

OFFICE OF STUDENT HOUSING

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ROSALIND FRANKLIN  
UNIVERSITY  
*of* MEDICINE AND SCIENCE

Resident Contract Book  
2026-2027

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# Welcome

Dear Residents,

Welcome to Student Housing at Rosalind Franklin University of Medicine and Science!

We are delighted that you have chosen to join us and look forward to your future involvement in the community of Rosalind Franklin University of Medicine and Science. Student Housing is an integral part of campus life and we encourage you to become involved and make the facilities your home away from home. Student Housing is more than just a place to rest your head, it is a thriving community of learners who share similar interests as you. So take advantage of all that we have to offer.

Please take some time to read through this document. It is full of important information to assist you as you join our community. You will find information regarding processes, policies, rules, etc. This information supplements your Student Housing Contract. Students are expected to familiarize themselves with this information, as you are held accountable for understanding and adhering to the expectations regarding on campus living. You will also find important documents regarding the framework and principles of Student Housing. We are guided by our philosophy, mission, statement of inclusion, and values. We encourage you to familiarize yourself with who we are and we hope that you will also be committed to ensuring a thriving community for all.

Each Student Housing North On Campus building has a Community Manager. Your Community Manager is a full time student who is trained to provide program planning, peer support, assist residents in adjusting to the community, and to help assure policies are observed. Talk to your Community Manager about activities you would like to see. Community Managers are also excellent resources, as they are familiar with what is available. Community Managers are available throughout the year to assist with academic, personal, roommate, and community living concerns. Please do not hesitate to reach out to your Community Manager or any current residents.

Student Housing South (Woodlands) has Office Workers. They are also full time students who are trained to provide customer service, tours, and assist residents in adjusting to the community.

If you have any questions, please do not hesitate to contact us. We look forward to getting to know you.

Again, Welcome to Student Housing at Rosalind Franklin University of Medicine and Science.

# Statements of Mission

## **Philosophy:**

The RFUMS experience is more than books, classrooms and laboratories. It is an opportunity to become involved in the campus community, to meet new friends, to network with those who have similar aspirations, and to learn beyond the limits of what a classroom lecture can teach.

The objective of the Office of Student Housing is to support students in their efforts at RFUMS. We understand that becoming a health care professional challenges an individual on many levels and we utilize that understanding to better meet the needs of our students. Likewise, in a community focused on learning, our students are able to put their best efforts forth toward their professional and personal development.

## **Mission:**

The mission of the Office of Student Housing is to provide facilities, programs, and services that support the mission of the University and the Division of Student Success and Wellness, encourage awareness of community rights and responsibilities, and prepare students for life beyond the RFUMS experience.

## **Statement of Inclusion:**

We are a responsive, respectful, and inclusive residential community. Our community reflects the nature of society today in that it is diverse in its makeup.

We seek to foster an engaging community where members are afforded the opportunity to share in intellectual exchange and broaden their personal development. Students will have the opportunity to learn about people different from themselves by living together and participating in a diverse line up of events and programs together. These experiences, coupled with their academic coursework, will successfully prepare students to provide healthcare to a diverse population.

## **The Office of Student Housing is committed to:**

- Fostering student awareness of rights and responsibilities as accountable members of the residential community
- Implementing policies and procedures that encourage residents to make responsible choices
- Recognizing and respecting individual rights and differences and the value of diversity in the residential community
- Empowering residents to shape their community
- Developing an investment in the retention and personal success of each residential student
- Providing a caring, responsive, and professional staff who supports the mission of the Office of Student Housing
- Forming active partnerships with members of the University community to promote student success

# Introduction

Your application for Student Housing did not in any way commit you to living in student housing.

You will enter into a commitment at the time you sign and return your Student Housing Contract with your contract fee.

Read the information in the Contract Book. It discusses the legalities of the Contract you enter into with the Office of Student Housing and will help to clarify and explain some of the points of the Contract as well as some of our policies and procedures. If you have any questions or need clarification of any of this information, you may contact the Office of Student Housing by telephone or in writing.

Contact information:  
Office of Student Housing  
Rosalind Franklin University of Medicine and Science

3333 Green Bay Road  
North Chicago, IL 60064  
Phone: 847.578.8354

Email: [Student.Housing@rosalindfranklin.edu](mailto:Student.Housing@rosalindfranklin.edu)  
Web: Student Housing

## Contract Book

The Contract Book will aid you in making your decision about housing at Rosalind Franklin University of Medicine and Science. It is designed to explain, in detail, your Housing Contract. Failure to read this Contract Book does not excuse the resident from complying with the rules, policies, and procedures contained herein.

BEFORE YOU SIGN the Contract, it is your responsibility to read the Contract and other enclosed documents carefully.

### BE MINDFUL THAT:

1. The Contract is a legal document committing you to live in Student Housing at Rosalind Franklin University of Medicine and Science for an entire Contract period (dates appearing on the Contract).
2. Any requests for modifications of the Contract (e.g., cancellation, termination, room change, etc.) must be made in writing. A verbal request will not be honored.
3. Cancellation of the Contract will result in the assessment of penalty charges as specified in this book.
4. Termination is at the discretion of Student Housing. The resident must apply in writing for termination. Termination is not automatically granted. Substantial penalties may apply.
5. Residents will be expected to live by the rules and regulations provided in this book.
6. Students contracting for family housing must recognize that each resident is responsible for complying with this contractual agreement. In situations that a resident non-student violates the Contract, contract action will be taken against the contracted student and all residents of the apartment accordingly.

# Contractual Terms

## Eligibility for Residency in Student Housing

A student must be accepted to Rosalind Franklin University of Medicine and Science for the applicable Contract period and in the process of registering for student status.

Single students will be eligible for a private, one-bedroom apartment or to share a two-bedroom apartment with another student. Students with families will be eligible for a one-bedroom apartment shared with one family member or a two-bedroom apartment shared with up to three family members.

## Contract Period

The Student Housing Contract is in effect for the entire Contract Period established on the Student Housing Contract. Residents are permitted residency during the entire length of this Contract with move-in beginning on the first day of the Contract Period and move-out at the very latest on the last day of the applicable Contract Period at 4:00 p.m.

Contract Period 1: 10 months (3 quarters)  
August 1, 2026-May 31, 2027

Contract Period 2: 12 months (4 quarters)  
Enrolled in classes during summer quarter  
June 1, 2026 - May 31, 2027

Contract Period 3: 12 months (4 quarters)  
Not enrolled in classes during summer quarter  
June 1, 2026 - May 31, 2027

Contract Period Summer Storage: 12 months (4 quarters)  
Not enrolled in classes during summer quarter  
June 1, 2026 - May 31, 2027 with access to the apartment restricted to August 1, 2026 - May 31, 2027

## Contracts and Assignments

Rosalind Franklin University of Medicine and Science DOES NOT guarantee student's housing.

Only admitted students to Rosalind Franklin University of Medicine and Science are eligible to contract for space within Student Housing.

The application for housing is not binding, but places the student's name on the list that requests that Student Housing send a Contract.

Contracts will be granted based on the availability of apartments and in the order that the Student Housing Applications were received. Students are encouraged to join the Student Housing Priority Registration List as soon as possible. The Priority Registration List is available in October, and remains open through the end of February. Students on the Priority Registration List will receive priority access to the Student Housing Application at the end of February. The Student Housing Application will be made available to all students in mid March. Students may apply for housing until the beginning of the fall quarter or if needed throughout the academic year. Contracts and assignments after the Priority Registration List closes at the end of February will be granted on a first-come, first-served basis depending on apartment availability, contract periods, and preferences.

Contracts are usually offered in April for both the Summer and Fall quarters. Once a student receives a Contract, he or she should return it along with the required contract fee before the expressed deadline. Returning students will have the option of re-contracting for the next academic year in February. Those returning residents who have been granted a Contract will have the option to retain their current apartment or request a different apartment before Priority Registration List members are sent the Student Housing Application.

Student Housing will make every effort to assign students to their preferred apartment type with their preferred apartment mate. Contracts issued for housing provided by Rosalind Franklin University of Medicine and Science are binding but are not for specific spaces within the apartment buildings. Student Housing reserves the right to reassign and make administrative moves at the discretion of the Student Housing Manager.

# Payments and Obligations

## **Contract Payments**

All residents pay for and receive a full Contract unless a specific exception has been made by Student Housing. Each student is charged a total Contract cost for a Contract Period. The total Contract cost is divided by the number of terms the student attends coursework during the academic year and that is the amount billed to students prior to each term along with tuition. The number of terms a student attends varies by program. Any exceptions made will result in a prorated rate by day as stipulated (in writing) by the Student Housing Manager.

## **Billing and Statements of Account**

Bills will be sent out approximately two weeks prior to the start of each term in conjunction with tuition bills. Billing will post to your Student Account. Subsequent statements will be sent monthly to the student's billing address. Any additional charges incurred will appear on the monthly statements and will be due upon receipt of that statement. Please note that students will be billed for each quarter he/she is living with Student Housing. If a student moves into student housing after the first date of the quarter, their bill will be prorated to their move-in date based on the apartment style.

## **Financial Aid**

If a student has been granted financial aid, the financial aid awarded to cover contract costs for the term will be applied automatically to Student Housing fees after tuition is paid.

## **Failure to Pay**

Failure to pay obligations in accordance to the tuition payment guidelines of each program will result in termination of this Contract and further University measures, such as holds on academic records.

## **Non-Refundable Contract Fee**

Contracts must be submitted with the non-refundable contract fee, due at the time the student signs their contract. If a non-refundable contract fee is not paid for any reason, including a returned check, then the Contract will be cancelled.

## **Rates for Occupancy per Contract Year**

Rates listed for occupancy are for individuals contracting for the current Academic year.

All students previously contracted are subject to agreed upon contract rates, as indicated during the re-contracting/renewal process. Returning residents not maintaining a continuous contract for Housing will be subject to the contract rates for the applicable contract year.

## **Student Housing Billing Schedule and Rates**

It is a student's responsibility to pay attention to their student account statement provided by the University. Student Financial Services post charges directly to the student's account, based on the number of quarters in their contract. It is the student's responsibility to correct any discrepancies they notice. Please see the next image for rate information.

# Student Housing Rates



## HOUSING PRICE SHEET 2026-2027 ACADEMIC YEAR

### NORTH ON CAMPUS

NAME	SQ FT	FULL CONTRACT (12 MONTH)	QUARTERLY RATE 4 QUARTER	FULL CONTRACT (10 MONTH)	QUARTERLY RATE 3 QUARTER	QUARTERLY RATE PERIOD 3
SINGLE	653	\$22,248	\$5,562	\$18,540	\$6,180	\$3,708
DOUBLE (EACH BEDROOM)	788	\$14,460	\$3,615	\$12,050	\$4,017	\$2,410
DOUBLE (FULL APARTMENT)	964	\$28,920	\$7,230	\$24,100	\$8,033	\$4,820

### SOUTH CAMPUS (WOODLANDS)

NAME	SQ FT	FULL CONTRACT (12 MONTH)	QUARTERLY RATE 4 QUARTER	FULL CONTRACT (10 MONTH)	QUARTERLY RATE 3 QUARTER	QUARTERLY RATE PERIOD 3
SPRUCE	610	\$20,520	\$5,130	\$17,100	\$5,700	\$3,420
OAK	923	\$22,140	\$5,535	\$18,450	\$6,150	\$3,690
PINE	894	\$22,140	\$5,535	\$18,450	\$6,150	\$3,690
ASH (BEDROOM A)	900	\$12,000	\$3,000	\$10,000	\$3,333	\$2,000
ASH (BEDROOM B)	872	\$11,400	\$2,850	\$9,500	\$3,167	\$1,900
ASH (FULL APARTMENT)	1010	\$23,400	\$5,850	\$19,500	\$6,500	\$3,900
MAPLE (BEDROOM A)	868	\$12,000	\$3,000	\$10,000	\$3,333	\$2,000
MAPLE (BEDROOM B)	813	\$11,400	\$2,850	\$9,500	\$3,167	\$1,900
MAPLE (FULL APARTMENT)	1022	\$23,400	\$5,850	\$19,500	\$6,500	\$3,900
BIRCH (EACH BEDROOM)	698	\$11,700	\$2,925	\$9,750	\$3,250	\$1,950
BIRCH (FULL APARTMENT)	848	\$24,840	\$6,210	\$20,700	\$6,900	\$4,140
SYCAMORE (EACH BEDROOM)	961	\$12,900	\$3,225	\$10,750	\$3,583	\$2,150
SYCAMORE (FULL APARTMENT)	1104	\$25,800	\$6,450	\$21,500	\$7,167	\$4,300

# Contractual Cancellations & Terminations

## Cancellation of Contract Prior to Entry

- A. Cancellation of Contracts by the student prior to the Contract Period will result in forfeiture of the non-refundable contracting fee.
- B. Cancellation by Student Housing due to the following situations is also subject to forfeiture of the non-refundable contracting fee:
  - 1. The student has an outstanding balance due for housing or tuition.
  - 2. The student has a record of failure to meet obligations in a timely manner.
  - 3. The student has demonstrated by past behavior that the student is unwilling or unable to fulfill the conditions of the Contract, or abide by it.
  - 4. The student has demonstrated by past behavior that the student's presence may provide unreasonable risk to himself/herself or to the residents of the community.
  - 5. The student fails to occupy the space or notify Student Housing in writing of intent to occupy by 10:00 a.m. of the first official day of classes.

## Termination of Contract After Entry

Terminations are not automatically approved but are at the discretion of the Office of Student Housing. The resident must apply for termination a minimum thirty (30) days prior to the requested vacate date. If you graduate, withdraw, or lose your student status you will be required to terminate your contract and move out within 30 days of your status change date.

### **A. Student-Initiated Terminations:**

Graduation, Personal/Family Illness, Leave of Absence, Academic Site Location Change, Withdrawal, Serious Emergency

- 1. The student must provide documentation of special circumstances. Refunds will not be processed until documentation is approved.
- 2. The effective date of the termination will be thirty (30) days after receipt of the written request to terminate or the requested vacate date, whichever is longer.
- 3. If the termination is approved, the resident will be charged as follows:
  - a. A \$300 termination fee
  - b. Prorated charges of apartment type assigned to the effective date of termination

### **B. Student-Initiated Terminations:**

For all other reasons, except what is noted in A.

- 1. The effective date of the termination will be thirty (30) days after receipt of the written request to terminate or the requested vacate date, whichever is longer.

2. The resident will be charged as follows:
  - a. A \$300 termination fee
  - b. Prorated charges of apartment type assigned to the effective date of termination
  - c. Two months rental charge, according to the type of apartment

**C. Student Housing Initiated Terminations:**

1. Student Housing will initiate terminations for the following reasons:
  - a. The resident fails to pay for any liability for apartment charges or assessment for which the student has been given notice.
  - b. The resident habitually refuses to maintain the apartment space provided.
  - c. The resident fails to comply with the Rules and Regulations governing the conduct of residents in the student apartments.
  - d. The resident's continued presence may result in an unreasonable risk to himself/herself or any other member of the community.
2. The resident will be charged as follows:
  - a. A \$300 termination fee
  - b. Prorated charges of apartment type assigned to the effective date of termination
  - c. Two months rental charge, according to the type of apartment
3. If the Office of Student Housing terminates the Contract, the resident will be asked to vacate within seven days of notification.

For situations in which the University, at its sole discretion, has determined that the student must vacate immediately, a 24-hour notice to vacate will be sufficient.
4. If a student refuses to leave Student Housing on or before the date he or she is supposed to leave, he or she will reimburse any and all University costs including, but not limited to, attorney fees associated with any legal action initiated by the University.

### **Suspension of Contract by the Office of Student Housing**

The Office of Student Housing reserves the right to suspend the Contract without notice in the event of an emergency that would render the continued operation of the apartment building unsafe to person or property.

If such an event lasts longer than three days, the unused apartment payments will be refunded for the period that occupancy was denied.

## **Student Housing Policies**

The following Policies are based upon a natural concern for the resident's safety, the safety of others, and one's surroundings. Residents must comply with these policies, as well as with those of the University and with the laws of the State of Illinois and the U.S., which are made part of these policies.

Changes or revisions of the policies or the Resident Handbook/Contract Book may be made at any time by the Student Housing Manager and shall be effective upon publication.

### **I. RESIDENT CONDUCT**

**A. ALCOHOL AND DRUGS**

- All use of alcohol in the apartment buildings must be under appropriate conditions and in compliance with housing regulations and state laws.

- Residents and their guests who are not of legal age are prohibited from consuming or possessing alcoholic beverages in the apartments. No one may provide alcohol to residents or guests who are underage.
  - Residents and their guests who are of legal age may possess or consume (but not sell) alcoholic beverages in the apartment of a resident who is of legal age.
  - Distribution from or possession of common sources (e.g., kegs) is not permitted in the apartment properties.
  - Consumption or possession of open alcoholic beverages in lounges, elevators, stairwells, outdoor grilling areas, corridors, or public areas is prohibited.
  - Violations of alcohol policies may subject the violator to Contract Termination.
  - Illegal possession, distribution, and/or use of controlled substances is prohibited in the apartment buildings and may be considered a major rule violation resulting in Contract Termination.
- B. BICYCLES & E-BIKES
- Bicycles & e-bikes should be stored in the areas provided by the apartment buildings in a manner as not to obstruct free passage of pedestrians and vehicles. Bicycles & e-bikes may not be ridden inside the facility. E-Bikes must remain outside.
- C. CANVASSING, PEDDLING, OR SOLICITING
- No person may canvass, peddle, or solicit goods, services, or contributions in the apartment facilities. Students seeking to take part in University-sponsored fundraisers should first obtain approval from Student Housing.
- D. COMPUTERS
- All residents must follow the E-mail and Internet usage policies found in the RFUMS Student Handbook.
- E. DISORDERLY CONDUCT
- No resident or their guest may engage in violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which the conduct tends to cause or provoke a disturbance. Disorderly conduct can be considered a major rule violation under this Contract and can result in Contract Termination.
- F. DOMESTIC VIOLENCE
- Please refer to the campus [Title IX policy](#).
- G. GAS AND ELECTRIC
- Electric and Gas services are provided through the University for all Student Housing buildings
- H. GUESTS
- Guests must be accompanied by their host/hostess at all times while in the apartment buildings.
  - Access cards and apartment keys may not be given to guests at any time for any reason.
  - Each resident is financially and contractually responsible for the actions of their guest(s) in apartment facilities.
  - Courtesy must be exercised toward apartment mates when entertaining guests. The guest may visit in the host's apartment only with the permission of other residents of the apartment. Permission must be granted for each occurrence.
  - A resident expecting an overnight guest must secure the prior permission of his or her apartment mate. Permission must be granted for each occurrence. A guest's overnight visitation is limited to two nights in the apartment within a seven-day period. Any exceptions must be obtained in advance from the Student Housing Manager or their representative. Residents violating this rule will be subject to daily charges and will be subject to Contract Termination.
  - In situations where a guest has proven to be uncooperative, disruptive, and/or presents any risk to the residents, Student Housing reserves the right to restrict the entrance of any guest for any amount of time deemed appropriate.
- I. HARASSMENT (Sexual)

- Please refer to the campus [Title IX](#) policy.
- HARASSMENT (General)
- Please refer to the campus [Title IX](#) policy.

J. IDENTIFICATION/ID CARDS

- Residents must demonstrate proof of identity at the request of any University official acting within the guidelines of his or her employment.
- Anyone using false identification may be reported to the Police.
- The ID Card is non-transferable, and any employee or student who uses the ID card/Key Fob of another person or who allows his or her ID card to be used by someone else will be subject to disciplinary action.
- Possession, use, or knowingly creating false ID card is in violation of the University's ID Card Policies and Guidelines.
- Lost or stolen ID cards must be reported promptly to Campus Safety, on that day or on the next business day. To acquire a replacement card, students will need to go to Campus Safety. A \$10 replacement fee will be charged for a lost, stolen, or mutilated identification card.

K. KEYS

- Residents of Student Housing shall be responsible for any and all keys issued to them. Apartment keys are distributed to all residents free of charge and shall be returned at move-out time at the end of the contract period.
- If a student does not return his or her key at the time of vacancy/check out, he or she will be charged \$100, regardless of whether the key(s) issued to the student are subsequently returned. Apartment keys are non-transferable and shall not be loaned out.
- Access to main lobby entrances in North On Campus Student Housing buildings will be by student I.D. access card only.
- If a key is lost or stolen-during the time of occupancy The Office of Student Housing shall be contacted immediately. An immediate re-core will be ordered and the student resident will be assessed a charge of \$30 to replace the apartment lock(s) and provide new key(s).
- Mailbox keys are distributed one per student resident. Lost mailbox keys shall be reported to the Office of Student Housing. There is a \$10 re-core and replacement fee for lost mailbox keys.
- If a student is locked out of their apartment, Campus Safety staff will respond to lock-out situations. Students who need to be let in to their apartments, because of temporarily lost or forgotten keys, should call Campus Safety at (847) 578-3288.
- Campus Safety officers will permit residents access only with appropriate identification. Residents being granted access by Campus Safety will be required to fill out a key-in form.
- Individuals needing to be keyed-in by Campus Safety three times will have their lock re-cored and will be charged \$30. If key use concerns continue, the student will be subject to contract action.
- Duplication of apartment or mailbox key is prohibited.

L. MAJOR POLICY VIOLATIONS

- Major policy violations, which will result in immediate Contract termination, include those that cause harm to oneself or to others, threaten harm, are potentially harmful, or represent a risk to persons or property that is unacceptable to apartment life. Examples of this behavior include, but are not limited to, sexual assault, physical assault, battery, theft, robbery, burglary, and possession of a weapon.
- The following are included in the category of Major Policy/Rule Violations which also subject the violator to immediate Contract termination, University action, and/or Police action:
  - The accidental or intentional setting of a fire

- Placing false fire alarms or tampering with firefighting equipment (e.g., smoke or heat alarms, fire extinguishers, sprinklers, hoses, Pull stations, strobes, speakers)
- Possession, use, or sale of illegal narcotics or any other illegal substance
- Possession of a dangerous weapon (e.g., firearms, fireworks, live ammunition, explosive materials, bow and arrow, knife, etc)
- The accidental or intentional throwing, dropping and/or falling of any objects out of the building patio, a building window or off the window ledge; the placing of items on the window ledge; the climbing into, out of, or on the buildings or walking upon the roof of the building except in case of emergency.
- Students refusing to leave after a Contract Termination will no longer be considered contracted residents but unwanted guests. The University will reserve the right to call the Police and have the student removed and charged with trespassing. Any student who has had his or her Contract terminated will have the right to appeal that decision. However, that appeal will not delay the date of required departure. The procedures for appeal will be given in writing with the decision to terminate.

#### M. MISSING STUDENT

- Please refer to the official policy from [RFUMS Student Handbook](#).

#### N. NOISE

- All residents are expected to respect the rights of others to reasonable quiet at all times.
  - All residents should respond immediately to requests to reduce noise levels or music volume.
  - **Courtesy hours are in effect at all times.**
  - Quiet hours must be maintained: Sunday -Thursday from 10:00 p.m. to 10:00 a.m., and Friday and Saturday from midnight to 10:00 a.m.
  - Quiet hours may be expanded by an apartment building by use of a petition gaining unanimous agreement from all contracted building residents and upon acceptance and publication of the Student Housing Manager.
  - Quiet hours may not be reduced under any circumstances.
  - All residents disturbed by noise are asked to seek out the offending party and request that the noise be reduced to an acceptable level. If that request is ignored, the resident disturbed by noise should call Campus Safety to document the noise violation.

#### O. NON-DISCRIMINATION POLICY

- For additional information, please visit the [RFUMS Student Handbook](#).

#### P. PETS

- North On Campus Student Housing buildings:
  - With the exception of fish, animals or pets of any kind are not allowed in the apartments, even for visits.
  - Aquariums should be no larger than 5 gallons.
  - Guide and assisted living dogs are not considered pets and are allowed. ESAs are permitted with approval from the ADA office.
  - The University is not responsible for any loss of fish due to interruption of service (e.g., electricity, heat).
  - Student Housing reserves the right to remove pets at the expense of the resident in violation of this agreement.
  - Please see the University [Policy](#) for Service and Assistance Animals on Campus.
  - Please see the University [Policy](#) for Service and Assistance Animals in On-Campus Housing.

- South (Woodlands) Campus Housing buildings:
  - With the exception of fish, animals or pets of any kind are not allowed in the apartments, even for visits, with the exception of building 3507.
    - a. For safety reasons, a pet application process is required. Complete the application here: <https://forms.gle/ELmoNnamnce6bgMs9>.
    - b. A nonrefundable fee of \$500.00 per pet is required. The resident acknowledges the \$500 pet fee will not be used towards pet damage. Any pet damages will result in additional charges upon move-out.
    - c. If the pet damages the property, becomes annoying, bothersome, creating disturbances by barking, howling, on the property without a leash, causing odors in apartments and or buildings or in any way a nuisance to other residents, whether the animal is inside or outside the resident's apartment, the owner will be asked to remove the pet. Pet Fee is non-refundable. Failure to comply or to relocate an animal of the premises at University request shall result in a violation of the housing contract.
    - d. Pets must be walked on a leash and under the direct control of the owner when allowed outside the apartment, in accordance with City ordinances and our apartment community rules. Unattended pets will be reported to and picked up by the proper authorities. Pet waste must be removed and properly disposed of by the owner. If the owner does not pick up after their dog, a \$20 per occurrence charge will be charged to the residents' account.
    - e. Pets are not allowed in the clubhouse, non-pet buildings, or tennis courts. Pets should NOT be housed on patios or decks.
    - f. Residents shall not keep any pets in the apartment or within the apartment community without the Office of Student Housings prior approval of a Pet Application. A maximum of 2 pets per apartment are permitted. Pet sitting for any length of time is not allowed, Residents taking in pets will be subject to entire pet fee, regardless of length of time of pet sitting.
    - g. Aquariums should be no larger than 5 gallons.
    - h. Guide and assisted living dogs are not considered pets and are allowed.
    - i. The University is not responsible for any loss of fish due to interruption of service (e.g., electricity, heat).
    - j. Student Housing reserves the right to remove pets at the expense of the resident in violation of this agreement.
    - k. Students with pets or ESA will not be assigned a student roommate and will need to rent the entire apartment.

Q. RESPONSIBILITY

- Each resident is responsible for all events in his or her apartment. A resident who allows or fails to object to others engaging in rule violations in the apartment will be considered to be a responsible party.
- Residents are required to respond or report upon request to Student Housing in response to potential violations of the resident Contract. This request will be issued in writing.
- Residents are expected to comply with any reasonable request of University staff. Residents are expected to cooperate with and may not knowingly give false information to any representative of the University who is acting within the guidelines of his or her employment.

R. SAFETY AND SECURITY

- Residents are required to comply with safety and security procedures.
- Report to Campus Safety all incidents or situations that could have an effect on the safety and security of residents.
- Residents may not tamper with locked doors, admit unauthorized persons into the buildings, duplicate or alter keys, or lend keys or access cards to anyone.
- Residents may not tamper with or remove windows or screens, place objects on or hang them from window ledges, or drop or throw objects out of windows. The accidental or intentional throwing, dropping, and/or falling of any objects out of a building window or off the window ledge is a major rule violation and offenders are subject to immediate Contract Termination.
- Placing false fire alarms, interfering with the fire alarm system, with firefighters, or with firefighting equipment is a major rule violation and offenders are subject to immediate Contract Termination.
- No person may climb into, out of, or on University buildings or maintenance facilities or walk upon the roof of University buildings, except when emergency access to a fire escape is necessary, or for required maintenance, or when authorized by a University administrator. This is a major rule violation and offenders are subject to immediate Contract Termination.

S. SEX OFFENSES

Please refer to our campus [Title IX](#) policy.

T. SMOKING

- Smoking is not permitted in Student Housing. Student Housing apartments and all common areas, including but not limited to lobbies, elevators, patios, corridors, stairwells, and study areas, are considered smoke-free environments.
- Residents should be aware of the potential property damage that can result from careless smoking habits. The intentional or accidental setting of a fire is a serious rule violation and is subject to immediate termination of Contract. Smoking damage to University property will be charged to residents.

U. THEFT AND VANDALISM

- Residents are expected to treat the belongings/property of residents, guests, and the property of the residence halls or University with respect.
- No person may intentionally take and carry away, use, transfer, conceal, or retain possession of any property without consent and with the intent to deprive the owner, either permanently or temporarily, of possession.
- No person may deface, alter, destroy, or damage in any other way, either maliciously or carelessly, any property of another person or the University, within the facility.
- If common area property/facility is damaged or stolen, the responsible resident or all building occupants (if no responsible parties can be identified or have taken responsibility) will be charged for replacement or repair costs.

V. WASHERS AND DRYERS

- North On Campus Student Housing buildings have in unit washer and dryers provided by the University though CoinMach. Residents are not permitted to tamper with installed units.
- South (Woodlands) Student Housing buildings have common area laundry rooms in each building. All Sycamore apartments have in unit washers and dryers that are serviced by the University Facilities Team.

## **II. APARTMENT CARE**

Apartment Care Rules and Regulations were established to prevent the actions of residents or groups from placing in jeopardy their lives, welfare, or personal property, and that of others.

The Rules and Regulations minimize the chance of personal hazards while maintaining the facility and permitting ample options for creativity in the utilization of the room. Residents are responsible for the physical cleanliness and safety of their room and suite. Each resident shares in the responsibility for their assigned apartments. Failure to meet reasonable standards is a Contract violation.

### **A. ITEMS NOT PERMITTED IN APARTMENTS**

1. Water beds
2. Air conditioners
3. Objects that block hallways or exits
4. Any item of a combustible nature that can be considered flammable or explosive
5. Illegal substances
6. University property not assigned to apartments (carts, dollies, lobby furniture, white boards, powerstrips)
7. Motorized vehicles or bicycles or e-bikes
8. Any hazardous item or item emitting hazardous fumes.
9. All fire hazards listed below
10. Wireless Routers with the exception of those provided by the university and/or contracted out by the university.

### **B. PHYSICAL CONDITION**

1. Residents must periodically clean, dispose of waste, and otherwise maintain the sanitation and safety conditions of their apartment; they are expected to recycle materials when possible.

2. Alteration of the physical structure of the apartment is prohibited. Any such alterations will be removed and the cost of the removal and/or the repairs will be assessed to the residents.
3. No construction, decoration, or arrangement of furniture shall be introduced that creates an unsafe condition, blocks the door, or prohibits quick exit.

#### **C. FIRE HAZARDS**

Any item of a combustible nature that can be considered flammable or explosive is prohibited. Items prohibited include, but are not limited to, the following:

1. Firearms, fireworks, live ammunition, or other explosive materials
2. Flammable liquids and fuels
3. Combustible vegetation (e.g., evergreen trees)
4. Walls covered with paneling or flammable materials
5. Ignited smoking materials, candles, or incense left unattended
6. Halogen lamps

#### **D. SCREENS**

Screens may not be removed from the windows. The accidental or intentional throwing, dropping, and/or falling of any objects out of a building window or off the window ledge; and/or items placed on the window ledge; and/or removal of screen is a serious rule violation and offenders are subject to immediate Contract Termination.

Likewise, the climbing into, out of, or on the building or walking upon the roof of the building is prohibited except in case of emergency. This is a Serious Rule Violation and offenders are subject to immediate Contract Termination.

#### **E. SMOKE/HEAT DETECTORS/STROBE AND SPEAKER SYSTEMS**

Disconnecting, covering, or tampering with any fire-related equipment is prohibited; this is a Serious Rule Violation and offenders are subject to immediate Contract Termination. Residents should notify Operations and Maintenance, Student Housing, or Campus Safety immediately if the unit is not in operating condition.

#### **F. DECORATIONS**

Residents may decorate their apartments with posters and other similar decorations as long as they do not cause damage to walls, cabinets, windows or doors and as long as they are not considered fire hazards. Residents may not paint walls. Any damaged caused by such decorations will be charged to the student. If you have specific questions, please speak to your Community Manager or Woodlands Student Worker.

### **III. CONTRACT ACTION**

The resident is given license to occupy the assigned space under the terms and conditions of this Contract. Violations of any part of these policies may subject the resident to Contract Action, University Action, and/or Police Action at the discretion of the University. A resident involved in violation of any of these policies or any of those of the University and any of the laws of the State of Illinois or the United States of America will be informed of the charges against him or her, and will have the right to respond within two business days of notification.

Contract Action may include, but is not limited to:

- Letter of Understanding
- Warning Status
- Probationary Status
- Assignment Change
- Contract Termination with or without notice
- Non-issuance of a future Contract
- Restitution to the University

Since a violation of any of these policies constitutes a violation of this Contract, the response of the University to that violation is at the sole discretion of the University and its designees.

Single violations or repetitive violations of these policies by a resident or his or her guest are considered a breach of Contract and can result in the termination of this Contract and is at the sole discretion of the Office of Student Housing.

**Contract Action is separate from University disciplinary action or from criminal prosecution.** An individual may be subject to any or all of these responses at the sole discretion of the University. Failure to cooperate with Student Housing or Campus Safety staff may result in the contacting of the Police. Police action could result in possible fines and arrest.

## **IV. APARTMENT DAMAGES AND CHARGES**

A resident is responsible for any damage or loss that occurs during his or her occupancy.

A resident retains occupancy of an apartment from the moment the key is picked up until the key is returned. The resident agrees to pay for any damages, lost property, or service costs caused by him or her or guests, either due to accident, neglect, or intent, to the apartment and common areas, including lounges, hallways, and storage areas.

### **A. CHECK-IN**

Residents will complete an online check-in inspection form upon move-in. Each resident is responsible for filling out this form and submitting it to Student Housing within two business days of receiving the keys to his or her apartment. Residents should be sure to identify any room defects at that time. A work order should be started for all defects found at Move In.

### **B. CHECK-OUT**

Before check-out, residents are required to return their apartment to the original condition by the date specified on the Check-out Instructions provided by Student Housing. Each student is responsible for the state of his or her apartment. Residents will complete an online check-out inspection form prior to moving out.

The resident should be careful to lock his or her room upon vacating to prevent losses for which he or she will be responsible.

When checking out of Student Housing, University personnel will independently inspect each vacated apartment for damages in need of repair. It is not the intent of Student Housing to bill for normal wear and tear to the apartment, **but the student will be assessed charges that are in excess of standard turn-over maintenance and housekeeping procedures.**

Each student is responsible for removing *all* personal items from the apartment. The University will not be accountable for personal items left in the apartment. The student may be charged for removal and/or storage of abandoned items as assessed by the University. If you have items that you do not want to take with you, the Salvation Army will pick up these items, free of charge. To schedule a pick-up, call 1-800-728-7825.

Students are responsible for leaving their apartment in good, clean condition. The apartment should be as clean as it was upon move-in.

- Clean the kitchen: stove, oven, broiler, microwave, refrigerator, etc
- Clean the bathroom: toilets, tub, sink, floors, cabinets, counter tops, etc
- Vacuum and remove all garbage
- Clean the bedroom
- Clean the living room

*Students are also supplied with a Student Housing Move Out Checklist to help facilitate a proper check out process. Please contact the Office of Student Housing for additional information.*

### Charge List

As you are aware, it is expected that there will be normal wear and tear to the apartment. However, students will be billed for any extraordinary damage and any necessary cleaning. This information is meant to serve as a reference when checking out of Student Housing.

Item

---

- Clean
  - Stove/hood \$15
  - Refrigerator \$35
  - Dishwasher \$15
  - Countertops \$10
  - Microwaves \$10
  - Cabinets \$1 per square foot
  - Sink \$15
  - Toilet \$15
  - Tub \$45
  - Vinyl floor \$.15 per square foot (or \$50 if under 300 sq feet)
  - Carpet \$.12 per square foot (or \$40 if under 300 sq feet)
- Remove trash **\$25.00 per hour per worker with a 4 hour minimum per worker and a minimum of two workers.**
- Painting--Per market rate for labor & materials

*Information is based upon estimated costs and is subject to change to cover the full costs of cleaning, repair, or replacement as needed. This is not an inclusive list, but provides an example of charges administered.*

### **C. ABANDONED BELONGINGS**

Residents are responsible for the removal of all personal property upon vacating the premises. Property left will be considered abandoned and will be disposed of accordingly by University personnel without liability. Charges will be assessed for removal of abandoned property.

## **V. ENTRY TO APARTMENTS AND INDIVIDUAL ROOMS**

The authority to enter a resident room is established under the following conditions:

- Staff may enter rooms with advance notice and at reasonable times for inspection to determine occupancy.
- Advance notice to enter the apartment is understood for minor maintenance and repair activities for which a work order has been initiated.
- The vacating of a resident is considered to be advance notice to the apartment mates that staff will be entering the room to inspect and clean the vacated space.
- Staff may enter an unoccupied bedroom to check condition.

If the staff reasonably believes that entry is necessary to investigate possible emergency situations endangering health or safety of residents or situations constituting a maintenance emergency, the staff may enter WITHOUT PRIOR NOTICE.

# **General Information**

## **MAILING INFORMATION**

The U.S. Postal Service will place your mail in your personal, locked mailbox. Under no circumstances should you remove any mail from the mailbox that is not addressed to you.

# Mailing & Shipping Information for North On Campus

Your **mailing address and shipping address** should be given in the following format:

Example:	<u>TWO BEDROOM</u>	<u>ONE BEDROOM</u>
Name	First Last	First Last
Apartment #	3111 University Circle	3105 University Circle
A/B (if needed)	Apartment A	North Chicago, IL
North Chicago, IL	North Chicago, IL	60064
60064	60064	

# Mailing & Shipping Information for South Campus (Woodlands)

Your **mailing address and shipping address** should be given in the following format:

<u>Example</u>	<u>TWO BEDROOM</u>	<u>ONE BEDROOM</u>
Name	First Last	First Last
Street Address	3507 Greenbay Road	3507 Greenbay Road
Apartment #	APT 312	APT 312
North Chicago, IL	North Chicago, IL	North Chicago, IL
60064	60064	60064

**Do not use the University's address when shipping or mailing items; they will be refused and returned to sender. You need to use your "University Circle" address to receive packages.**

## PARCEL LOCKERS

Parcel package lockers are located by resident mailboxes on first floor lobby. **Parcels will be placed in lockers by postal service and secured with a traveling key.** After retrieving your package from the designated parcel locker, please leave the traveling key in the lock of the parcel locker.

Other parcel deliveries (UPS, Airborne, etc.) will be delivered to University Receiving during normal working hours. The University will not be responsible for damaged receipt of parcels.

As a courtesy to Student Housing residents, the University mailroom (Central Receiving, L.381, X8803), will receive packages for residents. If you receive a package, the Central Receiving staff will either call or email you to pick up your package.

Please note that you will need to present a photo ID to secure your package. To ensure proper and safe delivery, designees CANNOT pick up packages for you. This is to ensure that the package gets in the hand of the correct person.

## **APARTMENT CHANGES**

If a resident is dissatisfied with the apartment assignment, he or she may request reassignment to another available apartment. The resident can begin the process by contacting the Office of Student Housing.

Apartment Change Requests will be considered no sooner than September 15 of each academic year. Requests for apartment changes will not be accepted during the final eight weeks of the Contract Period.

Student Housing reserves the sole authority to assign residents to apartments. Students and residents of the apartment do not have the authority to assign to or charge other individuals for apartment spaces.

A penalty charge will be assessed for changing apartments without written authorization from the Office of Student Housing. The resident may be required to relocate to the originally assigned apartment and Contract Action may apply.

## **FURNISHINGS**

- Suggested Items Supplied by the Student:
  - Living Room/Dining Room
    - Sofa and/or Chairs
    - Tables
    - Dining Table/Chairs
    - Lamps/Lighting
    - Desk
  - Bathroom
    - Towels/Linen
    - Shower Curtain
    - Plunger
  - Bedroom
    - Bed
    - Dresser
    - Lamps/Lighting
    - Nightstands
  - Kitchen
    - Utensils
    - Dishes
    - Pots/Pans
    - Garbage Receptacles
  - Miscellaneous
    - All Personal Items
    - Paper Products (paper towels, tissue, etc)
    - Shower Curtain
- Items Provided by the University:
  - Appliances
    - Dishwasher
    - Oven/Range
    - Microwave
    - Refrigerator/Freezer
    - Washer and dryer
  - Utilities
    - Gas Heat
    - Garbage
    - Water
    - Sewer
    - Electric
  - Overhead Lighting
    - Closets
    - Entryway
    - Kitchen
    - Bathroom
  - Vertical Blinds (all windows)
  - Miscellaneous
    - Direct Internet Connection
    - WiFi

## **APPLIANCES**

Refrigerator, range, dishwasher, microwave/circulating hood over range are provided in all apartments. All appliance usage booklets should be in the apartment upon move-in and can be found on-line on the housing web-page. If you have any mechanical problems with the appliances in your unit, fill out a work order for repair.

Laundry machines for North On Campus Student Housing are managed by Coinmach. North Campus students should email student housing if they need service called for the laundry machine in their apartment or in the common area laundry room on the first floor.

South (Woodlands) Student Housing laundry rooms and Sycamore units with in unit washers and dryers and managed by the University or Family Pride. Repair problems or refunds should be reported directly to the Facilities Team by submitting a work order.

Small appliances within reason are permitted in the apartments. Any appliance causing electrical issues will need to be removed.

## **CHILDREN**

Children should be under parent supervision while in common areas. They should not be left unattended, and playing in parking lots, access roads and elevator/corridors is not allowed. No children are permitted in the designated study rooms.

## **EMERGENCY CONTACT INFORMATION**

Fire or Medical Emergencies: **911**

North Chicago Non-Emergency: **(847) 578-7798**

All emergency 911 calls will be connected through Campus Safety

Non-Emergency after hours assistance: Campus Safety **(847) 578-3288**

For general concerns or information contact the Office of Student Housing: 8:30am-4:30pm Monday-Friday **(874) 578-8354**

Division of Student Success and Wellness: 8:30am to 4:30pm, Monday-Friday **(847) 578-8354**

RFUMS Student Health Services: **(847) 473-4357** M/W 8am – 5pm, T/R 8am – 7pm, F 8am – 4pm, 1<sup>st</sup> & 3<sup>rd</sup> Sat 8am – 12pm

RFUMS Student Counseling Service: **(847) 578-8723** 9a to 5p, M-F by appointment, M-F 12pm – 1pm walk in hour

## **FIRE EMERGENCIES**

These procedures are to provide guidelines for an orderly building evacuation in the event of an emergency, and to provide safety measures to prevent injury during evacuation:

- In the event of a fire, activate the nearest pull station.
- Should a fire alarm activate, evacuate the building by way of the nearest emergency exit. Walk; do not run. Do not use elevators.
- Before exiting through any closed door, check for heat and presence of fire behind the door by feeling the door with the back of your hand. If the door feels very warm or hot to the touch, advise everyone to proceed to another exit.

- Assist visitors during emergency situations. Visitors may not be aware of exits/alternative exits and the procedures that should be taken during emergency situations. Assist any person in immediate danger to safety, if it can be accomplished without risk to you.
- Individuals using a wheelchair or otherwise unable descend stairs should proceed immediately to the nearest exit if they are on the ground floor. On all floor above the ground level, person with a disability should proceed to a fire stairway landing, preferably with an able-bodied evacuee. Another able-bodied evacuee must be advised to immediately notify rescue workers of the exact location of the physically challenged individual and his/her companion.
- Upon exiting the building and proceeding to assembly area, remain at least 125 feet away from the building. Do not block any driveways, as Fire Department personnel will need access to these areas.

**In the event you are unable to exit the building:**

- Remain calm; do not panic.
- Remain low; crawl if necessary.
- Place a cloth, wet if possible over your mouth to serve as a filter.
- Signal for help from a window. use a towel, clothing, sign etc.

**General rules:**

- The last people to leave an area are to close all doors, do not lock any doors.
- Everyone must leave the building when evacuation order/signal is given.
- Return to building only when the "All Clear" is given.

**NOTE:** Specific exits are designated only as guidelines to assure orderly evacuation of the building. Good judgment and common sense must always be used.

## **HEAT/AIR CONDITIONING THERMOSTAT CONTROLS**

Heating: For heat push the right switch to the left (Heat). Then push the temperature arrow up (warmer) or down (cooler) to the desired temperature. The system will maintain the temperature you have set on the thermostat unit. You may not hear the fan working at all times however the heating system may still be operating.

Cooling: For cooling, push the right hand switch to the right (Cool). Then push the temperature arrow up (warmer) or down (cooler) to the desired temperature. The air conditioning system blows cool air into the apartment until the air temperature meets the desired temperature set on the thermostat.

Fan: The air handler fan can circulate air throughout the apartment continuously if desired. To do this, push the left hand switch on the thermostat (Fan) to the left (On) and the fan will run continuously. If you want the fan to run only when the heating or cooling system requires it, then push the Fan switch to the right (Auto).

## **HOUSEKEEPING: common areas**

The University provides housekeeping service to the public areas within Student Housing only. These areas include public corridors, lobbies, elevators, stairwells, shared laundry facilities, study rooms, trash rooms, and the deck.

Residents are responsible for their personal apartment care. Likewise, as the apartment facility is a shared space, residents are responsible for cleaning up after themselves in the common areas. Any resident found grossly negligent or responsible for vandalism in the common areas may be charged for clean-up and will be subject to contract action.

## **INSURANCE**

Resident personal property is not covered under University Insurance provisions. Residents are strongly encouraged to purchase Renters Insurance to insure personal belongings against loss. In addition, residents are liable for events which occur as a result of their occupancy. Student Housing is not responsible for personal property which may be lost, stolen, or damaged, including items damaged due to interruption of services (e.g. heat, electricity, refrigerator/freezer repairs).

## **Student Housing Renters Insurance Opt-Out Waiver**

Submission of this waiver acknowledges that Student Housing at Rosalind Franklin University has informed the resident of the availability and importance of renters' insurance to protect their personal property and liability during their tenancy at Rosalind Franklin University- Student Housing. Submission of this waiver acknowledges that the resident has chosen to decline renter's insurance coverage and assumes full responsibility for any and all risks associated with this decision, including but not limited to:

1. **Loss or Damage to Personal Property:** resident understands that in the event of theft, fire, water damage, natural disaster, or any other incident, RFUMS is not responsible for the repair, replacement, or reimbursement of the personal belongings.
2. **Liability for Damage to Property:** resident acknowledges that they will be financially responsible for any damages caused to the rented unit or the property by their actions or negligence.
3. **Liability for Injury:** resident understands they may be held liable for injury or damages sustained by third parties within the rented unit or common areas due to their actions or negligence.

By signing this waiver, Resident acknowledges that they have read, understood, and agree to the terms outlined above. Resident further acknowledges that:

- Renters insurance is an affordable and widely available means of protection.
- Opting out of renters insurance is solely the resident's decision and is done against the recommendation of Rosalind Franklin University- Student Housing.

Please use this link to submit the [Student Housing Renters Insurance Opt-Out Waiver](#)

## **INTERNET/INTRANET SERVICE**

### **North On Campus Student Housing:**

The University provides access to high-speed internet/ intranet service through the University's network. This service is provided in all apartments to include access connections in all living rooms and bedrooms. This service is provided at no additional charge to resident students. Computer is not included. Students are encouraged to bring their own PC's or Laptop computer.

Each of the student apartments is wired for Network/Internet connectivity. Access to the Internet is provided primarily for academic research, but can also be used for legal personal use. As such, connection to the Internet is limited to the standard ports that are used for viewing web pages and downloading information.

Students wishing to access the campus network will find a blue network jack in the living room and the bedroom of each apartment.

Any student apartment network connection that is found to be accessing the Internet in an unacceptable manner will be disabled. Contract action may be imposed as an outcome of further investigation or the port may be re-enabled.

**For further information about the University's technology policies, please visit the Information Technology's website or the RFUMS Student Handbook.**

Examples of unacceptable use of the network connection:

- Downloading copyrighted content without the permission of the author
- Establishing peer-to-peer (P2P) connections for the purpose of sharing copyrighted material
- Establishing a Virtual Private Network (VPN) to another Internet site
- Hosting a web site from the student apartments

- Installing private wireless routers or access points

## South (Woodlands) Student Housing:

Rosalind Franklin University provides free Wi-Fi internet connection within the South Student Housing buildings and clubhouse.

Students access the internet by contacting the helpdesk at [helpdesk@rosalindfranklin.edu](mailto:helpdesk@rosalindfranklin.edu) and a member of the IT staff will assist you directly.

Students who connect to the Student network are responsible for complying with all RFUMS technology related policies while residing at the Woodlands on Green Bay.

A guest network is also available in the clubhouse which will not require a login or password. The Guest network has a limited amount of timed access and users will need to reconnect often.

If you are having difficulty connecting to the RFUMS Woodlands Students network, or to report technical problems, please contact the RFUMS IT Helpdesk at [helpdesk@rosalindfranklin.edu](mailto:helpdesk@rosalindfranklin.edu) or 847-578-8800.

## **PARKING**

Parking is available to all residents. Vehicle registration and permit stickers are secured upon move in or through the security department. See also Vehicle Registration.

The turn-around drive in front of each North On Campus Student Housing building is intended solely for drop-off and pick-up traffic. Likewise, the drive to the back of each building is intended for authorized vehicles only. No parking is permitted in these areas.

## **PATIOS/BALCONIES**

Each North On Campus Student Housing building has a common access patio on the fourth floor. This area is open for general access to all residents. Residents are reminded to use common sense and safety precautions when utilizing the deck space. No grilling is permitted. The decks will be secured minimally between November 1 and March 31. If weather warrants, these decks may be secured for a longer period of time. Patios will be locked each night at quiet hours.

South (Woodlands) Student Housing balconies and patios are never to be used as storage areas. Balconies are to be occupied by no more than four persons at any one time. Patio furniture specifically designed for outdoor use and maintained in an acceptable manner is permitted. Towels, clothing, sheets, blankets, flags etc., are not to be hung or dried on balconies or patios.

Open grilling is not permitted. The balconies are constructed of wood and hot embers could fall through the cracks and cause injuries or damage to the patio below.

We ask that you refrain from placing bird feeders on your balconies. Birds can be a nuisance to the residents below you. By discouraging their presence, we can prevent them from building nests in our roof vents which is harmful to their wellbeing. Please refrain from storing bikes on the patio. Bikes must be kept in the apartment or the bike rack near your building. Please refrain from storing any items under the stairs of your building.

## **REPAIRS**

Work orders and repair requests for repairs to building, provided equipment and/or appliances may be placed on-line via the School Dude work order system. The request for repairs grants permission for staff to enter apartments to make necessary repairs.

Repairs that are determined to be a result of negligent or destructive behavior will assessed and charged to the student (s).

You can access the online work order system by visiting [www.myschoolbuilding.com](http://www.myschoolbuilding.com). Remember, the organization account number is: 407228328.

## **RFUMS STUDENT HANDBOOK**

For more information regarding policies and procedures as a RFUMS student, please refer to your [University Student Handbook](#). Remember that it's your responsibility to understand what's expected of you as a student and as a Student Housing resident.

## **ROOMMATE BILL OF RIGHTS & RESPONSIBILITIES**

This document is intended to serve as a suggested form for an agreement between roommates to ensure that each individual's rights are respected. Your level of enjoyment and satisfaction will depend to a large extent on the thoughtful consideration you demonstrate for one another.

As roommates, you should mutually determine the stipulations of this behavioral contract and endorse it. Your Community Manager is available if you need additional help.

*Residents have the right...*

- To live in a clean and secure environment
- To facilities and programs that support academic success
- To expect that a roommate will respect your personal belongings
- To study and sleep without undue interruption or interference
- To free access to your room and facilities
- To have direct access to staff who provide assistance, guidance, and support
- To be free from fear, intimidation, and physical or emotional harm
- To host guests, within established guidelines
- To enjoy individual freedoms regardless of race, ethnicity, sex, national origin, disability, age, religion, sexual orientation, socio-economic status, or political affiliation
- To have access to social and developmental opportunities

*Residents have the responsibility....*

- To adhere to Student Housing/University policies
- To comply with reasonable requests made by staff or fellow residents
- To monitor and accept responsibility for behavior of guests
- To respect the rights of others, as stated above
- To respect the diverse background and interests of others
- To treat others in a civil manner and manage conflict in a mature manner
- To contribute to the community by participating in social and developmental opportunities
- To be committed to their academic success

## **RECYCLING/GARBAGE**

### **North On Campus Student Housing buildings:**

North On Campus Student Housing buildings participates in a single-stream recycling partnership with Veolia Environmental Services. Our goal is to recycle 50% of all solid waste produced throughout the University campus.

There are several recycling receptacles located throughout Student Housing:

- Each Lobby
- Laundry Rooms
- Study Rooms
- Trash Chute Closet

In addition to the community recycling, each apartment is equipped with a small blue recycling bin (per the # of student residents). As a courtesy and to encourage recycling in Student Housing, students are encouraged to place their blue bins outside of their apartment doors by Tuesday at 10am.

The Housekeeping staff will then go through each floor and empty the recycling contained in the individual apartment bin. Students should remember to place their blue bin inside of their apartment by 4pm.

Please help us reach our goal by placing the following items listed into the recycle bin:

Paper Products

Newspaper (including inserts) Magazines, Catalogs, Phone Books, Junk mail ,Chipboard (cereal boxes, tissue boxes, etc.), Cardboard, etc

Metal Products - Please rinse

Aluminum Cans Tin/Steel Bi-Metal Can (Food and Beverage cans only)

Plastic & Glass Products - Remove caps & lids, rinse beverage and food Bottles (Milk, Water, Juice, Pop, etc. Cleaning Product Bottles - Detergent, Bleach, etc).

**TRASH REMOVAL**

Each apartment building is equipped with a trash chute system located off the elevator lobby on the second, third, fourth and fifth floors. First floor residents should take their trash upstairs to the trash chute. Please avoid throwing trash over the fenced trash area. Residents are asked to dispose of large refuse items by taking them to the back of the building on the ground floor and placing them in the dumpster provided. Please use common sense when throwing items down the trash chutes. Very hot or burning items can start fires. Large items will jam the trash chutes-not allowing items to pass through.

**South (Woodlands) Campus Housing Buildings:**

GARBAGE/ REFUSE DUMPSTERS:

Please help keep our community clean by using the dumpsters nearest to your building. It is imperative that all trash be wrapped or put into plastic bags and securely sealed to avoid charges to your account. All trash must be put inside the dumpster provided, not on the outside or in any public areas. Flammable materials (grease, paint, acids, etc.) may not be deposited in our dumpsters.

RECYCLE DUMPSTERS:

A recycle bin has been provided for you in your apartment. Recyclables should not be put in plastic bags.

Large boxes and cartons should be crushed flat before being deposited in the containers.

The recycling dumpster is located in the parking lot near building 3507. You can recycle glass, paper, cardboard and no plastic.

**SECURITY**

The University is committed to providing an environment which provides personal safety for all residents and their guests. University security services provide for card access entry; effective lighting, security patrols, safety information, and intercoms at the primary lobby door entries. The effectiveness of all security also depends on student resident cooperation, to include:

- Apartment entry doors and other secured doors are not propped open
- Keys and access cards not be given to others

- All apartment doors be locked at all times
- Suspicious persons observed in or around apartment buildings should be reported to Campus Safety

## **SMOKE ALARMS**

All apartments are equipped with a direct wired smoke alarm. To check operation, push test button. Red light should flash intermittently.

Contact the Student Housing Office during office hours (847) 578-8354 or Campus Safety after hours (847) 578-3288 if a malfunction of smoke alarm is detected. Never disconnect smoke alarm when cooking or baking. To do so poses a potential fire hazard for everyone in the building.

## **STORAGE**

Each North On Campus Student Housing building is equipped with storage lockers available for use by residents. Each student resident may sign-up for one locker. These lockers will be distributed on a first come, first serve basis by the Office of Student Housing.

This is the only storage area available to residents on North campus. Students are responsible for securing their own locker. Student Housing will not be responsible for lost or stolen items.

South Campus (Woodlands) has 31 garages that South Campus (Woodlands) residents can rent on a case by case basis for the duration of their housing contract. The cost is \$450 per quarter. Garage contracts must be congruent with the new or existing housing contract and will not be offered if there is not an existing active housing contract. Please contact The Office of Student Housing to [apply](#).

When students move out of Student Housing, they are expected to remove their belongings at the time of check out. Each Summer, Student Housing staff will take inventory of and clean out the lockers to prepare for new students. Any items left after a student checks out, will be disposed of (at resident's cost).

## **STUDY ROOMS**

Each North On Campus Student Housing apartment building provides two study rooms for use by the residents of the building. The (A) Study Room is intended for quiet study only. No computers or group studying is permitted. The (B) Study Room is also for quiet study but computers and group study is welcome. Personal items are not to be left unattended. The South Campus clubhouse is available 24 hours a day and is a great place to study.

## **UTILITIES**

All utilities are included in the Student Housing rates.