

# LICENSEE HANDBOOK

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## GRADUATE AND FAMILY OFFICE CONTACT INFORMATION

Graduate and Family Housing (“Housing Office”)  
University of Kentucky  
300 Alumni Drive,\* Apartment 156  
Lexington, Kentucky 40503  
P: (859) 257-3721 F: (859) 323-1900  
E: [ukapthousing@email.uky.edu](mailto:ukapthousing@email.uky.edu) W: [www.uky.edu/housing](http://www.uky.edu/housing)  
FB: [www.facebook.com/graduateandfamilyhousing](http://www.facebook.com/graduateandfamilyhousing)

\*If you are driving to our office, you will turn onto “Commonwealth Street”.

## OFFICE HOURS

Monday-Friday 8:00 a.m. – 4:30 p.m., excluding official University holidays  
(A list of official University holidays can be found online: <http://www.uky.edu/HR/HolidayAnnouncement.html>)

## GREETINGS – A WORD FROM THE HOUSING MANAGER

Welcome to the University of Kentucky and Graduate and Family Housing. We are proud to offer our single graduate students and students with families the opportunity to live and learn in an ethnically diverse community. Our Residential Facilities provide a “home away from home” for hundreds of single graduate students and students with families from countries across the globe. We hope that you will take advantage of this unique opportunity to interact with other community members and experience cultural diversity at its best. The Graduate and Family Housing staff plans activities and events throughout the academic year that will provide the opportunity for community interaction. We are here to serve you. Please feel free to visit our office during regular business hours if we can assist you in any way. Again, welcome to our community! We trust that your overall experience with the University of Kentucky will be productive, enjoyable, and enriching. Thank you for choosing Graduate and Family Housing!

# MANAGEMENT CONTACT INFORMATION

Paula J Dunn, Housing Manager

[pjd@uky.edu](mailto:pjd@uky.edu)

(859) 257-1908

- Concerns about your community or neighbors
- Suggestions and/or comments
- Temporary Link Blue accounts
- Resident Council
- Office Staff Concerns
- Facility Managers

Stephanie Parker, Account Associate

[s.park1@uky.edu](mailto:s.park1@uky.edu)

(859) 257-3709

- 7-day Notice to Vacate Questions
- Payment arrangements
- On-line payment questions
- Deposit refunds

Paula Licato, Facility Inspection

[paula.licato@uky.edu](mailto:paula.licato@uky.edu)

(859) 257-3722

- Apartment Pre-Inspections
- Apartment Move--Out Inspections
- Lock changes/keys

Jonathan (Jay) Dunn, Reservations

Associate [jay.dunn@uky.edu](mailto:jay.dunn@uky.edu)

(859) 257-3724

- Specific apartment reservation inquiries
- Transfer requests
- To change a move out date
- To make an appointment
- To view a vacant apartment

Jerica Overall & Deven Dusenbury, Front Desk Associates

[ukaphousing@email.uky.edu](mailto:ukaphousing@email.uky.edu)

(859) 257-3721

- General office information
- Confirmation that application was received
- To change requested move-in date on application
- Rental history and/or rental verification
- Community Room reservations

## **FACILITY MANAGER INFORMATION**

A Facility Manager is assigned to each community. The Facility Manager is a full-time student, who lives on site (excluding campus adjacent properties). They oversee activities within the community and often act as a liaison between Licensee and the Housing Office staff. The Facility Manager can help answer questions about the Residential Facility and its community, as well as the University, and City of Lexington.

The Facility Manager's student or family responsibilities may require them to be away. They have voice mail service on which Licensee can leave a message. Anytime a Facility Manager will be outside the Lexington area, they will arrange for another Facility Manager to handle their duties. The substitute Facility Manager's name and contact information can be obtained from the voice mail message on your Facility Manager's telephone number, their out-of-office messages on their email account, or from the information listed below.

After Licensee moves into the assigned Residential Facility, the Facility Manager will perform a walk through inspection of the unit. ***Licensee is responsible for contacting their Facility Manager within 48-hours of their first date of occupancy to schedule the inspection.*** The inspection is to protect the Licensee from being held responsible for existing conditions. Should the Licensee fail to schedule an inspection, Licensor reserves the right to schedule an inspection with a forty-eight-hours' notice to be conducted with or without the presence of the Licensee. When Licensee moves out of Graduate and Family Housing, a Facility Manager will perform a checkout inspection of the assigned Residential Facility.

## ***FACILITY MANAGER CONTACT INFORMATION***

Adil Berkay Batmanoglu  
1435 Nicholasville Road Apartment 1014  
Email: [berkaybatmann@uky.edu](mailto:berkaybatmann@uky.edu)  
Telephone: 859-323-9940  
AREA OF RESPONSIBILITY: Commonwealth Village, Greg Page 17-19

Claude Dadjé  
300 Greg Page  
Email: [claudedadje@uky.edu](mailto:claudedadje@uky.edu)  
Telephone: 859-323-9380  
AREA OF RESPONSIBILITY: Greg Page Buildings 1-8, 16, & 2-25 And Shawneetown Building A

Xueting Deng  
Shawneetown A-B-C-D-E-F  
E104 Shawneetown  
E-Mail:  
Telephone: 859-323-9607  
AREA OF RESPONSIBILITY: Shawneetown Buildings B-F

Deven Dusenbury  
633 Maxwellton Court #2  
Email: [dmd223@uky.edu](mailto:dmd223@uky.edu)  
Home Telephone:  
On Call Cell: 859-285-0934  
AREA OF RESPONSIBILITY: 633 Maxwellton Court, 625 S. Limestone, Greg Page Buildings 10-15 and ALL Campus Adjacent Units

## **MISSION STATEMENTS**

### ***GRADUATE AND FAMILY HOUSING MISSION STATEMENT***

Graduate and Family Housing strives to provide a safe, healthful, well-maintained, clean, accessible, living and learning environment at a reasonable price for student families, single graduate and doctoral students, and non-traditional students, as available.

### ***AUXILIARY SERVICES MISSION STATEMENT***

To provide a variety of services that supports a living and learning environment fostering personal, professional and academic growth for the University community.

## **NON-DISCRIMINATION POLICY**

The University of Kentucky is committed to a policy of providing educational opportunities to all qualified students and does not discriminate in any of its programs, procedures, or practices against any person on the basis of race, color, national origin, ethnic origin, religion, creed, age, physical or mental disability, veteran status, uniformed service, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, social or economic status, or whether the person is a smoker or nonsmoker, as long as the person complies with the University of Kentucky policy concerning smoking.

## **NOTICE REGARDING SEX CRIMES AND VIOLENT OFFENSES**

The University has determined that convicted sex offenders and convicted violent offenders pose a clear and present danger to those living in campus housing. The University requests that all applicants seeking to live in campus housing self-identify any criminal convictions requiring registration in a sex offender database. Convicted sex offenders and violent offenders are not permitted to live in campus housing. The University's Police Department routinely examines the Kentucky State Police sex offender registry and shall promptly notify Graduate and Family Housing of the offender's presence on campus. Upon learning the Licensee is or has been convicted of a sex crime or a violent crime as defined in Kentucky Revised Statutes Chapter 17 and 439, Management shall terminate the License Agreement by providing the Licensor with a seven-day written notice of its intention to do so.

## **GENERAL INFORMATION**

As a resident in Graduate and Family Housing, you are an important part of your apartment community, the University, as well as the city of Lexington and the Commonwealth of Kentucky. It is your responsibility to learn and follow the rules and regulations and applicable laws. This Handbook discusses the rules and regulations that are required by Graduate and Family Housing. Updates to this Handbook may come in the form of email notices, newsletters, and other written forms of communication. These items become a part of this Handbook and supersede the information herein. Failure to adhere to the rules and regulations is a violation of your License. *It is your responsibility to know the rules and regulations, Code of Student Conduct, and applicable laws.*

# DOCUMENTS

## **Housing Application**

The student must complete the Housing Application. Falsification of any information on the Housing Application may result in disciplinary action up to and including eviction.

## **Housing License**

The legal contract between the Housing Office and the eligible student, to rent a University owned/operated Residential Facility. The student who executes the Housing License must be eighteen years of age or older. A student seventeen years of age or younger must obtain the signature of a parent or legal guardian.

## **Licensee Handbook**

The Handbook is referenced in your License and is a part of this License. The Licensee is responsible for reading the Handbook and ensuring that all Family Unit members and guests understand the contents of this Handbook.

NOTE: The Housing Office will be hereinafter referred to as “Licensor” and the student will be referred to as “Licensee”. The Housing License will be referred to as “License”. The Licensee Handbook will be referred to as “Handbook”.

## **“Asbestos in Building Materials”**

A fact sheet published by the University of Kentucky, Environmental Management Department that contains information about asbestos and the suggested behaviors designed to reduce or eliminate potential risks associated with asbestos-containing building materials.

## **“Important Information Concerning Asbestos”**

The Licensee will sign this form to acknowledge that they have received asbestos information.

## **“Protect Your Family From Lead in Your Home”**

A booklet published by the United States Environmental Protection Agency (EPA), the United States Consumer Product Safety Commission (CPSC), and the United States Department of Housing and Urban Development (HUD) that contains information about lead-based paint products and suggested behaviors designed to reduce or eliminate potential risk associated with lead-based paint products.

## **“Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards”**

Licensee will sign this form to acknowledge that they have received lead-based paint information.

## **“Fire Suppression Statement”**

A statement Licensee signs that informs Licensee as to whether or not the assigned Residential Facility is equipped with a fire suppression system (i.e., water sprinklers).

## DEFINITIONS

1. **Housing License:** A legal contract between the Licensor and Licensee for the rental of a University of Kentucky owned/operated Residential Facility. **Licensor:** The party who grants the License. For purposes of this Handbook, the Licensor is the University of Kentucky, Graduate and Family Housing Office. The Housing Office staff manages the Residential Facilities on behalf of the University of Kentucky.
2. **Licensee:** The party to whom the License is granted. The Licensee must satisfy the eligibility requirements as set forth herein.
3. **Licensee Handbook:** A document that contains rules and regulations for Graduate and Family Housing, as amended from time to time. Licensee may request a print copy. However, the official copy will be maintained on the Licensor's Web site. Both copies will be hereinafter referred to as "Handbook".
4. **Family Unit:** A member of the immediate family group, which includes the adult Licensee, spouse and/or children or other relative.
5. **Spouse:** A person legally married to Licensee.
6. **Minor:** A person who is under eighteen years of age.
7. **Guest:** Licensee's authorized visitor. A guest is limited to seven calendar days unless Licensee obtains prior approval from Licensor.
8. **Jointly and Severally Liable:** All individuals who are eighteen years of age or older, who execute the License are held financially responsible for all charges associated with the assigned Residential Facility. Licensor can collect the entire amount due under the License from anyone who signs the License. Full financial responsibility can be assigned to any individual or group of individuals.
9. **Residential Facility:** Residential Facility includes the apartments, duplexes, townhomes, and single-family dwellings owned and/or operated by the University of Kentucky.
10. **Assigned Residential Facility:** the specific apartment, duplex, townhome, or single-family dwelling assigned to Licensee to rent from Licensor.
11. **Priority Date:** Established when the Licensor receives your completed Application for Housing.
12. **Reservation:** The Licensee is matched with a specific unit within the Residential Facility.
13. **Transfer:** A move by Licensee within Graduate and Family Housing.
14. **Transfer Fee:** An amount charged to a Licensee to cover administrative costs associated with a move within Graduate and Family Housing.
15. **Sixty-Day Notice to End License Responsibility:** A document completed in the Housing Office at least sixty-days before a Licensee moves out of a Residential Facility.
16. **Rent:** The monthly cost associated with the assigned Residential Facility together with all fees, fines, and other charges.
17. **Grace Period:** The period of time in which rent can be paid without incurring a late fee.
18. **Late Fee:** The fee assessed for failure to pay rent, fees, fines, or other charges by their due date or by the end of the Grace Period.
19. **Damage Deposit:** A financial security held by Licensor in a non-interest bearing account. It is held until Licensee moves out of Graduate and Family Housing. It may be refunded to Licensee if there are no cleaning or damage charges and the rent account is paid in full.
20. **Abandon:** A Residential Facility is considered abandoned when it appears as if Licensee has intentionally and permanently given up, surrendered, left, deserted or relinquished all interest in the assigned Residential Facility, without Notice, and does not intend to come back. All personal property left on the premises will also be considered abandoned, resulting in relinquishment of legal rights over or to that property.
21. **Eviction:** The process by which access to the assigned Residential Facility is involuntarily denied to Licensee, Family unit members, and guests.
22. **HOLD:** A status placed on the Licensee's account in the University's student database. This status can prevent registration, receipt of grades and transcripts and other important student-related activities.

## ELIGIBILITY

1. To be eligible to live in Graduate and Family Housing, Licensee must maintain full-time student status at the University of Kentucky or Bluegrass Community and Technical College (hereinafter referred to as “BCTC”) for fall and spring semesters. Licensee does not have to be registered for summer classes as long as the Licensee is registered as a full-time Student in the subsequent fall semester. Licensee shall provide documentation of enrollment/registration before the License is executed.
2. Licensee shall execute a new License prior to July 1 of any given fiscal year. Licensee shall provide documentation of enrollment/registration before the License is executed.
3. An individual Licensee (i.e., one with no Family Unit) may elect to have one (1) roommate of their choice. The roommate must meet all eligibility requirements as outlined for the Licensee in this section. The roommate will be required to execute a separate License and shall provide documentation of enrollment/registration before the License is executed.
  - a. Roommates will be “jointly and severally” responsible as defined in this Handbook. The roommate must complete a Housing Application. Licensee and the potential roommate must come to the Housing Office together, with their completed Housing Applications.
  - b. Once approved, the roommate will pay a damage deposit in an amount equal to that of the original Licensee. All other financial arrangements are between the Licensee and the roommate.
  - c. The Period of the License for the roommate will be the same as the Period for the original Licensee. The Period will expire for the original Licensee and the roommate on the same day. The roommate may request to remain in the assigned Residential Facility at the end of the Period. The request must be made in writing and brought to the Housing Office at the time the “Sixty-Day Notice to End License Responsibility” form is completed in the Housing Office. Requests may be denied due to payment history, Disciplinary Warnings, and other reasons. Requests will be denied if either the original Licensee or roommate has lived in the assigned Residential Facility for less than six months. The party (Licensee or roommate) who wishes to remain in the Residential Facility may be requested to complete a new Application for Housing and join the queue of applicants waiting for reservations.
4. All individual Licensees are jointly and severally liable for all charges associated with the assigned Residential Facility. Moving out of the assigned Residential Facility does not relieve any individual Licensee of financial responsibility hereunder, unless Licensor executes a written release.
5. Members of the Family Unit are only eligible to live in the assigned Residential Facility as long as Licensee is eligible. Once Licensee is not eligible to live in the assigned Residential Facility, Licensee and all members of the Family Unit must vacate the premises. All members of the Family Unit eighteen (18) years of age or older are jointly and severally liable for all charges associated with the assigned Residential Facility and must execute the License. Moving out of the assigned Residential Facility does not relieve the adult member of the Family Unit of financial responsibility hereunder, unless Licensor executes a written release. Proof of family status may be requested. The Family Unit shall not exceed the following maximum occupancies:
  - a. Single Residential Facilities: A “Single Resident” is defined as an individual who does not have a legal spouse or an individual who is legally married, but whose spouse does not reside in the assigned Residential Facility. No more than two residents are permitted to live in an assigned Single Residential Facility. Both parties must execute a Housing License.
  - b. Family Residential Facilities: A “Family Resident” is defined as an individual who will reside in the assigned Residential Facility with members of the Family Unit.

- i. Family Efficiency: No more than three residents (Licensee, plus two members of the Family Unit).
  - ii. Family One-Bedroom: No more than four residents (Licensee, plus three members of the Family Unit).
  - iii. Family Two-Bedroom: No more than six residents (Licensee, plus five members of the Family Unit).
  - iv. NOTE: Family Two-Bedroom facilities in Greg Page and Shawneetown are reserved for Family residents with at least one child.
6. A Licensee who marries while living in the assigned Residential Facility is expected to fulfill the terms of their License Agreement. A Licensee living in a designated “singles only” Residential Facility may be required to transfer to a family Residential Facility. In this event, a Transfer Fee will not be charged to the Licensee.
7. Licensee understands and acknowledges that all official residents, including minor children, must be of record with the Licensor. It is the Licensee’s responsibility to notify the Licensor when the occupancy in the assigned Residential Facility changes. Temporary guests are permitted for seven days or less. Temporary guests of eight days or more must be approved in advance by Licensor and may be required to execute the License as a member of the Family Unit.
8. University of Kentucky student Licensees must adhere to the University of Kentucky Code of Student Conduct. BCTC students must adhere to the BCTC Student Code of Conduct and the University of Kentucky Code of Student Conduct.
9. Licensee, members of the Family Unit, and guests must adhere to all local and state laws.
10. Licensee is responsible for the supervision of all minor members of the Family Unit and minor guests.



## FINANCIAL OBLIGATIONS

1. Licensee, all members of the Family Unit eighteen years of age or older, and any other Licensee of an assigned Residential Facility unit are considered “jointly and severally” responsible for rent and all other charges assessed against the assigned Residential Facility. “Jointly and severally” means that all parties are financially responsible as an individual or as a group. Licensors do not bill by the bed space, and do not track who pays, or how much they pay. Licensors bill by the specific unit, and expect the full amount of rent to be paid on time.
2. Licensors reserve the right to change rental rates based on approval by the University of Kentucky, Board of Trustees. Late Fees, disciplinary fines, and other charges may be revised upon a thirty-day written notice to Licensee.
3. Rent is due in advance on the first day of each month. Payments made online must be made by 11:59 p.m. on the tenth day of every month. Payments made in the Housing Office must be made by 4:30 p.m. on the tenth day of every month. If the tenth day falls on a weekend or official University holiday, the in-office Grace Period will be extended to the first business day following the weekend or official University holiday. Rent payments made on or before the expiration of the ten-day Grace Period will not be subject to a Late Fee. The amount of the Late Fee is \$20.00 USD. The Late Fee will be added to all rent balances in excess of \$20.00.
4. Rent will be pro-rated based on the number of days the assigned Residential Facility is occupied by the Licensee and/or members of the Family Unit. A Licensee that moves in on the first day of any month will be responsible for the full month’s rent regardless of the time-of-day they move into the unit. A Licensee will be considered “moved in” if they make arrangements for after-hours key pickups on a particular day. A Licensee who moves in on the second day of the month or any day thereafter will pay a pro-rated rent amount. Pro-rated rent amounts are calculated as: Amount of Monthly Rent/Actual Number of Days in the Month\*the Number of Days of Occupancy. Move out rent will be pro-rated as long as the Licensee provides proper Notice. Move out pro-rated rent amounts are calculated as: Amount of Month Rent/Actual Number of Days in the Month\*the Number of Days of Occupancy *excluding* the last day. A Licensee that moves out of the assigned Residential Facility on or before the tenth day of the month will be subject to a late fee if the rent remains unpaid at the close of the Grace Period. **CASH (defined as currency) is not accepted as a means of payment.** Acceptable forms of payment include debit card, credit card, money orders, traveler’s checks, or personal checks.
5. When a personal check is returned for insufficient funds, a \$25.00 fine will be added to Licensee’s rent account. Licensee must come to the Housing Office to pick up the returned check and pay the amount of the check, plus the \$25.00 fine. Payment must be made by debit card, credit card, money order, or traveler’s check. A Licensee who accumulates two returned checks will no longer be allowed to pay rent or other charges using a personal check.
6. With the exception of the damage deposit, rent and other payments may be made online on the Graduate and Family Housing Web site. Online payment may be made using a credit or debit card. Visa, MasterCard, American Express, and Discover are acceptable credit cards. Visit our Web site: [www.uky.edu/housing](http://www.uky.edu/housing). Choose the “Graduate and Family” tab and then select “Make Payment”.
7. The Housing Office does not keep cash. The Housing Office does not cash personal or payroll checks, and does not return cash as change if a check is written for more than the amount due. Any excess amount will be added as a credit to Licensee’s rent account.
8. Licensee may use Financial Aid to pay rent and other charges. The Housing Office may defer payment of rent based on Financial Aid disbursement, but reserves the right to not do so. Licensee must make a request for deferment BEFORE any rent or other charges are due. Requests must be renewed prior to the beginning of each semester or summer break. Late fees may be waived if payment is made for the full semester. A

Licensee that defaults on a deferment will receive a “Seven Day Notice to Pay Rent or Deliver Possession” from the Housing Office, will be required to make payment in full prior to the end of the seven-day period, and will not be permitted to defer rent payments in the future. If Licensee does not make full payment by the end of the seven-day period, Licensee must vacate the assigned Residential Facility on or before the end of the seven-day period. The assigned Residential Facility will be checked on the eighth day to ensure that Licensee has vacated the premises. If Licensee has not vacated the premises, Licensor will change the locks and the Licensee will be denied access to the assigned Residential Facility. Licensee must make an appointment with the Housing Office within seven calendar days to remove all personal belongings. Personal belongings left in the assigned Residential Facility at the expiration of this seven-day period will be considered abandoned and will be disposed of at the discretion of Licensor.

9. If rent is not received by the end of the Grace Period, a “Seven Day Notice to Pay Rent or Deliver Possession” will be delivered to the Licensee. Prior to the end of the “Seven Day Notice to Pay Rent or Deliver Possession”, Licensee is expected to: 1) pay the full balance due; or 2) vacate the assigned Residential Facility in accordance with move-out procedures as outlined in this Handbook. If rent remains unpaid at the end of the seven-day period, Licensor reserves the right to enter the assigned Residential Facility to determine whether Licensee, members of the Family Unit, guests, and/or personal belongings remain in the assigned Residential Facility. If rent remains unpaid and the assigned Residential Facility has not been completely vacated, Licensor reserves the right to change the door locks and to deny access to the assigned Residential Facility to the Licensee, members of the Family Unit, and guests. Personal belongings may only be claimed by appointment with the Housing Office. Personal property unclaimed after seven calendar days will be considered abandoned and will be disposed of at the discretion of Licensor.
10. A HOLD will be placed on Licensee’s student account in the University’s student database when balances remain unpaid. A HOLD may prevent Licensee from registering for classes, receiving grades or transcripts, and participating in other important student functions. Unpaid accounts will be transferred to the in-house collections staff and may be referred to professional collection agencies.
11. Licensor requires a damage deposit. Licensee shall pay the damage deposit when the License is executed. The amount of the damage deposit is \$150.00 USD. The damage deposit is considered refundable except where: 1) cleaning charges are applied; 2) damage charges are applied; or 3) rent is owed to Licensor. Reasonable wear and tear will not be charged. Licensee is required to contact their Resident Manager within forty-eight hours of the date the License begins to schedule an inspection of the assigned Residential Facility. Licensor will provide specific move-out instructions to Licensee upon notification of the intent of either party to NOT renew the License. A move-out inspection will be conducted with or without the presence of Licensee to determine whether or not charges will be assessed. Licensee is responsible for providing an accurate forwarding address to Licensor. Failure to provide an accurate forwarding address may result in the forfeiture of the damage deposit. Unclaimed damage deposits will be considered forfeited by the Licensee after a period of sixty days. The Housing Office will process damage deposit refunds and proper paperwork will be sent to the Accounts Payable Department electronically. The University issues all refund checks, NOT the Housing Office. Licensee will be notified by email when charges are deducted from the damage deposit or when the damage deposit is forfeited. Licensor will not be liable for Licensee’s failure to read the email.
12. Licensee and all members of the Family Unit eighteen years of age or older are financially responsible for any and all damages to their assigned Residential Facility, as well as certain common areas, when such damages occur as a result of misuse or abuse of facilities, grounds, or equipment by Licensee, members of the Family Unit, or their guests. Further, they are responsible for the actions and behavior of all Guests and Family unit members under the age of eighteen years. All charges will be added to Licensee’s rent account.

## FACILITY DETAILS AND OBLIGATIONS

1. Licensors are required to provide a valid email address to Licensee. The official school email address is preferred. Licensors will not be held liable for the failure of Licensee to provide and update the email address. All official notifications from the Housing Office will be sent to the email address on record. Due to database limitations, the Housing Office will provide email notifications to the Licensee only. Official Notifications may include, but are not limited to: scheduled preventive maintenance, scheduled power or water outages, and community events. Hard copy notifications will not be sent.
2. Licensors shall have the right to enter the assigned Residential Facility, without notice to you and without your consent, for matters it deems urgent or an emergency. The Licensor will provide Licensee a forty-eight hour notice when entry is required for routine matters.
3. Routine pest control is conducted on a monthly basis. The schedule is located online at: <http://dib.uky.edu/housing/sites/www.uky.edu/housing/files/PestControlSchedule.pdf>  
No other form of notice will be provided for routine pest control. Permission for entry is considered granted by Licensee when maintenance is requested. Maintenance workers are not permitted to remove their shoes while working.
4. Licensee is responsible for the supervision of all minor members of the Family unit and minor guests. Licensee will be held financially responsible for any damage caused by minors living in or visiting the Residential Facility. Children under the age of ten years should never be left without adult supervision. The University of Kentucky Police Department (“UKPD”) and/or Child Protective Services will be notified if a child under the age of ten years is found unsupervised. Children are not allowed to play in laundry rooms, in parking areas, or in the roadways going through the Residential Facility community. Children are expected to play in grassy areas and other designated play areas. Children must be supervised while playing. Licensee is responsible for communicating and enforcing the rules to their children and children of their guests. Licensee will be notified if there is a violation of this rule.
5. The University Parking & Transportation Services (“PTS”) office maintains University parking lots, issues parking permits and issues parking citations. All vehicles parked in a Residential Facility parking lot must have a University parking hangtag or temporary permit. (NOTE: Graduate and Family Housing lots are patrolled during the summer months. A summer permit will be required.) The cost of the parking permit is the responsibility of the Licensee. A limited number of parking meters may be available for guest use. Licensees who are expecting guests for an extended period should obtain a temporary parking permit from PTS. Licensee accepts all liability for damages whether by theft, vandalism, fire, flood or other acts of nature. Licensee must obtain automobile insurance and be licensed in accordance with local and/or state laws. Junk vehicles are not permitted in the parking lots or on any University property. Routine automobile repairs are not permitted in the parking lots or on any University property. Automobiles without parking permits may be ticketed and may be subject to towing. Automobiles parked in designated spaces may be ticketed and may be subject to towing. Designated spaces include, but are not limited to: handicapped spaces, spaces painted yellow, spaces painted with yellow and white stripes, and spaces designated as special categories. Licensee is responsible for communicating parking regulations to Family unit members and guests. Unpaid citations may result in a HOLD on the Licensee’s student account or towing of the vehicle. Parking fees are instituted and collected by PTS; direct all questions regarding parking and transportation issues to PTS.
6. The University provides Campus Area Transit System (“CATS”), a campus-wide bus service for the convenience of University employees, students and guests. Bus schedules, route information, bicycle regulations, and other important information can be obtained online at: <http://www.uky.edu/pts/buses-and-shuttles>. CATS buses can be tracked in real time at: <http://uky.transloc.com/>.

7. Licensees are expected to comply with all University regulations as well as local/state laws regarding bicycles (bikes). All bicycles parked on campus must have a valid bike permit, which may be obtained free of charge from PTS. The only approved areas in which to park your bike are the blocks, racks, or other devices provided throughout campus. U-Bolt locks are recommended to secure your bike to the parking device. Additional bicycle information can be found online at: [http://www.uky.edu/pts/alternative-transportation\\_bicycle-information](http://www.uky.edu/pts/alternative-transportation_bicycle-information). The University of Kentucky Police Department (“UKPD”) is responsible for enforcing bicycle regulations. Licensee is responsible for becoming familiar with these rules and regulations. Ignorance of the rules will not be accepted as an excuse for dismissal of citations or other enforcement action.
8. Licensee, members of the Family Unit, and their guests must adhere to all Community Cleaning Standards. Please refer to the “Upkeep and Repair of Facilities and Equipment” section of this Handbook for more details.
9. Licensee shall not alter the construction of the Residential Facility or the landscape. Non-removable decals should not be applied to any surface.
10. Decorative materials must not present a safety or public health hazard. Combustible materials must not be used for decoration purposes. All holiday decorations, including Christmas trees must be UL-listed as flame retardant. Live Christmas trees are strictly prohibited. Exterior decorations must not be attached to the Residential Facility. All holiday decorations must be removed before leaving on a holiday vacation. Failure to comply may subject Licensee to financial and other disciplinary actions up to and including eviction.
11. Licensees are not permitted to plant flowers, shrubs, or other gardens on Graduate and Family Housing grounds. A community garden is available for use by the Licensee, subject to community garden rules and regulations. Container gardens, flowerpots, and other contained plants must not block entrances/exits, stairways, sidewalks, or other areas of access. Container gardens may not be stored on the grass.
12. The University of Kentucky does not discriminate in any of its programs, procedures, or practices against any person on the basis of race, color, national origin, ethnic origin, religion, creed, age, physical or mental disability, veteran status, uniformed service, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, social or economic status, or whether the person is a smoker or nonsmoker, as long as the person complies with the University of Kentucky policy concerning smoking. If Licensee has a disability or otherwise needs special accommodations, Licensee must notify Housing.

# **PROCEDURES**

## ***MOVE-OUT: NOTICE***

- Complete the “Sixty-Day Notice to End License Responsibility” form in the Housing Office.
- Obtain a copy of the “Move-Out Check List” in the Housing Office.
- Contact your Facility Manager no less than seven days prior to your move out date OR the inspection date provided on your “Sixty-Day Notice to End License Responsibility” (for Advance Damage Deposit Refunds only).
- Completely clean your assigned Residential Facility using the “Move-Out Check List” as a guideline.
- Pack your personal belongings.
- Conduct the walk through inspection with your Facility Manager. The Facility Manager will assess charges for cleaning and damages beyond normal wear and tear. Charges will also be assessed for any missing inventory items (i.e. furnishings, appliances, and equipment).
- Change your mailing address with the U.S. Post Office.
- Cancel any premium cable or telephone contracts/services with the respective provider.

## ***MOVE-OUT: KEYS***

- All keys must be returned at the time of the move-out inspection EXCEPT for Advance Damage Deposit Refunds inspections. A Licensee who has been approved for an Advance Damage Deposit Refund will return the keys on the day they move out of the assigned Residential Facility. Keys must be sealed inside an envelope labeled with Licensee’s full name, Residential Facility name, building and/or unit number, and move out date. The envelope must be placed inside the Facility Manager’s drop box. (NOTE: Licensee is responsible for ensuring that all windows and doors are locked prior to surrendering keys to the Facility Manager.)
- Unreturned keys will result in a lock change and costs will be charged to Licensee at the rates listed on the current Rates and Charges List.

## ***ADVANCE DAMAGE DEPOSIT REFUNDS***

A Licensee who is leaving the U.S. can request that their deposit be refunded in advance. (NOTE: Residents of Puerto Rico do NOT qualify for the advance refund.) The Housing Office will require documentation that Licensee is leaving the country before they will process the refund.

Licensee must request the advance refund when they complete their “Sixty-Day Notice to End License Responsibility.” Licensees who paid the deposit using a debit or credit card will have their deposit refunded to their card. Licensees who paid the deposit by check (this includes traveler’s checks, money orders, etc.) will receive their refund by check. (NOTE: A request for an advance refund does NOT guarantee receipt of the check prior to the scheduled departure date. The Housing Office will make every effort to ensure that Licensee receives the refund check before their departure. However, unforeseen events may prevent the check from reaching Licensee before their departure. In this event, the refund check will be forwarded to the address provided by the Licensee in their “Notice to Vacate/Release of Liability”. The procedure for requesting an advance refund is as follows:

- Licensee completes a written “Notice to Vacate/Release of Liability” in the Housing Office AND they request that their refund is processed in advance. Licensee must provide a forwarding address in their home country.
- Licensee must provide documentation that they are scheduled to leave the U.S. on or before the date recorded on the Notice. The refund will NOT be processed without this documentation.
- The final inspection will be scheduled at least eight business days prior to the date the Licensee is scheduled to vacate the assigned Residential Facility. Licensee must contact their Resident Manager to schedule the appointment.

- Licensee completes all procedures as outlined in this Handbook.
- The assigned Residential Facility must be cleaned prior to the inspection. It is not necessary for Licensee to physically vacate the assigned Residential Facility before the inspection date.
- The inspection **MUST** be completed on the scheduled date. The Facility Manager is responsible for completing the paperwork and for turning the paperwork into the office.
- The assigned Residential Facility will be assessed for any cleaning or damage charges. The charges, if any, will be deducted from the deposit.
- **CHECK REFUNDS:** The Housing office will complete the paperwork necessary to process a refund check. The Housing Office does not issue the check. The University Accounts Payable Department will prepare and distribute all refund checks. Licensee should receive the refund check in their mailbox the day before they are scheduled to vacate the apartment.
- **CREDIT CARD REFUNDS:** The Housing Office will process the refund amount to the debit or credit card number furnished by the Licensee when they completed their “Notice to Vacate/Release of Liability”. The card refund form will be shredded once this process is complete. Our office does **NOT** keep a record of any Licensees’ debit or credit card information.

### ***TRANSFERS WITHIN GRADUATE AND FAMILY HOUSING***

A “Transfer Request” form must be completed in the Housing Office when a Licensee wishes to transfer to a different Residential Facility within Graduate and Family Housing. Requests for transfers are accepted for the following reasons:

- To move to a different size apartment (i.e., from an efficiency to a one-bedroom).
- To move to a different apartment complex.
- For extenuating circumstances.

Transfer assignments are based on need and availability of requested Residential Facilities. The Housing Office will not process transfer requests during peak assignment periods (approximately two months prior to and one month following the beginning of fall and spring semesters. There will be a \$100.00 transfer fee assessed at the time the transfer is executed. Two Licensees living in the same apartment will pay one transfer fee if they are moving together to a new assigned Residential Facility. They will **EACH** pay a transfer fee if they are moving to separate Residential Facilities. If only one of the Licensees is leaving the assigned Residential Facility, the Licensee who is moving will pay the transfer fee.

**If the transfer reservation is cancelled within five (5) calendar days of the scheduled transfer date, Licensee will still be required to pay the \$100.00 transfer fee.**

**NOTE:** The transfer fee cannot be avoided by moving out of the assigned Residential Facility and back into a new Residential Facility. The transfer fee will be applied to a Licensee who vacates Graduate and Family Housing then returns within thirty days. The transfer fee will not apply if the Housing Office requires the move.

The Housing Office will make every effort to honor a Licensee’s request to transfer. However, under certain circumstances, a transfer request may be denied. A transfer request may be denied under the following circumstances:

- Licensee’s file contains more than one violation notice including but not limited to: noise violations, excessively dirty assigned Residential Facility, use of tobacco products, and other rule, regulation or policy violations.
- Licensee has a history of late rent payments.
- Licensee asks to transfer to Residential Facility that they are not qualified to occupy (i.e., a single Licensee who requests a 2-bedroom Residential Facility).

- The assigned Residential Facility has been inspected by Housing Office staff and has not been approved for a transfer.

**NOTE: A second Licensee (roommate) cannot be added to an Residential Facility when the first Licensee will be moving out of the Residential Facility within a six month period. This includes transfers to another Residential Facility in Graduate and Family Housing as well as to an off-campus Residential Facility.**

### ***FOURTH YEAR LICENSEES***

- In the event that the demand for housing exceeds availability, Licensor may elect to not renew the License for any Licensee that has completed three years of occupancy in the assigned Residential Facility.
- Licensor will monitor the number of applications for housing to determine the demand for housing.
- Licensor will monitor the number of units available for occupancy in each Residential Facility.
- Should Licensor determine that demand exceeds availability, all fourth year Licensees will be notified in writing at least thirty days in advance about the need for housing and the Licensor's options for creating housing availability. These options may include: 1) Licensee voluntarily vacates their assigned Residential Facility; or 2) Licensee may be placed in a lottery to determine their eligibility to remain in their assigned Residential Facility. The results of a lottery will be sent to the Licensee via email.
- Should a Licensee be denied License renewal based on lottery results, Licensor will notify Licensee at least seven days before the License expires. Licensee must follow all move-out procedures as listed in this Handbook. Refunds, if any, will be mailed to the forwarding address provided by the Licensee. Licensee must vacate the assigned Residential Facility on the date the License expires. Should Licensee not vacate the assigned Residential Facility on or before the date the License expires, Licensor will issue a "Seven Day Notice to Vacate" the assigned Residential Facility. At the end of the seven day period, Licensor reserves the right to enter the assigned Residential Facility to determine whether the Licensee, members of the Family Unit, guests, and/or personal belongings remain in the assigned Residential Facility. If it is determined that rent has not been paid and the assigned Residential Facility has not been completely vacated, Licensor reserves the right to deny access to the assigned Residential Facility to the Licensee, members of the Family Unit, and guests by changing the door locks. Personal belongings may only be claimed by appointment with the Housing Office. Personal property unclaimed after seven calendar days will be considered abandoned and subject to disposal as outlined in this Handbook.

### ***EXTENDED ABSENCES***

Licensees who plan on being away from their assigned Residential Facility for more than one week should make the following arrangements before they leave: 1) Notify the Housing Office so they will know the assigned Residential Facility will be vacant for more than one week. The Housing Office staff will NOT monitor the assigned Residential Facility while the Licensee is away. 2) Stop any newspaper delivery or ensure that someone picks up the newspaper on a daily basis. 3) Request that the Post Office hold Licensee's mail until Licensee returns. 4) Make sure rent is paid or will be paid upon Licensee's return.

### ***ENTRY INTO THE APARTMENT***

Graduate and Family Housing reserves the right to enter the Licensees apartment under the following conditions:

- In the event of an emergency authorized Housing Office staff will enter the assigned Residential Facility without notice. (A hangtag will be left in the assigned Residential Facility to let Licensee know that Housing Office staff was inside.) Examples of emergency situations include, but are not limited to: natural gas leaks, burst water pipes or other water leaks, fire or suspected fire, and other situations that threaten property or people.



- The assigned Residential Facility will be treated for pests approximately every three months. The official Pest Control Schedule can be found on our Web site in the Resident Information Folder. This is the only advance notice you will receive. After treatment, technicians will leave a hangtag to let Licensee know that they were inside.
- Housing Office staff will enter the assigned Residential Facility to complete requested repairs. It is not necessary for Licensee to be inside for the Housing Office staff to complete a requested repair. They will not make an appointment to complete these repairs. If Licensee is not at home when they arrive, they will leave a hangtag or a completed Job Order to let Licensee know that they have been inside.
- The Housing Office will send a forty-eight hours' notice via email, to perform maintenance work, fire equipment inspections, and other necessary inspections or maintenance of the apartment. Notice is sent via email only.

### ***LOCK OUT SERVICE/POLICY***

A Licensee or member of the Family Unit who is locked out of their assigned Residential Facility must contact FIXIT (323- 4948) to have a University staff member unlock their door. A staff member could be the Facility Manager, Housing Office staff, or anyone working for Graduate and Family Housing. The person locked out must provide a form of photo identification, and must be a verifiable Licensee or member of the Family Unit.

Cost: (1) during regular business hours, Monday-Friday 8:00 a.m.-3:30 p.m., this service is provided at no cost to the Resident UNLESS it is a Flagrant Lock Out (as defined below). (2) There is no cost for this service if provided by a Facility Manager between the hours of 3:30 p.m.-11:00 p.m., UNLESS it is a Flagrant Lock Out (as defined below). (3) The cost for after-hours service, including that which requires an off-duty staff member to be called in to provide the service, will be a chargeable service billed at a minimum of \$90.00.

A Flagrant Lock Out is defined as three or more requests for lock out service in *any one assigned Residential Facility*. All requests for lock out service beginning with the fourth request will be billed as a chargeable service at a minimum of \$90.00.

## **OTHER RULES AND REGULATIONS**

### ***STUDENT CODE OF CONDUCT***

All students living in Graduate and Family Housing are subject to the University of Kentucky Code of Student Conduct. This document can be accessed on the web site located at: <http://www.uky.edu/StudentAffairs/Code>. Additionally, Bluegrass Community and Technical College ("BCTC") students living in Graduate and Family Housing are also subject to the BCTC Student Code of Conduct. This document can be accessed on the web site located at: [http://www.bluegrass.kctcs.edu/en/SDEM/Students\\_Right\\_to\\_Know.aspx#faq-13](http://www.bluegrass.kctcs.edu/en/SDEM/Students_Right_to_Know.aspx#faq-13).

### ***COMMUNITY LIVING REGULATIONS***

Graduate and Family Housing strives to provide a safe, clean community for all its Licensees, and has established rules that govern the behavior of Licensees, members of their Family Units and their guests, so that everyone can enjoy living in our community. Licensees are expected to comply with the rules and regulations contained in this Handbook. Licensor reserves the right to update rules and regulations by notifying Licensees in writing.

### ***APPLIANCES USE AND CARE***

Licensor may provide appliances, such as a cook stove and oven, and a refrigerator. These appliances cannot be removed from the apartment. Licensee is responsible for the proper use and care of all furnished appliances.



Licensee is responsible for cleaning all furnished appliances after each use.

Licensee may obtain and use certain small appliances, such as microwaves. Unless provided or permitted by Licensor, washing machines, dryers, deep freezers and other large appliances are not permitted. Licensee will be subject to fines or eviction if unauthorized appliances are discovered in the assigned Residential Facility.

Licensee is responsible for reporting all repair needs to FIXIT (323-4948). Unreported problems may make the situation worse. Licensee may be financially responsible for damages caused by not reporting problems in a timely manner.

### **Cook Stove and Oven**

- Please use your cooking equipment safely. Never leave your assigned Residential Facility when items are cooking. Licensee is responsible for all damages that occur as a result of leaving cooking items unattended. Never leave children alone in the kitchen area when cooking.
- The use of foil, plastic wrap, paper or other material to cover the cook stove, the oven, and on the wall behind or surrounding the cook stove is strictly prohibited. These items prevent proper venting and are considered a fire hazard. Grease and food buildup on these items is a fire hazard and draws pests.
- Licensees should wipe down the stovetop after each use. If you have a gas stove, do not clean the area underneath the burners. Do not allow grease and food particles to buildup. This can cause a fire and draw pests.
- The range hood filter must be cleaned.
- Licensee must not cover their stovetop drips pans with aluminum foil or other materials.
- Licensees are responsible for cleaning the inside of the oven on a regular basis using a commercial oven cleaner. Spills inside the oven must be cleaned up immediately as they can be a fire hazard. Products are available for purchase to help keep the oven clean. Always use a product approved for cleaning the oven.

### **Refrigerator**

- The refrigerator should be wiped down – inside and out – on a regular basis. Do NOT use a scrubbing pad on the exterior of the refrigerator. All spoiled food products should be disposed of immediately.
- The refrigerator should be kept closed except when adding or removing items. It will lose cold air if left open. It is especially important to keep the refrigerator closed if the electric power goes out or the refrigerator or freezer is not working properly.
- Do not overfill your freezer. Do not allow items to cover the air vents inside. Proper air circulation is required to operate the freezer and refrigerator.

## ***COMMON AREAS***

Common areas include hallways, stairways, mailrooms, laundry rooms, community rooms, picnic shelters, the grounds and other areas used by all Licensees. Licensees are responsible for the proper use of all common areas by Licensee, members of their Family Unit and their guests. Licensees are responsible for cleaning up after themselves in all common areas. Do not dispose of personal trash in the common areas. Children are not allowed to play in restricted commons areas such as hallways, stairways, mailrooms, and the laundry room. Adult socialization is not allowed in restricted commons areas such as hallways, stairways, mailrooms, and the laundry room. The use of cell phones in these areas is not allowed. Licensee activities, including but not limited to parties, must be conducted in a way that respects your neighbors. They must not be held late at night (inside or outside). The noise level must be kept to a minimum and must not violate our “Quiet Policy”.

A community garden is available during planting season. Licensees can lease a plot on a first come-first served basis. The plot lease must be renewed annually. The Housing Office does NOT manage the community garden. Details about leasing a plot will be emailed from the Housing Office, but garden managers will handle all other garden functions. Licensees are responsible for following all garden rules.

## ***DRAINS AND PLUMBING SYSTEMS***

All plumbing stoppages must be reported for maintenance. Never use commercial drain opening products. Licensee may use a plunger to clean stoppages where applicable. Proper drain care is the responsibility of Licensee, members of the Family Unit, and their guests. Improper drain usage may result in financial responsibility.

Proper use of the drains and plumbing system include the following items. More drain care information is online <http://www.uky.edu/housing/graduate-family/resident-information-folder>.

- Do NOT pour grease and food items into the sink, toilet, or tub. All clogs caused by improper care or use of drains will be charged to the Licensee.
- Do NOT remove tub or sink “stoppers” or covers. These devices prevent debris from going into the drain. All clogs caused by the removal of these items will be charged to the Licensee.
- Do NOT flush any foreign substance down the commode (except toilet paper). This includes disposable diapers, feminine sanitary products, etc. All clogs caused in this manner will be charged to the Licensee. The use of drain cleaners is strictly prohibited. The Licensee will be financially responsible for all damage to plumbing equipment caused by the use of drain cleaners.
- The Licensee can attempt to repair minor plumbing clogs by using a plunger. This is the ONLY approved method by which the Licensee can attempt to unclog plumbing. Licensee must contact FIXIT (323-4948) when they are not able to clear the clog with a plunger.

## **FIRE PREVENTION AND SAFETY**

### ***FIRE SAFETY GUIDELINES***

Safety is the primary concern in the Graduate and Family Housing community and requires a cooperative effort from all those who live in and work in the community. **The following rules must be observed at all times:**

- Stairwell fire doors and corridor doors must be maintained in an operable condition and must be self-closing and self-latching. Do NOT prop open doors.
- Do NOT obstruct stairwells, corridors, and passageways.
- Flammable liquids, such as gasoline, paint thinner, charcoal lighter fluid, propane gas, etc., are strictly prohibited inside the assigned Residential Facility.
- Candles, incense, halogen bulbs, and open flames are strictly prohibited inside the assigned Residential Facility.
- Do NOT leaving items being cooked unattended.
- Bicycles and motorized equipment, except those authorized for use by students with disabilities are strictly prohibited inside the assigned Residential Facility and may be removed from the premises by UKPD.
- Do NOT damage or tamper with the smoke alarms, emergency lighting, or exit signs.
- Fire pull stations may be located in the public areas of your assigned Residential Facility and look like this:



- Fire pull stations are used to set off an alarm in the event of a fire. The fire pull stations are used ONLY in the event of fire. Licensee's children must be taught how to use the fire pull stations in the event of fire. Children must be taught that they should NEVER play with the fire pull stations and that they must only be used in the event of an emergency.
- Licensee will assessed a \$50.00 fine if it is determined that the fire pull station alarm was activated for any reason other than a true emergency, by Licensee, member of the Family Unit, or their guests.

### **Residential Facilities**

- Rooms shall NOT be subdivided with partitions.
- Beds must NOT be enclosed in any manner.
- Elevated beds (i.e. bunk beds or lofts) not provided by the University are strictly prohibited. Where the University provides elevated beds, Licensee shall not place any item (i.e. refrigerators, microwaves, couches, storage, etc.) under the beds. Only a University-provided study carrel is permitted beneath an elevated bed. The maximum height allowed for a bed is 66 inches from the floor to the top of the mattress.
- The number of pieces of furniture must be appropriate to the size of the room. Furniture must NOT block access from a bed to the corridor door.

### **Electrical Issues**

- Electrical equipment must be maintained and used in a safe manner.
- Regular extension cords (flexible cords) are strictly prohibited.
- Surge protectors that are grounded and have a built-in 15-amp circuit protection may be used. Surge protectors must be UL listed and may NOT be plugged into other surge protectors. The cord must NOT run under the carpet, through walls, under doors, or any other place that would subject it to physical damage. Damaged cords must be discarded.
- Multi-plug adapters are strictly prohibited.
- Air-freshener plug-ins (i.e. Glade™ plug-ins) with a built-in "outlet" (plug) may be used only if the outlet (plug) in the air-freshener is not used.

### ***FIRE SAFETY POLICY***

Each Residential Facility has an evacuation plan in the event of a fire. Please consult the back of your door for information concerning the nearest exit.

Fire drills, false alarms, and genuine fire alarms are indistinguishable. You MUST evacuate the building whenever the alarm sounds and you may not reenter until the all-clear signal is given. Failure to evacuate during ANY alarm will result in disciplinary action being taken.

If a smoke alarm sounds or a fire strikes, Licensee, members of the Family Unit or their guests *must* evacuate the assigned Residential Facility and building *immediately*. Licensee will be fined for failing to comply with this requirement. Once you have vacated the premises call UKPD from your cell phone by dialing #8573. This will connect you directly to the UKPD dispatch system. Dialing 911 will connect you to the dispatcher for Lexington-Fayette County. Tell them you are on University property. Always call emergency services from a telephone located a safe distance away from the site of the fire.

- Licensees who have a roommate, Family Unit or guests, should designate an outside meeting place in the event of fire evacuation to ensure that all occupants are accounted for during this type of emergency.
- Do NOT reenter your assigned Residential Facility until authorized to do so by the Fire Department, Police Department, or a Housing Office staff member.
- Keep all matches and lighters out of the reach of children.
- Do NOT leave your Residential Facility if you have food or beverage items cooking on the stove or in the oven. Licensees in violation of this policy will be charged a fine, plus the cost of damages and labor for

repairs.

- Do NOT use water to attempt to extinguish an electrical or grease fire. Use a fire extinguisher. A fire extinguisher is provided in every apartment to be used in case of fire.

### **Smoke Detectors**

The University conducts periodic inspections of smoke detectors. Between inspection periods, Licensee must report any smoke detector malfunctions (such as a chirping noise) to FIXIT (323- 4948) so that maintenance can correct the problem. Do NOT remove or tamper with smoke detectors. Licensee is strictly prohibited from disarming, removing from the wall, or otherwise tampering with the smoke detector in the assigned Residential Facility. In some of our Residential Facilities, removing or damaging a smoke detector will disable all smoke detectors in the Residential Facility. This leaves the entire Residential Facility without protection in the event of a fire. Licensees can be cited by the Fire Department and will be fined by Management if the smoke detector is removed or damaged by Licensee, a member of the Family Unit or a guest. A reinstallation charge plus the cost of replacement equipment will be assessed. Licensee is strictly prohibited from covering the smoke detector in any way (i.e. with towels, bags, or other material) in an effort to block smoke from reaching the smoke detector, causing the alarm to fail.

### **Fire Suppression Systems**

Some Residential Facilities are equipped with fire suppression systems (water sprinkler heads) in addition to the smoke detectors. Licensee will sign the “Fire Suppression Agreement” that provides information on the assigned Residential Facility covered by their License. It is imperative that the sprinkler head is not damaged in any way, either by accident or vandalism. Do not hang anything on a sprinkler. Vandalism or abuse of sprinkler heads by Licensee, members of the Family Unit or their guests will result in Licensee being assessed a fine. Licensee must report any noticeable damage to the water sprinkler head or any other fire prevention equipment to FIXIT (323- 4948).

### **Fire Extinguishers**

Fire extinguishers are provided in every Residential Facility. Licensee is responsible for requesting training on the proper use of the fire extinguisher. To learn how to use the fire extinguisher, contact FIXIT (323-4948). Licensee must practice proper fire safety measures including, but not limited to, keeping matches and lighters away from minors, supervising all cooking activities, and other activities involving the use of fire. Licensee will be charged for all damages plus a minimum \$90.00 fine if the source of a fire or smoke is unsupervised cooking in the assigned Residential Facility.

### **Miscellaneous Fire Safety Policies**

- A minimum \$90.00 fine will be charged to any Licensee who causes a smoke alarm to sound to smoke or fire caused by negligence.
- Licensee will be held liable for additional financial responsibility for fire or smoke damage to the assigned Residential Facility, its contents, as well as damage to surrounding Residential Facilities if it is determined that the fire was caused by negligence on the part of the Licensee, members of the Family Unit or their guests.
- Negligence includes, but is not limited to the following: unattended cooking; candles, incense, and other items that burn; cigarettes, cigars and other smoking materials; as well as all any other violation of the University Fire Safety Guidelines, the Tobacco-free policy or the University Decorations Policy.
- Excessive clutter is a fire hazard and is not permitted. Stairwells, hallways, doorways, and exterior walkways (means of egress and ingress) cannot be used for any purpose other than entering or leaving the Residential Facility. Grills, trash, plants, boxes, toys, furniture, bikes, or other personal items must not block these areas. Personal items, including bicycles, shall not to be stored in these areas. Licensor reserves the right to remove these items if Licensee refuses to do so.

## **GREG PAGE/STADIUM VIEW and 633 MAXWELTON COURT LICENSEES ONLY:**

In Greg Page, 633 Maxwelton Court and all campus adjacent properties, Licensees are required to perform a monthly self-test on their smoke detectors. To learn how to use the fire extinguisher, contact FIXIT (323-4948). Between self-tests, Licensee must report any smoke detector malfunctions (such as a chirping noise) to FIXIT (323- 4948) so that maintenance can correct the problem.

Smoke detectors in these Residential Facilities are different from those in other facilities. They are not connected to the Simplex system (automatic notification system) AND they can only be heard in the assigned Residential Facility in which they are installed. Licensee is strictly prohibited from disarming, removing from the wall, or otherwise tampering with the smoke detector in the assigned Residential Facility. Licensees can be cited by the Fire Department and will be fined by Management if the smoke detector is removed or damaged by Licensee, a member of the Family Unit or a guest. A reinstallation charge of \$75.00, plus the cost of replacement equipment will be assessed. Licensee is strictly prohibited from covering the smoke detector in any way (i.e. with towels, bags, or other material) in an effort to block smoke from reaching the smoke detector, causing the alarm to fail.

### **Prohibited Items**

Certain items are prohibited in all Residential Facilities. During fire and safety inspections, University officials will require Licensee to remove all prohibited items including but not limited to:

- Open flames
- Portable heaters
- Space heaters
- Combustible liquids and other materials
- Candles
- Incense and incense burners
- Halogen lamps and lights
- Power tools
- Camping stoves
- Sunlamps
- Bicycles

### **Approved Items**

All electrical appliances must be UL-listed for their intended use. Coffee pots, electric blankets, fans, computer equipment, televisions, VCRs, DVD players, stereo equipment, hairdryers, refrigerators and microwave ovens are permitted. Appliances such as clothing irons, electric rollers, curling irons, etc., must be turned OFF before leaving the room. Appliance cords serving appliances must be in good condition. Hazardous conditions arising from defective, or improperly used appliances must be corrected immediately. Microwaves must be plugged directly into a wall outlet. Surge protectors are permitted for sensitive equipment. Surge protectors may not be plugged into another surge protector.

Licensees are encouraged to make reasonable additions to their living space to make it more comfortable and to personalize their residential unit, however, they must understand that the use of multiple electrical appliances in a room may place a strain on the building's electrical system. Overloading these systems can present safety hazards. Licensees are asked to limit their use of electrical appliances in order to avoid overloads. A Licensee may be required to remove any appliance from a residential living facility if it causes repeated problems with a Residential Facility's electrical systems, or presents a safety hazard.

# **SERVICES**

## ***MAINTENANCE AND REPAIRS***

Licensee and members of the Family Unit are responsible for reporting maintenance needs. Needs must be reported when first noticed to ensure that a small problem do not become larger. Report all maintenance needs to FIXIT (859-323-4948) first to prevent any delays in service.

EMERGENCY Job Order requests must be reported by calling FIXIT (323-4948). Do NOT submit Emergency Job Order requests via e-mail. Only non-emergency requests should be sent via the web site.

The types of requests that are considered emergencies include: plumbing stop-ups and major leaks, electrical outages or shortages, any fire or safety hazard, security locks and doors, broken windows, problems with stoves or refrigerators, and lack of heat or air conditioning.

Submit ROUTINE (non-emergency) Job Order requests (general maintenance, pest control, furniture, and general ResNet needs) via:

- Web site: <http://www.uky.edu/AuxServ/>
- Telephone: FIXIT (3-4948) from an on campus telephone line or 859-323-4948 from a cell phone or an off-campus telephone line.

Telephone service is staffed twenty-four hours a day, seven days a week including official University holidays.

## ***PEST INSPECTION AND CONTROL***

Graduate and Family Housing provides pest inspection and treatment on a routine basis to all Residential Facilities. Residential Facilities are inspected and treated every month. Please notify the housing office if a medical problem exists. A special treatment time will subsequently be arranged. Access to the residential unit must be granted for treatment unless a prior medical exception has been filed.

Treating will not eliminate pests unless the Residential Facilities are kept clean and free of trash. Licensee and members of the Family Unit are responsible for maintaining the cleanliness of the assigned Residential Facility and to dispose of trash promptly and properly. The pest control staff and maintenance staff will report Residential Facilities that do not adhere to Graduate and Family Housing cleanliness standards, fire safety violations, decorations policy violations, pest control guideline violations, and all other violations of Graduate and Family Housing policy. The cleaning standards are outlined in the "Cleaning Standards and Procedures" section of this Handbook. Licensee will be notified when their assigned Residential Facility is in violation and will be given a specified period of time during which the assigned Residential Facility must be cleaned or the violation corrected. The assigned Residential Facility will be re-inspected. Licensees who refuse to adhere to cleanliness standards or other Graduate and Family Housing policies will be subject to eviction upon obtaining a third written notice of their violation(s). The schedule is located online at: <http://dib.uky.edu/housing/sites/www.uky.edu.housing/files/PestControlSchedule.pdf>. No other form of notice will be provided for routine pest control. Permission for entry is considered granted by Licensee when maintenance is requested. Maintenance workers are not permitted to remove their shoes while working.

## ***GARBAGE PICK UP***

Graduate and Family Housing provides dumpsters and recycle bins outside every Residential Facility where waste may be disposed of or recycled. Trash **MUST** be placed inside the appropriate container. Trash must not be placed outside the containers. Trash must be disposed of regularly.

- Do NOT leave garbage in the hallways, stairwells or other public areas.
- Do NOT dispose of household trash in laundry room trash containers.
- Licensee must dispose of all garbage in appropriate containers.
- Dispose of garbage promptly to avoid a pest problem.

Graduate and Family Housing cannot control the pest population if trash is allowed to accumulate inside the Residential Facility. Licensee will be charged if housing staff removes and disposes of trash from public areas.

## ***RECYCLING***

Graduate and Family Housing encourages all of Residents to participate in recycling. Paper, plastics, aluminum and tin cans, cardboard and other materials can be recycled. Licensee is responsible to putting recyclable items in the proper container. These containers are located near the dumpster (for household trash disposal). Please visit our Web site to learn more about recycling: <http://www.uky.edu/housing/graduate-family/resident-information-folder>.

Certain items cannot be placed in the blue recycle bins or “Rosie”. These items include, but are not limited to: plastic shopping bags, compact fluorescent bulbs, batteries, and printer cartridges. Plastic shopping bags can be taken to Kroger where a special recycle bin is set up.

Compact fluorescent bulbs are considered hazardous waste and must be disposed of in accordance with University policy. Please visit our Web site to learn more about these bulbs: <http://dib.uky.edu/housing/sites/www.uky.edu/housing/files/CompactFluorscentBulbFactSheet.pdf>.

## ***UTILITIES***

In Commonwealth Village, Greg Page, Shawneetown, 625 S. Limestone, and 633 Maxwelton the following utilities are provided at no extra charge:

- Personal electric
- Water and sewer
- Heat

Air conditioning. NOTE: in Commonwealth Village, Shawneetown, and 625 S. Limestone heat and air conditioning cannot be provided at the same time. In these areas, heat will be provided from approximately October 1 through May 1. Graduate and Family Housing will monitor weather conditions, and once they are stable, will make the switch from heat to air or air to heat.

- Gas service (where applicable)

Licensees should make every effort to conserve these services. We trust everyone is interested in conserving our natural resources and doing what is best for our planet. Additionally, utility costs figure into our budget and can contribute to future rent increases.

## ***TELEPHONE SERVICE***

Graduate and Family Housing does not provide telephone service. With the exception of those living in properties adjacent to campus, Licensees must establish a billing account with UK Communications and Network Systems (“CNS”) to begin their telephone service. CNS may be reached at 859-218-HELP (4357) or online at: [www.uky.edu/IS/CNS/stservices/phserv.html](http://www.uky.edu/IS/CNS/stservices/phserv.html). Residents of properties adjacent to campus must contact Windstream for telephone service. Windstream may be reached by calling 800-483-4000.

## ***RESNET***

Wireless Internet service is available in Commonwealth Village, Greg Page, and Shawneetown. Licensees who own a personal computer may connect to the University’s Internet service at no extra charge. Licensee MUST have a University email (Link Blue) account to access the Internet. ResNet technicians will provide Licensee with technical support and the information required to establish an Internet connection. To learn more about ResNet visit their website at <http://www.uky.edu/AuxServ/resnet/>. Please contact ResNet at 859-323-4948 for more details or for assistance. (NOTE: You may be required to purchase a network card if your computer is not equipped with one. You will also need to purchase a CAT-5 cable as well to connect to the modem.)

Licensees living in 625 S. Limestone and 633 Maxwellton Court must contract with an outside cable television or online streaming service provider. NOTE: Time Warner Cable is the current provider in the Lexington area.

BCTC students and other Licensees who do not have a Link Blue ID must contact the Housing Manager to obtain a user ID account.

## ***CABLE TELEVISION***

Basic cable television service is provided at no extra charge in Commonwealth Village, Greg Page, and Shawneetown. Cable service is a part of the total rental package and, as such, is not an option. Licensee may elect to subscribe to premium cable services through cable service provider Time Warner Cable (“TWC”). TWC may be reached at 859-514-1400. Licensee is responsible for the cost of premium services. Please contact ResNet if you experience problems with your cable service. Their telephone number is 323-4948. Licensees living in 625 S. Limestone and 633 Maxwellton Court must contract with an outside Internet provider. NOTE: TWC is the current provider in the Lexington area.

## ***BULLETINBOARDS***

Bulletin boards are provided in various locations throughout our communities for the Licensee’s use. Licensees are allowed to post notices on the bulletin boards. All notices must be dated. Undated items will be removed. Do NOT post notices on the walls. Tape, staples, and other adhesives will damage the wall surface. All notices that are found posted to a wall will be removed and the Licensee found responsible will be required to pay damage charges.

## ***COMMUNITY ROOMS***

Graduate and Family Housing provides one community room for Licensees and members of the Family Unit to use. The community room is located in the “D” Building in Shawneetown. The community room can be used for meetings or social functions. It contains the following items: folding tables and chairs and lounge furniture. The community room must be reserved in advance by completing a “Graduate & Family Housing Community Room Agreement” form in the Housing Office. If Licensee is unable to get to the Housing Office to complete the form, a form can be mailed or faxed to Licensee. The form can also be accessed online at: <http://www.uky.edu/housing/graduate-family/applicationsforms>. Licensee will be notified if the community room is not available on the requested date. NOTE: Everyone except Licensees and members of the Family Unit will be required to pay a \$50.00 deposit in the form of a personal check. Any individual who reserves the



community room must be eighteen years of age and older. (The member of the Family Unit making the reservation must have their name on file in the Housing Office.)

Licensee will be charged a fee if the community room key is not returned. The room will be inspected after the key is turned into the Housing Office. The community room must be cleaned after use. Licensee will be charged a fee if the community room is not cleaned. Licensee will be charged a fee for any damages to the community room, furnishings or equipment that occur while using the community room. Deposits, where required, will be returned after the keys are returned and it is determined that there are no cleaning or damage charges.

A community room is also available for residents living in the properties at 631 S. Limestone and 633 Maxwellton Court. This room is located in the basement of Building 200. Currently, residents do NOT have to reserve this room.

- Alcoholic beverages are NOT allowed in the community room.
- Tobacco products are NOT allowed in the community room.
- Licensee is responsible for the behavior of guests in the community room.
- Licensee is responsible for observing “Quiet Hours”.
- Licensee is responsible for cleaning.

### **Facebook**

Please “like” our Facebook page located at: [www.facebook.com/graduateandfamilyhousing](http://www.facebook.com/graduateandfamilyhousing). The Housing Office will post important notices, information, and news on our Facebook site. This site also makes it possible for residents to communicate information to each other and to the Housing Office.

### **Play And Recreation Areas**

Graduate and Family Housing provides some playground equipment for the enjoyment of the children who reside in Shawneetown and Greg Page. Parents or caregivers are responsible for the supervision of children who are using the playground equipment. We want the children to enjoy the equipment safely.

Graduate and Family Housing provides picnic tables, grills, and sheltered areas in some of the Residential Facilities for the enjoyment of Licensees, members of the Family Unit, and their guests. Be courteous when using these areas and clean up any debris. There are also grassy, open areas in which recreational activities can take place.

### **Programming And Special Activities**

Graduate and Family Housing tries to schedule fun activities through the year. Some of those activities may include:

- The “Winter Holiday Event” which is an annual event sponsored for and open to all children who live in Graduate and Family Housing. It is scheduled during the month of December. A special event or give-away will be announced early in December.
- Fire Prevention and Safety Month activities.

### **Advisory Council**

The Advisory Council is a dedicated group of residents. They meet on a monthly basis to discuss issues important to all residents. They bring these issues to the attention of appropriate housing officials and other University officials. All residents and family members are qualified to become members of the Advisory Council. All non-member Licensees and family unit members are invited to attend meetings, but are not allowed to vote.

A list of current Advisory Council members can be found on our Web site.

### **Storage Facilities**

Graduate and Family Housing does not provide storage facilities. All personal belongings must be stored inside the residential unit or make alternate arrangements for storage. Personal belongings must not be stored outdoors.

## **MISCELLANEOUS PROVISIONS**

### ***FURNITURE***

Visit the Graduate and Family Housing web site for a complete list of furniture items in each Residential Facility and a more complete explanation of the furniture policy. The Web site is: <http://www.uky.edu/housing/>. Click “Graduate and Family” and then “Furniture”.

Furniture is provided in some Residential Facilities at no additional costs. The furniture setup is different in each Residential Facility and unit size. These furniture setups are standard and will not be modified except as follows:

- Adding or removing a roommate.
- A change in marital status.
- A request to remove a bed or beds only (except where prohibited).
- A request to remove all furniture.

Licensee may be assessed a one-time charge when making a request to change the furniture setup in accordance with this policy.

Licensee is responsible for caring for the furniture while it is in use. Never set furniture outdoors. Licensee will be charged for damages if Licensee, members of the Family Unit, or guests misuses the furniture. Licensee will also be charged for damages caused by leaving furniture outdoors. Licensee must report any need for repairs in a timely manner. Failure to report needed repairs may result in financial liability.

### ***INSURANCE***

In order to assure the safekeeping of personal property, the assigned Residential Facility should be kept locked at all times, especially when unoccupied. The University is unable to assume responsibility lost or stolen personal property. The University is not responsible for damage to personal belongings unless one of the University’s agents is negligent and the negligence caused the damage. Licensees should obtain private renter’s insurance coverage for their belongings. Additionally, Kentucky law requires that all automobiles be insured. Licensees are responsible for ensuring that their automobiles are licensed and insured. The University is not responsible for damage to your vehicle while parked or being driven on University property.

### ***LAUNDRY FACILITIES***

Graduate and Family Housing provides modern laundry facilities in most areas. If Licensee lives in a Residential Facility that does not have laundry facilities, Licensee may choose to use a laundry facility located in another Residential Facility. Residents who utilize laundry facilities outside their own Residential Facility are responsible for adhering to PTS parking regulations, as it may be necessary to park a vehicle in an available parking meter.

- Shawneetown has laundry facilities in each building.

- Greg Page and Commonwealth Village each have a central laundry facility.
- The apartments located at 631 S. Limestone have a central facility in building 200. Most laundry room doors are kept locked for security reasons. A separate laundry room key will be provided to Licensees who cannot open the laundry room door with the key to their assigned Residential Facility.
- Do NOT prop laundry room doors open. Licensee will be assessed a fine will be assessed if they are found propping the doors open.
- Graduate and Family Housing provides clotheslines in Greg Page and Shawneetown for Licensees and members of the Family Unit who prefer to air-dry their clothes. The clotheslines are to ONLY be used for hanging clothing items. Graduate and Family Housing is not responsible for items left on the clotheslines.
- Licensees must use a credit or debit card to operate the laundry equipment in all facilities EXCEPT 631 S. Limestone – that is a coin-operated facility.
- Licensee is responsible for reporting equipment malfunctions to FIXIT (323- 4948).
- Requests for refunds are made through FIXIT (323- 4948). FIXIT staff will take the information and complete the laundry refund form. The refund process differs for those using “WaveRider” versus those who do not use “WaveRider”. Please contact FIXIT (323- 4948) to determine the proper procedure. NOTE: If you are requesting a refund due to a machine malfunction, you must report the machine license plate number in order to get credit.
- Credit or debit card issues must be reported directly to ASI (the University’s laundry partner) or to your card company.
- Licensees and members of the Family Unit are responsible for the proper use of the laundry equipment. The equipment contains instructions regarding how it should be used. Licensee should read these instructions before using the equipment.
- Do NOT overload the washers. They will not clean properly if they are overloaded. Do NOT overload the dryers. Clothing will not dry properly if the dryer is too full. Overloading also causes maintenance problems with the equipment.
- Refer to the manufacturer’s recommendations regarding the use of detergents, softeners, and bleach. Do NOT add more soap than the manufacturer recommends for the type of machine you are using. Laundry soap “pods” go directly into the washing machine. Clothing may not rinse properly if too much soap is used. Additionally, the washer may overflow if too much soap is used. NOTE: The front-loading washers require LESS soap than the top loading machines. Licensee must use the proper amount of soap for these washers.
- Laundry facilities are to be used only for cleaning their laundry. Other social activities are not permitted.
- Do NOT allow Children to play in the laundry room. Licensee will be financially responsible for damages caused by children playing inside the laundry room.
- Personal items must not be left unattended in the laundry facilities.
- Licensees and members of their Family Unit are expected to exercise common courtesy in using the laundry facilities.
- Licensees who leave the laundry facility must set a timer to know exactly when to come back.
- If the laundry cycle is completed and clothing is left unattended in a machine, the clothing may be removed by another user. Laundry removed from a machine must be placed on the folding table.
- Do not monopolize the machines. If Licensee needs to use more than two machines at a time, Licensee must do so at a time when the laundry facility is not busy.
- Do not leave laundry on the folding table for an extended period of time. Licensees must take their clothing with them when they leave. Items left over twenty-four hours will be disposed of.
- Report any spills to FIXIT (323- 4948) immediately to avoid any potential accidents.
- Do not dye clothes in the washing machines.
- Do not put rubber or plastic in the dryer.
- Do not overload machines to save on time or money. Overloading can lead to equipment breakdown.
- Remember to check your pockets and remove money, paper, gum, makeup and tissues.
- The laundry facilities are for Licensees and members of their Family Unit only. Report any violations to UKPD at 257-1616.

- The laundry room is not intended for social activities. Adults are not allowed to use the laundry room for any purpose other than cleaning their laundry.
- Smoking is strictly permitted in laundry facilities.

### ***LOCKS AND LOCKING DEVICES***

Licensees are strictly prohibited from installing additional locks or locking devices on the doors. All problems with locks should be reported to FIXIT (323-4948).

### ***NAIL AND SCREW HOLES***

Nail and screw holes are strictly prohibited.

### ***PAINTING***

Licensees are NOT allowed to paint the assigned Residential Facility. Graduate and Family Housing shall do all painting. Nails or double-stick tape must not be permitted, as they will damage painted surfaces.

### ***PETS***

The University and Graduate and Family Housing abide by all laws prohibiting discrimination, including but not limited to, the Americans with Disabilities Act of 1990 (“ADA”), the Fair Housing Act (“FHAct”) and Section 504 of the Rehabilitation Act of 1974. With the exception of approved service or assistance animals, pets are NOT allowed in or on Graduate and Family Housing Residential Facilities, even on a temporary basis. The term “pet” includes, but is not limited to: dogs, cats, hamsters or other rodents, snakes or other reptiles, large fish aquariums, birds, tarantulas and other creatures. The presence of an unauthorized animal/pet is a violation of the License and Licensee will be charged a \$50.00 pet treatment charge and may be subject to further disciplinary procedures up to, and including eviction.

Licensee must submit a request for a service or assistance animal through the Disability Resource Center (“DRC”) at the University of Kentucky. Licensee may be required to provide medical or other documentation when a service or assistance animal is required to live with Licensee. Licensee must provide written approval to Housing Office before bringing a service or assistance animal to the assigned Residential Facility. Licensee agrees to abide by all University policies as well as local and state laws that apply to pets including but not limited to: leash laws and laws that require pet owners to clean up the waste products of their pets. Licensee agrees to accept financial responsibility for any and all damages to the assigned Residential Facility or its contents when caused by the service or assistance animal.

### ***QUIET TIME***

Noise must be kept to a minimum or acceptable level at all times. “Quiet Time” is observed between the hours of 7:00 p.m. and 7:00 a.m. so that Licensees can study, relax and sleep. During “Quiet Time”, Licensees are expected to confine noise levels to their apartment. Stereo and television equipment must be operated so that the noise is not audible outside the assigned Residential Facility. If others (i.e., neighbors) request Licensee to be quiet, Licensees are expected to comply. Licensee is responsible for ensuring members of the Family Unit and guests adhere to this policy.

“Quiet Time” is particularly important when Licensees are preparing for final exams. All Licensees are expected to observe a twenty-four hour “Quiet Time” beginning the week before finals and continuing until final exams are complete. Licensees will receive notification if they are violating this policy. Continued violation of this policy will result in disciplinary action and may subject Licensee to eviction from the assigned Residential Facility. Licensees are also subject to local laws regarding acceptable noise levels.

## ***SCREENDOORS***

Installation of screen doors is strictly prohibited.

## ***SELLING & SOLICITING***

Door-to-door sales or solicitation in the Residential Facilities are strictly prohibited. Sales are defined as any effort to offer a product or service in return for money, goods, or other services. Solicitation is defined as any effort to ask for donations or contributions of money, goods, or services. If anyone is found selling or soliciting in the residence facilities, UKPD will be called to escort the person off campus, and additional disciplinary action may be taken.

Residential Facilities are to be used solely for residential purposes. Licensee, members of the Family Unit, or their guests are prohibited from operating businesses out of their assigned Residential Facility or to publicly list Residential Facility unit numbers or phone numbers in commercial ads or other business announcements.

## ***SHOES***

All University staff members are required to wear shoes at all times during working hours. While we respect the cultural differences of all our Licensees and members of the Family Unit, University staff is not allowed to enter Residential Facilities without wearing shoes. Licensees may choose to put down newspaper or some other covering for staff members to walk on while they are working in the Residential Facility. Licensee is responsible for removing this covering after the work is complete and to dispose of it properly.

Licensees who do not wear shoes inside their assigned Residential Facility may not store their shoes outside their Residential Facility doors. For safety in the event of fire or other emergency situations, unworn shoes must not block any entrance/exit door to the assigned Residential Facility. The University is not liable for damaged, lost or stolen shoes left outdoors.

## ***SMOKING AND USE OF OTHER TOBACCO PRODUCTS***

The University of Kentucky has a Tobacco Policy <http://www.uky.edu/TobaccoFree/> (Administrative Regulation 6:5: <http://www.uky.edu/regs/files/ar/ar6-5.pdf>) that prohibits tobacco products on or in property owned and/or operated by the University of Kentucky, including all Residential Facilities. Tobacco products include, but are not limited to, cigarettes, cigars, chewing tobacco, and snuff. This policy is applicable to all Residential Facilities, Licensees, members of the Family Unit, and their guests. Therefore, tobacco products are prohibited and not permitted inside or outside your assigned Residential Facility. The use of tobacco products may subject Licensee to fines, disciplinary procedures, and eviction. Violations of this policy may be reported to: [reporttviolation@uky.edu](mailto:reporttviolation@uky.edu).

## ***WATERBEDS***

Waterbeds (and other water filled furniture) are strictly prohibited allowed in Graduate and Family Housing. Licensee will be required to remove any water filled furniture found in their apartments. Licensees will be held financially responsible for any damage that occurs as a result of unauthorized use of water filled furnishings.

## ***WEAPONS***

The University of Kentucky has a Policy on Deadly Weapons (Administrative Regulation 6:6: <http://www.uky.edu/regs/files/ar/ar6-6.pdf>) that prohibits deadly weapons on or in property owned and/or operated by the University of Kentucky, including all Residential Facilities. Therefore, deadly weapons are prohibited and not permitted inside or outside your assigned Residential Facility. Possession of deadly weapons may subject Licensee to fines, disciplinary procedures, and eviction

## ***WINDOWS AND SCREENS***

Windows must remain CLOSED when the heat or the air conditioning systems are in use. These systems will not function properly with the windows open. Licensee will be charged for any service request stating that their heating or cooling systems are not working properly when it is determined that an open window(s) necessitated the request. Window screens must not be removed. Licensee is responsible for costs incurred due to window breakage from inside the apartment and damage to the screens as a result of their removal. Fans and window unit air conditioners (except where supplied by Graduate and Family Housing) cannot be placed in apartment windows. Licensees who violate this policy will be subject to a \$36.00 fine.

## **UPKEEP AND REPAIR OF FACILITIES AND EQUIPMENT**

### ***COMMUNITY CLEANING STANDARDS***

Graduate and Family Housing only provides custodial service in the common areas, such as hallways, lobbies, and laundry rooms. Licensee is responsible for maintaining their assigned Residential Facility in accordance with the guidelines specified in this Handbook. Licensee will be notified whenever their assigned Residential Facility does not meet cleanliness guidelines and will be given a specific time period during which the assigned Residential Facility must be brought to standards. Repeated cleanliness violations will subject the Licensee to disciplinary action up to and including eviction. The Licensee is financially responsible for any damage incurred due to the violation of these regulations. The assigned Residential Facility should be kept reasonably clean and neat at all times. Garbage should not be allowed to accumulate inside the residential unit, on balconies or patio areas, or outside the apartment. Specific cleaning requirements and tips are as follows:

#### **Air Conditioning and Heat Grills**

The grills on the air-conditioning and heating units must be cleaned regularly. Licensee should wipe them with a damp rag once a month. The filters will not function properly if the grills are covered with dust or grease.

#### **Bathroom**

The bathtub and sink should be cleaned with a commercial bathroom cleanser after each use. The toilet should be cleaned as needed with a commercial cleanser. A thin coat of clear furniture polish or car polish can be applied to the shower wall to help keep the soap scum and mineral deposits off the wall. NOTE: Do not apply the polish to the tub or shower floor. These substances will make the tub or floor slippery and can cause a fall. Clean the wall with a sponge and an all-purpose bathroom cleanser then re-apply the polish.

#### **Carpet**

Graduate and Family Housing has all carpets in the Residential Facilities shampooed before the Licensee move in. Licensees are responsible for shampooing the carpet, as needed, while occupying the assigned Residential Facility. Carpet shampoo machines can be rented at local grocery stores. The carpet should be vacuumed regularly to prevent the dirt from becoming ground into the carpet and to extend the life of the carpet. High traffic areas should be shampooed more often. Spills must be cleaned up immediately.

#### **Common Areas**

Graduate and Family Housing custodial staff will clean the common areas. Licensees are responsible for keeping the areas free of personal items and debris. Children are not allowed to play in these areas. Licensee, members of the Family Unit should not leave garbage in the hallways, the laundry rooms or other common areas. Trash must be put into appropriate containers when using the laundry rooms. "Junk mail" and other items should be thrown in the recycle bin. These items should not be left in windowsills, on shelves, or thrown on the floor. Please use common courtesy in these areas.

## **Cooking**

Some cooking styles involve an open-faced pot (like a Wok) that allows grease to splatter heavily. Be sure to clean the cooking area, cabinets, and floors thoroughly if your cooking style involves this type of appliance. Licensee will be responsible for any cleaning charges assessed due to this type of cooking style.

## **NON-COMPLIANCE**

Any Housing Office staff member can issue a "Warning Notice" for violations, including a dirty assigned Residential Facility. The "Warning Notice" will be noted on the Licensee's computer file and may be filed in their official hard copy file. "Warning Notices" can and will be used as follows: 1) to approve or deny a transfer to another Residential Facility within Graduate and Family Housing; 2) to begin a cleaning inspection process in an assigned Residential Facility not in compliance with Community Cleaning Standards; 3) to begin a fourteen-day Notice to Cure and eviction proceeding in any assigned Residential Facility not in compliance with Community Cleaning Standards; 4) to provide rental history information requested by agencies within or outside the University; 5) other uses at the discretion of the Housing Manager.

## **PUBLIC ELEMENTARY, MIDDLE AND HIGH SCHOOL INFORMATION**

### ***FAYETTE COUNTY PUBLIC SCHOOLS***

Currently, the children of Graduate and Family Housing Licensees will attend the following schools (however, this list is subject to change):

**SHAWNEETOWN**    Glendover Elementary School  
                          Southern Middle School  
                          Lafayette High School

**GREG PAGE**        Glendover Elementary School  
                          Crawford Middle School  
                          Lafayette High School

Licensees should contact the Fayette County Board of Education if they have any questions regarding the public school system. The Fayette County Board of Education can be reached by telephone at 381-4000.

## **UNIVERSITY OF KENTUCKY INFORMATION**

### ***UNIVERSITY HOLIDAYS AND OTHER CLOSINGS***

The University has certain departments that remain open during official closing periods. (Some are staffed twenty-four hours a day, seven days a week.) The University will make every effort to insure that essential services are maintained during closing periods. The Housing Office is closed during all official University holidays. The Housing Office will remain open during periods of severe weather whenever possible. The Housing Office can be reached by calling FIXIT (3-4948) on-campus or 323-4948 off-campus. FIXIT is continuously staffed.

### ***HOLIDAYS***

The University recognizes the following holidays:

Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King, Jr. Day, and Memorial Day. In addition, the University provides four additional holiday/bonus days during the month of December. These dates vary from year-to-year.

A current list of University Holidays and bonus days on which the University is closed can be found online at: <http://www.uky.edu/hr/hr-home/official-staff-holiday-schedule>.

### ***SEVERE WEATHER***

- University of Kentucky Division of Crisis Management and Preparedness is an excellent source for information about severe winter weather, storm safety, and other important emergency preparedness topics. Visit their Web site at: <http://www.uky.edu/EM/> to learn more.
- The Executive Vice President for Finance and Administration in consultation with UKPD and other University officials determine whether severe weather requires the cancellation of classes or the closing of some offices.
- Essential units (i.e. UKHealthCare, Physical Plant Departments, the Residential Facility, and Graduate and Family Housing) of the University remain open during severe weather.
- The cancellation or delay announcements are made through the University's emergency notification system, UK Alert and through the local media. To learn more about UK Alert visit the UK Alert website at: <http://www.uky.edu/EM/UKAlert/>.
- The most up-to-date and complete information can be obtained from UKTV cable channel 16 or the UK Infoline at: 257-5684.