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.

The virtual housing tour provides the best knowledge for our on-campus housing available. [http://www.atsu.edu/housing/kirksville/on_campus.htm](http://www.atsu.edu/housing/kirksville/on_campus.htm)

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

Sincerely,

Wendy Pinkerton
Student Life
660.626.2516
wpinkerton@atsu.edu

Brad Patterson
Facilities
660.349.0821  cell
bpatterson@atsu.edu

In the event of an emergency, please contact ATSU Security at 33 (on campus) or 660.349.9513 (off campus).
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.

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, and cable television (*if desired*) are the responsibility of the tenant.
**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 left)*

**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)*

**Housing manager**

The housing 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 660.349.0821 or bpatterson@atsu.edu.
Student Life
Student Life maintains records for apartment leases and is located in the Tinning Education Center. Questions may be directed to Student Life by calling 660.626.2516. 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 Facilities.

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.

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 housing manager.
Parking
One designated parking space is included for each apartment. Visitors’ vehicles and any additional vehicles, 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 Student Life for a contract and lease information by calling 660.626.2516.

Check-in
Designated check-in dates and times will be emailed to all new housing residents. Keys will be available upon your arrival.

Check-out
Before the last day of the lease, the occupant(s) must check out with a student life staff member in person and return mail box and door keys. If these conditions are not abided by, the occupant(s) may forfeit his/her deposit refund. A designated date and time frame will be sent to all check-out residents as a reminder.

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

Air conditioners
The 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 the unit to the window. In addition, air conditioner units are the only item outgoing residents may sell to incoming residents.

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


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.

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.

Lease renewal and termination
Lease information can be obtained from Student Life, 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. Keys to the apartment, entry/exit doors, and mailbox must be returned upon checking out of the apartment.

Information and instructions concerning lease renewal will be mailed to current tenants after winter break.

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. Please also see additional mailing packages procedures located at http://dev.atsu.edu/housing/kirksville/On-CampusMailingPackages.htm.

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 the student is missing, and a check of his/her residence supports that determination. A.T. Still University 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 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 Student Life, who will maintain the data. It is the responsibility of the student to ensure 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 Student Affairs, 660.626.2236 or the Department of Security office, 660.626.2380. You may also call NRMC switchboard, off-campus phone 660.626.2121, on-campus 0, and have ATSU Security paged.

**Solicitation**

Solicitation is not permitted in the ATSU student apartments.
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 occupant(s) fails to meet the eligibility requirements, he/she 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 to the Controller’s Office. 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.

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 percent of the remaining contract balance or one month’s rent, whichever is greater. The deposit is also forfeited in addition to the contract breakage fee. The contract breakage fee will be paid upfront to the Controller’s Office and a refund will only be given if a renter is found for the apartment. The refund will be determined upon how many month’s the apartment was unoccupied before the new resident moved in. ATSU will keep a full month’s rent for every month the apartment is unoccupied.

5. **Application of deposit:** The deposit paid by the occupant(s) prior to the time of their application shall be retained until the termination of this agreement, provided the occupant(s): (a) has surrendered the assigned apartment, fixtures, and furnishings in as good as condition as when received – ordinary wear and tear excepted, (b) has otherwise fully complied within the terms and conditions of this agreement, (c) has checked out with Student Life staff by their ending lease date, (d) return door and mail box keys at time of check out. In addition to these conditions, the occupant(s) is responsible for any and all damages to University property caused by him/herself or by his/her invited guests. If the occupant(s) is responsible for damages in excess of the amount of the deposit, the occupant(s) shall pay the excess.

6. **Lease renewal, withdrawal and/or termination:** Lease information can be obtained from Student Life, 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. Keys to the apartment, entry/exit doors, and mailbox must be returned upon checking out of the apartment. Information and instructions concerning lease renewal will be mailed to current tenants after the winter break. More questions can be answered under the Contract Period section.

7. Use of apartments: It is understood that the assigned apartment is only for the residence of the occupant(s) and can be occupied only by the occupant(s). The assigned apartment may not be used for any commercial purpose whatsoever and may not be sublet without the written permission of the Student Life office. The assigned apartment cannot be used to house non-contracted ATSU students or friends for extended periods of time. The occupant(s) must inform the Student Life office in writing if guests are staying in his/her apartment for more than two days/ nights per month.

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

9. Fire, theft, or other damages: The University shall not be responsible for any causes whatsoever for the loss of or damage to any personal property owned by the occupant(s) 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 occupant(s). In the event the assigned apartment is partially destroyed or rendered partially uninhabitable by fire or otherwise (without fault or negligence of the occupant(s)) the rent shall be reduced proportionately until such time as the apartment is again wholly inhabitable. Occupant(s) agrees to not remove batteries from apartment smoke detectors except for immediate replacement.

10. 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 occupant(s) if reasonable cause exists to believe that the occupant(s) has violated University, state, or federal rules and regulations.

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

12. Utilities: The University shall furnish and pay for heat, water, sewage disposal, and wireless access for the assigned apartment. The occupant(s) will secure and pay for electricity (and telephone service and cable television delivery, if desired) for the assigned apartment. Occupant should contact the electric company and schedule activation of electricity to begin in his/her assigned apartment on the first day of his/her lease. Occupant will also need to contact the electric company to schedule deactivation for when the lease will end.

13. Facility maintenance: The University shall maintain the assigned apartment, fixtures, and furnishings. The occupant(s) shall be responsible for supplying their own light bulbs, toiletries, etc. and will also be liable for the cost of any repairs made necessary by the fault or negligence of the occupant(s) or by their guests. The University will maintain the grounds and common areas.
14. **Assignments:** The University reserves the right and privilege to change apartment assignments and require the occupant to move to a different apartment.

15. **Rules and regulations:** The occupant(s) and his/her guests shall comply with all rules and regulations for University housing including but not limited to those rules and regulations contained in the University Student Handbook and the University Apartment Guide, copies of which are available in the Student Life office. The University reserves the right to make changes in the rules and regulations for University apartments.

16. **Replacement of key:** When arriving on campus, keys will be available for your apartment and the outside entry/exit doors, with check-in dates and times sent to you in your acceptance housing letter.

In the event the occupant loses, misplaces, or destroys the apartment or entry/exit keys, the University will assess a replacement fee of not more than $25 for each replacement.

Keys to the apartment, entry/exit doors, and mailbox must be returned upon checking out of the apartment.

17. **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.

18. **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.

19. **Changing apartments:** An administrative fee of $100 is assessed if an occupant changes to another apartment.

20. **Smoking:** Smoking is prohibited in all areas of student housing and on University campus.

21. **Building security:** Unauthorized release of building exit/entrance and apartment door keys is prohibited and may result in disciplinary actions/immediate termination of contract.

22. **Cleanliness:** Occupant(s) will maintain the apartment in a safe and sanitary manner. Occupant(s) 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.

All garbage and recycling should be placed in designated containers outside the buildings.

23. **Candles/open flames/incense:** Candles and incense are not to be burned in the apartments or buildings. They present a fire hazard and also produce odors, which disturb other residents. Any open flames are considered the largest fire hazard on universities, and are prohibited within any residential building.

24. **Prohibited items:** Flammable liquids, including but not limited to propane, gasoline, petroleum based solvents, and paint thinners are not allowed in the apartments. Liquid oil hot plates, waffle irons, popcorn poppers, toasters, and toaster ovens are not allowed in non-kitchen areas in the apartments. Live holiday
decorations, such as holiday trees, garlands, wreaths, etc. are not allowed in the apartments. 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.

25. Courtesy: As common courtesy to other occupants in the building, noise that could disturb others is not acceptable. This would include but not limited to loud music/television, running of hallways, slamming/pounding of doors, large groups of people, yelling, etc. Quiet hours will begin every evening from 11:00 p.m. to 7:00 a.m. and if not followed may result in disciplinary actions/immediate termination of contract.

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

26. 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 TV 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.

- The lounge is available for use 24 hours a day.
- 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.
- No furniture, equipment, games, etc., may be moved, removed, or added, either temporarily or permanently, without the knowledge and approval of Facilities.
- The lounge is a recreation and social area, so it is not considered a quiet study area.
- The lounge may not be reserved for personal activities or events such as birthday parties, showers, meetings, special programs, etc.
- Children must be accompanied and supervised by an adult.
- Security periodically checks the lounge.
- The lounge is an alcohol and smoke free facility.
- The lounge is administered by Facilities.

A.T. Still University (ATSU) does not discriminate on the basis of race, color, religion, ethnicity, national origin, sex (including pregnancy), gender, sexual orientation, gender identity, age, disability, or veteran status in admission or access to, or treatment or employment in its programs and activities. Dating violence, domestic violence, sexual assault (e.g., non-consensual sexual contact/intercourse), stalking, harassment, and retaliation are forms of discrimination prohibited by ATSU. Any person with questions concerning ATSU’s nondiscrimination policies is directed to contact Lori Haxton, vice president for student affairs (660.626.2236; lhaxton@atsu.edu), Donna Brown, assistant vice president of human resources (660.626.2790; dbrown@atsu.edu), or by mail to either office at 800 W. Jefferson St., Kirksville, MO 63501.