

# Apartment Guide

Kirksville, Mo. | 2011-12



A.T. STILL UNIVERSITY

ATSU

# Apartment Guide

Kirkville, Missouri

## Greetings!

Thank you for your interest in A.T. Still University's (ATSU) Student Apartments. We are pleased to be able to provide convenient, comfortable housing for our students.

This brochure describes the apartments available. The enclosed insert explains the Terms and Conditions of the lease agreement, should you decide you are interested in living in one of the University's apartments.

Any questions regarding student housing can be directed to us. We would be happy to assist you.

Sincerely,

Brad Patterson, Manager  
Student Housing  
660.626.2094 (office) • 660.349.0821 (cell)  
bpatterson@atsu.edu

Wendy Pinkerton  
Director – Administrative Services  
Student Affairs  
660.626.2236  
wpinkerton@atsu.edu

Jamie Ashley  
Administrative Assistant  
Student Affairs  
660.626.2236  
jashley@atsu.edu

In the event that you cannot reach the Student Housing Manager, please contact ATSU Security at 660.626.2380 and leave a message.



Brad Patterson  
Manager, Student  
Housing



Wendy Pinkerton, B.S.  
Director –  
Administrative Services  
Student Affairs



Jamie Ashley  
Administrative Assistant  
Student Affairs

## Features

Located on campus, this 44-unit smoke-free apartment facility offers ATSU students a convenient, comfortable lifestyle at an economical rate.

Each apartment is furnished with a sofa and a full size bed/dresser in the master bedroom. Two-bedroom apartments have a twin size bed/dresser in the second bedroom. The kitchen includes a table/ counter and four chairs. *(see photos at right)*

Kitchenettes are complete with a full size refrigerator, stove, sink with garbage disposal, base and overhead storage cabinets, drawer space and ventilating fan.

Students need only furnish basic living necessities such as linens, towels, shower curtains, kitchen utensils, lamps, etc. Air conditioners are not provided, but students may bring their own (110 volt units with a maximum of 11,000 BTUs each).

## Utilities

Heat, water, and trash are included in the rent. Electricity, (telephone/cable television if desired) is the responsibility of the tenant.

## Computer Access

All ATSU student housing apartments are connected to the school's Local Area Network (LAN) free of charge along with wireless internet. To utilize the LAN connection, students need only to have a properly configured Ethernet Network Interface Card (NIC) in their computer. With the LAN connection, students can surf the internet using the school's T1 connection. Although the connection does have



some functionality limitations due to the ATSU firewall, the service provides students with significantly better speed than available with a traditional modem connection. Unlike the monthly fees associated with dial-up Internet Service Providers (ISPs), the LAN connection from student housing is included with a student housing contract.

## Amenities

Other features of the apartment complex are:

- Patio for barbecues and picnics
- Bus transportation to public schools
- Coin-operated laundry facilities on each floor, two washers and dryers for every 11 units
- Located close to the ATSU Thompson Campus Center recreational facility
- Student Recreation Lounge (see terms and conditions for more information)

## Apartment Design

Each apartment has a spacious 13-by-15-foot living/dining area with kitchenette and a complete bath with tub and shower. The living room and bedroom have large 6-by-5-foot windows with blinds included. The living room, hallway and bedroom(s) are carpeted. Vinyl flooring is in the kitchen and bathroom. (See layout design at right)

## Apartment Manager

The apartment manager oversees the general environment and maintenance of the apartments and common areas. The manager is available to assist occupants. Most questions or concerns regarding the apartments should be referred to the manager who can be reached at 660.626.2094.

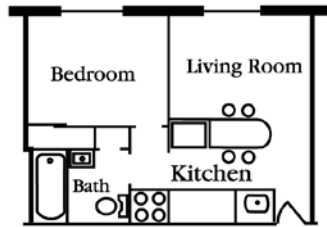
## Student Affairs

The Department of Student Affairs maintains records for apartment leases and is located in the Tinning Education Center. Questions may be directed to Student Affairs by calling 660.626.2236. The Controller's Office maintains records of deposits and rents. You may reach the Controller's

Office at 660.626.2028 or stop by the Howard Building.

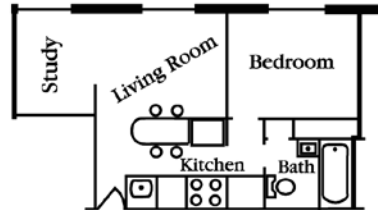
## Inventory

Furniture owned by the University will be inventoried at the time of possession and a complete list will be reviewed and signed by the tenant(s). University-owned furniture may not be removed from the apartments unless approved by the apartment manager.



**One Bedroom**

15' x 13' living room/kitchenette  
11' x 12' bedroom



**One Bedroom w/Study**

15' x 13' living room/kitchenette  
11' x 12' bedroom, 8' x 9' study



**Two Bedroom**

15' x 13' living room/kitchenette  
11' x 12' bedroom, 10' x 12' bedroom

## Repairs and Locks

Requests for repairs to buildings, fixtures, appliances or any other University-owned property should be directed to the apartment manager.

**Tenants may not install their own locking devices.** Locks may not be altered or changed by the tenant.

## Courtesy

As common courtesy to other occupants in the building, noise that could disturb others is not acceptable.

For safety purposes as well as courtesy, children are not allowed to play in the entries, hallways or stairways.

## Public Areas

The front steps, entries, breezeways, hallways, and stairways are public areas and should only be used for passage while entering and leaving the apartments. These areas are not to be used for storage and should be clear of obstacles at all times.

Barbecue grills are allowed but are not to be used in close proximity to the buildings or lobby. When not in use, grills and supplies must be cleaned and stored in an approved area.

## Proper Care of Facilities

Lavatories, bathtubs, stools, sinks, and other water apparatus should not be used for any purpose other than those for which they were intended.

Nothing is to be placed on the outside window sills except air-conditioners, which must be approved prior to installation by the manager. All screens need to be in every window unless an air conditioner is being used. Shaking of rugs, blankets, clothing, etc. outside the windows is

prohibited. Tenants are not allowed on the roofs.

Tape should not be used on walls or windows as it can cause damage.

Unauthorized items are not allowed to be attached to apartment doors.

## Lights

Defective light bulbs within the apartment are to be replaced by the occupants at their expense. Lights in the corridor and outside the building will be replaced by the manager.

## Trash

All garbage should be placed in the outside containers as designated by the manager. Recycling containers are also available in each laundry room.

## Storage

Limited storage space is available in the basement for personal property of the tenants. All items must be identified by name and apartment number. Motorcycles, motor bikes, and bicycles may be stored in areas designated by the apartment manager.

## Parking

One designated parking space is included for the tenant(s) of each apartment. Visitors' vehicles and any additional vehicles or boats, trailers, etc. owned by the tenants may not be parked in designated parking spaces. No vehicles, under any circumstances, may be driven or parked on the lawn.

## Drugs

The use, manufacture, possession, sale or distribution of illegal drugs or controlled substances in violation of federal, state, or local laws is prohibited in University-owned student housing.

## Application Information

To be eligible for student housing, you must be a current student or an accepted applicant who has paid the acceptance fee.

To apply for student housing, contact the Department of Student Affairs for a contract and lease information by calling 660.626.2236.

## Check-in

Before arriving at ATSU, please call ahead to the apartment manager, 660.626.2094, so keys will be available upon your arrival.

## Damages

All damages should be reported to the apartment manager immediately after the damage occurs.

## Emergencies

**Fire** — When a fire alarm sounds, all residents are required to vacate the building via the prescribed evacuation routes. Residents should not assume that an alarm is a drill, prank, or malfunction. Occupants who fail to vacate the building when an alarm sounds are subject to disciplinary action/criminal charges.

If you hear an alarm, quickly leave your apartment, locking the door behind you.

**(If your door is hot to the touch, do not open it. Instead, roll up a wet towel and place it at the base of the door to prevent smoke penetration. Go to the window, open it, and stay calm until help arrives. Do not jump.)**

If the hallway is clear of fire and smoke, quickly, but calmly proceed to your assigned evacuation route and exit the building. If there is

smoke in the hallway, you may have to stay close to the floor for air.

Evacuation routes are posted on the inside of your apartment door and are as follows:

### Evacuation Routes —

**A Building** – Apartments 101A-103A and 201A-203A leave the building through the east (*end*) door. Apartments 204A-207A, 209A, 104A-107A and 109A leave the building through the north (*middle*) door. Apartments 108A, 110A, 111A, 208A, 210A and 211A evacuate through the west (*end*) door.

**B Building** – Apartments 101B-103B and 201B-203B leave the building through the south (*end*) door. Apartments 204B-207B, 209B, 104B-107B and 109B leave the building through the east (*middle*) door. Apartments 108B, 110B, 111B, 208B, 210B and 211B evacuate through the north (*end*) door.

**Smoke Alarms** — Occupants are responsible for keeping smoke detectors active (*battery replacement*). ATSU is responsible for the replacement of detectors.

**Carbon Monoxide Detectors** — Occupants are responsible for keeping carbon monoxide detectors plugged into the specific location outlet. ATSU is responsible for the replacement of detectors.

**Air Conditioners** — The Student Housing Manager will be glad to assist in the installation of air conditioner units if needed. It will be the responsibility of the occupant to seal unit for air, water, and bugs. ATSU and the Housing Manager are not responsible for damage to the air

conditioner units during installation or removal. Please do not use screws to fasten unit to the window. In addition, air conditioner units are the only item outgoing residents may sell to incoming residents.

**Medical Emergency** — If you experience a medical emergency, call 911 for assistance.

**Tornado** — If you hear tornado sirens or if you are informed of a tornado approaching, leave your apartment. Lock your door, but do not close windows. Proceed to a lower hallway corridor or the basement until instructed to return to your apartment. Interior hallways provide excellent protection against tornadoes provided apartment doors are shut and you are not near windows.

### Firearms

The possession of weapons of any type including but not limited to firearms, air guns, gun replicas, fireworks, and other explosive devices are prohibited in University apartments.

### Guests/Use of Apartment

It is understood that the assigned apartment is for the residence of the occupants and their immediate family (spouse/children) only. The assigned apartment cannot be used to house non-contracted ATSU students or friends for extended periods of time.

For security reasons, you must inform the apartment manager in writing if you are going to have a guest in your apartment for more than 2-3 days/ nights.

### Keys

When arriving on campus, keys will be available for your apartment, provided you have called ahead to inform us of your arrival. There will be a \$25 service charge for unlocking an apartment.

### Lease Renewal and Termination

Lease information can be obtained from the Student Affairs office, where a copy of your lease will be kept on file.

Applicants or occupants that terminate their contract will pay a contract breakage fee equal to 50 percent of the remaining contract balance or one month's rent, whichever is greater. The deposit is also forfeited.

Information and instructions concerning lease renewal will be mailed to current tenants in the spring.

### Mail

The United States Postal Services provides mail delivery to the student apartment buildings. The mailboxes are located between the A and B buildings in the lobby.

### Missing Students

The University has a policy and protocols for students contracted to live in University Student Housing, regarding the reporting, investigation, and required emergency notification when a student in residence is deemed to be missing. This policy and coinciding protocols are guided by the Higher Education Opportunity Act, 20 U.S.C.S. § 1092; 42 U.S.C.S. §5579.

A student in residence may be considered missing under a variety of circumstances. These circumstances may include but are not limited to the student being overdue in reaching a specific location, on- or off-campus, past their expected arrival time; concerns for safety based on prior knowledge of mental or physical health issues or other extenuating life circumstances; and/or additional factors that lead university staff to believe that the student is missing, and a check of his/her residence supports that determination. A.T. Still University, Missouri Campus does not require a 24 hour waiting period to consider a student missing, and will initiate investigations through collaboration with Student Affairs and the Department of Security, if circumstances indicate the likelihood that someone is missing. This policy and coinciding protocols are guided by the Higher Education Opportunity Act, 20 U.S.C.S. § 1092; 42 U.S.C.S. §5579.

Students contracted to live in Student Housing will be informed that they have the option to identify a confidential emergency contact, who would be contacted by the institution if there is reason to believe that the student is missing or otherwise believed to be in danger. The students may provide their emergency contact telephone number to the Student Affairs office, who will maintain the data. It is the responsibility of the student to ensure that the contact information is up to date and accurate. If the student declines to

give a confidential emergency contact local law enforcement will still be notified when the student is deemed missing. The parents or guardian of missing students under the age of 18 or who are not emancipated will be notified.

To report a missing student, contact the Student Affairs office, 660.626.2236 or the Department of Security office, 660.626.2380 or call NRMC Switchboard, off-campus phone 660.626.2121, on-campus, 0 and have ATSU Security paged.

## **Pets**

Except for fish, no pets are allowed in the student apartments.

## **Rent**

Rent is due on the first day of each month at the Controller's Office. There is a five-working-day grace period after which a \$2 per day late fee is assessed.

## **Solicitation**

Solicitation is not permitted in the ATSU student apartments.

## **Subleasing**

Apartments may not be sublet without the written permission of the apartment manager.

## **Fire, Theft or Other Damage**

The University is not responsible for loss of or damages to any personal property of occupants from any cause whatsoever.

## **Smoking**

Smoking is prohibited in all areas of student housing.



# Terms & Conditions

The parties agree as follows:

**1. General:** (a) A.T. Still University reserves the right to reject this application or any other accommodations in University operated housing. (b) If this application is accepted by the University, the student will promptly pay all charges established by the University. (c) If the application is accepted by the University and the student fails to occupy the assigned living spaces, the student is still responsible for the term of the lease. (d) The student may not alter or amend the application contract.

**2. Eligibility:** Occupancy in University housing is limited to full-time students. If at any time the occupants fail to meet the eligibility requirements, they must vacate the assigned apartment immediately and forfeit their deposit.

**3. Apartment Rent:** Apartment rent is due the first day of each and every month. A first month's payment will be due in advance to retain the apartment assignment. A late rent penalty of \$2 per day will be charged and collected for any payment made after the fifth (5) working day in the month in which it is due. The University reserves the right to make changes in rent at any time. Apartments leased to two occupants require each resident of the apartment to make one-half the rent payment at the designated time and place.

**4. Contract Period:** This contract is for the period specified on the student apartment contract. Applicants or occupants that terminate this contract will pay a contract breakage fee equal to 50% of the remaining contract balance or one month's rent, whichever is greater. The deposit is also forfeited. The remaining occupant is either required to secure another roommate (an ATSU student) or sign a new lease for a two-bedroom apartment, which includes new rates and an additional deposit requirement.

**5. Application of Deposit:** The deposit paid by the occupants prior to the time of their application shall be retained until the termination of this agreement, provided: (a) the occupants have surrendered the assigned apartment, fixtures and furnishings in as good as condition as when received – ordinary wear and tear excepted, (b) the occupants have otherwise fully complied within the terms and conditions of this agreement. The occupants are responsible for any and all damages to University property caused by themselves or by their invited guests. If the occupants are responsible for damages in excess of the amount of the deposit, the occupants shall pay the excess, (c) the occupants have checked out through the manager of student housing.

**6. Denial or Withdrawal:** If the University does not accept the application, the entire deposit will be refunded. In other cases, the deposit will be retained by the University as liquidated damages.

**7. Use of Apartments:** It is understood that the assigned apartment is only for the residence of the occupants and can be occupied only by the occupants. The assigned apartment may not be used for any commercial purpose whatsoever and may not be sublet without the written permission of the manager of student housing.

**8. Fire, Theft or Other Damages:** The University shall not be responsible from any causes whatsoever for the loss of or damage to any personal property owned by the occupants or by other persons. In the event the assigned apartment is totally destroyed or rendered wholly uninhabitable by fire, water or otherwise, this agreement will terminate as of the date of destruction and a prorated portion of any prepaid rent will be refunded to the occupants. In the event the assigned apartment is partially destroyed or rendered partially uninhabitable by fire or otherwise (without fault or negligence of the occupants) the rent shall be reduced proportionately until such time as the apartment is again wholly inhabitable. Occupants agree to not remove batteries from apartment smoke detectors except for immediate replacement.

**9. Inspection:** The University reserves the right to enter the assigned apartment for the purpose of inspection, extermination, maintenance or repair. The University further reserves the

right to enter the assigned apartment and to inspect the possessions of the occupants if reasonable cause exists to believe that the occupants have violated University, state or federal rules and regulations.

**10. Pets:** No pets, except for fish, are allowed in apartments.

**11. Utilities:** The University shall furnish and pay for heat, water, sewage disposal and a computer jack for the assigned apartment. The occupants will secure and pay for electricity (and telephone service and cable television delivery, if desired) for the assigned apartment.

**12. Facility Maintenance:** The University shall maintain the assigned apartment, fixtures, and furnishings. The occupants shall be liable for the cost of any repairs made necessary by the fault or negligence of the occupants or by their guests. The University will maintain the grounds and common areas.

**13. Assignments:** The University reserves the right and privilege to change apartment assignments and require the occupant to move to a different apartment.

**14. Rules and Regulations:** The occupants and their guests shall comply with all rules and regulations for University housing including but not limited to those rules and regulations contained in the University Catalog and the University Apartment Guide, copies of which are available in the Student Affairs office. The University reserves the right to make changes in the rules and regulations for University apartments.

**15. Replacement of Key:** In the event the occupant loses, misplaces or destroys the apartment key, the University will assess a replacement fee of not more than \$25 for each replacement.

**16. Termination of Contract by University:** The University reserves the right to terminate this contract or any other contract. The University will attempt to give advance notice of such termination, but advance notice is not required.

**17. Other Debts to the University:** If a student permits any debts to the University to become delinquent, the delinquency may result in the placement of a "hold order" on the student's records. In addition, the University also may terminate the apartment contract.

**18. Changing Apartments:** An administrative fee of \$100 is assessed if an occupant changes to another apartment.

**19. Smoking:** Smoking is prohibited in all areas of student housing.

**20. Building Security:** Unauthorized release of building exit/entrance door code numbers is prohibited and may result in disciplinary actions/immediate termination of contract.

**21. Cleanliness:** All occupants will maintain the apartment in a safe and sanitary manner. All occupants agree to be responsible and participate in the cleaning, trash removal, and overall general daily maintenance of the apartment during their tenancy. Entrances and exits shall not be obstructed in any manner and shall remain free of any materials or matter where its presence would obstruct or render the entrance or exit hazardous.

**22. Student Recreation Lounge:** The Student Recreation Lounge was constructed in 2009 and is located in the basement of Building A. It has a big screen T.V. with cable, a seating area, and a table.

The general purpose of the Lounge is to provide an area where ATSU housing students can relax, recreate and socialize individually or in small groups.

1. The Lounge is available for use 24 hours a day.
2. It is the responsibility of the users of the Lounge to keep the facilities clean, conserve resources, keep the furniture in order and pick up trash.
3. No furniture, equipment, games, etc., may be moved, removed, or added, either temporarily or permanently, without the knowledge and approval of Student Housing Manager.
4. The Lounge is a recreation and social area, so it is not considered a quiet study area.
5. The Lounge may not be reserved for personal activities or events such as birthday parties, showers, meetings, special programs, etc.
6. Children must be accompanied and supervised by an adult.
7. Security periodically checks the Lounge.
8. The Lounge is an alcohol and smoke free facility.
9. The lounge is administered by the Student Affairs office.

## Notice of Nondiscrimination:

A.T. Still University of Health Sciences (ATSU) does not discriminate on the basis of race, color, religion, national origin, sex, gender, sexual preference, age or disability in admission or access to, or treatment or employment in its programs and activities. Any person with questions concerning ATSU's nondiscrimination policies is directed to contact the following persons:

Employees may contact

Donna Brown  
Director, Human Resources  
800 W. Jefferson St.  
Kirksville, MO 63501  
660.626.2790  
dbrown@atsu.edu

Students, members of the public,  
or beneficiaries may contact

Ron Gaber  
Vice President for Student Affairs  
800 W. Jefferson St.  
Kirksville, MO 63501  
660.626.2236  
rgaber@atsu.edu

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