



NORTHWESTERN MICHIGAN COLLEGE

APARTMENT HANDBOOK

I have received a copy of the Apartment Handbook and agree to read and abide by its contents. I understand that violations of these regulations may result in disciplinary action and/or termination of my lease

Signature_____

Date_____

NORTHWESTERN MICHIGAN COLLEGE

APARTMENT HANDBOOK

Welcome to the apartments at Northwestern Michigan College. Please take time to review the materials contained within this document. You are responsible for knowing and understanding this information. If you have questions about a particular policy please reach out to the Apartment Manager at 231-995-1119 or by emailing apartments@nmc.edu. This handbook will help familiarize you with our expectations, services, and policies.

The Apartment community is designed to be:

- **A family friendly community** that facilitates the management of school, work and family related tasks and demands.
- **A purposeful community** for reading, writing, and preparing for classes.
- **An open and inclusive community** where respect and civility are expected, and where action is taken when the rights of any community member are infringed upon.
- **A community** where students can explore and share differences that lead to a dynamic educational environment, and where acts of harassment, bigotry, intimidation, and intolerance are unacceptable.
- **A disciplined community** where members of the community do not need to justify a desire for cleanliness, quiet, or privacy; these are rights and responsibilities of every community member.
- **A caring community** where students are encouraged to be involved, to show their leadership, and to make a difference in the lives of others.
- **A community of celebration** that exhibits enthusiasm, spirit, and pride at college and community programs and events.

To review your Student Rights and Responsibilities please refer to:

<https://www.nmc.edu/about/policies/board-staff/D-602.01.html>

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Important Phone Numbers

Apartment Manager	231-995-1119
Campus Services/Facilities	231-995-1111
Campus Safety (24 hour dispatch)	231-995-1111
Campus Safety Anonymous Tip Line	231-995-1116

Campus Offices

Admissions	231-995-1054
Advising Office	231-995-1040
Careers and Student Employment	231-995-1041
Cashiers Office	231-995-1085
Food Services	231-995-3150
Health Services	231-995-1255
Library	231-995-1060
Parking Questions	231-995-1097
Student Financial Services	231-995-1035
Student Life	231-995-1118
Student Success	231-995-2134
Technology Help Desk	231-995-3020
Tutoring (Math/Science Center)	231-995-1138

Important Off Campus Numbers

Medical Emergencies/Fire/Police	911
Non-Emergency Police Department Number	231-922-4550
Munson Hospital	231-935-5000
Third Level Crisis Center	231-922-4800
Women's Resource Center	231-941-1210

Emergency Information

Fire

In the instance of a fire, call **911**. If the fire alarm sounds, all tenants must take immediate steps to evacuate their apartment. Follow the instructions of campus personnel, fire-fighting personnel and police officers. Keep the following in mind in the event of a fire emergency:

- When the fire alarm sounds, exit the building.
- Before leaving your apartment, feel the apartment door. If it is HOT, **DO NOT OPEN**. Go to a window and signal for help. If the door is cool, leave the building by the closest exit.
- Once outside, evacuate far enough away to avoid exploding debris and leave room for emergency vehicles. Wait for further instructions.
- Do **NOT** re-enter your building until notice is given by Campus Safety staff or the Fire Department.

Maintenance

If you have an emergency maintenance issue (problem with water, heat, or electricity) after office hours, contact Campus Safety at 231-995-1111 and they will contact maintenance. For routine maintenance needs call the Auxiliary Services Office Manager at 231-995-1119 **between 8 a.m. and 5 p.m. on regular business days**.

Medical

In a medical emergency, call **911**.

- Notify the dispatcher of your exact locations and follow their instructions
- DO NOT HANG UP UNTIL THEY DO

Suicide Prevention

- Third Level Crisis Center 231-922-4800
- National Suicide Prevention Hotline 988

Poison Control Center Hotline 800-222-1222

Police

- Emergency 911
- Non-Emergency 231-922-4550

Safety/Security

231-995-1111

The following is a list of situations in which you should call. **Please call while the activity is happening.**

- Loud party
- Strong suspicion of illegal activity
- Suspicious activity that endangers the health or safety of residents

For additional resources on Campus Safety and Security please refer to: <https://www.nmc.edu/student-services/campus-safety/index.html>

Tornado Watch

This means that conditions are right for a tornado to form. Stay tuned to television and radio for weather updates. Your awareness should be heightened and you should be prepared to move to the safest location in your building. See the Evacuation Map posted on the front door of your apartment.

Tornado Warning

A tornado has been spotted in the area. Move to the safest location in your building. See the Evacuation Map posted on the front door of your apartment.

For additional information on NMCs Emergency Protocols please refer to:
<https://www.nmc.edu/student-services/campus-safety/emergency-protocols.html>

Policies and Procedures

Alcohol and Drugs

The Apartments are strongly committed to fostering an environment that promotes the NMC's educational mission. The following apartment policies are designed to support the objectives and expectations of the NMC policy concerning drugs and alcohol.

Alcohol

Tenants and guests 21 years of age or older are permitted to possess and consume alcohol responsibly in their apartment. Underage residents and guests are restricted from consuming alcohol. If a person under the age of 21 is found to have consumed alcohol, the Traverse City Police Department will be contacted. Anyone serving alcohol to a person under the age of 21 may be subjected to legal fines and campus sanctions.

Alcohol parties are strictly prohibited. The use of alcoholic beverages is not permitted in public areas of the Apartments, including but not limited to, the laundry rooms, hallways, decks and outside entrance areas. Irresponsible behavior while under the influence of alcohol may result in disciplinary action or legal proceedings. NMC reserves the right to confiscate any alcoholic beverages or containers improperly or illegally used.

Drugs

The manufacture, possession, use or distribution, or sale of controlled substances such as narcotic drugs, marijuana, or illegally obtained prescription drugs is prohibited on NMC property. Possession or execution of such acts will result in Campus representatives contacting the Traverse City Police Department. Please refer to the Apartment Housing Agreement for termination provisions related to the illegal possession or use of controlled substances.

To the greatest extent allowed by state and federal law, the smoking, cultivation, use and possession of marijuana on the premises is prohibited. This policy applies to the resident, guests and visitors. A resident will be deemed to be under the influence of an illegal drug if it is in his/her system regardless of the quantity or whether it impairs behavior.

A violation of any NMC policies may result in one or more of the following NMC sanctions.

- Counseling
- Probation
- Suspension
- Referral to local law enforcement agencies
- Termination of the violator's Housing Agreement following a written notice.

If a tenant is removed from the apartments for disciplinary purposes, they are still financially responsible for the contract period.

Application Procedure

When applying to the NMC Apartments, the following information is needed. If two students are sharing an apartment, both students are required to complete the application process.

- Be age 21
- Apartment Application
- Landlord Reference

- Copy of your current (or next semester) class schedule. In order to be eligible to live in the apartments, you must be enrolled in at least 6 credit hours at NMC. If space allows, applications from the University Center students will be considered.

Please mail or deliver all application materials to:

Northwestern Michigan College
ATTN: Apartments Manager
1701 E. Front St
Traverse City, MI 49686
Email to: apartments@nmc.edu

A background check will be completed on all applicants. If approved, you will be placed onto a waiting list until an apartment is available. If you are still interested at the time of availability you may sign a housing agreement. In order to sign a housing agreement, you must pay the security deposit. The security deposit will be the equivalent of 1 month's rent. Incomplete applications will not be considered until all missing items are submitted. (See also Deposit)

Bicycles and Cars on Campus

A valid parking permit is required to park in the apartment parking lots and on campus. Parking passes will be distributed at move-in or can be obtained from the Apartment Manager. Cars without a pass may be subject to fines through the city of Traverse City. Apartment tenants must park in a designated area to avoid additional fines. Parking is not allowed in fire lanes, authorized personnel spaces, or other areas not specified by your parking permit. You may be assessed a fee if you do not remove your car from parking lots during periods of snow removal and/or scheduled maintenance. The fee is equal to the cost of having the vehicle moved by the college. You are solely responsible for any loss, theft, or damage done to your vehicle.

If you choose to bring a bicycle to campus you should chain your bicycle to the bike racks provided by the college. Bicycles should not be chained to stairwells, trees, corridors, signposts, or hand railings. Doing so may result in removal.

Cable Television

Cable hookups are available in all campus apartment units. The tenant is responsible for ordering and paying for this service. The local Charter Cable representative may be reached at 1-800-545-0994.

Charges

Charges are used by the Auxiliary Services Department to reduce damage, protect residents, and stabilize housing costs. These charges are applied directly to the student's account as they incurred and may be paid at the Cashier's Office or through your Self-Service portal. Any charges assessed at the final inspection for cleaning charges or damages beyond normal wear will be deducted from the security deposit, with any excess charges added to the tenant's student account.

Common charges include, but are not limited to:

- Cleaning (\$250)
- Damaged door (cost to replace and install)

- Dirty/damaged carpet (cost to clean or replace)
- Dirty/damaged oven (cost to clear or replace)
- Dirty/damaged refrigerator (cost to clean or replace)
- Dirty/damaged wall (cost to repair and paint)
- Late payment fee (\$50 each month) - Payments are due no later than the 15th of each month.
- Lost door key (\$90)
- Lost mailbox key (\$40)
- Missing smoke detector (cost to replace and install)
- Smoking on campus (\$25 per occurrence)
- Trash not taken to dumpster (\$25 per bag)

All charges listed above are estimated amounts. Charges are subject to change and will vary based on each individual situation.

It may be necessary to charge tenants for damage that has been done in public areas (i.e. hallways, stairwells, laundry rooms, etc.). Charges will be posted to the tenant's student account when the situation occurs.

Check-In Procedure

A security deposit in the amount of one month's rent is due prior to moving in. This must be paid at the Cashier's Office or online through the student's Self-Service portal. **Financial Aid may not be applied to deposits.** New residents must pay the first month's prorated amount before moving into the apartment. Financial Aid may be applied to apartment charges (after tuition, fees, and bookstore charges are settled). New tenants may make arrangements to check-in to their apartment by scheduling an appointment with the Apartment Manager. During this meeting the housing agreement is signed, keys and parking passes are issued.

New tenants must complete and return the Apartment Condition Inventory Form within 7 days of moving in to document the condition of the apartment. Inventories submitted within 7 days of moving in will be used as a basis for determining charges when the Housing Agreement terminates.

Check-Out Procedure

Each apartment occupant is responsible for the entire contract term designated in the Housing Agreement unless other arrangements have been made with the Apartment Manager. Vacating residents are responsible for cleaning the apartment thoroughly, including but not limited to the following:

- Cleaning of walls, ceiling, floors, blinds, bathroom fixtures, all shelves drawers, and cabinets.
- Cleaning the stove - burners, oven, and broiler
- Cleaning the refrigerator

Appointments for final inspections should be made with the Apartment Manager ten business days in advance of check-out. All personal belongings should be removed prior to the inspection.

Charges for excessive damages will be deducted from your security deposit. It is the responsibility of the tenant to provide a forwarding address in writing to the Auxiliary Services Office Manager within 4 days of moving-out. If the tenant provides a forwarding address within 4 days an itemized list of damages and/or charges for excessive damages will be mailed to the tenant within 30 days. If the tenant disagrees with the

itemized statement they must respond in writing within 7 days, otherwise the amount claimed for damages will be deducted from the deposit and/or be placed onto the student's account.

Children and Safety

For a safe and healthy play environment, parents/guardians residing in the Apartment should always supervise their children. It is the responsibility of the tenant to:

- Pick up all toys and play items when finished playing
- Place large toys in appropriate locations when finished playing. These items should never be left outside unattended.
- Return bikes to a bike rack when finished riding.

Cleanliness and Sanitation

NMC makes every effort to clean the apartment to your satisfaction before you move-in. Campus Services also contracts the services of an exterminator. Therefore, all pest problems (insects, rodents, etc.) should be reported as soon as possible. NMC reserves the right to terminate the Housing Agreement of residents who fail to keep the Apartment clean and free from health risks.

It is the responsibility of the tenant to:

- Keep the apartment clean and free from dirt and trash. Tenants need to refrain from sweeping or throwing dirt, trash or waste from windows. Rugs and mops should be shaken outside at the end of each building and trash disposed of in the dumpster provided.
- Share in the proper care and use of community facilities, including the laundry room.
- Keep outside walks and balconies clean and free of clutter.
- Keep the grounds and community areas clean, in safe condition and free of clutter

Conditions of Occupancy

Students may reside in the Apartments with his/her family, partners or other students who have been approved by the Apartment Manager. Tenants agree to maintain eligibility to live in the apartment community, as determined by the Housing Agreement, the Student Rights and Responsibilities, and this Apartment Handbook. Failure of the tenant to maintain eligibility to live in the apartment constitutes a material breach of this agreement. Residents agree to vacate the apartment no later than the last day of the month, in which he or she is no longer eligible to live in the apartments unless another provision of the Housing Agreement, the Handbook, the Student Rights and Responsibilities, or other College policy requires the tenant to vacate earlier. The tenant agrees to vacate the apartment within 30 days if the College notifies the tenant that the apartment is required to provide reasonable accommodations under applicable law. College agrees to provide residents with comparable housing if such a request is made. Failure of the Resident to vacate the apartment upon such a written request shall constitute a material breach of the Housing Agreement.

Contract Extension/Early Release (See also Vacating Procedure)

A Housing Agreement extension or early release may be granted due to extenuating circumstances such as children's school schedule or called up for active duty in the military.

To be considered for an extension or release, the request must:

- Be written.
- Explain why the Housing Agreement should be extended/terminated.
- Be made 30 days in advance.
- Be hand delivered or sent via US Postal Service to Apartment Manager

Contract Renewal

Residents wishing to renew their lease must sign and return the Housing Agreement to the Apartment Manager during the signing period. The Apartment Manager will notify residents of the signing period. If the Housing Agreement is not signed during the time period allotted, the resident will be expected to vacate the apartment by the end of the Agreement term. After the expiration date eviction proceedings will be initiated.

Courtesy Hours

All times outside of Quiet Hours are designated Courtesy Hours. During courtesy hours, please keep noise at a level sensitive to other residents' needs. Residents are encouraged to personally approach any resident who may be disturbing them with their noise level.

Damages

Residents are responsible for the care of their apartment and appliances. Initial inspection will be made **by the resident within seven (7) days of occupancy** and the completed inventory form returned to the Apartment Manager. It will be retained during occupancy. The inventory form will be the basis for determining damage charges assessed during or at the termination of residency. All breakage, damage, or the need for general maintenance must be communicated to the Apartment Manager. NMC will make or arrange for repairs at no charge unless due to negligence or carelessness in which case the cost will be applied directly to the student's account. (See CHARGES.)

Individuals responsible for public area damage are encouraged to contact the Apartment Manager to avoid the billing of all residents. As a member of the community, it is your responsibility to report damages as they occur.

Decorations

Residents may not make alterations, installations, or repairs to the premises, or to the furnishings or appliances within the apartment. For safety reasons, some holiday decorations are not allowed. **Residents are specifically prohibited from the following:**

- Painting
- Nails, tacks, bolts, or screws in walls, doors, casings, cabinets, floors, or ceilings.
- Tape or other adhesive materials (including contact paper) on walls, doors, casings, cabinets, or ceilings. Materials advertised as "non adhesive" will take off paint and can damage walls.
- Using privately owned ranges, refrigerators, freezers, washers, dryers, dishwashers, or air conditioners
- Installing any additional plumbing, electrical wiring, cables, telephone or cable television outlets.
- Installing permanent or outdoor television or radio antennas or satellite dishes.
- Installing additional window treatments including awnings.
- Installing shelving, bookcases, or other furnishings which are attached to walls, floors, or ceilings.
- Installing devices, equipment, furnishings, or materials (such as holiday lights) to the exterior of the apartment or to balconies, overhangs, or railings.
- Candles inside jack-o-lanterns.
- Cut trees.

Deposit

While rent may be paid from financial aid, each resident must pay a deposit equal to one month rent out-of-pocket prior to moving in. This deposit will remain on file until you move off-campus. When you no longer maintain an on-campus residence, any charges for maintenance due to excessive dirt and damage and any outstanding balance you have with the college will be subtracted from your deposit. You will receive a summary of the maintenance charges assessed to your account and a refund of the remainder of your deposit (if applicable). **You may respond to the list of damages by mail within 7 days.**

All residents are to provide a forwarding address in writing (hand delivered or sent via US Postal Service) to the Apartment Manager within 4 days of moving out or forfeit the deposit.

Electric Appliances

The following items are NOT permitted in Apartments:

- Portable/window air conditioners.
- Major appliances (freezers, dishwashers, washers/dryers, etc.)
- Multiple refrigerators/microwaves
- Waterbeds
- Multiple power strips

Entering Apartments

Northwestern Michigan College recognizes and respects the right of its students to have privacy. NMC also recognizes its responsibility to preserve a wholesome learning and living environment on campus, to provide adequate maintenance and protection of property, and to protect the health and safety of all persons on campus. These fundamental assumptions are embodied in the following commitments and procedures for the entry or search of student Apartments or storage spaces.

NMC reserves the right to enter college Apartments under any of the following circumstances:

- For periodically scheduled administrative or health and safety inspections.
- When there exists an immediate threat to the health or safety of the occupants or property.
- When there is sufficient reason to suspect violation of college policy or local, state, or federal law.
- When invited by the resident.
- To make needed repairs or other maintenance.

When it is necessary for a college employee to enter a student's apartment, the person will knock, pause for a reasonable and courteous time, knock a second time, pause, and then announce his or her name and purpose before entering the room.

Evacuation

In the event of a tornado or other emergency, follow directions on the evacuation map posted near the main door of your apartment.

Eviction

Eviction proceedings will be initiated for illegal drug activity, nonpayment of rent, extensive and continuing

physical injury to property, violation of a lease provision, forceful entry/forceful stay/trespassing, or holding over the natural expiration of the Housing Agreement term.

Firearms, Weapons and Explosives

The possession, use, or discharge of firearms or other dangerous weapons, including but not limited to shotguns, hand guns, hunting rifles, air rifles, BB guns, or chemical weapons, is prohibited on NMC property. The use or possession of fireworks, explosive materials, or similar dangerous substances or compounds is prohibited by NMC. Possession of such materials, or execution of such acts, may result in termination of the violator's Housing Agreement following 48-hours written notice.

Furniture

Apartments are unfurnished. Residents are not allowed to build lofts.

Gambling

Participation in organized gambling of any sort is not permitted.

General Information

NMC does not discriminate in admission, campus activities, education, employment, housing, public accommodation, or public service on the basis of age, color, disability, handicap, height, marital status, national origin, political affiliation, race, religion, gender, sexual orientation, veteran's status, or weight. No act of retaliation shall occur to any person making a charge, filing a complaint, testifying or participating in any discrimination investigation or proceeding.

Students are responsible for finding their own roommates for sharing a two bedroom apartment. **Roommates must apply and be accepted by the Apartment Manager.** NMC does not allow subletting.

Grills

Gas grills are permitted. Grills and propane tanks must be stored outside at all times. Neither charcoal grills nor turkey fryers are permitted.

Guest Parking

All residents are required to request a guest parking permit, issued by the Apartment Manager, which may be used for parking in Maple parking lot for one (1) to ten (10) days. Apartment residents are responsible for acquainting their guests with the parking regulations. The City of Traverse City patrols all NMC parking lots. Failure to follow the guest parking policy may result in the vehicle being ticketed or towed at the owner's expense and the guest parking permit being revoked.

Guest Policy

Guests must observe all college regulations. Failure to comply will result in forfeiture of building visitation privileges. Tenants will assume financial and behavioral responsibility for their guests. Guests may stay overnight free of charge, but their stay is limited to ten (10) nights per semester. For situations where you may need or want to have a guest for longer than ten (10) nights, contact the Apartment Manager.

Harassment and Intimidation

Physical and verbal harassment, including harassment based on race, gender, ethnicity, sexual orientation, disability, religious preference, etc. will not be tolerated in the apartment community. Victims of harassment and /or intimidation should report it to the Apartment Manager immediately.

Health and Safety

The Apartment Manager will conduct periodic health and safety inspections, typically one inspection per semester. An email will be sent to all current tenants and letters delivered to each apartment detailing the dates and times of the inspections.

Insurance and Liability

Residents are advised to secure property and liability protection through renter's insurance. A renter's insurance policy usually provides protection for personal property, such as furniture or electronic equipment in case of perils like fire or theft.

Internet Service

Internet is provided and included in the price of rent. You can log onto the internet by using your NMC username and password. Computer labs are also available in many buildings on campus. All internet issues need to be directed to the Technology help desk. They can be reached at 231-995-3020.

Joint and Several Liability

If more than two people sign the lease as residents, each person is responsible not only for his or her individual obligations but also for the obligations of the other resident. This includes paying rent and performing all other terms of the lease. However, if a resident is removed for disciplinary purposes, the remaining resident is not responsible for the removed resident's obligations, which shall continue until the end of the current academic semester.

Keys

Keys are available at the Apartments Office and will be issued upon signing the Apartment Housing Agreement and payment of the security deposit plus first month rent. Keys are not to be copied. Default functionality for apartment doors is the locked position. Exterior building doors are swipe access and must be kept closed at all times. Residents must report all lost swipe cards, apartment or mail keys immediately. Residents will be billed for the replacement swipe card, lock and keys. (See also CHARGES.)

Laundry Facilities

Laundry facilities for the exclusive use of apartment residents are located in the lower level of each building. The washers and dryers are owned and maintained by Northwestern Michigan College. Additionally, it is the responsibility of every resident who uses the laundry facilities to help maintain a safe, clean, and attractive physical environment. Privately owned washers and dryers are not allowed in individual Apartments.

Locked Out

Apartment doors lock when shut. If you are locked out, call Campus Security. Residents are responsible for carrying their keys and may be charged a service call fee to be let in. (See also CHARGES.)

Mail

Mail for Apartment tenants goes through the US Post Office, and is delivered Monday through Saturday. Any questions regarding the delivery of mail should be directed to the Barlow Branch Station at 231- 946-5319. Packages from UPS or FedEx will be delivered to the NMC facilities building. You can stop there during normal business hours to retrieve your package (be sure to bring a picture ID).

Sample mailing address:

Name
_____ College Drive, Apt _
Traverse City, MI 49686

Name
15_0 E Front St, Apt ____
Traverse City, MI 49686

Address for Packages:

Name
1861 College Drive
Traverse City, MI 49686

Maintenance and Repairs

You are responsible for the proper care of your apartment and community facilities. Campus Services is responsible for all maintenance. Most repairs are free of charge. Repairs resulting from carelessness or negligence will be charged to the account of the responsible resident. Notwithstanding this practice, residents in a particular apartment are jointly and severally liable for all charges incurred pursuant to the Apartment Housing Agreement (See also CHARGES.)

Please call **between 8 a.m. and 5 p.m.** to report your routine maintenance needs. If you have an emergency maintenance issue (problem with water, heat, or electricity) after hours, a Switchboard Operator or Campus Safety Officer will answer the 995-1111 line.

Official Version/Changes-Amendments to College Policies and Regulations

The policies and regulations of the Apartment Handbook may be amended during the academic session or lease term by action of responsible bodies. Due to the likelihood of these changes, the official Apartment Handbook is the online version which can be found at <https://www.nmc.edu/student-services/housing/apartments/forms/apartment-living-handbook.pdf>.

Parking

A valid driver's license and vehicle registration is required in order to receive a parking permit. Apartment resident parking permits are available in the Apartments Office. These permits can be used in any valid NMC parking lot in accordance with the sign at the entrance to each lot. An apartment permit is not valid for parking in:

- Special Needs lots and Special Needs spaces
- Handicap spaces
- Reserved spaces, including but not limited to those signed for Doctor, Guest, Visitor, Service, 10 Minute Loading, or Employee spaces
- Metered spaces
- Oak parking lot

The apartment parking lots are for parking motorized vehicles in working condition with valid apartment permits affixed as directed. Cars without plates, without valid permits, or in non-working condition, as well as boats, snowmobiles, trailers, campers, etc., will be subject to towing at the expense of the owner. Tenants are

responsible for providing a guest pass for their visitors and to inform them to use the Maple parking lot. (See also GUEST PARKING.)

Payments

Payments can be made online using debit/credit cards or by cash, check or money order at the Cashier's Office in the Tanis Building. Rent is due the first of every month. If financial aid monies are used or if online payments are made, the funds will not be applied to rent until tuition, fees and bookstore purchases are paid.

Pets

For health and safety reasons, NMC does not permit pets in the Apartments other than non-carnivorous fish (10 gallon tank max) per room. No pets, even visiting, are allowed in the apartments. Service animals are allowed with proper documentation. Please refer to the below document for additional information:

<https://www.nmc.edu/student-services/campus-safety/reports/procedure-for-service-and-comfort-animals.pdf>

Please reach out to Disability Support Services at 231-995-1929 for additional information.

Tenants found to be in possession of an unapproved animal must remove the animal from the campus within 24 hours of discovery. If the animal is not removed within 24 hours, charges will be issued and possibly result in the termination of the Apartment Housing Agreement. Tenants may be billed for extermination, replacement of carpet, flooring and/or cleaning by a professional restoration service.

Policy Violation

Violation of the Apartment Housing Agreement or any NMC policy may trigger one or more of the following actions:

- Written notification of violation and required action(s) sent via postal service and/or delivered in person.
- Report of alleged violation filed with the Dean of Student Services.
- Termination of the Apartment Housing Agreement by the College. (Should it become necessary for the College to enforce the terms and conditions of the Agreement by legal means the resident shall reimburse the College for such costs and expenses under the terms of the Agreement.)
- Other appropriate actions.

Posting

Postings by residents are permitted on bulletin boards near the mailboxes in each building.

Propped Doors

To promote building safety, **the propping of any locked entrance/exit door is prohibited at all times.**

Quiet Hours

Quiet Hours are as follows:

- Sunday through Thursday from 10:00 pm to 7:00 am
- Friday and Saturday from 12:00 am to 8:00 am

(See also COURTESY HOURS.)

Refrigerator Maintenance

It is necessary to defrost the refrigerator/freezer regularly. There should be no more than ¼ inch of frost build-up on the freezing unit. Regularly clean inside the refrigerator with warm water and baking soda (one tablespoon soda to one quart of water). Rinse with clear water and wipe dry. Do not use a sharp instrument for cleaning the interior of the refrigerator. Leave the refrigerator thermostat at a normal temperature when away or moving out. **Do not turn the refrigerator off.** The refrigerator can be moved out from the wall for cleaning.

Rent

Rent is due on the first of each month and is payable online or at the Cashiers Office in the Tanis building. Payments made after the fifteenth of the month are subject to a \$50 late fee and/or eviction proceedings. If financial aid monies are used or if online payments are made, the funds will not be applied to rent until tuition, fees and bookstore purchases are paid.

Reporting Violations

If you notice another resident has violated a policy and wish to report it, please document the incident in writing and give it to the Apartment Manager. The violation must be in writing for any disciplinary action to be taken. If you suspect illegal activity is occurring, call Campus Services at 231-995-1111 or leave an anonymous tip on the 231-995-1116 voicemail box. **If the activity is life-threatening, call 911.**

Smoking

In the interest of providing a safe, healthy and clean environment for students, employees and visitors, the use or sale of tobacco products is prohibited on all NMC properties (this includes inside apartments, residence halls and on balconies). No person shall use, chew, smoke or sell tobacco products or smoking simulation products or devices at any time or in any place on NMC properties, including sidewalks within the boundaries of any campus. Violation of this policy will result in further disciplinary actions. Please refer to <https://www.nmc.edu/about/policies/board-staff/D-500.03.html> for additional information.

Solicitation

Solicitation by salespersons is not permitted in the apartment buildings. Residents may not use their apartments for commercial purposes, including solicitation or sales.

Sports in the Hallways

For your safety and the safety of others, all sports are banned from inside the Apartment hallways. This includes rollerblading, bike riding, and any kind of ball play.

Storage Units

Storage units may be available at no additional charge upon request. The storage closets are located in the laundry rooms of each building. The Apartments Office provides a lock for each storage unit. **Personal locks are not permitted.**

Stove and Oven Maintenance

Never clean the stove while it is hot. Wiping hot porcelain enamel with a damp cloth may cause cracking of the enamel. Use a mild soap or cleanser on porcelain enamel. If spillage occurs in the oven while it is in use, allow

it to cool then clean immediately with soap and water. This will prevent the spillage from burning during the next use. If food becomes burnt on and difficult to remove carefully follow the directions for any commercially available oven cleaner. When using the broiler, the broiler pan should be taken from the compartment and cleaned immediately after food is removed. Clean the broiler compartment in the same manner as the oven.

Subletting

The accommodations granted by the Apartments Housing Agreement may be used only by you, in your capacity as a registered student. Your space cannot be transferred or sublet to another individual.

Telephone Services

Telephone hookups are available in all campus apartment units. The student is responsible for ordering and paying for service.

Trash

Dumpsters are provided at the south edge of the apartment parking lot for disposal of all rubbish and trash. Due to fire codes, no trash or other items may be stored anywhere in the public areas of the apartment buildings. If trash is left in the laundry rooms, hallways, stairwells, or near the dumpsters, the residents responsible may be subject to a fine of \$25.00 per bag. This creates unnecessary work for the Custodial and Grounds staff, and will take them away from maintaining other public areas.

Utilities

- Utilities included in rent for the Apartments consist of electricity, water, heat, waste removal, snow removal, lawn maintenance and internet.