Residential Life and Housing

Walla Walla University Vision
A community of faith and discovery committed to:
Excellence in thought
Generosity in service
Beauty in expression
Faith in God

Mission Statement
Walla Walla University's Residential Life and Housing department exists to create a Christian community that encourages connectivity among all WWU residents; enhances personal, professional, and spiritual growth; and fosters an atmosphere conducive to a lifetime of learning and service.

Village Housing is an extension of Walla Walla University and all university policies apply. Walla Walla University is legally exempt from the Landlord-Tenant Laws pursuant to RCW 59.18.040(1).

Student Residents
Your Rental Agreement, this Village Housing Handbook, and the Walla Walla University Student Handbook and Code of Conduct contain the terms of your student housing agreement.

Faculty and Staff Residents
Your Rental Agreement, this Village Housing Handbook, and the Employee Handbook contains the terms of your housing agreement.
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CONTACTS AND RESOURCES

Life-threatening emergencies/fire
Call 911

College Place Police Dispatch
(509) 525-1960

Campus Security
(509) 527-2222
Parking, safety concerns, safety escorts to/from residence at night, noise disturbances, etc.

Internet outages (if university-supported)
support@wallawalla.edu
(509) 527-2317

Maintenance (emergency)
(509) 527-2930, after hours, weekends, and holidays
(509) 527-2109, Mon.–Thurs. 9 a.m.–5 p.m., Fri. 9 a.m.–12 p.m.

Maintenance (nonemergency)
Submit a work order at workorder.wallawalla.edu
(509) 527-2109

Village Housing
(509) 527-2109
village@wallawalla.edu
26 N. College Ave., College Place, WA 99324
Housing questions, work orders, etc.

MOVE-IN CHECKLIST

To assist you in your transition to living in village housing, please complete the following:

☐ Read the Village Housing Handbook and understand listed resources and policies.
☐ Review and understand your copy of the rental agreement.
☐ Check the condition of your unit. Make any notations on the Rental Property Condition Form, and return it to the Village Housing office within one week of moving in. You may be charged upon move out for any damage and/or abnormal wear and tear that is not already noted on the Property Condition Form.
☐ Call and have utilities put in your name within 48 hours of moving in.
☐ Submit a change of address at USPS.com or College Place Post Office to assure mail and package delivery.
☐ If living in Faculty Court, Hallmark, or Mountain View apartments, you may get your mailbox keys at the College Place Post Office.
Find the laundry rooms (apartments only) and trash sites closest to your unit. House trash cans will need to be placed at the curb for pick-up on designated days.

Register your vehicle at wallawalla.edu/vehicle-registration.

HOUSING INFORMATION

Changes in Policy
Policies in this handbook are subject to change. Any changes will be announced via email or online.

Changes in Rent
Village Housing reserves the right to change prices with a 30-day advance notice.

Village Housing Office Services
Rental Office
Village Housing is the primary point of contact for the resident and acts as the Walla Walla University rental authority for the rental agreement. Moving in or out, repairs, policy enforcement, rent, and other charges related to the rental of university-owned properties starts in the Village Housing office, located at 26 N. College Avenue.

Communication for WWU Activities
Village Housing will post announcements concerning on-campus activities in and around university-owned housing: Birch, Hallmark, Faculty Court, University Studios (laundry rooms), and Mountain View (breezeways).

Before posting anything in these locations, proper approval is needed through the Student Life office. Download the WWU app, available for both iOS and Android, for more announcements.

POLICIES AND PROCEDURES

Air Conditioning Units
Window air conditioners are not allowed in most university-owned apartments. University-owned houses may have these (as well as Faculty Court apartments), but they are the sole responsibility of the resident for upkeep. Window units must not damage the window frame and must be removed upon move out to avoid charges. If you are having problems with your supplied A/C, be sure to clean the filter and call the Village Housing office if you need assistance.

Automobile Repairs and Towing Policies
Extensive car repairs are not allowed on the premises. Vehicles that are not running and left in parking areas for more than two weeks at a time will be towed at the owner's expense.
Balconies, Patios, Breezeways, and Carports
In order to keep our housing safe and tidy, we ask that only patio furniture, potted plants, and bicycles be stored on balconies. No indoor furniture of any kind is to be placed or stored on balconies, porches, or patios. Items on a balcony or patio must be orderly—no motorcycles or other vehicles with an engine. Any path that has an entrance/exit and sidewalks must be kept clear at all times. Doormats are acceptable.

Use and storage of personal BBQ grills (charcoal or propane) is strictly prohibited on all apartment property, which includes but is not limited to balconies, patios, walkways, parking areas, carports, and grass. Failure to do so could result in eviction. For your convenience, there is a BBQ area with grills in the courtyard of Mountain View that can be used by any resident in university-owned village housing.

Carport use is limited to vehicle parking only. No other items may be stored in carports.

Bicycles
All bicycles should be stored at the bike racks or inside the apartment. Mountain View residents on the second and third floors may keep their bikes on their balconies. Bikes are not to be attached to, or under, any of the apartment stairs or railings. College Place requires that all bicycles be registered with the police department. U-locks are recommended. It is also suggested that bicycles be registered with the National Bike Registry.

Burning/Bonfire/BBQ Policies (houses only)
Please note that this policy is for houses only; apartment communities may not have open flame fires of any kind anywhere on the premises. Though fires anywhere on university-owned property are strongly discouraged, you may create a fire pit with prior approval in the back yard of a university-owned house. The following is a list of Washington state requirements for such activity:

- Call the Washington State Burn-Day Hot-line: (800) 406-5322.
- You may not burn leaves, debris, or other items as such; only wood.
- Purpose for fire must be for warming or cooking.
- Fire must be at least 20 feet from any structure.
- Fire must be contained in a commercial-built fire pit no larger than 3 feet by 3 feet.
- Fire cannot be in a burn barrel.
- Fires are not allowed during a statewide ban or a seasonal drought.

BBQ policies
You may use BBQ grills if you follow the safety precautions below:

- Use only propane (no charcoal).
- Set up in grassy areas, at least 10 feet away from any structures or foliage.
- Do not use the parking areas to set up.
- Do not leave the BBQ grill on the front lawn of the building. Put it away after it cools down.
Campus Security
Campus Security officers are university officials. Students are expected to comply with Campus Security and identify oneself to security officers when requested to do so. When Campus Security comes to your residence, you are expected to be respectful, cooperate, open your door, allow entry if requested, and act in a civil manner. Failure to do so will result in disciplinary action.

Christmas Decorations
Though Christmas decorations are allowed, there are some restrictions:
- Do not staple or nail lights or other decorations to the outside or inside of your residence. Because of fire codes, real Christmas trees are not allowed in any residences. Artificial trees are acceptable and encouraged, with safety awareness.
- Do not leave lights on when you leave your residence—please unplug them.
- Use only LED lights. Do not hang lights against the walls because the paint will darken.
- Use only noncombustible or flame-resistant materials to trim a tree.

Disability Support Services
Disability Support Services helps coordinate specific housing or meal plan accommodations for students with both long-term and short-term disabilities whenever possible. The DSS staff works with the residential life staff and/or cafeteria staff to help evaluate and provide appropriate housing accommodations. Because housing requests for disabilities may take time to arrange, it is important that requests and supporting documentations be provided to the DSS office at least six weeks prior to the beginning of the quarter.

Students who are new to Walla Walla University will need to meet with or have a scheduled phone interview with DSS coordinator on the lower level of Village Hall, (509) 527-2366. Students must specifically declare their disability-related need and request accommodations through the DSS coordinator. Requests made to resident hall directors, admissions officers, or other staff do not constitute a declaration of request for disability-related services or modifications.

Students who are currently receiving housing accommodations and wish to continue and/or make changes to those accommodations should make those requests known during the room selection process. Any required updated information should be submitted to the DSS coordinator at that time. If Disability Support Services (DSS) receives your request after the six-week deadline, they cannot guarantee the accommodation will be met. Requests received after this deadline will be reviewed for approval and implementation on a space available basis.

Walla Walla University follows the ADA and the most recent guidance from the Department of Justice regarding service animals (SA) and follows the most recent guidance from the Department of Housing and Urban Development (HUD) regarding emotional support animals (ESA). Please contact Disability
Support Services (DSS) to discuss this possible accommodation need in university-owned housing. Please see the appropriate guidelines on the DSS webpage for further information.

The information provided to Disability Support Services will be shared only with other relevant staff in a discreet and confidential manner and will be used only as permitted under Section 504 of the Rehabilitation Act of 1973. This information will have no bearing on students’ general eligibility for housing.

Specific information regarding documentation guidelines for housing requests may be found at wallawalla.edu/DSS.

**Drug and Alcohol Policy**
Walla Walla University is committed to an environment of learning that supports the fullest possible human development. To achieve this goal, the university holds that a drug-free lifestyle is essential and thus maintains policies that support an alcohol-, tobacco-, and drug-free campus environment. Employees, faculty, staff and students are expected to practice this lifestyle. WWU does not allow the following:

- Illegal or unauthorized use, possession, manufacturing, or distribution of heroin, narcotics, or other illegal or illicit controlled substances;
- The sale, use or possession of alcohol;
- The sale, use or possession of tobacco in any form, including e-cigarettes or vaporizers, and nicotine in any form. Any products intended to mimic tobacco products or containing tobacco flavoring are also prohibited. Smoking on university premises, including WWU-owned off-campus housing, parking areas, sidewalks, or alleys, is not allowed;
- The possession of an/or use of any smoking device or equipment that can be used as a nicotine and/or drug delivery system including, but not limited to, hookah pipes, hookah pens, and electronic cigarettes;
- The sale, use or possession of any illegal substances, or the illegal or misuse of prescription or over-the-counter medication. The sale, use, or possession of marijuana is not permissible, even if prescribed for medical purposes;
- The possession and/or display of drug or alcohol paraphernalia, including, but not limited to, posters, promotional items, bottles, shot glasses, beer steins or bongs. Empty containers may be considered evidence of consumption/possession of alcoholic beverages;
- Buying or providing alcohol, illegal or illicit drugs, or non-prescribed medication to others, or providing a space for these items to be provided to others, regardless of their age or consent.

WWU expects students who are in the presence of others violating these policies to encourage their friends to follow the policies of WWU, and to remove themselves from the situation. If students are fearful for the health and safety of themselves or others, they are encouraged to contact 911 and/or Campus Security, and to seek the appropriate intervention for those in need. Students should refer to the WWU Amnesty and Good Samaritan policy for these situations.

See the full Drug and Alcohol Policy in the Student Code of Conduct, or the Faculty/Staff Drug and Alcohol Policy and Employee Handbook.
Eligibility for WWU Village Housing (Students)
WWU policy states that in order to live in village housing a student must be currently enrolled and successfully completed 135 credit hours and/or is 22 years of age. If a student’s last quarter was in a residence hall, the student needs to have a clean citizenship record for the most recent quarter. In addition, to remain in university housing the student must be enrolled for a minimum of 12 credit hours as an undergraduate and eight as a graduate student.

Students who are finishing senior projects, incompletes (four-week limit), or under the approved quarterly credit-hour requirements may request an exemption. Approval must be obtained from the Housing Committee and Student Financial Services office, and a letter from an academic advisor may be required. In such circumstances, please be aware of the importance of maintaining communication with the Village Housing office. Failure to do so could result in eviction.

Eligibility for WWU Village Housing (Faculty and Staff)
Faculty and staff must be employed full time by Walla Walla University.

Entrepreneurial Activities
Washington state law prohibits selling of food or beverages from your apartment or house on university-owned property.

Entry, Search, and Confiscation
Entry, and if necessary, subsequent search, by a university official may occur for a number of reasons. Examples include:

- To insure that health and/or safety standards are being met, including safety inspections during vacation periods/Christmas break;
- For the purposes of repair, construction, or inventory; or
- When there exists reasonable suspicion that a violation of university policy or law is being committed, or has been committed; and or that a delay in such entry would endanger the health and safety of the resident, residential community or property, or result in the probable destruction of material relating to the violation.

Where possible, notice of intent to enter a residence will be given to the resident in advance. However, advance notice of entry may not be practical when emergencies arise.

The university reserves the right to confiscate, retain, and dispose (at any time) of any illegal, dangerous, or prohibited items, regardless of value or ownership. Items confiscated under this policy are generally not available to be returned to a student.

Refusal of a student to comply with university officials, Campus Security, or law enforcement officers while performing their duties will be considered an admission of guilt, and will be treated accordingly.
Eviction and Notice of Compliance
If a resident is found to be in breach of the housing agreement, an eviction or a compliance notice may be given. Residents will be responsible for the fees associated with delivering the notice ($25). In the event of an eviction, the resident will be responsible for any and all fees associated with the procedure.

Fire and Safety Code
As per the policy of WWU, open flames are not permitted inside any university-owned properties (candles included). Portable heaters must be electric and have an auto shut-off feature. Halogen lamps and portable heaters that exceed 1500W are also not allowed. Extension cords are only for temporary use: If the number of building outlets is not adequate, a power strip with a circuit breaker (UL Listing or other approved lab testing) may be used—but must be replaced every five years, and one power strip may not be plugged into another. Should any of these items be found inside of university-owned village housing, residents will be subject to fines and/or disciplinary action. Residents in University Studio apartments should not operate a microwave at the same time as another electrical appliance.

All walkways and breezeways of apartments are to be kept clear at all times. Even in apartments without a second floor, there must be a 4-foot space cleared in front of all entrances. This includes but is not limited to bicycles, motorcycles, potted plants, trash, and other miscellaneous items. Fabric may not be hung from the ceilings, and beds or other items may not be placed near baseboard heaters. If these items are found, the student(s) may be subject to fines and/or disciplinary action. The interior must also be orderly, leaving room for people to easily walk in and out in case of an emergency.

Flammable materials shall not be stored in residences or open storage areas, and should be stored in FM (Factory Mutual) or UL (Underwriters Laboratories) listed containers in enclosed outbuildings or storage areas.

Detectors and Alarms
In accordance with Washington state law, detectors, including smoke and carbon monoxide, have been placed in all housing. Upkeep of these devices is very important. The resident is responsible for testing the detectors monthly and changing batteries annually as necessary. You may not disable the use of any detector or alarm in university-owned resident housing. Disabling detectors or alarms will result in a fine and could include eviction.

Firearms, Weapons, and Fireworks
Firearms, weapons, ammunition, and fireworks are strictly forbidden on university-owned property. A firearm is classified as “any weapon, which has a rifled barrel and is propelled by a spring, air, or explosives.” Possession of martial arts weapons including knives and swords, BB guns, paintball guns, pellet guns, airsoft guns, or anything that works like a gun, bow and arrow, or any other item that is used as a weapon may result in a fine up to $500 and/or disciplinary action.
Flags/Posters
No flags, banners, signs, posters, or any other medium for a message may be displayed outside or in view of the public.

Garbage Disposals
Use cold water when running a garbage disposal and do not run it for long periods of time. Let water run for approximately 20 seconds after you turn off the garbage disposal unit. Please do not cram it full all at once. Feed it a little at a time and do not put potato peels, carrot shavings, large cucumber peels, rocks, silverware, etc. in the disposal. There's a reset button on the disposal unit in case it doesn't start. If this does not fix the problem, please call the Village Housing office. Also, it helps to run ice or egg shells through your disposal once a month to keep the blades sharp.

Graduation and Terminating Occupancy
Please be aware that due to the status of university-owned apartments as “student housing,” we are only allowed to house current students (see Eligibility for WWU Village Housing). Because of this, all students who are not preregistered for the following quarter, or those who graduate, are required to vacate their apartment the day after the end of the quarter, or the day after graduation in June.

Guests/Visitors
Guests are allowed with the following stipulations:
- Visitors are not allowed between the hours of 12 a.m. and 7 a.m.
- Overnight guests may stay no longer than three nights per month.
- Students may not have overnight guests of the opposite gender other than a parent.
- Arrangements must be made with roommates before inviting or allowing any overnight guests.
- Any violation of this policy may result in eviction.

Holding an Apartment for Summer (Students only)
If you are leaving for the summer, returning in the fall, and would like to hold your apartment for the summer allowing you to move back to that same apartment upon your return, you have two options:
1. Continue to pay full rent for the summer.
2. Return your key to the Village Housing office and keep the apartment at 50% rent (divided by number of students).
   - This option requires the residence to be unoccupied for the three months of summer break (90-day minimum). Therefore, all students in a residence would have to make this choice. (It is possible to briefly enter the residence for retrieval of personal items during the summer; simply make arrangements with Village Housing.)
   - Occupants must return to the same residence for the fall quarter.
   - You must be pre-registered for fall classes.
   - You must have approval from Student Financial Services with payment arrangements for the rent charges.
Sign the Summer Rent Addendum with the Village Housing office.

The unoccupied residence is not a storage unit; only the current student(s) may leave personal items in the residence over the summer.

New students are not eligible for half rent program.

Students who are participating in the half rent program are ineligible to receive 30-day roommate grace rent deductions.

**Hot Tubs, Trampolines, and Pools**

Hot tubs and trampolines are not allowed on university-owned property. Pools of any kind are also not allowed at any apartments. However, houses that have a fenced-in area with a solid wood or chain link fence at least 4 feet tall with a locking gate may have a pool up to 36 inches deep. Residents must obtain prior approval from the Village Housing office.

**Interior Decoration**

Resident behavior, both on campus and off campus, is expected to comply with and reflect the values and vision of Walla Walla University. It is important that village residents are aware of the perception of their decoration choices inside the residence. Pictures, posters, and signs are not to display values different from the university. Decoration choices should not be pornographic/sexually explicit, or include violence, drugs, or alcohol. Alcoholic beverage bottles (full or empty) are not to be used as decoration in any part of the residence.

Nothing is to hang from or be attached to the ceiling, and nail holes should be kept to a minimum. Christmas lights or other incandescent lights should not touch the walls as they will damage the paint.

The interior must also be orderly, leaving room for people to easily walk in and out in case of an emergency.

**Wall Decorations**

Staples or tape of any description must not be used to put pictures, postcards, cards, or other items on the wall or wood surfaces. Please only use small nails on walls. Though you are allotted 20 small nail holes for pictures, any excess of that allotment will be charged as damage with repair at $0.50 per hole upon move out. Patching nail holes is to be left for Village Housing to repair.

Adhesive decals, wallpaper, or wallpaper borders are not to be used at any time, nor should any painting be done in apartments or houses. Contact paper may be used in drawers and shelf liners may be used where applicable. Should walls be painted or borders put up, resident will be financially responsible for any work needed to return apartment to the condition it was in when resident checked in. In addition, nothing should be nailed, screwed, or glued to any doors.

**Internet/Satellite Dish/Antenna Installation**

Attaching a dish or antenna of any kind outside of your apartment is not allowed. If a resident at a house wishes to install one, they must coordinate installation with Rental Properties. Call the Village Housing office before scheduling installation.
**Keys and Key Codes**

**Keys**
If you lock yourself out of your apartment, please call the Village Housing office during normal business hours or check with your area coordinator. If it is after hours and your area coordinator is not available, call Campus Security at (509) 527-2222. Please note: a $5 fee may be assessed.

If you lose a key, the Key Shop at Facility Services charges $30 for a replacement key. If you find the key after the charge has been processed, return it to the Key Shop for a refund. If the Village Housing office feels your safety and the safety of future residents is a concern, and a lock needs to be replaced, the Key Shop will charge $50.

Keys should not be duplicated by residents.

**Key Codes**
If a key code is issued, the resident may not share the code with anyone. If code needs to be reprogrammed, a $25 fee will be charged.

If key code box begins to blink, the battery is dying. Please submit a work order right away so Rental Properties can replace the battery before it dies completely.

**Laundry**
Coin-operated laundry is available at Birch, Faculty Court, Hallmark, and University Studios apartments. These shared laundry areas are on campus for your convenience. The university provides and maintains laundry machines in Mountain View apartments and some house apartments. Always remember to empty the lint tray of the dryers after each use and to leave these areas clean. Please report any problems with the machines to the Village Housing office.

**Maintenance Issues/Repairs**
Should you have a problem with your residence that needs to be fixed, please submit a maintenance work order at [workorder.wallawalla.edu](http://workorder.wallawalla.edu) or call the Village Housing office at (509) 527-2109. In emergency situations, a maintenance staff member will respond as soon as possible. All other situations will be processed in a timely fashion.

Please be aware that by reporting an incident, the resident is giving permission to Rental Properties to enter into their residence. The resident is welcome to be present at time of service, but we will work to fix the problem as quickly as possible, whether or not the resident is present. The resident is also welcome to request a courtesy call before maintenance comes to fix the issue. However, this is a courtesy and if the resident doesn’t answer, maintenance will still enter the apartment to complete the work.

Also, please note that the Rental Properties department operates from 8 a.m. to 6 p.m. Monday through Thursday, and 8 a.m. to noon on Friday (except in emergencies, which could occur day or night). This means that there may be occasions when the noise from the maintenance crew may affect a neighboring
apartment. Though we wish we could avoid this, it is necessary to complete work during normal business hours. We apologize for any inconvenience this may cause. We will do our best to keep it minimal.

If a resident calls in a work order to be performed and, upon arrival, maintenance determines that there is no work to be done or that the resident failed to follow directions given by the Village Housing office, then the resident will be charged for the service call (see Fees & Fines, pg. 21).

**Move-Out Notice**
As noted earlier, we require a minimum of a 30-day notice of intent to move. If a 30-day notice is not given, you may be fined up to $250 and the rest of that month's rent. If you are graduating at the end of summer, fall, or winter quarters, you are required to move out the day following the end of that quarter. If you are moving out after graduation in June, you must move out by the day after graduation. Once notice to move out has been given, you have 10 days to make any changes to that notice to avoid any fines or penalties. Failure to move on or before the date given may also result in fines and/or other consequences such as eviction (see Fees & Fines, pg. 21). Also, if a roommate moves out more than two weeks before the other roommate, the roommate remaining in the apartment will be responsible for any and all damages unless a prior inspection is requested.

**Key Returns**
Even with a move-out notice, rent will still be charged until keys are returned to the Village Housing office, and you may be charged for a late checkout. Do not give keys to a roommate, neighbor, or friend to turn in for you. You are ultimately responsible for getting keys returned. If the Village Housing office is closed, keys may be left in the drop box at the door.

**Moving Within University-Owned Housing**
Moving within Village Housing is strongly discouraged. From time to time, we have residents who need to move from one university-owned housing property to another due to finances. In order to obtain approval, you must submit a Request to Move Within University Housing form and you may be asked to prove financial need. Please be aware that if approved, the resident will have to pay another Housing Administration Fee (see Housing Administration Fee, pg. 21). Other cleaning fees or damages will have to be worked out between roommates, if applicable. If you move without authorization from the Village Housing office, you may be fined or evicted, plus charged any additional cleaning fees.

**Noise Levels**
It is the responsibility of the resident to keep noise at a respectable level at all times, especially after 10 p.m. Apartment walls are much thinner than one may expect, so be aware that noise should be heard only within resident’s own house or apartment. This includes stereos, TVs, musical instruments, computers, and voices. If noise is addressed but continues, fines or eviction may apply. If you are frustrated by noise near your residence, first address the issue with your
area coordinator (AC). If your AC is unavailable, call Campus Security at (509) 527-2222. Please register all noise complaints with the Village Housing office.

**Number of Occupants Per Residence**
The policy of the Village Housing office is to allow one person per bedroom in a university-owned residence, and no more than three non-related individuals per residence. The only exception to this is a married couple/family. This policy is subject to change based on WWU enrollment and housing availability.

**Parking at Apartments**
All those residing in university-owned housing must register their cars with WWU Campus Security. This can be completed online at [wallawalla.edu/vehicle-registration](http://wallawalla.edu/vehicle-registration). By registering, each resident will receive a sticker to place in his or her vehicle that allows that vehicle to be parked in designated parking areas. Any vehicle that does not have a parking sticker is considered an unauthorized vehicle and may be ticketed or towed at the owner's expense. Please be sure to have guests park on the street at all times. Hallmark residents are to park front-first in the parking and carport areas. No back-in parking is allowed—if this happens, your vehicle could be towed.

**Pest Control**
The perimeter of apartments will be sprayed for insects and bugs on a seasonal rotation.

If there is a problem with ants, spiders, or other bugs inside your residence, or bees/wasps outside your residence, we ask that you try to handle the situation on your own if that is possible. If there is a wasp/bee nest, please call the office as soon as you are able. Otherwise, feel free to try some of the different products that are available. We recommend using Raid ant baits for ants, and yellow jacket and wasp traps for wasps. These are available at Home Depot and Walmart.

The odorous black ant is very common in the Walla Walla Valley. You will have them in your living space. They are looking for food and water which means you’ll most likely experience them in the kitchen and bathroom. The odorous black ant lives in a multiple queen colony which means they will divide the colony and multiply if they feel they are under attack. Do not simply wipe up ants when you see them. Use the Raid ant baits to kill the colony; that way they won’t grow exponentially.

**Pet Policy (Students)**
Animals of any kind, except harmless fish in an aquarium (not to exceed 10-gallon capacity per residence) are prohibited. Service and assistance animals are restricted to students who have received prior accommodation for such through Disability Support Services. The presence of animals within university-owned housing poses serious health, safety and maintenance concerns. In addition to direct damage incurred by animals, many students have allergic reactions to various animals.
Discipline procedure:
*If a pet is seen in your residence*
A $100 fine will be assessed immediately, and a notice will be given to comply with the pet policy within two days. At the end of two days, an inspection will take place to verify removal of the pet. If a pet or continued evidence of a pet is found, the resident will receive an eviction notice.

*If a pet is suspected to be in your residence*
The residence will be inspected and if evidence of a pet is found, a $100 fine will be assessed immediately, and a notice will be given to comply with the pet policy within two days. At the end of two days, an inspection will take place to verify removal of the pet. If a pet or continued evidence of a pet is found, the resident will receive an eviction notice.

**Pet Policy (Faculty and Staff)**
Faculty and staff may have domestic, household pets with a non-refundable pet fee of $500 per pet and approval from the Village Housing office.

**Primary vs. Secondary Resident**
A primary resident is defined as the person who obtained the residence based upon his or her position on the Village Housing waitlist. The secondary resident would be the person who is invited into the residence by the primary resident. The secondary resident’s status may be dependent upon the primary resident. In other words, when the primary vacates residence, the secondary may be asked to do so as well. (Exceptions may include but are not limited to: Upon the vacate date of the primary resident the secondary resident is the next on the waitlist). If there is a roommate conflict and it is determined that the living arrangements are not acceptable, the primary resident has the right to ask the secondary to move with a two-week notice. Village Housing will work with the secondary resident as much as possible to help him or her find other accommodations, but does not guarantee another residence.

It is possible for the secondary resident to become the primary resident upon the departure of the primary resident. The secondary resident would transfer all the utilities to his or her name, and become fully responsible for the rental agreement. It is strongly advised that a Walk-Through Inspection is scheduled at the departure of any resident (see Walk-Through Inspections, pg. 20). Please contact Village Housing to schedule an inspection at least three business days in advance.

**Property Condition Form**
New residents will receive a property condition checklist after receiving keys, which allows the resident the chance to document any problems with the premises. Failure to fill out this form and return it to the Village Housing office within one week of moving in may result in additional charges upon moving out.

**Rent (Students)**
Rent is charged directly to your student account at the beginning of each quarter. Rent is prorated for the days of occupancy. You must keep your account
current and in good standing with WWU Student Financial Services to remain in housing. Rent will continue to be charged until your keys are returned to Village Housing.

**Rent (Faculty and Staff)**
Rent is deducted from the employee’s payroll. Half the monthly rent amount is deducted from the first pay period in the month, and the second half of the monthly rent is deducted from the second pay period of the month.

**Renters Insurance**
All residents living or storing items in university-owned housing should strongly consider insurance to cover personal items (bikes, books, computers, electronics, etc.) that may be lost, damaged, and/or destroyed by accident, theft, or other means. The university does not provide insurance to cover a resident’s personal items, and this is the responsibility of the resident. Family homeowner policies may provide limited coverage or renters insurance. Residents’ personal property insurance coverage is highly advisable and can be purchased for a nominal fee online. You should check with your insurance agent and request a written note on what is and is not covered under your homeowner policy. Some things you should verify are whether there are limitations on computers, electronics, or other such things, and the coverage limit and deductible amount, which is typically much higher than a student personal property insurance policy.

**Roommate’s Rights**
The list below contains a few rights of residents, and more specifically, your responsibility to your roommate, should you have one.

- The right to read and study in a quiet environment.
- The right to sleep undisturbed.
- The right to expect that your roommate will respect what is yours.
- The right to live in a clean residence.
- The right to privacy.
- The right to have your concerns addressed.
- The right to be free from fear of intimidation, physical and/or emotional harm.

For additional information concerning roommates, see Primary vs. Secondary Resident above.

**Sabbath Observance**
The Sabbath is a special day created by God for us to recharge and commune with Him. We expect activities, games, music, TV viewing, and conversation to be appropriate for Sabbath hours—sundown Friday to sundown Saturday. This includes but is not limited to refraining from the following activities: moving in or out of your apartment, washing your car, and doing laundry. We trust you will receive rich blessings from attending Sabbath services.
Snow Removal
In case of snow, it is the responsibility of the university to keep all common areas and parking lots reasonably clear of accumulated snow or ice. Common areas include stairways, walkways, and sidewalks. Faculty Court residents are responsible for snow removal on their porches and stairs, and snow shovels are provided. Please leave the snow shovel when you move out in order to avoid a fine. Residents in houses are responsible for the removal of accumulated snow on their own sidewalks, porches, and driveways.

Parking lots will be plowed as needed. Be sure to be cautious at all times as you walk to and from your vehicle as it is difficult to remove all of the snow and ice from parking areas.

Student Conduct and Sanctions
Any violation of the policies listed in the Village Housing Handbook, WWU Student Handbook and Code of Conduct, or directions from Village Housing staff or Campus Security could be cause for fines, eviction, or disciplinary action. Depending on the offense, you may receive a verbal warning, a written warning, and/or an eviction notice.

One possibility for discipline is citizenship probation, which would involve consultation with the dean of students. For the village, citizenship probation is often an evaluation period to determine whether or not that student is in the best living environment for his or her continued success. It may also be a period of restriction that, if violated, could result in a student’s status being re-evaluated. During this probationary period, should there be any further violation of WWU’s expectations and policies, a student’s status in housing and at WWU will be re-evaluated. Other outcomes may include but are not limited to moving back to the residence halls or school suspension.

It is important that village students are aware of the perception of their actions. If the perception of your activity is negative and is brought to our attention, you may be asked to meet with the campus housing and property coordinator, the director of Residential Life and Housing, the dean of students, or the vice president for Student Life to discuss those perceptions and appropriate action.

Title IX and Your Rights
Walla Walla University is committed to providing all individuals with an environment free of sex discrimination and sexual discrimination and sexual misconduct. Titles IV of the Education Amendments of 1972, Title 20 U.S.C. Section 1681 states that “No person in the United States shall, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.”

Walla Walla University prohibits all forms of sex discrimination and sexual misconduct including but not limited to sex-based intimidation and harassment, sexual harassment, domestic violence, dating violence, stalking, and sexual violence.
If you have been subjected to or are aware of an instance of sex discrimination or sexual misconduct, you are highly encouraged to report it to the Title IX coordinator. The university has resources to offer and may be able to help. For further information or to report an incident, contact Jennifer Carpenter, director of human resources and Title IX coordinator, at (509) 527-2141 or by e-mail at jennifer.carpenter@wallawalla.edu. To view the complete Title IX policy, go to wallawalla.edu/title-ix.

**Trash and Unwanted Items**
Dumpsters are provided at each apartment complex to dispose of trash, and all houses are provided with garbage cans. Please refer to the flyer in your move-in packet about what items may or may not be disposed of in the dumpsters. The flyer also lists resources for donating or disposing of items that should not be left in campus dumpsters.

When moving out, it is the resident’s responsibility to appropriately dispose of or donate unwanted items not allowed in the dumpsters or garbage cans. No items should be left inside or outside of the residence, building, dumpsters, yards, streets, sidewalks, or parking lots.

**Utilities: Electricity and Natural Gas**
Living in village housing is a privilege and requires responsibility. In addition to rent, you are required to maintain certain utilities for your residence. It is the primary resident’s responsibility to call and set up utilities.

- Pacific Power: (800) 221-7070 (Hallmark, some houses)
- Columbia REA: (509) 526-4041 (Mountain View, Birch Street, Faculty Court, some houses)
- Cascade Natural Gas: (888) 522-1130 (some houses)

All companies require a deposit to begin service. This needs to be done within two business days of signing your rental agreement. Please remember to call the electric company when you move out and terminate your service. They will ask you to read the meter and give them a number when you call.

If Village Housing receives a utility bill for your residence after you have moved in, you will be asked to pay the bill along with a $50 processing fee. This can be paid with cash, check, or credit/debit card to the Village Housing office within 24 business hours.

**Utilities: Other**
It may be possible to install a landline telephone, cable TV, or personal internet services in your residence. Please check with Village Housing before ordering any additional services.
Walk-Through Inspections at Move Out
Each resident has the right to request a walk-through inspection of the residence prior to vacating. These inspections can help point out additional cleaning or damage repair that is needed to avoid charges. If you wish to schedule a walk-through, contact the Village Housing office. This should be done at least three business days in advance of moving out.

RESIDENT AND UNIVERSITY RESPONSIBILITIES

Resident Responsibilities
Resident shall:

- Respond to and follow directions provided by the Village Housing staff.
- Comply with the directions of university Officials or law enforcement officers and identify oneself to these persons when requested to do so.
- Keep all premises in a clean and sanitary condition; vacuum must be used for proper upkeep. Residence should be left as it was upon move in. (Resident must pay special attention to filling out and turning in the property condition form given at check in.
- Maintain temperature of at least 65° inside the premises at all times.
- Properly dispose of garbage and waste in a clean and sanitary manner at reasonable and regular intervals.
- Assume all costs of extermination and fumigation for infestation caused by resident.
- Assume all costs of replacing broken glass caused by resident negligence.
- Properly use and operate all electrical, gas, heating and plumbing facilities including fixtures, appliances, filters, replacing light bulbs and smoke alarm batteries, as well as the cost of repairing and thawing frozen pipe damage caused by resident negligence. Furnace filters are to be changed every three months and may be obtained from the Village Housing office.
- Refrain from intentionally or negligently destroying, defacing, damaging, impairing, or removing any part of the premises, including the facilities, equipment, furnishings, and appliances, or to permit any guest to do so.
- Keep rain gutters unplugged and maintain yard, which includes raking, trimming, and watering. If needed, call the Village Housing office to request a hose and sprinkler for lawn watering. If the lawn has to be replaced, resident will be held liable for replacement charges.
- Not make any alterations or improvements to the premises, equipment or fixtures, or do any painting or decorating, or construct any fence or wall, nor remove any locks without first obtaining the prior written consent from the university.

University Responsibilities
The University shall:

- Maintain all structural components in good repair.
- Keep common areas reasonably clean and safe from defects increasing the hazards of fire or accident.
- Provide a reasonable program for the control of infestation by insects, rodents and other pests.
- Maintain all supplied electrical, plumbing, heating, and other appliances in reasonably good working order.

**FEES AND FINES**

Abandoned car ................................................................. Cost of tow
Candles ............................................................................. $25 each (first offense)
Damaged window screen ............................... $35 (per screen) and/or cost of repair
Delay or change in move-out date ................. Up to $250
Fire extinguisher tampering or removal ......................... $200
Illegal pet in residence .......... $100 + eviction + additional cleaning/repair costs
Improper/Incomplete Checkout .............................. $150
Inappropriate items on balcony/porch/patio/carport $30 per item + landfill fee
Item left in breezeway ........................................... $15 (per item)
Key code reprogramming .................................................. $25
Late key return ................................................................. $50-$150
Lock replacement .................................................... $50
Lockout (if after Village Housing office hours) .................................................. $5
Lost key .............................................................................. $30 (replacement)
Motorcycles in breezeway ........................................ $80 towing fee
Noise ............................................................................. $50 (second offense)
Notice to vacate ........................................................ $25 (each)
Official notification/certified mail fee .................. $10 (each)
Service call fee ......................................................... $15–$70
Tampering with smoke detector ....................... $250 (per detector)
Third floor Mtn. View safety ladder seal broken .......... $1,000 (and/or eviction)
Trash left outside .................................................. $35
Unapproved car repairs ................................................ $50
Unapproved installation for services .................. $100

**Housing Administration Fee**

A housing administration fee is required for all university-owned village housing before the key is given to the new resident. This fee is nonrefundable and is required any time a person first occupies a residence. The fee is charged separately to each person in the amount of $175, or $350 for a married couple or single occupancy of 2+ bedroom unit.

The resident is expected to leave the apartment in the condition it was upon move in. If there are charges for cleaning, damage, delayed departure, or failure to return keys, these charges will be added to the student’s account after move out, or billed to the faculty or staff member.

You may avoid further fees/fines upon move out if you:
- Restore the premises to its initial clean condition by the move-out date.
- Review items on Move-Out Checklist.
- Remove all personal items from the apartment or on the premises (such as the carport).
- Surrender to the University all keys to the premises on the date you vacate.
CLEANING AND DAMAGE CHARGES

This list is not intended to be all-inclusive. The resident will be held liable for cleaning and repairs.

Carpet cleaning (extra) ........................................................................... $45+
Cleaning (general) ................................................................................ $20/hour
Cutting board and/or snow shovel replacement ...................................... $30
Lawn repair (houses) ............................................................................... $20/hour + landfill fees
Picking up trash, pulling weeds, reseeding, landfill fees, leaves, snow removal, cleaning gutters, and outside repairs (min. charge of 3 hours)
Light bulb replacement ........................................................................... $5/bulb
Lock changes (when keys are not returned) ........................................... $50
Nail hole repair (above 20 holes) ......................................................... ($0.50/small hole) $35/max
Touch-up paint as needed
Trash and articles disposal ..................................................................... $20/hour + landfill fees
Window screen replacement .................................................................. $35/screen

THINGS TO REMEMBER UPON MOVE OUT

Be sure to call utility companies when you move and have the service put back in the university's name—except for telephone, cable and/or internet; just cancel these services.

Damages will be charged as we become aware of them. Repairs will be made at the rate of $20 per hour for labor. The rate does not include materials needed for the repair, which will be added to the bill separately. All general cleaning including washing down ceilings and walls because of smoke, grease, and hand prints will be charged at $20 per hour.

Remember to return keys to the Village Housing office. Rent will be charged until keys are returned, or resident has checked out with the Village Housing office.

Residents with key codes must confirm they have moved out with the Village Housing office at the time of departure.

Abandonment of Property

Personal property abandoned by residents upon move-out will be assessed and if, at the discretion of the university, is valued at $250 or more or sentimental in nature, former residents will be notified via email. Such property will be retained for seven days for residents to claim. If unclaimed, property will be disposed of. Property valued at less than $250 will be disposed of. Any costs associated with storage and disposal of property will be charged to the former residents.
MOVE-OUT CHECKLIST

Upon vacating, the resident is responsible for restoring the residence to its initial, clean condition. As a part of that, the items listed below are reviewed after you move out and should be done by the resident to avoid additional charges or fees.

- Clean electric range and oven floor under range, burner drip pans, and under drip pans.
- Defrost refrigerator, empty water, clean racks and drawers, clean inside and out including the floor under the refrigerator.
- Clean microwave inside and out.
- Clean inside and out of dishwasher.
- Clean all cabinets, cupboards, tops of counters, and sinks inside and outside.
- Clean light fixtures and replace light bulbs (use the same wattage).
- Clean windows, sills, tracks, blinds, and screens inside and out.
- Clean bathtub, shower enclosure, and fixtures.
- Clean toilet, removing all ring deposits in bowl.
- Clean sink, fixtures, mirror, vanity, and medicine cabinet.
- Dust and remove cobwebs.
- Thoroughly mop hard surface floors.
- Vacuum carpeting.