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 contain 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
26 N. College Ave., College Place, WA 99324
village@wallawalla.edu
(509) 527-2109

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 Rental Property Condition Form.
☐ Call and have utilities put in your name within 48 hours of moving in. The utilities needed for your unit are listed on the “Village Housing Important Instructions” email you received after the unit was reserved for you.
☐ Submit a change of address at USPS.com or the College Place Post Office to assure mail and package delivery.
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 Services
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 only allowed in university-owned houses and Faculty Court Apartments. When used, they are the sole responsibility of the student 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 submit a work order.

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, and 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 private 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 multi-unit properties, 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 student in university-owned village housing.

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

The unsightly accumulation of litter, junk, auto parts, scrap material, plant cuttings or similar matter which can be visible from any other property or the public way is prohibited.

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 (Houses Only)
Please note that this policy is for single-family houses only. Apartment communities and multiple-unit houses may not have open flame fires of any kind anywhere on the premises. Fires anywhere on university-owned property are strongly discouraged. However, you may use a fire pit with prior approval in the back yard of a single-family house as long as you adhere to the following requirements:

- Call the Residential Burn Decision Line at (509) 524-2612 after 9:30 a.m. to see if conditions allow for burning that day.
- Wood is the only substance that may be burned on the premises; you may not burn leaves, debris, or other such items.
- The purpose of fire must be for warming or cooking.
- The fire must be at least 25 feet from any structure.
- The fire must be contained in a commercial-built fire pit no larger than 3 feet by 3 feet.
- The fire cannot be in a burn barrel.
- Fires are not allowed during a statewide ban or a seasonal drought.
Residents in single-family houses may use BBQ grills with the following safety precautions:
- Use only propane (no charcoal).
- Set up in grassy areas, at least 10 feet from any structures or foliage.
- Do not use the parking areas.
- Do not leave the BBQ grill in the front lawn. Put it away after it cools.
Failure to comply will result in a $500 fine and may include eviction.

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.

Candles and Open Flames
Equipment that produces, contains, or conducts a continuous open flame (such as candles, potpourri burners, incense, or other combustibles) are prohibited (even if used strictly as decoration). If found, items will be confiscated and resident will be fined $25. If any items are burning when discovered, the fine will be increased to $100.

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.
- Fire codes prohibit the use of real Christmas trees and decorations. 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-related housing or meal plan accommodations are modifications to the residential environment for students whose disabilities substantially limit their ability to participate in residential and housing life. Students requesting disability-based housing accommodations will need to meet with Disability Support Services (DSS) staff and provide documentation supporting their request and disability-related needs.

Accommodations for housing are approved on a case-by-case basis and are dependent on the nature of the disability and/or health condition as well as the impact on the campus living environment. DSS works in partnership with Village Housing to provide accommodations that meet individual student needs. Because housing accommodations for disabilities may take time to process, it is important that accommodation requests for pre-existing conditions
be made at the time of applying for housing or as soon as possible in the annual housing selection process.

DSS asks the Village Housing office to place the student in any space that can fulfill the accommodation needs of that student; we do not ask to place a student in a particular building or space as an accommodation.

See requirements and specific information regarding documentation guidelines for housing requests at wallawalla.edu/DSS.

The information provided to DSS 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.

All requests and any required documents must be submitted to DSS at least sixty days prior to the beginning of the quarter for requests to be reviewed. If requests are received after this deadline, it cannot be guaranteed that the accommodation will be met. Requests received after this deadline will be reviewed for approval and implemented on a space available basis.

New Students
Students who are new to Walla Walla University and requesting housing accommodations will need to meet with or have a scheduled phone interview with the DSS coordinator. Students must provide documentation of their disability-related need and request accommodations through the DSS coordinator. Requests made to housing staff, admissions officers, or other faculty or staff do not constitute a declaration of request for disability-related services or modifications.

Current Students
- Students currently receiving accommodations for disability-based needs should notify the DSS coordinator of a request to continue using the same accommodation in the next year during the period of time when housing applications are being accepted. Depending on the condition, updated documentation may be requested.
- Students who want to make changes to their necessary accommodations should review the documentation guidelines for housing accommodations. New or updated documentation should be provided to the DSS coordinator. Students will be asked to make an appointment to discuss their specific needs with the DSS coordinator.

Animals in Housing
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) in university-owned housing. Requests for animals in housing as an accommodation for a disability
are submitted though the DSS coordinator. Service animals are welcome on campus and do not require documentation of a disability. If the service animal will be residing in university-owned housing, some documentation of animal health is required prior to moving the animal into housing. Requests for an ESA in housing follow specific documentation, approval, and accommodation procedures. Please contact DSS for specific information regarding ESA requests. Requests should be submitted at least sixty days before the beginning of the term for approval.

Disability Support Services  
Village Hall, Lower Level  
509-527-2366  

**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 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 student who has achieved 135 credit hours and/or is 22 years of age. Continuing students are expected to meet the clean quarter policy. In addition, to remain in university housing student must be enrolled for a minimum of 12 credit hours as an undergraduate and eight as a graduate student.

**Clean Quarter Policy**

Students wishing to live in off-campus housing must complete a clean quarter in the residence hall. A student who did not have a clean quarter incurred one or more of the following items:

- Drug and Alcohol Policy violation.
- Residence Hall Contract for violating curfew/no contact.
- Worship program noncompliance.
- Residence hall probation.
- Any conduct requiring a Behavioral Contract.

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.

The university provides and maintains its residences for the use of legitimate rent-paying residents (and their spouses and dependents where applicable).

**Eligibility for WWU Village Housing (Faculty and Staff)**

Faculty and staff must be employed full time by Walla Walla University.

The university provides and maintains its residences for the use of legitimate rent-paying residents (and their spouses and dependents where applicable).

**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 Non-Compliance**
If a resident is found to be in breach of the housing agreement, an eviction or a non-compliance notice may be given. Resident will be responsible for the fees associated with delivering the notice ($20). 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. 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
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 student is responsible for testing the detectors monthly and changing batteries as necessary. You may not disable the use of any detector or alarm in university-owned housing. Failure to comply will result in a fine and could include eviction.

Firearms and Other Weapons
Walla Walla University does not allow any firearms or weapons (including pellet guns, BB guns, paintball guns, and toy guns, as well as any explosive devices, bombs, or any other makeshift weapon) on our campus, including University-owned housing, regardless of your legal right to own or possess them off our campus. Students are prohibited from carrying, possessing, or using guns or other dangerous devices for any purpose at any time on university premises, including weapons kept in vehicles on university property. Weapons and other dangerous devices are also prohibited off university premises while on university business or at university-sponsored events. People who possess a concealed-weapons permit are not allowed to carry weapons on university property or while representing the university. Violators are subject to disciplinary action, fines, and arrest on local, state and/or federal charges.

Anyone who observes or has knowledge of someone violating this policy should immediately report the incident to Campus Security. The reporter should be prepared to provide any relevant information that caused him or her to observe or suspect the violation.

Failure to adhere to the university’s weapons policy or failure to cooperate in the investigation is grounds for disciplinary action, up to and including dismissal from school.

Fireworks, Flammables, and Explosives
Fireworks, flammables, explosives, and chemicals of an explosive and/or flammable nature are prohibited in university-owned housing. Use or possession of these items will result in a $500 fine and may include eviction.

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 submit a work order. 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 and Overnight Visitors**
The right of every student to live in reasonable privacy takes precedence over the right of their roommate to entertain a guest on the premises. Because the university provides and maintains its residences for the use of legitimate rent-paying individuals (and their spouses and dependents), Village Housing has established the following policy regarding guests and overnight visitors.

Anyone visiting a housing unit is a “guest” of the individual renting the unit. As a “host” you are responsible for your guests’ compliance with the Rental Agreement and the Village Housing Handbook (including the Student Code of Conduct and Employee Handbook where applicable) whether or not you are present in any situation where concern arises. This includes any private or common areas of a residence.

All guests are allowed until midnight on any given night as long as they are in compliance with the Noise Level and Quiet Hours policy.

Only students and faculty and staff members who registered with the Village Housing office as actual residents of a space may live in that space. The following examples are violations of this policy:
- Residents swapping housing assignments without permission.
- Non-students (including relatives) and students who have not made arrangements for residing in that space through the Village Housing office.
- Friends or relatives who stay more than one night.
- Friends who need a place to stay for a few days or weeks.
- A “significant other” who spends the night.

In order to foster an atmosphere of study, security, and to provide a measure of privacy, visitation is limited. Parameters for visitation are 8 a.m. to midnight seven days a week.

During visitation hours, it is expected that all group conversations, study sessions, and activities including both sexes remain in a common area of the housing unit while being mindful of the Noise Level and Quiet Hours policy to keep noise at a respectable level, especially after 10 p.m.
Any violation of this policy may result in eviction.

**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.

**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.

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.

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 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.

There may be occasions when the noise from the maintenance crew may affect a neighboring apartment. Rental Properties will do their best to keep noise at a minimal level.

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).

Residents should not attempt repairs themselves. It is unlikely the work would meet university standards, resulting in additional damage fees to complete the work correctly. If the premises is damaged, even accidently, residents will be billed for it.
Move-Out Notice
A 30-day notice of intent to move is required. 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 last day of finals. 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). 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
When a housing offer is accepted it is expected the resident will remain in the same residence until move out. However, some life events may make moving a necessity. The Village Housing office has a petition process in place to review requests. If approval is granted, resident will be required to pay a non-refundable housing administration fee for the new housing assignment. Cleaning fees and damages for the initial residence will need to be worked out between roommates. Moving within Village Housing without prior approval may result in fine and/or eviction.

Noise Level and Quiet Hours
It is the responsibility of the resident to keep noise at a respectable level at all times, especially after 10 p.m. seven days a week. The resident may not disturb the quiet enjoyment of any other resident in the building or surrounding neighbors.

To report a noise disturbance, please first address the issue with your area coordinator. If your area coordinator is unavailable, call Campus Security at (509) 527-2222. In addition, please also be sure to report any noise disturbances to the Village Housing office as well by emailing village@wallawalla.edu.

If noise is addressed but continues, fines or eviction may apply.

Number of Occupants Per Residence
It is the policy of the Village Housing office to allow one person per bedroom in a university-owned residence, and no more than three nonrelated 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
All those residing in university-owned housing must register their vehicles online at 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 house 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 house 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.

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.

Property Conditions 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.

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.

**Summer Hold Program (Students Only)**
The Summer Hold Program allows students to hold the housing unit they lived in during the spring quarter through the summer, and return to the same unit for the fall quarter. The following criteria must be met by Thursday following spring quarter finals:

1. Any student account balance must be paid or payment arrangements must be made with Student Financial Services.
2. If you receive financial aid, your financial aid file must be completed for next school year—this includes both your FAFSA and your WWU Financial Aid Application, along with any required verification documents, should you be selected for this process.
3. You must be registered for fall quarter as a full-time student or in summer quarter either as a full- or part-time student.
4. The entire summer rent (at 50% of the resident’s portion) must be paid in advance.

Additional policy conditions:
- All continuing residents in the unit must participate and return to the same unit for the fall quarter.
- New residents are not eligible, and may not be approved to move in until the fall quarter.
- The residence must remain unoccupied for a minimum of 90 days.
- Resident shall return all keys for the property to Village Housing. In the event the property has a key code, the resident will contact Village Housing via email to confirm they have left for the summer (key code will be deactivated).
- Resident will keep utilities on and will continue to be responsible for them.
- Residents will not turn off or unplug the refrigerator.
- The premises may not be used for storage. Only the resident’s personal belongings may remain. To verify, there will be an inspection of the property during the summer.
- All terms outlined in the Residential Rental Agreement are still in effect, including “8C. Landlord will not be responsible or liable for loss or damage to property belonging to Student located on the premises hereunder, unless caused by the University’s negligence or willful misconduct. Student is advised to obtain renter’s insurance through Student’s own insurance agent, at student’s expense.”

Failure to comply with any of these terms will result in cancellation of the Summer Hold Program. Full rent and/or eviction will apply.
Summer Rent Program (Students Only)
To remain in Village Housing for the summer, the following criteria must be met by the day following spring quarter finals:
1. Any student account balance must be paid or payment arrangements must be made with Student Financial Services. Monthly rent is due in advance by the end of the previous month.
2. If you receive financial aid, your financial aid file must be completed for next school year – this includes both your FAFSA and your WWU Financial Aid Application, along with any required verification documents, should you be selected for this process.
3. You must be registered for fall quarter as a full-time student or in summer quarter either as a full- or part-time student.
4. Students staying to work on campus during the summer may be required to apply a percentage of their earnings to their student account.

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.

Items not accepted in campus dumpsters:
- Appliances (any).
- Bed parts.
- Books and brochures (full boxes or large quantities).
- Building or construction materials.
- Bricks or cement blocks.
- Cardboard (multiple boxes or large quantities of flat stock).
- Carpet.
- Cement.
- Chemicals.
- Computer components.
- Doors.
- Electronic equipment.
- Fluorescent bulbs.
- Furniture.
- Glass.
- Paint.
- Pipe (cement, clay, metal, plastic).
- Plywood.
- Roofing materials.
- Sand, gravel, or plastic.
- Tires or wheels.
- Vehicle batteries.
- Waste oil (hydraulic fluid, transmission fluid, etc.).
- Windows (frames).

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. 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
BBQ policy non-compliance ................................................................. $500
Candles/open flame articles................................................................. $25–100 per instance
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
Fireworks ......................................................................................... $500
Illegal pet in residence........... $100 + eviction + additional cleaning/repair costs
Improper/incomplete checkout or move out ....................................... $150
Inappropriate items on balcony/porch/patio/carport ........... $30 per item + landfill fee
................................................................................................. $50 per item beds/couches
Items 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 (replacement)
Lost key ........................................................................................... $30 (replacement)
Motorcycles in breezeway ................................................................. $80 towing fee
Noise ............................................................................................... $50 (second offense)
Notice to vacate .............................................................................. $20 (each)
Official notification .......................................................................... $20 (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) ................................................................. $25/hour
Cutting board and/or snow shovel replacement ........................................ $30
Lawn repair (houses) ................................................................. $25/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 ................................................................. ($0.50/small hole)

Touch-up paint as needed
Repairs (general) ................................................................. $25/hour
Trash and articles disposal ................................................... $20 + labor and fees

Removal of appliances or furniture, garage, storage or carport left by the resident
Window screen replacement ........................................................... $35/screen

THINGS TO REMEMBER UPON MOVE OUT

Be sure to call utility companies 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 $25 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 $25 per hour.

Residents should not attempt repairs themselves. It is unlikely the work would meet university standards, resulting in additional damage fees to complete the work correctly. If the premises is damaged, even accidentally, residents will be billed for it.

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 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.