asked to be altered at anytime.

Radio Transmitting Equipment—Aerials, masts, and other short wave radio transmitting equipment are prohibited due to FCC interference regulations and safety precautions.

Recycling—Each apartment is given a blue recycling container provided by Student Housing that is to be emptied in the blue dumpsters in the parking lot. At this time the recyclable items are plastic containers, metal cans, non-greasy paper/cardboard products, aluminum products. Items that are not to be recycled are **glass and plastic bags**.

Relocation of Resident—IPFW Student Housing specifically reserves the right to relocate resident to another room in the premises. The university can assist resident in moving resident's personal property in the event of such relocation. In the event that an assigned room is not ready for occupancy at the commencement of the term, as determined solely by the university, IPFW Student Housing reserves the right to assign resident, if possible, to temporary alternative accommodations.

Seasonal Decorations—These items must be of a fire retardant material, and may not cover any door. Live trees are not allowed.

Sex Offenders— It is the policy of the Student Housing that convicted sexual offenders shall not reside in Student Housing.

Signs—All signs, posters or other items must be approved by Student Housing before they may be posted in any public area. Approved materials must be posted only in approved areas.

Smoking—According to IPFW policy, smoking is only permitted outside in designated areas or in parking lots. Smoking is NOT allowed in any buildings or public areas, e.g., bedrooms, hallways, lounges, laundry room or apartments at any time. Residents cannot smoke while in motion on the premises unless in a vehicle.

Solicitation/Canvassing—Promotions of any kind, without the prior consent of the Student Housing, will not be permitted in the Premises. Residents are requested to notify Student Housing of any such activity.

Sports—No recreational or sporting games in any form are permitted inside any building or apartment unless it is a sponsored activity or amenity of Student Housing. Outside spaces are to be used for recreational/sporting as long as they do not interfere with normal resident interaction.

Subletting—Resident may not sublet their housing space, or assign any of their rights pursuant to the Housing Agreement, or otherwise allow any person to share or otherwise occupy the Premises without prior written consent of IPFW Student Housing.

Telephone Services—Each apartment has one phone with access to local calls. Long distance phone calls can be made using a calling card. Any problems with the phone lines should be reported to the Clubhouse, who will create a work order for Telecommunications.

Trash—All trash from apartments must be placed in parking lot dumpsters provided by Student Housing, and not left in any of the common areas, hallways, or similar places on the Premises.

Residents may not deposit apartment trash in laundry rooms or litter receptacles located throughout the grounds, since these are intended for litter, not apartment trash or garbage. Residents should deposit items to be recycled in the appropriately designated recycle containers when available.

Utilities & Services—The University agrees to incur the costs associated with furnishing each apartment with electricity, except that, under no circumstances, shall the University be responsible for paying more than the amount listed (in part 4 of the Housing Agreement) towards the monthly amount of electricity consumed by resident and other apartment occupants. If the monthly cost of electricity should go over the amount stated in the Housing Agreement, the overage shall be divided equally among the apartment's occupants.

The following utilities are also included at no additional cost: heating and air conditioning, water, sewer, trash, local telephone, internet and cable television services.

Vehicles—Motorcycles, motor scooters, mopeds, balance/hover boards or other internal combustion engines cannot be stored inside or adjacent to apartments or buildings. All vehicles must be parked in a space in the parking lot. Parking permits are provided at no charge. Vehicles must be registered with Student Housing.

Weapons—Firearms, fireworks, dangerous weapons, and any item that may be suspected to be or looks lethal are prohibited items. This includes, but is not limited to, pistols, rifles, BB guns, air guns, knives, paint pellet guns, hand bellies', nun chucks, switchblades, swords, explosives and dangerous chemicals. Additionally, any incapacitating devices such as tasers that may be used as weapons are prohibited.

Windows—Windows shall not be obstructed. Any Resident throwing, placing or hanging anything out of their window will be subject to immediate eviction. The use of foil and other similar materials over windows is not permitted.

Window screens must remain permanently in place to fulfill their purpose and to avoid loss. In the event that Resident removes or damages the window screen, a charge of \$35 will be imposed for each offense, and payment must be made within ten (10) days from date Resident receives notice of the charge.

ANY VIOLATION OF THESE RULES AND REGULATIONS ALSO CONSTITUTES A DEFAULT UNDER THE HOUSING AGREEMENT AND SHALL ENTITLE STUDENT HOUSING TO PURSUE ALL REMEDIES AVAILABLE PURSUANT TO SAID AGREEMENT. IPFW STUDENT HOUSING PERSONNEL'S OWNER'S DETERMINATION OF A VIOLATION SHALL BE FINAL.

DISCIPLINARY PROCEDURES

All residents bear responsibility to act in accordance with local, state and national laws, IPFW Code of Student Rights, Responsibilities and Conduct, and housing community rules and regulations. Acts of misconduct may result in community disciplinary action, University disciplinary action and/or criminal prosecution. The Assistant Director will review alleged violations for appropriate referral to the University disciplinary system.

Housing community disciplinary sanctions may include, but are not limited to:

- Community service
- Denial of reapplication for housing
- Eviction from housing
- Fines
- Warnings
- Academic reflection journal or substance abuse course
- Any other action deemed appropriate by Student Housing personnel

In cases where a sanction imposed may include eviction from the housing community and denial of re-application for housing, the Resident Director shall issue a written notice of charges directing the resident to schedule a meeting with him/her within (5) working days of the date of notice.

Disciplinary Procedures Continued

This notice shall inform the Resident of the circumstances of the alleged violation and, the rule(s) alleged to have been violated, and the names of witnesses, if any. In addition, the notice shall inform the resident that they may present witnesses and evidence in their own behalf at the meeting. It shall also specify whether the alleged violation is being referred for possible University disciplinary action. Within five (5) working days of meeting with the resident, the Resident Director shall provide the Resident with a written decision.

If there is a sanction imposed which includes denial of reapplication for housing or eviction from the housing community, the Resident may appeal the Resident Director's decision to the Assistant Director of Housing within one (1) working day of the date of decision. An Appeals board may also be included in this process.

TERMS OF HOUSING AGREEMENT

Security Deposit and Application Fees

Residents pay a refundable security deposit of \$150 and a nonrefundable application fee of \$20. Housing cleaning fees, damages or other charges may be deducted from the security deposit. If a deposit was not paid, student will be billed for damage(s).

Within 30 days following the expiration of the housing agreement, any remaining security deposit will be returned to Resident by the Bursar's Office. Any amounts due to the University may be withheld from the security deposit.

Parental or Sponsor's Guaranty

It is acknowledged by resident that the University, may, in its sole discretion, require as a condition of this agreement, a binding parental or sponsor's guaranty, which guaranty shall be a substantial inducement for the University to enter into this agreement.

Resident acknowledges that this agreement is for an essential necessity of Resident, and that Resident shall be fully bound by all of its terms and conditions, regardless of resident's age or legal status.

Condition of the Premises

- On the first day of move in, Resident shall conduct an inspection of the premises and all furnishings and fixtures. If anything is not in good repair, intact or otherwise undamaged, the resident shall make note on the Unit Condition Form, and return the form to the Clubhouse within 24 hours (1 day) after move in. If Resident fails to provide a completed Unit Condition Form, the premises, fixtures and furnishings shall be deemed in good repair, intact and not otherwise damaged.
- Upon termination or expiration of the Housing Agreement, Resident shall remove from the room all personal property and items not furnished by IPFW Student Housing. Resident shall return the premises, furnishings and fixtures in clean and good condition, with normal wear and tear expected. Resident and IPFW Student Housing staff will conduct an inspection of the premises upon termination or expiration, but the University shall have no duty to conduct a joint inspection with resident if resident is in default. Resident shall return all keys, cables, and other IPFW property upon termination or end of Housing Agreement.
- In extreme cases or upon failure to remove personal items, Student Housing reserves the right to remove personal belongings. Removal of personal items is a charge of \$25.00 per bag or equivalent. Should items not fit in a bag, an estimated cost will be assigned to them per the amount of bags they might require. Maintenance will bag and tag personal items within reason, for 90 days. Items will be donated after 90 days.

Installment Payments

Housing fees can be paid at the Bursar's Office, located in the basement of Kettler Hall. Credit card payments may be made online through my.ipfw.edu or via telephone to the Bursar's Office (260-481-6824). Checks for lease payments should be made payable to IPFW, and sent to: IPFW Bursar's Office, 2101 E Coliseum Blvd, Fort Wayne IN 46805. IPFW Student Housing cannot accept cash.

Payment is due according to the installment schedule specified in the Housing Agreement. All charges are billed via mail for non-IPFW students and email for IPFW students by the IPFW Bursar's office, though non-receipt of an invoice outlining the owed payment does not excuse non-payment. Non-IPFW students will receive a hard copy billing statement.

Installment Payments Cont. If payment is not received by the close of business on the 10th day after the installment is due, the Resident will pay a late charge of \$18.50. A fee of \$27.50 will be charged for any returned check.

Resident acknowledges that any payments received shall first be applied to any University fees, then to outstanding charges such as late fees, return check charges, cleaning or damages fees, or fines for violation of rules and regulations incurred by the Resident.

Failure to make any payment or other fees required, for more than (10) days after the date such payment is due, is cause for default. IPFW Student Housing has the right to report delinquencies to credit reporting agencies.

Appeals

Whenever damages are assessed (*see damages*), Residents will have the right to appeal damage charges. Appeals for charges will only be accepted in writing and should be directed to the Director of Housing. Residents may send an appeal through e-mail, fax, or letter. All appeals for damages should be received by the Director of Housing within one week of receiving your damage letter. Please be as detailed as possible in your description of the appeal, and include contact information.

Utilities & Services

The University agrees to incur the costs associated with furnishing each apartment with electricity, except that, under no circumstances, shall the University be responsible for paying more than the amount listed (in part 4 of the Housing Agreement) towards the monthly amount of electricity consumed by Resident and other apartment occupants. If the monthly cost of electricity should go over the amount stated in the Housing Agreement, the overage shall be divided equally among the apartment's occupants.

The following utilities are also included at no additional cost: heating and air conditioning, water, sewer, trash, local telephone, internet and cable television services.

Liability

Although precautions are taken to maintain adequate security, the University does not assume any legal obligation for injury to a person (including death) or loss or damage to items of personal property. IPFW, its officers, agents and employees shall not be liable for any loss, injury or damage to Resident or guests, including but not limited to, theft, burglary, vandalism, assault or other crimes.

Resident assumes all risk of loss or damage to Resident's property brought into the premises, which may be caused by water leakage, fire, windstorm, explosion or other cause, or by the act or omission of any other Resident or person. Residents are strongly encouraged to purchase Renter's insurance to cover such possible losses.

Resident agrees to indemnify and hold harmless Owners, its officers, agents and employees, from any and all claims for injury, loss or damages to person or property, regardless of cause of injury, loss or damage alleged by Resident.

Residents are requested to keep doors locked at all times and do not leave your items unattended, as IPFW Student Housing will not be held liable for lost or stolen items. Loss due to alleged theft should be reported to Police & Safety immediately to be officially documented.

HOUSING AGREEMENT TERMINATIONS

By signing the housing agreement, the Resident agrees to reside in IPFW Student Housing for the term indicated on the housing application – the Resident should refer to a copy of the front page of the lease for the specific dates. The housing agreement is a legal and binding contract that financially obligates the Resident to abide by the terms and policies established for campus housing.

Normal Agreement Termination

A normal housing agreement termination occurs at the completion of the term specified in the agreement, with the student having made all required payments throughout the term and having no issues - academic, disciplinary, or housing policies - that affect their residency. Basically, the agreement runs throughout its term, the Resident has a room checkout inspection, returns the room keys and the agreement expires.

Early Agreement Terminations

Occasionally, it becomes necessary to request a housing agreement termination before its intended end date. The circumstances of early agreement termination usually have financial implications, and will include assessment of an Early Termination Fee (ETF) and/or proration of the lease. Early agreement terminations may be requested by the student-Resident or initiated by the University.

The University may terminate a contract early if the Resident:

- graduates (Released at no charge)
- never moves in / fails to register (\$400 ETF)
- is delinquent in making housing payments (Resident responsible for full lease amount)
- is suspended or expelled from IPFW (Resident responsible for full lease amount)
- is removed for Judicial reasons or commits a serious offense, including but not limited to, threats to resident(s) and serious disruptions (Resident responsible for full lease amount)

Housing Terminations Continued

A Resident seeking early agreement termination should submit a letter to the Director of Housing requesting a release from the agreement. Cancellation requests can be retrieved from the front desk. The following instances can result in an early termination to the housing agreement:

- Student withdraws from the University (\$400 ETF), or
- Student is denied admission (released at no charge), or
- Student is activated for required military service (released at no charge), or
- Student is academically dismissed from the University (\$150 ETF)
- Student requires an early termination for medical reasons. (\$150 term fee)

The resident shall submit correspondence from the University Registrar's office or Dean's office confirming resident's withdrawal, denial of admission, or academic dismissal from the University or medical dismissal. A response to the resident's request about a release from the Housing Agreement will be provided upon its determination.

Residents who seek special exemption and early termination (not listed above) shall be considered individually by the Director of Housing. In order to set up a meeting, or be considered for a special exemption, a Resident must contact the Director in writing. Failure to meet with the Director of Housing does not release the Resident from the Housing Agreement.

IMPORTANT! Moving out of IPFW Student Housing earlier than your agreement term without first pursuing housing termination will not absolve you of the financial responsibility for housing fees. Following approval of cancellation a daily rate will be charged until keys are received.

CONTRACT VIOLATIONS

Residents who are found in violation of their contract; either for policy violations or non-payment, and are not permitted to live at student housing, are responsible to pay the remainder of their contract unless or until student housing reaches 100% occupancy, at which time you will be released from the Financial Obligations. All leases ended early may be prorated at the 10 installment rate.

TORNADOS/OTHER ADVERSE WEATHER

Tornado Watch—This refers to conditions being favorable for the formation of tornados. You should be alert to this potential, but you need take no specific action other than listening for broadcast messages if a radio or television is available.

Tornado Warning—This refers to the fact that a tornado has been sighted and poses an immediate threat. University Police and Safety will sound an alarm. If you sight a tornado while on campus, immediately notify University Police and Safety at (260) 481-6911.

If a Tornado Warning is issued, you may have only a few minutes in which to act:

- If you are in Student Housing, immediately go to the first-floor hallway of your building.
- If you are located on the main campus, immediately make your way to one of the following:

Allen County Extension:	Inner storage room
Chiller Plant:	Gates Sports Center basement
Classroom-Medical Bldg.:	Basement
Engineering & Tech.:	First floor hallways
Fine Arts Bldg.:	First floor hallway and restrooms
Gates Sports Center:	Basement
Helmke Library:	Basement
Kettler Hall:	Basement; ground floor of SOUTH wing or EAST wing
Life Sciences Bldg.:	Rooms 111A; 111B
Neff Hall:	Basement

Adverse Weather—Every attempt is made to keep IPFW fully operational during adverse weather. Occasionally, weather is so adverse that normal campus operations are suspended. Radio and television announcements are used to declare an adverse weather recess.

If you suspect a suspension may have occurred, listen to local radio or television announcements. Whenever possible, announcements of an adverse weather recess are made by 6:30 a.m. for daytime classes, and by 3:00 p.m. for evening classes.

Call the IPFW Weather Line, at 481-5770 or 481-6050, to get closing information. However, it is ultimately your responsibility to consider the potential risks involved in traveling during hazardous and dangerous weather.

IPFW Important Phone Numbers

Contact	From a Campus Phone	From a Cell Phone
Academic Affairs	1-6805	260-481-6116
Academic Counseling	1-6595	260-481-6595
Admissions	1-6812	260-481-6812
Bursar	1-6824	260-481-6824
Campus Ministry	1-6993	260-481-6993
CASA (Center for Academic Support)	1-6817	260-481-6817
Dean Of Students	1-6601	260-481-6601
Financial Aid	1-6820	260-481-6820
Housing—Clubhouse	1-4180	260-481-4180
IPFW Information Desk	1-6100	260-481-6100
Library	1-6512	260-481-6512
IT Services	1-6030	260-481-6030
Diversity & Multicultural Services	1-6691	260-481-6691
UPD Non-emergency*	1-6827	260-481-6827
UPD Emergency*	1-6911	911
UPD Escort*	1-6900	260-481-6900
Registrar	1-6815	260-481-6815
Student Affairs	1-6844	260-481-6844
Student Government	1-6586	260-481-6586
Student Life	1-6609	260-481-6609
Housing - On Call A-G, I	(260)348-7266	Same
	(260)348-7408	Same
Housing - On Call H, J-M	(260)348-5977	Same
	(260)341-5320	same

UPD is short for University Police Department. In case of emergency, dialing "9 + 911" from your room phone or "911" from a cell phone will connect you to City of Fort Wayne Dispatch. They will inform University Police of the emergency and representatives from both departments may arrive on scene.

**ACKNOWLEDGEMENT TO THE IPFW
STUDENT HOUSING HANDBOOK
AND HOUSING PROVISIONS**

I acknowledge that I have received the IPFW Student Housing Handbook and understand that the violations of policies contained in this handbook could result in disciplinary action, up to termination of my lease and possible suspension or expulsion from the University.

I understand that the University (IPFW) reserves the right to modify the Handbook, amend or terminate any policy or procedure. I agree to abide by any additional rules implemented by IPFW Student Housing.

I further understand that the content of the Handbook is an additional addendum to the Housing Agreement and is a binding part of the Housing Contract.

As outlined in the handbook I understand that this contract is legal and binding and may only be cancelled based on the terms highlighted on page 32 and 34 of this handbook.

Resident Name (printed):

Resident Signature:

Date: _____

Guarantor Signature:

Date: _____

IPFW Student Housing

Reverse side of

Handbook

Acknowledgement Page

To be removed and returned

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Resident Name (printed):

Resident Signature:

Date: _____

Guarantor Signature:

Date: _____

IPFW Student Housing



AMERICAN CAMPUS
C O M M U N I T I E S

WWW.IPFWSTUDENTHOUSING.COM

WWW.IPFW.EDU/HOUSING