

WELCOME!

Welcome to Family Housing at Montana State University Billings. We are excited you have applied to live in University Housing. Enclosed is a copy of our Family Housing Handbook. Please take the time to read through the handbook and become familiar with the policies and procedures regarding Family Housing at MSU Billings.

UNIVERSITY STAFF

Housing and Residence Life Kelli Grantham	(406) 657-2333 (office)
Associate Dean of Student Engagement Josh Hulgan	(406) 657-2376 (office)
Rimrock Hall/Family Housing Director Alyssa Radue	(406) 657-2588 (office)

IMPORTANT PHONE NUMBERS

Campus Police	(406) 657-2147
Campus Police (Emergency Number)	(406) 657-2222
Housing & Residence Life Office	(406) 657-2333
Petro Hall Desk	(406) 657-2586
Rimrock Hall Desk	(406) 657-2580
Northwestern Energy (Electricity)	(888) 467-2669
Montana-Dakota (Natural Gas)	(800) 638-3278

RIGHTS AND RESPONSIBILITIES

Students and other occupants living in University Housing have the responsibility to protect their rights and freedom while also respecting the rights and freedom of other students. Our goal is to assist students in becoming academically successful while living with us. In order to achieve this goal, individuals must agree to take an active role in building a supportive and harmonious community environment.

All tenants, occupants, and guests must:

- Exercise self-control.
- Respect the rights of others.
- Accept the consequences of inappropriate behavior.
- Be assertive and confront one another respectfully when necessary.
- Become invested in the community instead of relying on University administration to resolve community living issues.
- Be persistent in pursuing a supportive community environment in which to live.

Some of the most common situations in which tenants or other occupants are asked to exercise community living responsibilities include:

- Disturbing others with noise and/or music.
- Smoking.
- Following the policies and procedures as outlined in the handbook.
- Preventing underage consumption of alcohol.
- Overseeing co-lessee or family member's responsibility for following policies and procedures for family housing.

While living in Family Housing at MSU Billings, we encourage tenants and other occupants to take part in building a positive community environment. This includes being respectful of University property, following University rules and regulations, and striving to build positive relationships with other tenants.

If individuals are unable to resolve a problem, please contact the Family Housing Director, who will work with the parties involved to help find a solution. If the situation is immediate, please contact the Campus Police Department at (406) 657-2222. If further issues arise between parties, this may result in meetings with the Associate Dean of Students.

RENTING AN APARTMENT

THE FAMILY HOUSING COMPLEX

- Consists of 10 units, including six 3-bedroom apartments and four 2-bedroom apartments.
- The apartments include a washer and dryer, stove, dishwasher, refrigerator, and central air.
- Apartment rates include garbage and water. Electricity and gas are paid separately by the tenant.

ELIGIBILITY

- To be eligible to live in the Family Housing complex, a lessee must be a currently enrolled student maintaining at least 12 credit hours of course work if enrolled as an undergraduate, or 9 hours if enrolled as a graduate student (unless an exemption is approved in writing by the Associate Dean of Student Engagement).
- Students must also be making satisfactory progress toward their degree.
- Applications will be accepted from students who plan to attend classes during the dates indicated on their application, but who may not be currently enrolled.
- Applicants must have applied for admission to MSU Billings before an application will be accepted. Proof of academic enrollment must be provided prior to taking occupancy. Please print a copy of your class schedule for proof of academic enrollment.

FAMILY HOUSING APARTMENTS ARE BASED ON THE FOLLOWING CRITERIA:

- Single parent with children (must have proof of legal dependency or proof of ½ time custody of the children)
- Student and spouse (must have marriage license)
- Student and spouse with children (must have marriage license and must have proof of legal dependency or proof of ½ time custody of the children)
- Other legal relationship (domestic partnerships will need to show proof of a joint checking account or marriage certificate)

RESIDING IN THE FAMILY HOUSING APARTMENTS

- Only members of the immediate family may reside in the apartment with the registered student.
- Non-immediate family or friends may not reside in the apartment.
- Exceptions will be made for individuals with disabilities who may require a full time live-in personal care attendant. The lessee must provide documentation of their disability status that this type of care is required.

OCCUPANCY LIMITS

For a 2-bedroom apartment-2 adults, 2 children OR 1 adult, 2 children

For a 3-bedroom apartment-2 adults, 4 children OR 1 adult, 4 children

SUMMER POLICY

- Leaseholders not enrolling for summer session may enjoy the summer in Family Housing apartments as long as they are pre-enrolled for the following Fall semester.
- **Each leaseholder must be registered for the Fall term by July 1. Registration for Spring term needs to be by December 1.**
- All applicable lease and rental conditions apply.

NO LONGER MEETS ELIGIBILITY

- When a lessee no longer meets the ELIGIBILITY requirements to live in a University apartment, they must give proper written notice to vacate and move out within 30 days or written notification.
- If the lessee does not move out as indicated in the notice, the lessee may be held responsible for any additional rental cost that he/she/they incur.
- If the University becomes aware that an individual no longer meets the eligibility requirements, they may terminate the lease and provide the lessee with 30 days written notice to vacate.

APPLICATION

Complete and return the appropriate Application for Family Housing to:

MSU Billings Housing and Residence Life

1500 University Dr.

SUB 225

Billings, MT 59101

(406) 657-2333

Application Link:

<http://www.msubillings.edu/reslife/forms/Application%20for%20on%20campus%20family%20housing19-20.pdf>

Applications will be reviewed, and leases granted based on the order in which they are received and on the availability of appropriate apartment spaces (according to family size, disability, etc.).

The applicant must keep the Housing & Residence Life Office notified of any address or telephone number changes. Applications will be kept on file for 6 months. After that point, it is the responsibility of the applicant to renew their application every 6 months.

ASSIGNMENT PROCEDURE

Apartment assignments are determined by the date the application is received in our office, availability of appropriate apartments, and/or waiting-list placement.

- Upon receiving assignment notification, the applicant must sign and return a Family Housing Lease with the first month's rent and the damage deposit within 10 working days to the Housing and Residence Life Office, unless prior arrangements have been made. This amount serves to confirm acceptance of the assignment.
- Damage Deposit for the Family Housing apartments is \$500.00 plus a \$50.00 key deposit. The \$25.00 application fee will be applied to the damage deposit.
- The Family Housing Lease will be a onetime sign, but reviewed each semester with your credit load, GPA and payment history. Rental payments are due the first day of each month.
 - A \$30.00 late charge will be accessed for payments received after the 10th of the month.
- When a tenant moves in during the month, rent is prorated for the first month and full rent for the following month is due on the first day of the following month.

The lessee is responsible for making sure all names of legal dependents or occupant appear on the Lease Agreement. When a dependent or occupant leaves and/or a dependent or occupant is added, a new lease must be signed. Changes in family status must be immediately reported in writing to the Housing and Residence Life Office.

If an apartment is offered and the applicant does not wish to take the apartment, they must decline the offer in writing and return it to the Housing and Residence

Life Office. If the applicant does not provide us with a written notification within 10 days of the offer, they will forfeit the \$25.00 application fee and the apartment will be leased to another eligible student.

DEPOSIT AND RENT PAYMENTS

- The first month's rent and deposit are due prior to taking occupancy. Rent will be placed on your University account so you can use financial aid to help pay.
- Rent is due by the first of each month. If the payment is not made by the 10th of the month, a \$30.00 late charge will be assessed. If payment is not made by the 25th, the eviction process will be started, and the lessee will be assessed an additional \$100.00 administrative fee.
- Delinquent accounts, that are consistently paid late, could result in cancellation of the lease agreement and assessment of appropriate fees. A hold will be placed on the registration, transcripts, and/or diploma of any student who has an unpaid balance for Family Housing until such time as the debts are resolved.

STUDENT HANDBOOK AND CODE OF CONDUCT

- **The lessee's signature on the lease affirms the tenant and everyone else residing in the apartment agrees to abide by and support the rules, regulations, and policies as determined by Montana State University Billings within The Student Affairs Handbook, the Family Housing Handbook, and the Family Housing Lease Agreement.**
- The University reserves the right to terminate any lease Agreement if the lessee, or anyone residing in the apartment, violates the rules, regulations, or stipulations of The Student Affairs Handbook, Family Housing Handbook, or Family Housing Lease Agreement.
- The Student Affairs Handbook Link:
<http://www.msubillings.edu/VCSA/StudentHandbook.htm>

LEASE TERMINATION

BY THE UNIVERSITY:

The University may terminate a resident's lease and occupancy under anyone or more of the following conditions:

- Failure to pay rent in a timely fashion
- Repeated failure to pay rent in a timely fashion (payment delinquency)
- Failure to get the utilities switched over by the lessee
- Failure of lessee or any occupant to maintain resident eligibility
- Failure to maintain status of a full-time student in good standing
- Failure by lessee or any occupant to abide by rules and regulations in the Lease Agreement and Family Housing Manual
- Failure by lessee or any occupant to abide by University rules and regulations as Listed in the Student Affairs Handbook
- Lessee or occupant disturbs or fails to get along with other residents
- Falsification of application or other documents related to the Lease Agreement
- If an unapproved pet is found in the apartment

- If the lessee or other occupants are determined to be unsafe to the overall community

BY THE LESSEE:

- A lessee may terminate the lease for any reason by giving 30 days written notice. If the lessee terminates the lease and wishes to return to Family Housing, they must submit a new application form and move to the bottom of the waiting list.

CHECK-IN PROCEDURE

Upon moving in, the tenant will be issued keys to the apartment. The lessee will complete a thorough inventory/inspection of the apartment with the Family Housing Director or designee. The inspection form and checklist will note any problems, damages, etc. and be signed by both the lessee and the Housing Official. A binder with a printed version of the Family Housing Handbook and appliance information will be issued during the check-in period.

CHECK-OUT PROCEDURE

Residents must submit written notice of their intent to vacate as required in the Lease Agreement. Please submit a signed letter with following information: name, apartment address, telephone number, planned move-out date, and forwarding address. Notice must be given at least 30 days in advance of the move-out date. When a tenant submits a notice-to-vacate, the date on the form is used by the Housing and Residence Life Department to assign that apartment to the next student on the waiting list. If the tenant vacates before the date given, they will be liable for rent to the date given on the letter. If the tenant vacates after the date given, the notice becomes void, and they are liable for the 30-day period following the date submitted on the letter or until a new tenant assumes the unit. ***If there is an emergency situation regarding the lessee or other occupant, a lesser number of days may be issued for the lessee/occupants to move out. This will be at the discretion of the Associate Dean of Students.***

1. Schedule a check-out appointment with the Housing and Residence Life Office at least three working days before the move-out date.
2. Upon checking out of the apartment, residents and other occupants must have completed the following items:
 - Empty their apartment of all personal belongings.
 - Thoroughly clean the unit.
 - Discontinue utility services such as cable, telephone, etc. (provide documentation to the Housing and Residence Life Office.) All bills must be paid before the deposit is returned.
 - Northwestern Energy: (888) 467-2669
 - Montana-Dakota: (800-638-3278)
 - Complete a forwarding address form with the United States Postal Service and with the Housing and Residence Life Office.

- Return all keys to the Housing and Residence Life Office at check-out time. If the keys are not returned at that time, the resident will forfeit their \$50.00 key deposit.
 - Complete and sign the apartment inventory form. The Housing and Residence Life Official will also sign and complete the form at the time of check-out.
3. **Responsibility for Damage and Loss of University Property:** The Tenant is responsible for any damage to the unit, university furniture and equipment caused by Tenant, his or her household members, guests or other tenants, except for ordinary wear and tear. The tenant agrees to pay such damages to the University upon demand.
 4. **Charges Resulting from Damage:** The university will make every attempt to fairly determine whether the tenant will pay for the damages. A good rule of thumb is: Anything outside the realm of normal wear and tear, such as damage and maintenance resulting from negligence of tenant, household members, or guests will be charged to the tenant. Any special cleaning or replacement of equipment resulting from tenant's misuse will also be the tenant's responsibility
 5. **Holds:** The University reserves the right to place a hold on student's university account, transcripts, and registration if the student has an outstanding account balance with the Housing Office.

Tenants and other occupants who check out improperly could forfeit some or all of their damage deposit and be assessed a \$50.00 charge. If the tenant schedules a check-out time with the Housing and Residence Life Department and is unprepared at the scheduled time, they will be charged a \$50.00 fee for an improper check-out.

Example for which charges may be assessed at check-out time:

- Damage beyond normal wear and tear (can be caused by decorating)
- Labor costs that result from cleaning apartments that are not cleaned sufficiently when a resident vacates
- Large or excessive nail holes or other dents or holes in the walls
- Burns or burn holes of any kind
- Damage to walls, baseboards, doors, windows, etc.
- Cost of any repair or replacement resulting from damage
- Damage to any appliance
- Removal or storage of discarded furniture and personal items

CLEANING PROCEDURES:

- Clean ovens, including broiler pan, racks, burners, underneath burners, and rings around burners. Pull the stove away from the wall or counter and be sure the sides and back of the stove are clean, as well as the floor underneath. Clean the vent, broiler pan, and bottom drawer of the stove. Follow the owner's manual regarding proper cleaning chemicals and procedures.
- Clean the outside, inside, and top of all kitchen cabinets, shelves, and drawers, taking care to remove accumulated food particles.

- Defrost the refrigerator/freezer and clean the inside, top, and sides of the appliance. Pull the refrigerator away from the wall or counter and clean the floor underneath. Be sure that all original shelves and trays are cleaned and placed in the refrigerator. Remove excess water and leave the refrigerator on a low setting.
- Do not use sharp instruments, such as forks, kitchen knives, or screwdrivers to defrost the freezer compartment. Damage caused to the appliance will be charged to the tenant.
- Clean the kitchen sink thoroughly. Do not use a steel wool pad or abrasive cleaners. The area under the sink needs to be clean.
- Clean all walls and woodwork. Clean smudges, food particles, and fingerprints off walls, woodwork, doors, light switches, wall plugs, windows ledges, and door jambs.
- Clean inside of drawers, closets, cabinets, etc.
- Clean the inside and outside of light fixtures. Remove insects and dust in globes. All light bulbs must be in working order.
- Thoroughly clean the bathrooms, including tub, toilet, basin, and medicine cabinet, as well as the area under the sink and around the toilet. Remove soap build up from the shower walls, soap dishes, and around sink and shower faucets. Do not use abrasive type cleaner on fiberglass. Do not wax the tile floor.
- Clean cobwebs from around outside of doors and windows. Wash interior and exterior of the front door. Be sure to pick up litter around the outside of the apartment.
- Clean inside and outside of windows in all rooms (if accessible) including window ledges and tracks. This does not include the outside windows of upstairs apartments.
- Mop and rinse all uncarpeted floors, but please do not wax the floors.
- Vacuum all carpeted areas. The University will be responsible for carpet cleaning.

MAINTENANCE

If there is a maintenance problem during normal business hours (8:00am-5:00pm, Monday-Friday), please contact the Housing and Residence Life Office at 657-2333 to report the problem.

It is also encouraged that you visit the Online Maintenance Request Form which can be found at this link:

https://msubillings.co1.qualtrics.com/jfe/form/SV_aWQ4b7rnebhKFdB?Q_JFE=qdg

These requests are checked daily. Please be as specific as possible when completing this request.

****If a problem occurs after office hours (8:00am-5:00pm, Monday-Friday) and is an emergency situation, please contact the Campus police at (406) 657-2147.****

All maintenance costs will be paid by the University unless the cause is found to be willful misuse or negligence by the lessee. The response time will depend on the nature and severity of the maintenance problem, but we will ensure that all problems will be reported immediately to the Facility Services Department. When calling in a maintenance problem to either the Housing and Residence Life Office or the Director of Family Housing, it is very important to give your name, apartment number, phone number, and the best time to reach you at home. Please be very specific about the problem and location. All issues will be assumed that our staff can enter when you are not there unless stated otherwise. We want to help keep the apartment in orderly condition by repairing items when they become faulty or damaged. All breakage, damage, and the general maintenance and repair needs for the apartment and the apartment areas (lighting, sidewalks, parking, etc.) should be reported.

THE DEFINITION OF EMERGENCY MAINTENANCE IS:

- Something that could or will cause physical harm to resident(s).
- Something that could or will cause physical damage to property or structures.

EXAMPLES OF EMERGENCY SITUATIONS that require maintenance personnel to be called are:

- Gas leaks
- Loss of heat
- Loss of electricity
- Water leaks or broken water lines
- Frozen water pipes
- Plugged sewer lines and/or toilets
- No hot water
- Refrigerator not operating properly

EXAMPLES OF NON-EMERGENCY SITUATIONS that do not require maintenance personnel to be called after normal business hours are:

- No heat when temperature is above 50 degrees
- Removing objects from drains such as contact lenses, ring, etc.
- Plugged sinks or bathtubs

Report all necessary repairs immediately to save unnecessary repair charges- minor problems can quickly become major ones with major repair costs to match. If tenant neglect or abuse causes the damage, they are liable for repair/maintenance costs. If the window or screen in the apartment becomes broken, the replacement costs will be billed to the tenant.

Residents and other occupants are not permitted to modify either the inside or outside structure of the apartment or the apartment areas without written permission from the Office of Housing and Residence Life.

This includes:

- Additional shelving, painting, wallpapering, screen doors, placing semi-permanent signs outside of the apartment, hanging laundry wire or string, installing antennas, and modifying landscaping.
- Modifications made without permission could result in charges or repairs to restore the structure to its original form.

MAINTENANCE PERSONNEL RESPONSE PROCEDURE

There may be need for the University to enter the apartments to perform routine inspections of the unit and follow up from the construction. We will notify tenants in writing through email, prior to an inspection.

The University also reserves the right to enter an apartment without notice during reasonable hours when necessary to provide maintenance, service, repairs, improvements, etc. or make inspections when no one is home. A card will be left by the maintenance personnel stating when they were in the apartment and what was done. The times between 9:00 am and 5:00 pm have been designated as reasonable maintenance times.

When responding to a maintenance request or need, staff are to:

- Knock on the front door of the apartment, wait 15 to 20 seconds and knock again. If there is no answer at the door or no indication that someone is home, they are to use their master keys, open the door six to seven inches and call out to see if anybody is home. If there is no answer, they are to proceed into the apartment and do the necessary work. No one will enter if a child is home alone.
- Staff will clean up after the job is completed.
- Staff will report any breakage beyond normal wear and tear for billing to the resident.

APARTMENT CARE

BI-ANNUAL APARTMENT INSPECTIONS

- Bi-Annual Inspections will be conducted within the Family Housing Apartment Units to check for major damages and facility issues. Tenants will be contacted at least 48 hours in advance of this inspection.

GENERAL CLEANLINESS AND SANITATION

The lease requires that residents and other occupants:

- Maintain the premises, apartments, and its contents in a clean and orderly condition. For the health and safety of all residents, it is the responsibility of all residents to share in the proper care, cleaning, and use of community areas including stairs and stairwells.
- Dispose of all garbage in the dumpsters provided.
- Keep stairwells, landings, and patios clean and free of clutter.

PEST PREVENTION

The Housing and Residence Life Office will provide routine pest elimination in the units. If a problem occurs with pest in the apartment, the tenant needs to notify the Housing and Residence Life Office and we will call the pest elimination contractor. If it is determined that the tenant or other occupant is at fault due to poor house-keeping practices, the tenant or other occupant will be charged for the exterminator's services. Since insects and rodents in an apartment can be unpleasant, the following suggestions are made:

- Purchase a trash can with a tight-fitting cover and use plastic liners in trashcans.
- Do not leave dirty dishes or food on countertops or sinks overnight.
- Store open-food containers in plastic containers with tight fitting lids.
- Do not use contact paper in cabinets. Roaches feed on the sticky backing.
- Do not leave paper bags or newspapers sitting in the apartment. Pest nest in these areas.
- Keep floors clean and free of food crumbs.
- Do not store damp rags or sponges in dark closets. Store brooms and mops with the handle down.
- Do not allow grease to build up on the stove tops, fans, and burners, or in the oven.
- Once every three months, move all major appliances-i.e. refrigerator and stove, and thoroughly wash the floor and wall behind them. Please be careful not to tear or damage the flooring.

SAFETY ISSUES

FIRE SAFETY

A fire extinguisher is located in every apartment next to the kitchen sink-learn where it is located. Never relocate the fire extinguisher. If the extinguisher is used to extinguish a fire, immediately notify the Housing and Residence Life

Office and it will be replaced. Fire extinguishers are inspected by the University at least once a year. The apartments are also equipped with a sprinkler system.

Propane tanks, gas cans, kerosene, or other flammable materials may not be kept inside the apartments or outside of the buildings. Please also see barbecue regulations under the general information section.

SMOKE ALARM

A smoke alarm is located on the ceiling of every apartment-learn where it is located. When the alarm is set off, it will make a loud piercing sound. If the alarm beeps intermittently, the batteries need to be replaced.

Excessive amounts of smoke from cooking or excessive amounts of steam from the bathroom will activate the smoke alarm. If this occurs, simply ventilate the apartment by opening the doors and windows and turning on the fan. The detector will automatically stop sounding when the smoke or steam is completely removed from the area.

Tampering with or removing the smoke detectors in your apartment is strictly prohibited and may cause damage to the system. The moment a smoke detector is tampered with an alarm is sent to the monitoring agency. Repairs to the system due to tampering will be charged to the tenant

PREPARATION IN CASE OF FIRE:

Before a fire occurs, family members should prepare by taking the following steps:

- Know the location and route of your escape.
- Train family members to recognize the alarm signal and how to respond.

IN CASE OF FIRE

Call the fire department (911) from a safe telephone and report the location of the fire. Alert other apartment occupants and the Campus Police Department at (406) 657-2222 if you can safely do so.

FIRE PROTECTION RESPONSIBILITIES

Adhere to all University fire protection and safety standards by not keeping highly flammable materials in the apartment. Items such as propane tanks, motorbikes, and gasoline engines may not be kept inside University facilities, entryways or passageways. Keep all escape routes free of bicycles.

GENERAL INFORMATION

ALCOHOL

MSU Billings policy on alcohol follows all state and federal laws and city ordinances. Open containers of alcohol are prohibited in public areas. A minor in possession or consumption of alcohol is an illegal act and will be handled by the proper authorities. Any violation of this policy may result in disciplinary action which may include, but is not limited to, removal from the apartment and/or referral to Campus Police Department. The University takes a strong no tolerance policy on any drug or alcohol violation.

APPLIANCES

Tenants and other occupants are responsible for the maintenance and care of all appliances in the apartment (dishwasher, stove, refrigerator, washer, and dryer). Please take the time to read all owners' manuals and carefully follow all directions. Any damage due to the negligence or misuse by the resident will be billed to that resident.

BARBECUES

Please use extreme caution when using barbecues. Barbecues must be kept a safe distance from the building and the tenant is responsible for all safety when using a BBQ, propane, matches, etc., and when storing these materials. Propane and charcoal must be kept outside.

BICYCLE REGULATIONS

For the safety of residents, bicycles must never be parked in stairwells, hallways, or any place which could create a safety hazard, hinder exit from buildings, or interfere with pedestrian traffic.

CAR REPAIR

Tenants and other occupants cannot use the parking lots for car repair which involves the changing or leakage of fluids from the vehicle or results in a safety hazard for other residents. Tenants and other occupants are also responsible to clean up any leaks that occur in the parking lot. Examples of safety hazards include unsupervised cars on jack stands and loose, sharp, auto parts. Violations could result in a fine and cancellation of the Lease Agreement.

CHILD ABUSE/DOMESTIC VIOLENCE

Tenants and other occupants are encouraged to notify the Campus Police Department and the proper state and local authorities in cases of child abuse and domestic violence. All cases of perceived neglect or domestic violence will be investigated. When necessary, cases will be referred to proper state and local agencies. The Housing and Residence Life Office reserves the right to temporarily remove the tenant and/or guest from the apartment for community safety reasons. The Housing and Residence Life Office also reserves the right to terminate the lease of the apartment without issuing a 30-day notification to vacate the apartment.

Tenants and other occupants can also utilize the Phoenix Center which is MSUB's Advocacy Program which is actively committed to reducing and eradicating the incidences of sexual violence and eliminating the root causes that lead to sexual violence, as well as providing appropriate support to victims and survivors when an act of sexual violence does occur. You can contact the 24-hour hotline at (406) 794-3829 and you can visit their website:

<http://www.msubillings.edu/studenthealth/phoenixcenter/>

CHILDREN

The tenant and other occupants are responsible for the actions of children who occupy his/her apartment. Children must be properly supervised at all times. Failure to properly supervise children or leaving children unattended may result in eviction. The tenant and other occupants shall be financially responsible for the action of the children. Improper conduct of a child could result in the cancellation of the Lease Agreement. If problems arise with children or other families, please talk directly with the parents. If necessary, please contact the Housing and Residence Life Office.

Parents are accepting full responsibility for their children and must take necessary precautions to ensure their child is safe at all times. With the close location of the ditch, parents must ensure they follow city ordinances and do not allow children within 50 feet of the ditch. There is also no swimming allowed in the ditch. Likewise, with the steep hills in the area, we caution you against use of skateboards, sleds, etc.

When basketball games or special events are held in the Alterowitz Gymnasium, there will also tend to be an increase in traffic in the area. Please take extra caution during these times to ensure your child is supervised.

DRIVING ON SIDEWALKS

Driving or parking on sidewalks and grass is strictly prohibited.

DRUGS

The possession of controlled substances is prohibited within the apartment community and will be referred to Campus Police. Disciplinary action will also take place as outlined in The Student Affairs Handbook which can be found at:

<http://www.msubillings.edu/VCSA/StudentHandbook.htm>

and may result in the cancellation of the Lease Agreement. In the event that a drug or alcohol violation occurs in the Family Housing apartments, the University will respond and may also involve local authorities.

Medical Marijuana Permits: Although Montana state law permits the use of medical marijuana, i.e., use by persons possessing lawfully issued medical marijuana cards, federal laws prohibit marijuana use, possession and/or cultivation at educational institutions and on the premises of other recipients of federal funds. Possession of a valid and appropriately held Medical Marijuana Permit identification card does not authorize a Resident to possess, use, or distribute marijuana in any university residence hall or apartment, university-owned property or in any public area of the university.

Students who receive a valid and appropriately held Medical Marijuana Permit identification card may submit a Contract Release Petition to the Housing & Residence Life Office for review. These petitions are reviewed on a case-by-case basis. Petition request will be evaluated, and refunds are not guaranteed, but may be considered.

ENTRY INTO APARTMENTS

The Housing and Residence Life Office and Facility Services departments are committed to respecting the tenant's rights to privacy. However, there may be times when it is necessary to enter the apartment to perform necessary maintenance or respond to an emergency situation.

Whenever possible, we will give 24 hour written notice through email prior to entering an apartment. There may be some emergency situations that require us to enter. Some examples of these include:

- A smoke detector that is sounding when no one is home.
- Evacuation checks during an emergency situation.
- Occupant has called for help verbally or by phone.
- Residents and/or their belongings are threatened by imminent danger.
- The possibility of dangerous trespassers exists, indicating that residents are in danger.
- The resident has been missing or out of contact for an extended period of time for unknown or suspicious reasons or is reported missing by a neighbor, friend, or family member.

EVICITION

A notice of eviction may be given for violations of the Lease Agreement and /or the University rules and regulations. A resident who is served with a Notice of Eviction must remedy the violation that is stated in the letter or move from the apartment. The tenant and other occupants have 30 days after receiving the eviction notice to check out of the apartment.

FIREARMS POLICY

For the protection of everyone, no person shall have in his possession any gun, pistol, firearm, explosive, dangerous chemical, or other dangerous weapon or instrument on University property. This includes BB and pellet guns.

FUTURE REGULATIONS

The University reserves the right to implement new rules and regulations as may be appropriate or necessary for the safety, care, and cleanliness of the premises and residents. Future policies will be announced by letter, postings, or through newsletters.

GARBAGE

Tenants and other occupants are expected to dispose of their trash in the provided containers in the proper area. Do not leave garbage on stairwells or areas outside the door. The garbage can attract pest and rodents into the complex as well as unpleasant odors for neighbors. The dumping of oil, grease,

antifreeze, paint, and other hazardous materials in a dumpster or in the parking lots is prohibited.

GROUNDS/GARDENS/FLOWERBEDS

Tenants may have free standing flowerpots but are not allowed to put gardens or flowerbeds on the grounds area. Tenants will be provided a mowing and water schedule from the University's grounds department.

GUEST POLICY

Tenants are more than welcome to have guests; however, if guests are staying longer than seven days, they must obtain written permission from the Family Housing Director. Unwanted guests should be reported to the Housing and Residence Life Office and /or Campus Police Department. The lessee is responsible for the conduct of their guests while they are visiting. Violations of the policies outlined in the Lease Agreement or this Family Housing Handbook by a guest will be held against the lessee and could result in judicial action and cancellation of the Lease Agreement.

HEALTH CODE

The tenant and other occupants shall comply with the city, county, and state codes regarding health and safety. Upon proper notification, the student shall comply with all requests from University officials pertaining to the correction of health and safety violations in or around the apartment, including pest control.

INSURANCE

The University encourages tenants to carry renter's insurance. The University is not liable for theft or damage to personal property and does not assume any liability for personal injury. For protection from possible losses or personal injury, renters are encouraged to look into appropriate and adequate insurance coverage. Recommended renter's insurance can be found at this link:

www.nssi.com/insurance/

INTERNET/TV PROVIDER

The Housing and Residence Life Office does not provide internet or TV packages for tenants living in the apartments. It shall be up to the tenant and occupants of the apartment to provide their own internet and TV. The most common internet/TV provider in the Billings area is Charter Spectrum. Their address is 1860 Monad Road, Billings, MT 59102 and can be reached via phone at (888) 438-2427.

KEYS

Do not loan apartment keys to any non-resident. Report any lost keys immediately to the Housing and Residence Life Office. **Duplication of University keys by an outside vendor is strictly prohibited.**

Tenants and other occupants are responsible for their own keys. If tenant is locked out of the apartment, contact the Housing and Residence Life Office or Campus Police. If a key is checked-out, the tenant needs to return the key within 24 hours. If a resident continually has to check-out a key, an additional charge will be assessed.

LAWN CARE

All toys, hoses, sprinklers, lawn furniture, and other items that may obstruct the lawn mower or trimmers must be removed according to the lawn mowing schedule. The University is not responsible for the lost or stolen articles or items damaged by mowers and/or weed eaters.

LIGHTBULBS

Tenants are responsible to replace burned out light bulbs inside the apartment and outside by the entrance.

MAIL SERVICE

To obtain a key to the post office box, please contact the United States Post Office (841 S 26th St.) The Post Office delivers mail once daily, Monday through Saturday, except holidays. Before vacating the apartment, submit a change-of-address card with the local postmaster. It is the residents' responsibility to set up mail through the USPS and not the campus mail room or Housing and Residence Life Office. Mail cannot be placed in the mailboxes of pick-up; however, there are numerous drop-offs on campus.

NOISE

The Campus Police Department and/or Residence Life Staff will address any noise complaints as notified. The University asks that all tenants and occupants display common courtesy while living in a community environment and avoid noise that can be disturbing to adjacent apartments through walls, floors, etc. or outside noise that may disrupt the activity of other residents. This can include noise from stereos, TVs, children, etc.

PETS

Tenants and other occupants are not allowed to house pets in any University apartments, with the exception of fish in a tank no larger than 25 gallons. See [emotional support and service animals'](#) information.

OUTSIDE APPEARANCE OF THE RESIDENCE

Tenants and other occupants are expected to keep the front, sides, and rear of their apartment clean and tidy. Anything which seems to create a hazard or unsightly appearance will be addressed by the Housing and Residence Life Office and/or Campus Police and the tenant will be given written notification to remedy the situation.

PARKING

All tenants and other occupants parking in the parking lot must display a current Montana State University Billings parking permit designated reserved for the Family Housing Parking Lot. Residents of the Family Housing units will be given a special designated parking permit. The cost of the permit is \$105.00 for the year, and you get two permits for your unit. If the tenant moves out, they will need to return the permit to the Campus Police Department. Guest of Family Housing residents must obtain a guest permit from the Campus Police Department. Parking of RVs, campers, or boats is not allowed in the parking lot. All vehicles

parked in the Family Housing lot must be operating and running. For more information, please contact the Parking Office at (406) 657-1704.

PRIVATE ENTERPRISE

The lease of University Property excludes the right to use the premises for business purposes, storage of salable commodities, or any purpose other than as personal residence.

REPORTING AN INCIDENT

It is the responsibility of each tenant and occupants to help promote a safe and effective living environment. When tenants see something happening that is a violation or out of the ordinary, they are encouraged to say something (SEE IT, SAY IT). Tenants can report concerns to a professional staff member in person or can submit a report via the online system from the housing webpage. Simply go to https://cm.maxient.com/reportingform.php?MSUBillings&layout_id=1. Your right to remain anonymous will be protected to the best of our ability.

ROOFS

Tenants and other occupants are restricted from being on the roofs of any apartment building.

SCHOOLS

Children living in Family Housing can attend the following Billings Public Schools:

McKinley Elementary School	820 N. 31 st Street	(406)255-3853
Riverside Middle School	3700 Madison Avenue	(406)255-3740
Billings Senior High School	425 Grand Avenue	(406)247-2100

SECURITY

The goal of the Family Housing community is to strive to create a friendly community, but personal security should be a concern of all residents. Immediately report any suspicious activity to the Campus Police at (406) 657-2147. Broken locks or windows should be reported immediately.

SIDEWALK CHALK

Sidewalk chalk is not permitted.

SKATEBOARDS/ROLLERBLADES

Rollerblades, skateboards, and skates are not permitted.

SNOW REMOVAL

The University removes SNOW FROM THE PARKING LOT AREAS AND MAIN SIDEWALKS. Residents are responsible to remove snow from entryways. Accumulation of snow on stairs and landings is a hazard and is the responsibility of the resident to remove.

SOLICITATION

The University attempts to support a tenant's and other occupant's rights to privacy by restricting any door-to-door sales or solicitations. This includes

leaving fliers on doors and cars. The only exception to this policy is when a resident specifically invites a business or organization to come to their door (i.e. newspaper delivery, food delivery, etc.)

Please contact the Housing and Residence Life Office or the Campus Police if there are any problems with solicitors.

STAIRS AND STAIRWELLS

Stairs and stairwells must be kept clear at all times. Motorcycles and mopeds may not be parked in stairwells or patios at any time.

STUDENT CODE OF CONDUCT

All MSU Billings students, Family Housing tenants and occupants, are required to follow the Student Code of Conduct as outlined in The Student Affairs Handbook. The Handbook can be found at this link:

<http://www.msubillings.edu/VCSA/StudentHandbook.htm>

All disciplinary matters will be handled through the Dean of Students Office.

TELEPHONE SERVICE

Tenants will be responsible to set up telephone service directly through Charter.

TOBACCO USE ON A TOBACCO FREE CAMPUS

MSUB is a Tobacco Free Campus. This means the use of any tobacco related product (i.e. cigarettes, electronic cigarettes, chewing tobacco, or other legal tobacco substances) IS NOT permitted to be used within campus property, including the residence. While tenants and other guests may possess tobacco products, the USE of ANY tobacco related product is prohibited. This includes any public area of the apartments, decks, and parking lots.

Tenants and other occupants found in violation of the university wide Tobacco Free Campus policy may be subject to misconduct action. Repeated and flagrant violations of this policy may result in the termination of a tenant's apartment lease.

If you currently use tobacco products and would like information on quitting, please pick up a "Quit Kit" from Student Health Services in the Petro Building foyer.

Link for more information: <https://www.msubillings.edu/geninfo/tobacco-free-campus/index.htm>

Tobacco Free Campus Map: <https://www.msubillings.edu/geninfo/tobacco-free-campus/pdf/Tobacco-Free-Map.pdf>

TRESPASSING

Individuals with no connection to the apartments will be asked to leave the apartment complexes. Guests of tenants, whose behavior is not appropriate for the community, may also be asked to leave by the Housing and Residence Life Director and/or Campus Police. Tenants are responsible for the behavior of their

guests. The University also reserves the right to deny access of apartments to non-tenants at any time.

UTILITIES

The tenant is responsible for paying the gas and electricity separately. All other utilities are included in the monthly rent. You must transfer the utilities to your name within one week of moving in or you will be in violation of your Lease.

Northwestern Energy (Electricity):	(888) 467-2669
Montana-Dakota (Natural Gas):	(800) 638-3278

VEHICLES PLUG-INS

Outlets for vehicle plug-ins are not provided. It is also against policy to run an extension cord from the apartment to the vehicle.

WATER, CAR WASHING, and POOLS

Outside water is available for flowerpots and recreational use. Residents may use temporary, moveable pools for recreational use as they are watched by an adult when occupied by children during all times and do not cause damage to the lawn.

WATERBEDS

Due to potential damage from leaks and weight, waterbeds are not allowed in University apartments.

YARD SALES

Tenants are restricted from having yard sales on University Property.