



# CAMPUS TOWN

## Resident Handbook

**Updated: August 2023**

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## **WELCOME!**

Congratulations, you are now a part of the Campus Town community at The College of New Jersey!

The Campus Town staff is excited to have you as a part of our inaugural community. We will make every effort to help you be both academically and socially successful while living at Campus Town.

Throughout your Campus Town experience, we ask you please read over this Manual and use it as a guidebook during your time living with us. Doing so will enhance your experience and the experience of the greater Campus Town community.

**Please program these emergency and non-emergency response numbers for Campus Police and Campus Town on duty response into your cell phone and/or keep them in your possession:**

|                               |                 |
|-------------------------------|-----------------|
| (Non-Emergency) Campus Police | (609) 771-2167  |
| (EMERGENCY) Campus Police     | (609).771.2345  |
| Campus Town RA on Call #1     | (609) 273-3760  |
| Campus Town RA on Call #2     | (609) 273- 5180 |

## **RESIDENT HANDBOOK: PURPOSE**

This handbook is provided to help you become familiar with your rights and, as importantly, your responsibilities as a community member in Campus Town. The Resident Handbook will also provide information regarding safety, maintenance, and resident accountability.

Beneficial community living requires that members enjoy their own residences while observing community standards that govern relationships with other residents, visitors, and staff, and that respect the premises in which all live. This Handbook is provided as a source of information to help ensure that all residents are familiar with their rights and responsibilities in order to achieve our goal of providing a convenient, secure, comfortable, and vibrant residential community. The Resident Handbook may answer many of your questions, but if not, please consult a Campus Town staff member with any additional questions. Your Resident Assistants (RAs) and professional staff are available to assist you should you have questions, ideas, suggestions, and/or wish to become more involved in the Campus Town community. Please take the time to read this Resident Handbook and learn more about your new home.

The atmosphere and programming at Campus Town reflects the fact that all of the residents here are students and part of the TCNJ community. A college experience should enrich the lives of students not only through their education in the classroom, but through interactions with persons from different cultures, religions, and geographical areas, who may have diverse educational interests. While a college education focuses on individual intellectual/academic development, these are also the years to develop the strong sense of community and social responsibility that should be the lifetime legacy of an education. Living in a residential community expands these opportunities and enriches the intellectual, cultural, and social development that is the ultimate reward of attending college.



## **CAMPUS TOWN STAFF**

600 Campus Town Drive – Suite 300 - Ewing, NJ 08638

Phone: (609) 273-7925 • Email: [campustown@campustowntcnj.com](mailto:campustown@campustowntcnj.com)

Website: CampustownTCNJ.net

### **Campus Town Management Office Hours**

Monday-Friday: 9 a.m. – 5 p.m. (RA in office duty 5pm – 7pm)

*After business hours, the RA on duty can be reached by contacting the on call duty phones whenever the leasing office is closed.*

Campus Town RA on Duty #1

(609) 273-3760

### **Professional Staff**

#### **Director & Assistant Director**

The Director at Campus Town along with the Assistant Director can assist you with escalated concerns regarding the following:

- Leasing
- Rent Payments
- General questions/concerns about Campus Town, Management or Staff
- Questions about financial aid or payments.

#### **Residence Life Coordinator (RLC)**

The RLC at Campus Town can assist you with escalated concerns regarding the following:

- Escalated roommate conflicts and concerns
- Questions regarding room change requests
- Questions/concerns regarding the Resident Assistant staff
- Inquiries concerning Campus Town programs and events



## **Maintenance: Supervisor, Technicians and Custodians**

The Maintenance Supervisor, Technicians, and Custodians at Campus Town can assist you with:

- Maintenance requests and needs
- Questions/concerns about your apartment
- Common space issues

## **Vendors:**

- Campus Town will occasionally enlist a variety of vendors to provide services to ensure a smooth operation. Examples of vendor service include laundry, extermination, vending, etc. If you ever have questions and/or concerns about a vendor, please contact the Campus Town Management office at (609) 273-7925

## **Resident Assistant (RA) Staff**

Resident Assistants are student residents who have been trained as peer resources for Campus Town. The “RAs” have knowledge of Campus Town and its resources. There will be 10 total RAs in Campus Town and 1 RA assigned to each building (2 RAs in building 7 and 2 RAs in building 8). RAs will help in the development of constructive relationships among their Campus Town residents. You will receive contact information for your RA upon move in to Campus Town.

RAs serve in several important roles in order to assist you with your educational and social pursuits. These are:

### ***Emergencies:***

RAs are trained in emergency response procedures for situations involving serious physical illness and injury, psychological crisis, and threats to physical safety such as fires, major power failures and dangerous weather.

### ***Peer Assistance:***

RAs assist students with questions and with personal and academic problems, and they are trained to provide referrals to resources on campus for more in-depth assistance.



**Planning Activities:**

RAs work with students, faculty members and others to plan social, recreational and educational events for residents. If you have any events in mind that you would like to take part in or host feel free to contact your RA or The Campus Town Management office.

**Role Model:**

In the course of their work, RAs, like all students, are expected to adhere to the policies described in this handbook. Should you ever have questions about your RA's performance or his or her behavior toward you, or if you feel that your RA's actions have been unfair or inappropriate, you may contact The Campus Town Management office.

**Policy Education/Peer Mediation:**

RAs direct students to information in the Handbook in order to be familiar with the Campus Town rules, and they assist students in deciding upon mutual expectations. RAs also confront students when rules are broken and assist fellow students in learning how to confront and enforce expectations with peers.

**Facilities:**

RAs will work with residents on guiding them on how to fill out a work order to fix facilities issues in their apartments or common areas.

**STUDENT RECOURCE DIRECTORY**

As a member of the TCNJ community, you are just steps away from all of the resources campus has to offer. Details about campus services can be found at...

- List of student resource departments on campus: <http://tcnj.pages.tcnj.edu/administration/>
- Campus Police (609) 771-2167 (For emergencies or immediate assistance, please call **609.771.2345**)

**RESIDENT SERVICES**

**Parking – WARNING – residents/guests will be towed if they park in Retail Parking spaces.**

Campus Town residential parking spaces are located on the east and west sections of Campus Town and are accessed through a secured parking gate. Campus Town students can purchase a parking pass in the Campus Town Management office. The cost of parking is \$TBA per academic year and includes overnight parking access (via key fob) in any one of Campus Town's 2 residential parking lots (North Lot or South Lot). Parking is also available in the TCNJ Lot 7 Garage (Upper Deck only) at the cost of \$TBA per academic year.

Additional parking spaces on site at Campus Town are for retail parking ONLY. These spaces are designated for patrons of the retail locations and there is no overnight parking allowed in these areas. Campus Town's retail parking spaces will be monitored and parking violations will be enforced and towed at owner's expense.

**Guests can park in designated TCNJ visitor parking lots. Guest parking passes can be obtained from TCNJ's Campus Police in the Administrative Services Building**



**Mail and Package Service** (see also Lease Agreement section 18)

Each student will have his/her own mailbox which will be located in a mail bank per building at Campus Town.

Packages ONLY can be addressed to: 600 Campus Town Drive, Suite 300, Ewing, NJ 08638.

We will receive packages in the office Monday – Friday 9am to 7pm (subject to change with holidays and Winter/Spring breaks and during the Summer). Resident will receive an email informing them that a package has arrived for them in the office. **Resident must show Photo ID to pick up package.**

All regular mail for your Campus Town residence should be addressed as seen below:

|  |  |  |
|--|--|--|
| <b>Building 100</b><br><br>Resident Full Name<br>100 Campus Town Circle<br>Campus Town Apt. (Insert Apt. #)<br>Ewing, NJ 08638 | <b>Building 200</b><br><br>Resident Full Name<br>200 Campus Town Circle<br>Campus Town Apt. (Insert Apt. #)<br>Ewing, NJ 08638                   | <b>Building 300</b><br><br>Resident Full Name<br>300 Main Blvd. East<br>Campus Town Apt. (Insert Apt. #)<br>Ewing, NJ 08638                      |
| <b>Building 400</b><br><br>Resident Full Name<br>400 Main Blvd. East<br>Campus Town Apt. (Insert Apt. #)<br>Ewing, NJ 08638    | <b>Building 500</b><br><br>Resident Full Name<br>500 Campus Town Drive<br>Campus Town Apt. (Insert Apt. #)<br>Ewing, NJ 08638                    | <b>Building 600</b><br><br>Resident Full Name<br>600 Campus Town Drive<br>Campus Town Apt. (Insert Apt. #)<br>Ewing, NJ 08638                    |
| <b>Building 700</b><br><br>Resident Full Name<br>700 Campus Town Drive<br>Campus Town Apt. (Insert Apt. #)<br>Ewing, NJ 08638  | <b>Building 800 now called 100 Metzger</b><br><br>Resident Full Name<br>100 Metzger Drive<br>Campus Town Apt. (Insert Apt. #)<br>Ewing, NJ 08638 | <b>Building 900 now called 200 Metzger</b><br><br>Resident Full Name<br>200 Metzger Drive<br>Campus Town Apt. (Insert Apt. #)<br>Ewing, NJ 08638 |

**Please refrain from sending mail to this address prior to move-in.**



A mailbox key will be issued to you for your mailbox; damaged keys that need replacement will cost \$15.

Mail will be delivered Monday thru Saturday. If residents receive oversized packages, they will be contacted. They will receive their packages after bringing a photo ID to the Campus Town Management office and signing the package log book. These packages can be picked up from the Campus Town Management Office Monday-Friday 9am-5pm.

Please ensure that **YOUR name**, not your parent's name, or sender's name, is listed as the recipient of any package you order. Otherwise, if your name is not stated on your package then the Campus Town staff reserves the right to return the package/mail to sender.

## **Bike Rooms**

Campus Town bike rooms will be located on the first floor of each building (with the exception of Building 500 and 700. Residents of Building 500 and 700 who wish to store their bike can request access to a bike room).

- Residents may register their bike and gain entrance to a bike room by contacting the Campus Town Management office and filling out a waiver.
- Bikes can only be stored in bike room and cannot under any circumstance be stored in residential apartments.
- Bike rooms will be securely locked with punch code access which can be requested at time of move in.
- All bike rooms are equipped with bike racks (bring your own bike lock as they are not provided and highly recommended).
- You may only access the bike room which is located in your specific assigned building.
- Bikes that are improperly stored in Campus Town (i.e. chained to unapproved railings, fences) may be removed and disposed of by Campus Town facilities.

*PRC Campus Centers, LLC or are not responsible for any lost or stolen bikes left in bike rooms or anywhere in Campus Town.*

## **Resident Portal**

The resident portal is an online service built to assist you in communicating with the Campus Town staff and managing your Campus Town housing account. The online service is free to use. In order to use the portal, you must first register. The registration steps are below. The portal offers many services including financial balances and payment options, work orders, contact information, room condition reports and your roommate(s) names. Access to the portal will be immediate if you use the same email address you used on your original Campus Town application (the same email account you have been receiving messages from us). If you decide to register to the portal using a different email then you should plan to wait at least 2 business days before your account will be active.

### **How to register:**

1. Go online to: <https://campustown.starrezhousing.com/StarRezPortalX> - Log in to your account: you can make payments, submit work orders, and complete your apartment room inventory.





**Services Offered:**

- Online bill pay
- View current room assignment
- Complete your Room Condition Report
- Submit maintenance work orders and view current work order status updates
- Update contact information
- View roommate information

**SAFETY AND SECURITY**

Safety is a partnership dependent upon each individual community member and their guests. In order for Campus Town to be a safe place to live, study, and grow, cooperative efforts by all residents and guests are essential. Our approach to safety and security rests on one simple notion: each individual observing common precautions contributes to a safe and secure place for all to live.

**Consideration of others**

As a member of the residential community, you have an obligation to the community and the preservation of individual rights. You must balance your needs and desires with the rights of others. As a result, some actions may be found to be unacceptable because they interfere with the rights of other residents or guests. Within the Campus Town community, you are expected to adhere to the following principles:

- Consider the rights of other residents at all times. Your actions should not interfere with the rights of another. In addition, your actions should not interfere with The College of New Jersey's or Campus Town management's attempt to manage and maintain an educational environment within the residential living areas or the business operations of any retailers located in Campus Town.
- Share equal responsibility for adhering to and enforcing community expectations. Each student is equally involved in developing his/her floor's community. Not only are you expected to not engage in actions that disrupts your community, you also are expected to assist in maintaining the standards of your community.
- Be responsible for your own actions and those of your guests. You must accept any consequences associated with a violation of Campus Town residential policies. You must also display courteous behavior towards any retail owners and customers and be mindful of all applicable laws.

**Resident Responsibilities**

To create a safe, secure campus, residents are expected to share the responsibility for their own personal safety as well as the security of the residential community. Therefore, residents are expected to:

**Be Alert**

- Report suspicious activity, such as vandalism or trespassing, to Campus Police or the Campus Town staff
- Report all thefts, vandalism, or attempted thefts to Campus Police, your RA and/or the Campus Town Management office
- Reduce opportunities for crime by being informed, alert, and conscientious community members
- Be aware of the location of the Emergency Phone posts around Campus Town. These phones will connect directly to Campus Police and have no costs associated with use at times of emergency



- Consider purchasing supplemental fire/theft insurance, either through your family's homeowners' insurance or through renter's insurance

#### Be Safe

- Secure personal property such as bikes, cars, jewelry, cash, or electronic equipment to prevent theft
- Keep all windows closed and locked, with screens in place when leaving your apartment for an extended period of time and/or overnight
- Do not tamper with safety and security equipment, as it may result in serious consequences
- Lock apartment, bike room, breezeway lobby and any lounge room doors at all times
- Refrain from propping open building doors (interior and exterior)
- Inform your roommate of your whereabouts if you are gone for the weekend or overnight. However, do not post such information on the exterior door on your room or on any social networks

#### Be Respectful To Others

- Do not participate either actively or passively in pranks
- Cooperate with guest and any apartment roommate agreements that may have been created
- Cooperate with staff, Campus Police, etc., during investigations of suspicious activity or criminal incidents

#### Be Respectful to the Community

- Refrain from using designated retail parking spaces as residential or guest parking spaces
- Do not throw items out of the windows
- Dispose of trash in a tied trash bag and promptly placing in designated trash rooms on each floor or collection dumpsters outside
- Respect and display appropriate behavior to retail vendors and retail guests visiting Campus Town

#### Avoid Penalties

- Do not duplicate room or building keys and never loan keys or key fobs to others
- Report lost keys to Campus Town immediately so room lock changes can be made
- Abide by all Campus Town policies and procedures, as well as, all state, county and all federal laws
- Do not use sports equipment in the halls (remember, neither TCNJ or Campus Town will reimburse residents for damaged property and residents are responsible for damages)
- Take care of furniture, walls, appliances, etc. in your apartment with routine cleaning schedules (Fines may be charged for damaged or misplaced items)

#### Common Areas/Lounges

- Campus Town offers a number of common areas (one located on each floor of each building by the elevator) for residents to utilize in addition to their own living room within their apartment. Common areas are to be kept clean and no belongings are to be left in ANY common areas located in Campus Town. All furniture in common areas should not be removed. PRC Campus Centers, LLC or Capstone on Campus Management are not responsible for any lost or stolen items left in common room areas.

#### Campus Town 24 Hour Courtesy Policy

- Campus Town enforces a 24-hour courtesy policy which is to respect the living habits of other residents living around you and outside guests of the Campus Town retail community. This policy includes the prevention of any behavior that may come as a distraction or burden on any resident or guest of Campus



Town. In regards to courteous behavior, Campus Town encourages you as a resident to respect your community and help promote acceptable behavior for Campus Town.

### **Campus Town Guest Policy**

**Campus Town residents hold the right to have guests visit their apartment living spaces and common areas pending the approval of all other roommates living in the apartment. Campus Town residents' guests must abide by the below guest policies or otherwise may risk a lease violation.**

- Campus Town resident who is hosting guest(s) must be in the guest(s) presence at all times and cannot leave guest(s) in their apartment unattended unless guest(s) resides in the resident's assigned room
- Campus Town guests must abide by all Campus Town policies and procedures, as well as, state and federal laws
- Campus Town guests must respect belongings of other individuals living in the apartment they are visiting
- Guests may not sleep in lounges or public areas of the building. In addition, guests may not sleep in the common areas of the apartment without permission from all suitemates.
- **Campus Town guests may only stay overnight for 3 consecutive nights then must vacate Campus Town**
- Campus Town guests cannot illegally reside or appear to reside in an apartment they are not leased to
- Non-Resident guests under the age of 16 who do not have valid photo identification must be accompanied by a parent or guardian and may not stay over-night unless prior approval is granted by The Campus Town Management office.

### **Internet Safety**

**E-mail, Facebook, Instagram, Twitter, Blogs:** Residents are strongly encouraged to maintain their personal safety on the Internet. Residents should never simply give out or post their hall/room number, location, birthdate, phone number(s), email addresses, names of roommates, etc. While Internet sites are used by many to establish social connections, not everyone will use them for honest purposes.

- Any form of bigotry, harassment, intimidation or threat that occurs as a result of use of any Internet service is prohibited. This includes, but is not limited to comments made on Instant Messenger, websites, blogs, twitters, texts, etc. (user profile and/or user messages).
- Use of cameras, camera phones, digital recording devices, and/ or video equipment without the specific consent of the person(s) being photographed, recorded, and/or videoed is prohibited. Further, residents may face criminal prosecution and/or referral to The College of New Jersey's disciplinary process if such images or recordings are placed on the Internet or are used as part of a business operation. (Note: there is a photographic release in the lease agreement (17) for marketing Campus Town).
- Routers or any type of device to transfer Wi-Fi signals in Campus Town are strictly prohibited and can negatively affect signal strength to other residents in the building.

### **Anti-virus**

Students are responsible for obtaining, installing, protecting, and maintaining their computer's operability against spyware, adware, viruses, etc.

### **Keys and Key Fobs ("Access Card")** *(See also section 25 of the Lease Agreement)*

Keys and key fobs/access cards are provided for the convenience and security of residents. Security and safety are of paramount concern in Campus Town. Therefore, non-residents (including parents and family members) may use



the premises only if accompanied by residents. Residents may not give their key fobs or room keys to anyone, including other residents. Residents who have allowed non-residents access by providing them with keys or access fobs may be considered in default of the Lease Agreement. Never leave keys or access cards in places where they may easily be taken by others, and make sure that you know at all times where your keys and access fobs are. Notify Campus Town immediately if you believe you have lost your keys. Keys/key fobs remain the property of Campus Town and must be returned at the end of the resident's occupancy and/or change in assignment. Charges of \$25.00 for replacement of lost apartment (front door or bedroom) keys, \$15.00 for lost mailbox key, \$50.00 for lost key fobs. Charges of \$150.00 per key core will be assessed if these listed items are not returned by the resident at the end of the term of the Lease Agreement or for replacements during the resident's occupancy. Residents may not duplicate keys. Residents may request a receipt for all keys returned to the Management staff. Rates are subject to change.

### **Lockouts**

If a resident is locked out of his/her apartment, the resident can come to the Campus Town Management office (9am-7pm) to request lock-out assistance. If the issue occurs after 8pm and before 9am the resident can contact either of the 2 Resident Assistant on duty phones. Each resident is allowed one courtesy lock-out per semester. A \$10 lockout fee will be charged for every lockout following the 1<sup>st</sup> during a given semester. If, for any reason, staff suspect that a resident's key or key fob is lost, they may require the resident to reveal the item. If not produced or after recurring lock-out services, the resident will be charged for a lock change and replacement fob (\$150.00 for each core that needs to be replaced).

If a resident needs a lock-out performed at a designated lock-out time, the resident will need to be physically present at the time of the request during the above-listed times. Keep in mind that once the staff member is called to perform the lock-out, the resident's account will be charged for the lock-out fee.

Residents need to have proper photo ID for residency verification purposes.

### **Hoverboard Policy**

#### **Policy Statement**

Safety is the responsibility of the entire Campus Town community. Due to safety concerns, Campus Town bans the use of hoverboards (also known as self-balancing scooters or smart boards) in Campus Town apartments and prohibits the use of these devices on Campus Town property.

#### **Reason(s) for the Policy**

This policy is established to reduce risks and maintain the safety of members of the Campus Town community.

#### **Primary Guidance to Which This Policy Responds**

This policy primarily responds to recent reports from the Consumer Product Safety Commission with regard to potential fire hazards resulting from the lithium-ion batteries that power the device and the lack of safety standards in place for these devices.



## Policy Text

Campus Town prohibits the use of any and all hoverboard devices on the property due to the potential fire hazard that results from the device's lithium-ion batteries.

While these devices elevate the risk of fire hazards on campus, they also raise Campus Town concerns over the potential for injuries, including concussions, fractures, contusions, and internal organ injuries that may result from operating a hoverboard.

Failure to abide by this policy may subject the individual to disciplinary action. Damages and/or injuries occurring to Campus Town property or individuals will be the responsibility of the hoverboard operator.

## FIRE SAFETY

### **Fire Safety Equipment** (See *Rules and Regulations sections 21*)

All rooms and apartments are equipped with smoke detectors. Each apartment is equipped with a sprinkler system. Several fire alarm pull stations are located on each corridor. This equipment is monitored to ensure that it is in good working condition. If an emergency situation arises and you use the fire extinguisher, the extinguisher must be recharged and can be done by completing a work order request through your resident portal. Fire extinguishers are located in the hallways, there are 4 fire extinguishers per floor. Fire extinguishers are to not be removed from their original placement by Campus Town staff unless they are being used. You must notify your RA and/or RA on duty phone number at the time the emergency occurred and contact The Campus Town Management office or Campus Police. Failure to notify Campus Town may result in disciplinary action, as well as a fee to recharge the extinguisher and any resulting damages to the property. Also, if the smoke detector in your room beeps because of a weak battery, please submit a work order through the Resident Portal to have the battery replaced.

Any person who sets off a false alarm, interferes with the operation of the alarm system, or damages or removes any part of the alarm system for purposes other than those related to fire safety (including, but not limited to fire extinguishers, smoke detectors, sprinkler systems, fire doors or removes an exit sign) is subject to severe disciplinary actions.

### **Fire Alarms/Evacuation Procedures** (see *Rules and Regulations sections 17, 18*)

Residents should assume that the sounding of any alarm is valid and promptly evacuate. At the sound of the alarm, all residents are **required** to quickly and calmly exit the building.

After evacuating, do not re-enter the building for any purpose until emergency personnel or Campus Town staff directs you to do so. Failure to comply with re-entry instructions, and/or evacuate during an alarm may subject you to disciplinary action from Campus Town staff. Once the building is evacuated Campus Town staff will direct you on where to proceed for the remainder of the alarm.

### **Fire Safety: Prohibited Actions and Items**

- Storage is neat and orderly, and a minimum of 24 inches from the ceiling, 18 inches from Sprinkler heads.
- Do not hang any tvs, screens, etc. from the ceiling
- Smoking inside any part of Campus Town (see *lease agreement 26*)
- Hookahs
- Beer kegs
- Use of halogen lamps or neon signs



- Failure to comply with procedures established for health, maintenance and safety concerns
- Use and/or possession of fireworks, firecrackers, or dangerous/flammable chemicals
- Use of an open flame (e.g. candle, incense, cigarette, cigar, etc.) inside any part of Campus Town
- Interference or tampering with fire safety equipment including smoke detectors and/or sprinkler equipment fire extinguishers, alarm pull stations, etc.
- Weapons, firearms or any device that may endanger others
- Illegal drugs or substances
- Pets\* (*See lease*)
- All large appliances or structures without Campus Town management's approval (Water beds, additional refrigerators *besides mini fridges*, large lofts, etc.)
- "Piggy-backing" surge protectors and plugging more than one surge protector in an outlet is prohibited
- Charcoal and propane grills/ Flammable liquid
- Gas or electric space heaters
- Use of stove or microwave **while apartment is unoccupied**
- Disassembling or removing any furniture from the apartment
- Removing fire extinguisher from kitchen space

### **Fire Exits and Breezeway Lobbies**

The fire exits are for emergency use only. These exits are alarmed and monitored. Improper use of fire exits may result in disciplinary action, up to and including Lease Agreement termination. Fire exits are located at the bottom level of each building. In case of fire and during a fire alarm we ask that you please use stairs to exit the building and refrain from accessing Campus Town elevators.

Breezeway lobbies are located at the first floor of every building of Campus Town and allows individuals access to the residential floors. The lobby doors are to be closed at all times and should never be propped open for any reason whatsoever. As a preventative precaution we encourage you to never let someone into the breezeway lobby doors that you do not recognize as a Campus Town resident. Non-residents may attempt to gain access into the building and potentially cause harm or harassment to others.

### **Health and Safety Inspections** (*See Leasing Agreement*)

Campus Town will enter apartments to conduct safety and inventory inspections once per semester. During these inspections Campus Town Resident Assistants will review the condition of the facility and each individual apartment/room. This is done to reduce unreported damage and increase resident and community safety. During these health and safety inspections Campus Town Resident Assistants reserve the right to enforce policies for any prohibited actions or items that may be discovered during their inspections.

## **EMERGENCY SITUATIONS**

**If there is a situation that places a resident/guest in imminent bodily risk or risks for the safety of others, contact 609.771.2345 or 609.771.2167 if no answer. Please program these numbers into your cell phones!!**

If you need a Campus Town RA, or someone on duty, please contact either of the on call duty phones from 5pm-9am Monday-Friday and 24 hours on Saturday/Sunday

Campus Town RA on Call #1 (available whenever office is closed) (609) 273-3760

Campus Town RA on Call #2 (only available 5pm Friday – 9am Sunday) (609) 273- 5180



Leasing Office - Monday-Friday 9am-5pm (609-273-7925)

## Emergency Stations

Campus Town blue light emergency stations will be located across the premises and will each be equipped with an emergency access phone. These stations are to only be used for true emergencies and are a direct connection line to The College of New Jersey's Campus Police emergency call station. Any vandalism made to these emergency stations will be reported to police personnel.

## Health and Wellness

- If a medical emergency occurs, please do not crowd the area or panic
- Campus Town professional and student staff cannot transport residents. You may consider telling your roommate where to locate your insurance information and the name/telephone number of an emergency contact.
- In the event of a medical emergency contact Campus Police immediately at (609) 771-2345

## Mental Health Emergencies

Mental Health crisis behaviors include, but are not limited to: disturbances in thoughts, feelings, or actions so severe that an immediate response is needed. They also include:

- Suicidal intentions
- A threat of violence or imminent harm to others, whether by intention, error in judgment, or passive neglect
- Confusion, disorientation, hallucinations, or delusions
- Extreme anxiety or obsessive thinking
- Severe distress may be precipitated by a traumatic event, such as an assault, sexual or otherwise, the loss of a relationship, or the death of a friend or family member

Residents who feel they, or someone they know, may be experiencing a mental health crisis are strongly encouraged to seek assistance from staff member and/or emergency responders: (609) 771-2345 (Emergency EMS). Residents may also visit the Counseling and Psychological Services (CAPS) office (below) on campus and speak with a counselor.

Counseling and Psychological Services (CAPS)

The College of New Jersey

Eickhoff Hall Rm 107

[609.771.2247](tel:609.771.2247)

[CAPS@tcnj.edu](mailto:CAPS@tcnj.edu)

Monday through Thursday 8:30 a.m. to 4:30 p.m.

## Emergency Counseling Services

Contact [Capital Health Regional Medical Center Emergency Mental Health Services](#) at 609-396-4357, the New Jersey Hopeline at 1-855-654-6735, or call The National Suicide Prevention Lifeline 1-800-273-TALK



## Sexual Assault

On-Campus (All Confidential)  
Anti-Violence Initiatives (AVI)  
Forcina Hall, Rm 308  
Ewing, NJ 08628 609.771.2571  
<http://oavi.tcnj.edu/>

TCNJ Clinic  
Forcina Hall, Room 124  
The College of New Jersey  
P.O. Box 7718  
Ewing, NJ 08628 609.771.2700

- Victims of sexual assault are encouraged to seek medical assistance for their physical safety, emotional support, and the potential preservation of evidence (should the decision be later made to prosecute the assailant). Below are helpful resources for victims of sexual assault:
  - Counseling & Psychological Services (CAPS): 609-771-2247
  - NJ Coalition Against Sexual Assault: 1-800-601-7200
  - RAINN (The Rape, Abuse & Incest National Network): 800-656-HOPE (4673)
  - TCNJ Police: 609-771-2345 (emergencies phone line)

## Counseling

The College of New Jersey Counseling and Psychological Services (CAPS) office, located in Room 107 Eickhoff Hall, offers services to help manage stress, depression, and anxieties including the serious problem of test anxiety. They can also guide you through conflict resolution, anger management, relationship issues, and provide you with counseling. Staff at the Counseling and Psychological Services (CAPS) office understand the pressures of a College environment, and are there to help you achieve your personal and academic goals. If you need attention in any area of counseling and would like to speak to someone from the office, please call the Center at 609.771.2247 to arrange a consultation with a professional counselor.

## MAINTENANCE AND CARE

**Room Condition Report (RCR)** – establishes the condition of the living space and its contents at the start of occupancy, and therefore, allows for important occurrences:

- Allows the new resident to identify and report needed corrections (via work order)
- Items not repaired (because they may indicate *normal wear and tear*) and/or deferring the walla does not represent a safety threat, would be established as NOT the fault/responsibility of the new resident

Residents are strongly encouraged to complete the information contained in the “RCR” so that they are comfortable that it accurately portrays the condition of the room upon their arrival. Resident’s failure to complete the Room Condition Report within 72 hours grants Campus Town staff the assurance that no damage was found in any sections of the living space.

### Completing Your Online Room Condition Report via the Resident Portal

1. After move in you will be provided information via email on how to complete your Room Condition Report (RCR)

The RCR will be reviewed by Campus Town staff and if there are any items which require repairs, a work order will be created by the end of the next business day. If any of the items requiring repairs are an emergency, please contact the Campus Town Management office or your RA immediately.





## Room Changes (See Lease Agreement section 10)

Residents who wish to change their room assignment should contact the Campus Town Management Office. However, room changes are able to be approved only if space is available. If a room change is accepted, then a fee of \$100 will be applied to a resident's account. Also, there may be a charge in order to prepare your old space for a new tenant.

## Checking Out

Upon the completion of the Lease Agreement term, or during a room change, the following steps must be completed after instruction from Campus Town staff: Detailed timelines will be provided at the end of each contract term or with your room change approval. **DO NOT REMOVE any 3M Command Strip hooks you placed on the walls, our staff will remove. If you used any adhesives that cause damage to the wall/s or paint, you will be charged.**

1. Contact your RA to pre-arrange a time to check-out (If you do not plan on conducting an "express checkout.") Failure to arrange a check out time or select an "express check out" may cause improper check out fees if there are issues found in your apartment following your move out.
2. Not complying with any check out procedures and leaving campus without checking out may result in improper check out fees and lock changes.
3. Remove all of your personal belongings, trash, decorations, and/or alterations before contacting your RA or visiting the office for an "express checkout". The RA will not be able to grant you a "proper" check-out until all personal items and trash are removed. Any items left behind will be considered abandoned and discarded at the owner's expense.
4. Return all furniture to its original location; check drawers for forgotten contents
5. Clean your bedroom and bathroom; Make sure these areas are vacuumed/swept and returned to check-in ready condition
6. Meet your RA for formal assessment of your room (If you do not select the "express checkout option".) Residents who fail to schedule a check-out, or, are not ready at the scheduled time must wait until there is staff available to assist and may be charged an improper check-out fee
7. Give your key, mailbox key, and key fob to the RA (there are charges associated with the replacement of each, if not returned during the check-out process).
8. Once you have checked-out, or the move-out deadline has passed, you may not remain in Campus Town without prior written approval from Campus Town staff.
9. Simply returning keys neither cancels a Lease Agreement nor constitutes a proper checkout. To request to cancel a lease you must complete and submit a Lease Cancellation Request form which you may pick up from the Campus Town Management office.

## Condition of Premises (Damage Billing) (See Lease Agreement section 9)

Residents are responsible for any and all damage or destruction to their room/common area caused, directly or indirectly, by resident or resident's guests or invitees. As of the Lease Agreement termination date, apartments and the assigned rooms shall be in check-in ready condition, except for reasonable wear and tear.

**Work Orders** - Submit an electronic work-order via your residential portal. Please note that although efforts are made for same-day response, work order requests will be prioritized based on severity of need. In some cases, multiple visits to the room may be necessary, but in most cases the repair can be resolved with one visit. Instructions on how to fill out a work order will be provided email at move in.

1. Keep in mind that common maintenance issues may not require a work order. A common issue involves a "tripped" breaker. Instructions on how to reset a breaker are below. Additionally, you will



also find essential information on how to operate a fire extinguisher in the event of a fire. Lastly, the recommended settings for your apartment thermostat are listed below.

2. If you are still encountering maintenance issues, please follow the above instructions to submit a work order through your resident portal.

## HOW TO RESET A BREAKER



- As seen in the above photo, the breaker is “tripped” or not aligned with the other breakers. Simply switch the breaker to the “off” position, then switch it to the “on” position or vice versa. This usually resolves the problem.
- If several attempts to reset the breaker have failed, submit a work order through your resident portal.

## FIRE EXTINGUISHER TRAINING

Available outside in the hallways

### **P A S S**

**P**ull the Pin at the top of the extinguisher. The pin releases a locking mechanism and will allow you to discharge the extinguisher.

**A**im at the base of the fire, not the flames. This is important - in order to put out the fire, you must extinguish the fuel.

**S**queeze the lever slowly. This will release the extinguishing agent in the extinguisher. If the handle is released, the discharge will stop.

**S**weep from side to side. Using a sweeping motion, move the fire extinguisher back and forth until the fire is completely out. Operate the extinguisher from a safe distance, several feet away, and then move towards the fire once it starts to diminish. Be sure to read the instructions on your fire extinguisher - different fire extinguishers recommend operating them from different distances. Remember: Aim at the base of the fire, not at the flames!!!!



- **During the summer months, the lowest temperature the thermostat should be set to is 67°. For colder months, the thermostat should be set no higher than 75°.**
- **Adjusting the thermostat below 67° or above 75° can overwhelm and possibly damage the HVAC system.**
- **Set Fan to be on AUTO**

### Right of Inspection and Entry

Campus Town staff may enter the apartment/bedroom at reasonable hours for the purpose of making inspections, repairs, and for any other purpose deemed necessary, and at all times during an emergency. A request by any other resident of the apartment shall also constitute permission for Campus Town or its representative or designee to enter into the apartment. A maintenance request by a resident shall constitute consent of Campus Town to enter the room and perform the requested work.

### Appliance Quick Reference Guide

This guide provides you with helpful tips for using your apartment's appliances safely and efficiently. If you have any other questions about your appliances feel free to reach out to your RA or The Campus Town Management office.

| Appliance | Do   | Do Not!  |
|-----------|--|--|
| Stove     | <ul style="list-style-type: none"> <li>-Put a protective cover of aluminum foil under anything you place into the oven to make oven cleaning easier.</li> <li>-Clean the drip pans, hood filter, stovetop, and oven regularly to prevent any grease build up.</li> </ul> | <ul style="list-style-type: none"> <li>-Heat oil at a high temperature – it may catch fire.</li> <li>-Use water to attempt to extinguish a kitchen fire.</li> <li>-Leave the stove unattended while in use.</li> <li>-Place any type of plastic or cardboard in oven</li> <li>-Attempt to unplug for any reason</li> </ul> |



|                          |   |   |
|--------------------------|---|---|
| Microwave                | -Clean the microwave regularly with a lightly damp towel (Unplug microwave when cleaning).<br>-Use microwave-safe dishes and cups.  | -Put items containing metal or aluminum foil in the microwave.<br>-Get water into any of the electrical sections of microwave when cleaning   |
| Refrigerator/<br>Freezer | -Clean the refrigerator regularly.<br>-Empty the refrigerator of expired food regularly to prevent mold and odors   | -Overload shelves or door storage.<br>-Block bottom front vent in freezer.<br>-Attempt to unplug for any reason   |
| Washer/Dryer             | -Use only specified washer machine detergent, using only the specified amount needed.<br>-Remove lint from trap after every dryer use ( <b>Lint is extremely flammable!</b> ) | -Use dish soap or other soaps which are not meant for washers.<br>-Overload washer or dryer with too many clothes (this can break the machine and will not clean/dry clothing properly).<br>-Attempt to unplug for any reason |
| Dishwasher               | -Use only specified dishwasher liquid or pouches, using only the specified amount needed.   | -Use dish soap or other soaps which are not meant for dishwashers.<br>-Place non dishwasher safe items in dishwasher (Plastics, etc.)<br>-Attempt to unplug for any reason  |

### Apartment/Common Area Furnishings

Take good care of the furniture so that at the termination of this Lease Agreement it is in as good a condition as received, with reasonable wear and tear expected.

- a. Residents shall not (themselves or their guests) disassemble any existing furniture or fixtures
- b. Existing furniture shall not be removed from the Resident's assigned room, common area or apartment
- c. No oversized and/or heavy additional furniture is permitted in any room, including, but not limited to, lofts, wood structures, bars and waterbeds, all of which are strictly prohibited
- d. The use of both temporary and permanent hot tubs is prohibited.
- e. Respect that common area (lounge) furniture is intended for the enjoyment of all Residents. This furniture is not to be removed from common areas. Missing furniture will be considered stolen and reported to Campus Police.

### Campus Town Sustainability Challenge

By choosing to live in Campus Town we encourage you to live by and educate your roommates on the sustainability practices listed below to help conserve energy and promote a greener environment:

1. **Lights**
  - Turn off after use
  - Bulbs purchased (If you decide to buy rather than fill out a work order) should be energy efficient
2. **Appliance Care**
  - Washer/Dryer
    - Lint vent should be cleaned after every dryer use
    - Should not be over loaded
    - Run on only half/full loads
  - Stove/Oven
    - Clean/wipe after every use (wait until cool)
    - Monitor cooking carefully (to avoid cooking fires, smoke)



- Refrigerator
  - Keep vents clean
- Dish Washer
  - Only run on half full/full loads
- 3. Utility Conservation**
  - Use only one surge protector per outlet (not socket)
  - Surge protectors and electrical items should be unplugged unless in use
  - Limit length of hot showers
- 4. Air Conditioning**
  - Thermostat should be set no lower than 67 degrees in summer on 'cool' setting
  - Setting too low may cause the system to freeze up and impact the HVAC from cooling and will take several hours to defrost before being operational again
  - Windows should be closed
  - Blinds should be closed (To promote colder conditions and not let too much sunshine in)
- 5. Heating**
  - Thermostat should be set no higher than 75 degrees in winter on 'heat' setting
  - Windows should be closed
  - Blinds should be open during daytime hours (to let the sunshine assist in heating the apartment)
- 6. Cleanliness**
  - To reduce need for extermination, keep kitchen clean; properly dispose food
  - Trash should be properly disposed of in trash bins
- 7. Recycling:** Campus Town recycles paper, cardboard, glass, plastic and metal. Our staff strongly encourages recycling.
  - Bins are located in each trash room for mixed recycling and in each dumpster area
  - Note: Please do not recycle items with food residue (i.e. pizza boxes, cans or bottles that are not rinsed, etc.) and do not place trash in the recycling bins.
  - Use less plastic! Campus Town promotes the use of sports bottles over individual use plastic water bottles. Also, water filter pitchers or faucet filter pieces can reduce the amount of water waste.

**Bed Bugs – Contact Campus Town Management Office as soon as you suspect an issue.**

Cimex Lecturalis, or the common bedbug, poses a serious issue to community living spaces nationwide. In a proactive effort to keep Campus Town clear of this problem, we are partnering with our residents to educate them on methods of identification, prevention, and remediation.

- Resident shall review and adhere to the Bedbug Information Pamphlet provided by Campus Town electronically and/or hard copy. Please visit <https://www.epa.gov/bedbugs> for more information.
- All persons will be treated fairly and equally without regard to race, color, religion, sex, family status, disability, national origin, or source of income.
- All of Residents' belongings must be free of bedbugs at the time of the Term Commencement Date.
- Resident may not bring mattresses or furniture collected from the street or area around dumpsters into their Apartment. All secondhand furniture must be thoroughly inspected by the Resident and be free of bedbugs prior to bringing it into the building.
- If Resident has been exposed to bedbugs or suspects that they have been bitten by one or more bedbugs, they must notify the Campus Town Management office immediately.
- Residents within Apartment must prepare their Apartment as instructed by The Campus Town Management Office for the treatment of any bedbug issues, including preventative treatment(s).
- If Resident's belongings and/or furniture are found to have bedbugs, Resident must cooperate with Campus Town's treatment efforts, which may include vendor involvement.



- Resident's failure to cooperate with Campus Town's treatment efforts may result in Resident being charged for all treatment costs and resulting damages and expenses.
- Resident may be required to maintain detection devices in their Apartment and notify The Campus Town Management Office immediately upon any positive detection.

## Facilities Frequently Asked Questions

We have collected the most frequently asked facilities questions for your reference. This information will help you set up your apartment and maintain it throughout the year.

**May I build my own bed loft?** No. Campus Town does not allow the construction of lofts, nor the possession of loft-making materials ("Kits").

**Can I bring in an additional large furniture for my Campus Town apartment (Beds, dressers, large appliances)?** In regards to safety and space concerns we ask that no additional large furniture pieces are to be brought into Campus Town without the Campus Town Management Office's approval.

### What do I do with my personal trash?

Trash should be disposed of in the trash rooms located on each floor or in the large bins located outside across Campus Town. All personal trash should be placed in a garbage bag and properly tied before placing in trash room containers. Please breakdown all cardboard boxes for easier removal. Residents must use recycle bins to dispose of recyclable materials and they should inform Campus Town if such bins are not available.

### How do I submit a work order?

Submit non-emergency work order online.

- Via the resident portal - <https://campustown.starrezhousing.com/StarRezPortalX> - login and then click on "Room Maint." on the horizontal blue bar.
- Any emergency work orders, contact the leasing office during normal office hours (9am to 5pm Mon – Fri) or when office is closed, contact the RA On Call.

**How should I hang pictures on the wall?** The goal is to minimize damage to the walls. We have found best for this purpose are painter's tape, *3M Command Adhesive (TM) products*, & tacks. **Do not use screws, nails (except finish nails), duct tape, adhesive pads, or putty (tack) of any kind. You are responsible for any damages which may be caused by hanging pictures or other objects on the walls. Leave the 3M Command Strips up when you move out, our staff will remove them from the walls.**

**Can I hang a string of lights?** You can only hang a string of lights with 3M Command Strips. Using any other adhesive will damage wall/remove paint. Residents are financially responsible for damages to the wall/paint. Leave 3M Command Strips up when you move out.

**Why can't I hang anything from or near the sprinklers?** The sprinklers are extremely sensitive and may activate if jostled or tampered with. If this happens, your apartment (and apartments below you) will flood within seconds. So be respectful of this equipment. If this occurs, you would be financially responsible for the damages caused by the flood.

**What should I do if my cable doesn't work?** First check that your cable cord is securely attached to your TV and the wall jack. Also try a "channel scan" from your television device. If that does not correct the problem, contact Single Digits formerly known as Airwave Networks at 1-877-778-WAVE



**What should I do if my apartment has a pest control problem?** Cleaning your apartment is of utmost importance as pests are usually the result from unsanitary conditions, such as improperly stored food, or organic residue in your garbage can, etc. If the problem persists, submit a work order. If you believe there are bed bugs in the apartment, please notify the Campus Town Management office immediately. The maintenance staff will have our pest control company treat your apartment during their visit. If possible, capture a sample of the pest (place in a plastic bag) to show to the pest control company for accurate identification and treatment.

**What should I do if an outlet in the bathroom or kitchen does not work?** This is probably due to water contacting the required GFT outlet. There are two GFI buttons on the outlets in these areas: a test button and a reset button. If an outlet doesn't work, push the reset button. If the outlet still does not work, submit a work order.

**What should I do if I lose power in an area of my apartment?** If there is a power outage in the apartment, you should find the breaker box, which is a metal insert in a wall in the common area of your apartment. There are two columns of switches in the breaker box. Each switch in a column should be facing the same direction. If one switch is out of alignment, flip it back so that it is properly aligned. If all of the switches are aligned correctly, locate the switch that matches the specific area where the power outage exists (e.g. the bathroom or kitchen) and flip that switch to the opposite position and then to the correct position. If for any reason this does not fix the problem, then fill out a work order.

**Will the maintenance staff change light bulbs for me?** Yes, the maintenance staff will change light bulbs on all apartment fixtures. You may have this done by filling out a work order.

**What should I do if my toilet is clogged?** In this situation you usually need a plunger. Pump the plunger into the toilet to create suction, then release the plunger, and repeat those actions until the obstruction is cleared. If your toilet is overflowing, turn the valve on the lower left-hand side of the wall behind the toilet clockwise until it stops. Use something to soak up the water before it flows to the apartment below. If the clog persists then fill out a work order and use the other bathroom in the apartment until the repair is done (One bedroom and 2 bedroom apartments may call the RA on duty through the on call duty phone for an emergency work order to be placed).

**Why does my water need time to warm up?** If there is not a lot of usage it can take time for the hot water in your apartment to heat the water. Consider talking with your roommates about quicker showers/baths if your morning schedules are similar.

**What is a maintenance emergency?** A maintenance emergency is one in which the safety of a resident is jeopardized or when basic life needs are not provided. In case of a maintenance emergency, the RA will activate the 24-hour on-call system and a staff member will come in to solve the problem.

**Situations that would be considered emergencies are:**

- All toilets in one apartment are clogged
- Heat does not work and temperature outside is under 45 degrees
- Air conditioning does not work and temperature outside is over 90 degrees
- Apartment and/or bedroom door will not lock/will not open
- No electricity in unit (after breakers have been checked)
- Flooding
- Refrigerator/freezer is not cooling food to safe temperatures
- Broken window (both panes)
- Inoperable smoke detector

**Situations that are not maintenance emergencies, but would be handled as soon as possible the next business day include:**



- Clogged toilet in a unit where another toilet works, and residents can share usage of the operating toilet
- No hot water
- Stove does not work
- Dishwasher does not work
- Microwave does not work
- Washer/Dryer does not work
- Heat does not work and temperature outside is over 45 degrees
- Air conditioning does not work and temperature outside is under 90 degrees
- Clogged shower and/or bath
- Electricity is out for one or two items

**Situations that are not emergencies and would be dealt with in priority order include:**

- Blinds will not go up/down
- Water drains slowly
- Broken towel rack
- Light bulb needs to be changed

**What can I do to avoid being billed for damages when I move out?**

- Review the following sections of this handbook: *Maintenance and Care, (Inventory Report) Room Condition Report, Checking Out; your Lease Agreement and Rules and Regulations*
- Accurately submit your Room Condition Report/Information within the timeframe you are given
- Clean your apartment at least once a week.
- Pay special attention to vacuuming the carpets, cleaning the toilets, bathtubs, sinks, tile floors, stovetop, drip pans, microwave, refrigerator, dishwasher, washer/dryer and countertops.
- It is wise to set up a cleaning rotation between all residents to ensure a clean apartment at check out.
- Keep your walls in good condition: hang only one or two pictures per wall using the methods recommended above, do not place furniture directly against the walls, and make sure that your bed sheets and bedspreads do not mark the walls.
- Put a mattress pad or mattress cover on your mattress to protect it from stains.
- Prevent damage to the apartment and do not install additional items such as shelves, hooks, over-the-door hooks.
- Follow the instructions in your move-out letter to prepare your apartment for move-out. Be sure to coordinate your move-out preparation with your roommates, since common area issues may be billed to all residents of the apartment.

**BEING A GOOD ROOMMATE**

Whether you have had a roommate/suitemate before or will be sharing an apartment for the first time, the information provided in this section can help you to prepare for a successful roommate relationship. Although the groundwork for a positive experience begins well before move-in day, the daily choices and considerations made by roommates affect the success of the shared living experience.

Unlike previous generations, many of today's college students have never had a roommate or shared a living space. Thus, it is completely natural to be a bit apprehensive. Of course, some people may be more difficult to live with than others because of values, goals, or living habits that are different from your own. Many returning students will have the experience of living with a friend of their choosing, which presents a new set of challenges that can impact both the roommate relationship and the existing friendship. Not only must you know yourself, your tendencies, and what you need in your living environment, but you must learn to effectively communicate this with your roommate(s) while





also listening and adapting to their needs. The roommate relationship is very much about learning to consistently be a good roommate, first.

Be Willing to Communicate: While there are many sources of potential conflict between roommates, a willingness to communicate is often the first step toward resolving many of these issues. Clear lines of communication can be established early for new students during the first contact over the summer and for current students during the process of deciding to live together. Just remember that some level of conflict is healthy and that all new relationships go through a natural period of transition. Weathering this transition together will ultimately strengthen the roommate relationship.

#### Discussion Topics – Questions to ask each other (and yourself!)

All resident students should expect to formally sit down and discuss their expectations for sharing an apartment and communicating with the roommate(s). This process will take place during the first few weeks of school through the “getting to know you” phase and floor meeting with your RA. Completing a roommate agreement is not mandatory but is recommended because it provides the opportunity for new roommates to discuss and generally agree to what is appropriate for their living space AND within the guidelines of the resident handbook and licensing documents.

Below are some of the topics that new roommates should expect to discuss:

- Studying and Sleeping Habits (What are our schedules like? Do we plan to study in each other’s rooms? Apartment common areas?)
- Cleaning and Trash Removal (How important is a clean apartment? How often should garbage be taken out and things be cleaned?)
- Visitation and Guests (How often will we have guests? Should there be advance notice of overnight guests?)
- Utilization of Space (How should common areas be set up? What is appropriate to put on the walls?)
- Sharing of Belongings (What items can be shared? Are there any items we will buy together?)
- Noise and Electronics (At what time/volume can TV/stereo/etc. be used in common areas?)
- Roommate Communication (How will we communicate when we have a concern?)
- Personal Beliefs, Values, Goals (What are your priorities at college? What things are important to you?)
- Individual Personalities (How do you react when you are angry? What annoys you most?)
- Behavioral Choices (How will you spend your free time? What do you plan to do on weekends?)

Once residents have a chance to adjust to their college schedule and get to know their roommate(s), these questions should be revisited and explored more deeply. Should concerns arise down the road; the roommate agreement can serve as a mechanism for discussion, clarification, and compromise. To request to have a room agreement completed please contact the Campus Town Management office or your RA. In order to complete a roommate agreement ALL residents of the apartment must agree to the terms of the agreement.

#### A Guide to the First Conversation with Your Roommate

It is the first chance to start building a relationship with your roommate (s) and setting the groundwork for you to successfully live together. The conversation should be more than who is going to bring the television, you need to take the time to talk and start to learn about each other.

- **Step One: Getting to Know Each Other**

The basics: Hometown? Academic Major? Talents? Hobbies? Family? Favorite Foods? Why The College of New Jersey?

- **Step Two: Going a Little Deeper**

Have each person tell their life history in about 5-minutes. You can learn what is important, what events have helped shape their life to this point, and it provides each person with thoughts to reflect on later.



- **Step Three: How to Set Up the Apartment**

Talk through everything and do not assume anything. Talk about everything that you want to be in the apartment. Do not assume items can be shared, talk honestly about it. Also ask and make sure that your roommate(s) are comfortable with items that you may want to bring and leave in the common areas of the apartment.

- **Step Four: Stay in Contact**

Set-up other times to talk before you come on campus, or even meet if possible. The more often you talk to your roommate(s) the more comfortable you will be with them when you start living together.

### Communication Guidelines

Below are some suggestions on how new roommates can establish effective communication:

- Be flexible.
- Consider what is reasonable rather than what is ideal.
- Be willing to compromise but be sure to assert your rights.
- Keep in mind what you value the most.
- Address situations as soon as they arise.
- Be honest about your feelings.
- Stay calm and choose your language wisely.
- Do not assume you know what the other person is thinking.
- Ask for clarification if you don't understand.
- Do not gossip or involve others unnecessarily- go directly to the source.
- Make eye contact and be respectful.
- Try to listen and understand the other person's perspective.
- Be fair and cooperative.
- Expect a successful resolution.

### Utilizing Your Resident Assistant

When direct conversation with your roommate(s) does not seem to be improving concerns within the room, your RA can help. RAs are trained in effective roommate communication and conflict resolution. They commonly act as mediators between roommates by providing an objective and impartial setting for residents to communicate and resolve their concerns. The goal of the mediation process is to open the lines of communication and create a positive living experience for all roommates. Please consider approaching your RA for help:

- When you feel intimidated and need a supportive environment to articulate your rights in the room.
- When you are at such odds with your roommate(s) that you cannot speak without an adversarial tone.
- When your roommate(s) refuse to recognize that there is a problem even though it is apparent to others.
- When a previously agreed upon solution is still not working after a period of time.
- When you are concerned about your own health or safety or that of your roommate(s).
- When you have continually tried to discuss the problem and cannot reach a reasonable solution.

If you approach your RA, you can expect the first question to be "Have you already tried talking directly with your roommate(s) about your concern?" If you have not done so, the RA can provide helpful suggestions as to the best way to initiate this conversation. If you have spoken with your roommate(s) already, you can expect that your RA will spend some time getting both sides of the story. In many cases, both roommates are feeling tension and have independently voiced concerns to the RA. Once the RA understands your concerns, he/she will ask the roommates to sit down and talk with each other, listen, and reach an appropriate resolution. In some situations, the concern may be resolved in one brief meeting, other concerns may require additional time and dialogue. As appropriate, the RA may also refer the concern to the professional Assistant General Manager for assistance in determining a resolution.



### Tips to Help Prevent Roommate Issues

- Communicate with each other – start discussing issues regarding which items you are willing to share and what items you want to keep private before you arrive on campus.
- Take the roommate agreement seriously if you choose to complete one – it is a tool that will only help you if you are honest and expect conflict to occur, because it will.
- Do not expect that your roommate(s) will be your best friend – while there is potential that your roommate will turn out to be a good friend, the odds of two random people becoming best friends is just not always possible.
- Be considerate of each other – think about how your actions impact your roommate(s), if there is any question in your mind at all, just ask.
- Be open and honest – if something your roommate(s) does bugs you, let them know. The longer that you let the issues go, the more frustrated you will get, and the harder it will be for the annoying behavior to be stopped.
- If your roommate is doing something you do not like, do not repress your feelings. It is usually better to constructively voice concerns immediately rather than to store up a lot of petty grievances

## **COMMUNITY STANDARDS/ENGAGEMENT**

As you may know, Campus Town is more than just a residential collegiate community. Campus Town brings a unique experience for both college students and the local townspeople by providing a joint community which can be shared by everyone. As a member and resident of this Campus Town community there are behaviors that we expect for you to abide by to respect the lives of other residents, retail vendors and visiting retail guests.

By virtue of agreeing to be a member of the community, Campus Town residents are expected to familiarize themselves with, accept, and comply with all policies and regulations regarding student conduct, and all policies for residential facilities, retail locations and public common areas as published in various documents including, but not limited to state, federal and local laws, The College of New Jersey's policies, this *Handbook*, the *Lease Agreement* and *Campus Town Rules/Regulations*.

Alleged violations of policy may be referred to the appropriate official, including applicable court or law enforcement authorities, The College of New Jersey Office of Student Affairs, and The Campus Town Management Office. Thus, violations may result in administrative actions by multiple parties, including, but not limited to The College of New Jersey and The Campus Town Management Office, regardless of the outcome of criminal investigations and proceedings.

Campus Town may establish, with approval of The College of New Jersey and within the limitations established under the student judicial system, such rules, policies, and enforcement structures as necessary to maintain the orderly functioning of Campus Town.

### **Noise**

- **Courtesy Hours** are in effect 24 hours per day all year round. During this period, activities that create excessive noise or that interfere with another person's or a group's personal pursuits are prohibited at all times. Students must be vigilant about their impact on those around them and behave in a way which demonstrates courtesy for the academic and retail environment in Campus Town. Campus Town residents are expected to not act in a way which can disrupt or negatively impact any of the retail vendors operating in Campus Town.

### **Solicitation/Posting Flyers or Messages**

Posting, chalking, and/or canvassing of any kind without prior consent of Campus Town Staff is prohibited. This includes handbills, advertisements, papers, etc. which would cause litter in the community. These are only to be



placed in areas decreed for such postings. Posting messages or images in the windows that are within view of the public may be a violation and the resident maybe required to remove it.

### **Meet Your New Neighbors!**

Campus Town – Retail Stores

<https://www.campustownretail.com/featured-shops>

*\*\*All Campus Town vendors are not affiliated with Campus Town, Capstone on Campus Management or PRC Campus Centers, LLC. Campus Town retail locations are privately operated through private ownership.*

### **NEARBY ATTRACTIONS**

**Terhune Orchards** (<http://www.terhuneorchards.com/>):

Apple picking, pumpkin picking, cider, pies, farm animals, pick your own, field trips, farm market, gift baskets and more can be found at the Mount Family's 200 fruit- and vegetable-producing acres noted for quality products and country-style service. (13 minutes away from Campus Town).

**Grounds for Sculpture** (<http://www.groundsforsculpture.org/>):

Grounds For Sculpture exhibits works by well-known and emerging contemporary sculptors in the museum buildings and landscaped sculpture park. Open year-round, special exhibitions, programs, and events are scheduled for your education and enjoyment. (15 minutes away from Campus Town).

**New Jersey State Museum** (<http://www.visitnj.org/new-jersey-state-museum/>):

From fossils to fine art, from Native American tools to the finest silver, from quilts to comets, from prehistory to the future, the New Jersey State Museum is four museums in one and offers a galaxy of experiences (15 minutes away from Campus Town).

**New Jersey State Planetarium** (<http://www.visitnj.org/planetarium-new-jersey-state-museum/>):

Soar through the skies in the state museum's spacious planetarium, featuring precision projection of more than 6,000 stars. As the largest planetarium in New Jersey, it seats 150 visitors in specially-designed reclining seats that transport an audience to any astronomical destination. (10 minutes away from Campus Town).

**Washington Crossing State Park** (<http://www.visitnj.org/washington-crossing-state-park/>):

Originally preserved for its historical significance, the park is also well known for its trails and wildlife habitat. The park also offers museum / visitor center, open air theatre, Swan Historical Foundation (collection of the American Revolution), Johnson Ferry House, interpretive center, natural area, trails, camping, fishing, picnic tables, picnic shelters, group picnic facilities, group picnic shelters, playground. (14 minutes away from Campus Town).

**Delaware & Raritan Canal State Park** (<http://www.visitnj.org/node/15887>):

The 70-mile linear park is a valuable wildlife corridor connecting fields and forests. With its 19th-century bridges, bridge tender houses, past and present locks, cobblestone spillways and hand-built stone-arched culverts, the canal are a tremendous attraction for history lovers. (15 minutes away from Campus Town).

**Stony Brook Millstone Watershed** (<http://thewatershed.org/>):

From our 930-acre Watershed Reserve to locations across central New Jersey, we protect and restore clean water and natural habitats. Enjoy a hike, visit our Nature Center and become River-Friendly! (14 minutes away from Campus Town).



**Hopewell Museum** (<http://www.fieldtrip.com/nj/94660103.htm>):

The goal of the Hopewell Museum is to preserve and display what is most typical and interesting of village life in America from early Colonial days to the present. (20 minutes away from Campus Town).

**Old Barracks Museum** (<http://www.barracks.org/>):

The Old Barracks serves as an educational center for Colonial and American history, and stands as the last remaining structure of its kind. (10 minutes away from Campus Town).

**New Jersey State House** (<http://njstatehouse.org/>):

Two hundred years of our history come alive in the State House, the nation's second oldest state capitol still in active use. (10 minutes away from Campus Town).

**National Guard Militia Museum** (<http://www.nj.gov/military/museum/index.html>):

The mission of the National Guard Militia Museum of New Jersey is to preserve and explain the military heritage of New Jersey and enhance public understanding of how armed conflicts and military institutions have shaped our state and national experience. (6 minutes away from Campus Town).

## Shopping

**Princeton – Target, 500 Nassau Park Boulevard, Princeton, NJ 08540** (<http://www.target.com>)

Conveniently located off U.S Route 1, Target provides all your essential shopping needs including groceries, room essentials and more! (15 minutes away from Campus Town)

**Princeton – Trader Joe's, 3528 Brunswick Pike, Princeton, NJ 08540** ([www.traderjoes.com](http://www.traderjoes.com))

Fresh, organic produce and groceries are just a step away on U.S. Route 1! (15 minutes away from Campus Town)

**Princeton – Whole Foods, 3495 U.S. Route 1 South, Princeton, NJ 08540** ([www.wholefoodsmarket.com](http://www.wholefoodsmarket.com))

Whole Foods is an eco-minded market that provides a variety of natural and organic grocery items, housewares, and other essentials. (15 minutes away from Campus Town)

**Princeton - Palmer Square Shopping & Dining** (<http://www.palmersquare.com/>):

Located across from Princeton University, Palmer Square boasts a unique collection of shopping and dining right in the heart of downtown. (20 minutes away from Campus Town).

**New Hope, Bucks County - Shopping, Dining, Lodging, LGBT**

([www.visitbuckscounty.com/towns-main-streets/new-hope-lambertville](http://www.visitbuckscounty.com/towns-main-streets/new-hope-lambertville))

Home to eclectic shopping, riverside dining, theater and cultural attractions, New Hope, is a small town with a big city feel in Bucks County, Pennsylvania.

**Lambertville** (<http://www.visitnj.org/lambertville>):

A gathering of antiques shops, eclectic galleries and comfortable coffee shops clustered on the banks of the scenic Delaware River makes Lambertville a haven for artists and craftsmen. (25 minutes away from Campus Town).

**Quakerbridge Mall** (<http://www.simon.com/mall/quaker-bridge-mall>):

Welcome to Quaker Bridge Mall where you'll find more of what you're looking for at New Jersey's premier shopping destination with over 90+ stores. (10 minutes away from Campus Town).

**Mercer Mall:**



A supermarket, numerous shops and restaurants are available at Mercer Mall - located on Route 1 (across the highway from Quakerbridge Mall) (12 minutes away from Campus Town).

**Princeton Market Fair** (<http://www.marketfairmall.com/>):

We feature the finest collection of home furnishing stores you'll find anywhere. You'll find a host of great stores for fashion apparel in our one-of-a-kind, relaxing environment. (15 minutes away from Campus Town)

**THANK YOU FOR CHOOSING CAMPUS TOWN AND WELCOME TO YOUR NEW HOME**

**APPENDIX I**

In case of emergency fire alarm or fire drill, please follow the arrows in the picture below in order to evacuate Campus Town.



## APPENDIX II

# CAMPUS TOWN

## **Campus Town 2023 – 2024 Rules and Regulations PRC Campus Centers, LLC, OWNER**

These Rules and Regulations are outlined in addition to those specifically enumerated within the Lease Agreement and are agreed to by the Resident for the purpose of preserving the welfare, safety and convenience of all of the Residents of Campus Town, for the purpose of making a fair distribution of services and facilities for all Residents, and for the purpose of preserving the Owner's property from abusive treatment. With proper notice, the rules and regulations outlined below may be subject to modification, during the term of the lease.

### **Terms to Note**

- Capstone On-Campus Management, is the "Agent" for Campus Town.
- PRC Campus Centers, LLC is the "Owner" for Campus Town.
- "Resident" refers to The College of New Jersey students and any person residing in Campus Town.

**1. Parties and Events** Large parties of more than 12 individuals in a Campus Town 4-bedroom apartment, more than 8 in a 2-bedroom apartment and more than 4 in a 1 bedroom apartment are not permitted. Whether in apartments, bedrooms, or other gathering spots inside the residential areas of Campus Town, social gatherings must not:

- a) Become too large for the host Resident(s) to exercise responsible control over the behavior of Residents and guests.
- b) Expand beyond the boundaries of the apartment.
- c) Be open to all or advertised in any way.
- d) Consist of more guests than the required amount per apartment.

Campus Town Staff and The College of New Jersey Campus Police, if necessary, will intervene and instruct the host(s) to end the event when gatherings:

- a) Result in excessive noise, damage or destruction, fighting or other disruptive behavior
- b) Exceed the normal boundaries, with persons gathering in hallways, stairwells, lounges, entrances, and other common areas.
- c) Have been advertised or promoted through flyers, posters or other means including electronic media.

**2. Access by Non-Residents** Non-residents (including family), may not use the premises if the Resident is on vacation or is for any other reason not present unless accompanied by the Resident. Residents may not give their building key fobs, mailbox keys, or room/apartment key to any non-Resident. Residents who have allowed non-Residents access by providing them with a building key fob, or room key may be considered in default of the Lease.

**3. Pets.** The presence of any animals, reptiles, birds, or pets in the residential areas of Campus Town is prohibited, with the exception of fish. No fish tank shall exceed a ten (10) gallon capacity. Visiting pets are prohibited. Any student found to possess a pet of any kind other than fish will be subject to a Campus Town fine of \$100.00 for a first occurrence (\$200 for a second offense). Resident will also pay the costs of cleaning and/or replacing carpet and any apartment furnishings damaged by the pet(s) and Resident will pay the costs incurred by owner/agent for pest control treatment if needed. Service animals are allowed but the resident must be registered and follow the policies of all state and federal laws.

**4. Smoking.** Tobacco use and smoking of any substance is not allowed in apartments, lobbies, common areas, hallways, offices and is prohibited in all other public and private areas of Campus Town. Smoking inside any part of Campus Town may result in a fine depending on incident. E-cigarette, vaping, and hookah smoking is prohibited in



all enclosed areas of Campus Town. Hookahs are strictly prohibited in any areas of Campus Town. Smoking is only permitted outside, at least 25 feet away from any entrance or window of Campus Town.

**5. Quiet and Academic Living Environment.** Conduct that infringes upon the rights of others to a quiet, academic living environment is not acceptable under any circumstances and is cause for Campus Town disciplinary action. Such conduct includes intentionally or recklessly causing physical or emotional harm, or threatening physical harm to any person, including assault/battery, intentionally or recklessly provoking and/or engaging in physical fights or harassing any person in such a way as to seriously or repeatedly interfere with that person's academic pursuits, sleep, and/or other personal pursuits. This includes malicious pranks and issuing threats.

**6. Noise.** Excessive noise is not allowed and 24-hour courtesy hours are always in effect. Noisy or disruptive behaviors which interfere with another person's or a group's free exercise of academic or personal pursuits or their ability to sleep or study, including: music, television, or other electronic equipment playing at high volume, excessive yelling, music practice, large gatherings/parties, and other types of noise are prohibited and will not be tolerated. If a student has a problem with noise, the student is encouraged to talk to the other student(s) who are creating the noise. If noise continues, then the student should contact a Campus Town staff member to request assistance. Residents who violate these courtesy hours may face disciplinary charges and possible lease violations.

### **7. Conduct.**

***Sports Equipment.*** Use of any sports/recreational equipment (except in exterior community areas) is prohibited. The use of equipment prohibited within the residential premises include but are not limited to: roller blades, scooters, bicycles, skateboards, footballs, soccer balls, basketballs, baseballs, volleyballs, lacrosse equipment, field hockey equipment, Nerf balls, and Frisbees. Bicycles are prohibited from the building, and must be stored in exterior bicycle rooms located in each building. (Students who wish to use such equipment in the exterior sections of Campus Town must do so at their own risk and must be respectful of other residents/retail guests).

***Guests.*** Resident will be held responsible for the conduct of their guests, including payment for any damages caused by their guests' behavior. Resident's guests' visits may not exceed three consecutive days. Campus Town guests cannot illegally reside or appear to reside in an apartment they are not leased to. Non-Resident guests under the age of 16 who do not have valid photo identification must be accompanied by a parent or guardian, and may not stay over-night unless prior approval is granted by The Campus Town Management office. Resident must get approval from roommates for overnight guest.

**8. Transferring Apartments.** The Agent shall not be liable for any personal conflict of Resident with any other Residents that reside at the Property or their guests or invitees. Therefore, a conflict between Residents does not constitute grounds for termination of the lease. However, the Agent acknowledges that there may be valid reasons why a request for transfer to a different apartment would be considered and approved. Any Resident desiring a transfer should make a formal written request to The Campus Town Management Office, including the reason for the requested transfer. **Space permitting**, if the request is valid and practical, and an inspection of the Resident's current apartment is satisfactory, Resident will be notified of a new assignment. In order to make the transfer process from one apartment to another run smoothly, the following policy has been established. Residents requesting an apartment transfer must comply with the following procedures:

1. Submit a written request to The Campus Town Management Office.
2. Agree to a specific moving date.
3. Arrange for an inspection of current apartment with a Campus Town staff member.
4. Agree to pay all lease fee payments and damage costs found by the Management Staff to be attributable to Resident.
5. Enter into a new Lease for the balance of the Lease Term that reflects the bedroom and apartment into which the Resident has moved.
6. Pay a \$100.00 transfer fee.
7. Be current on all other charges; no outstanding charges on the Resident's account.





**9. Move-In / Move-Out Procedures.** Resident will be given an option to fill out a Room Condition Report (RCR) upon receipt of their keys and the directions to complete the RCR. The Resident is to note any existing damages or conditions which are in need of repair or replacement. Resident will have 72 hours from the receipt of the key to the Resident's apartment to complete and return the RCR to The Campus Town Management Office. In the event the Resident does not complete and return the Room Condition Report within 72 hours, The Campus Town staff may refuse to accept the report and the Resident shall forfeit all right to claim that damages to the apartment were evident prior to Resident's move-in. Agent shall inspect the Premises and common areas upon Resident surrendering the premises and common areas, and any damage thereto which is deemed by the Agent to have arisen during the Resident's occupancy and use of the Premises. Resident is not required to be present at the time of the move-out inspection; however the Resident may request an inspection appointment for a joint inspection by Resident and Agent (Through the help of a Resident Assistant). Such appointment must be requested and scheduled at least two (2) days prior to the resident's move-out date, and all of the Resident's possessions must be removed by the time of the inspection. Resident shall surrender the premises and common areas in a clean and sanitary condition.

**10. Solicitation and Posting Signs.** Solicitation and/or canvassing of any kind, without the prior consent of the Agent, is not permitted in the Premises or about the Property. No sign, signal, advertisement, illumination, painting, poster or flyer of any kind shall be placed in any window or other part of the Premises without the written approval of the Agent.

**11. Windows.** Participating in throwing, dropping or causing objects to fall from a window is prohibited. No Resident may remove a window screen, hang laundry or shake rugs from an apartment window. Windows may not be used as an entrance or exit except in an emergency. No resident may remove a window stopper, and if they are found to be removed the residents of that apartment will be billed accordingly and subject to Campus Town disciplinary action. Posting messages or images in the windows that are within view of the public may be a violation and the resident may be required to remove it.

**12. Furniture.** Resident shall take good care of the furniture and agrees to maintain the furniture and return it to the Agent at the termination of this Lease in as good a condition as received, with reasonable wear and tear excepted. Residents shall not disassemble any existing furniture or fixtures, and existing furniture shall not be removed from the Resident's assigned apartment without written permission from the Agent. No oversized and/or heavy furniture is permitted in any apartment, including, but not limited to, all types of lofts, wood structures, bars and waterbeds, all of which are strictly prohibited. The use of both temporary and permanent hot tubs is prohibited.

Common area furniture is intended for the enjoyment of all Residents. This furniture is not to be removed from Common areas. Furniture found to be missing will be reported to the police. Missing furniture may be considered stolen and handled through the police as a crime.

**13. Keys and Building Key Fob.** Keys and building key fob are the property of the Owner and must be returned at the end of Resident's occupancy. Charges of 50.00 will be made for building key fobs not returned or for those requiring replacement during the term of Resident's occupancy. Replacement keys will be charged \$25 per key, lost keys will require the resident to pay \$150.00 per key core that the missing key has affected. Resident shall not duplicate keys. Resident may request a receipt for all keys returned to the Agent. Residents must carry their room key and the building key fob at all times. A fee of \$10 will be charged to the resident's account for each lock out (following the first complimentary lock outs per year). If for any reason staff suspects that a resident's key, or key fob is lost, they may require the resident to produce the item.

**14. Maintenance and Care.** Resident shall not erect any exterior wires, aerials, signs, satellite dishes, etc., about the Premises or the Property. Resident shall not install or modify any fixtures without the written consent of the Agent. Resident shall not lay contact paper on any shelves or walls and agrees to use non-damaging products to hang personal effects on walls. Resident shall not paint or wallpaper the apartment or any fixtures without the written consent of the Agent. Resident acknowledges acceptance of the apartment in its present condition, agrees to maintain the apartment and return it to the Agent at the termination of this Lease in as good condition as when taken, reasonable wear and tear excepted.



Resident, at own expense, shall keep the apartment clean and fit for habitation and shall be responsible for all damage to the apartment including but not limited to furnishings, walls, floor, ceiling, screens, sprinkler system, appliances, plumbing, heating, air conditioning, and ventilation systems as a result of Resident's neglect, including that of Resident's guest(s) or invitees, regardless of whether the neglect was an affirmative act which caused the damage or failure to act in order to prevent damage. Damage to the common areas will be assessed solely to the Resident when the Resident or the Resident's guest has been identified as the responsible party, otherwise all Residents who use the common area will be billed a pro-rate share of the damages. Additional charges may be assessed for the inappropriate disposal of objects in toilets.

If the premises require repairs by the maintenance department, maintenance requests can be submitted via the student portal. Emergencies must be called into the RA on duty phone number.

**15. Fire or Other Emergency.** Setting or fueling a fire of any size is prohibited. The Resident shall give immediate notice to the Agent of fire, accident, damage, and dangerous or defective conditions. All Residents must evacuate the Premises during a fire alarm. Falsely reporting a fire or any other emergency, including bomb threat, falsely reporting a serious injury, or pulling a fire alarm station when no fire is evident is prohibited. Fire warning devices and safety equipment are to be used only in the case of an emergency.

A fire alarm must be taken seriously, and in the event of a fire alarm the Resident must precede in accordance with established evacuation/fire alarm protocols. These instructions may not be removed for any reason. Intentionally sounding an alarm in a non-emergency situation or tampering with emergency equipment is a criminal offense and the person or persons responsible will be treated accordingly. Tampering with apartment smoke detectors is prohibited. This paragraph shall not limit the Agent's ability to impose additional charge, penalties or sanctions for damage or destruction of fire safety equipment. Refusal to leave a building during a fire alarm, refusal to produce proper identification upon request of the Agent, refusal to cooperate with a reasonable request by the Agent, emergency personnel, or police officials acting in performance of their duties is prohibited and may result in disciplinary action.

**16. Fire Hazards.** The use or possession of kerosene, propane or electric space heaters within the premises and about the property is prohibited. The use or possession of candles or other open flame devices, incense, hookahs and halogen lamps or halogen bulbs of any kind are all prohibited in the premises and about the Property.

**17. Hazardous Substances and Weapons.** Fire and safety regulations strictly prohibit the use, manufacture, or storage of any fireworks, explosives, flammable liquids, cans or compressed gasses, poisons, highly combustible substances, chemicals, or any substance designed to injure others or damage property, in any apartment, hallway, or about the Premises. The storage or use of gasoline or electrical powered vehicles or engines regardless of their state or dismantlement in the apartment is likewise prohibited. Setting materials on fire, possession or use of flammable or highly combustible materials is prohibited.

State Law strictly prohibits the possession or use of any weapons, fireworks, or explosive devices in the Premises or about the Property. No weapon of any kind is permitted in the Premises. In the event the Agent discovers that Resident is in possession of a weapon, the Agent shall have the right to immediately notify the police.

### **Fire Safety: Prohibited Actions and Items**

- Storage is neat and orderly, and a minimum of 24 inches from the ceiling, 18 inches from Sprinkler heads.
- Do not hang any tvs, screens, etc. from the ceiling
- Smoking inside any part of Campus Town (*see lease agreement 26*)
- Hookahs
- Beer kegs
- Use of halogen lamps or neon signs
- Failure to comply with procedures established for health, maintenance and safety concerns
- Use and/or possession of fireworks, firecrackers, or dangerous/flammable chemicals
- Use of an open flame (e.g. candle, incense, cigarette, cigar, etc.) inside any part of Campus Town



- Interference or tampering with fire safety equipment including smoke detectors and/or sprinkler equipment fire extinguishers, alarm pull stations, etc.
- Weapons, firearms or any device that may endanger others
- Illegal drugs or substances
- Pets\* (*See lease agreement 22*)
- All large appliances or structures without Campus Town management's approval (Water beds, additional refrigerators *besides mini fridges*, large lofts, etc.)
- "Piggy-backing" surge protectors is prohibited and plugging more than one surge protector in an outlet
- Excessively overloading "doubling up" on extension cords or string lights
- Charcoal and propane grills/ Flammable liquid
- Gas or electric space heaters
- Use of stove or microwave while apartment is unoccupied
- Disassembling or removing any furniture from the apartment
- Removing fire extinguisher from kitchen space

**18. Renovation and Repair.** The Agent reserves the right to reassign Resident to another apartment in the event there is a need to provide for renovation or repair of the premises or the Property. If renovations or repairs become necessary, every effort will be made to minimize the inconvenience to the Resident and, whenever possible, advance notice will be given to the Resident of the nature and time of the work which will be done. Resident shall not withhold lease fee payment due to renovations or repairs. Apartments may also be entered at times to verify safety standards or to perform preventive maintenance. These times will be posted in advance of performing the work.

**19. Equipment.** Tampering with, altering or changing any safety equipment, locks, fire alarms, smoke detectors, telephone equipment, internet equipment (This includes connecting an internet router), TV cable, plumbing, electrical systems, etc., is prohibited.

**20. Storage Space.** There is no storage space for Resident use at Campus Town. Under no circumstances are utility or furnace rooms, entrances, hallways, stairwells or other public areas to be used for storage.

**21. Ceilings.** Residents are prohibited from affixing any object to ceiling areas and from painting any ceiling areas. Residents are prohibited from tampering with or allowing any objects to come in contact with sprinkler heads.

**22. Sprinkler Heads.** Hanging objects from sprinkler heads or tampering with sprinkler heads in any way is strictly prohibited. Any damage to the sprinkler heads or ceiling tiles or water damage to any personal property which is the result of a Resident and/or his/her guest(s) tampering with or damaging the sprinkler system shall be the responsibility of said Resident.

**23. Expense of Misuse and Charges for Damages.** Any damage to an apartment or public area other than normal wear and tear will be charged to the responsible party or parties to the extent that they are identifiable. Resident is responsible for guest(s) behavior and any charges or damages that result from misbehavior. Resident shall immediately report to Agent and the local law enforcement authority any acts of vandalism to the Premises (This includes retail/community areas) or the apartment in which the premises are located. To the extent not identifiable, all co-Residents will be jointly liable and will be assessed a charge. All invoices for damage are for the restitution of the damage that has occurred and must be paid within thirty (30) days.

The Resident agrees to immediately reimburse the Agent for any charges that are assessed as set forth in this agreement. Should charges be assessed and totaled after the expiration of this Lease, they shall constitute a debt payable by Resident immediately upon demand by the Agent. Any fines or expenses resulting from the use, misuse or destruction of Owner's property, including but not limited to fire sprinkler, fire alarm or smoke alarm by Resident, Resident's guests or invitees shall be borne by Resident and shall be considered additional monies due to Agent. Intentionally or recklessly destroying, damaging or defacing any area of Campus Town is prohibited and shall be considered cause for termination of the Lease Agreement.



**24. Computing Policies.** Campus Town's Internet Service Provider is Airwave Networks. The use of computing resources provided by Campus Town (including the wired and wireless service in the apartment, or any other computing services provided by the owner) may not interfere with others' use of shared computer resources and/or their activities. The generation of network traffic which compromises, cripples, or disables a network resource, propagation of computer worms or viruses, or spamming will not be tolerated. Servers (including web, ftp, mail, dhcp, snmp, tftp) are not permitted in Campus Town. Students found to have violated this policy will be charged for the restorations of the computer(s) operating system and any hardware that may be corrupted. The use of personal internet routers are strictly prohibited.

**25. Evacuation.** Resident agrees to evacuate in the case of emergency at the sole discretion of Campus Town staff. Resident understands that no reduction in lease fees will be given in the case of emergency evacuations.

**26. Reasonable Request.** Resident or guests, shall, upon demand by Campus Town Staff, Campus Police or any other identifiable legal or staff entity attempting to procure information provide valid identification such as Student ID card, Driver License, or any other government issued ID. Resident and guests shall also adhere to all reasonable requests made by staff.

**27. Trash Policy-** All trash in Campus Town is to be disposed of either in trash rooms (located on each residential floor by the elevator or the end of hallway) or in designated outside dumpsters. Littering or improper disposal of trash in Campus Town is strictly prohibited, residents who violate this policy may face a fine for additional cleaning services.

By signing a Campus Town lease, resident agrees to adhere to all policies and regulations and understands that they will be held responsible for these policies and regulations.

