

I. PURPOSE of the Handbook Addendum

This handbook addendum is provided to help maximize your apartment living experience. The information contained here will help:

- 1) Enable you to become more familiar with Lowry Woods Community -- its services, programs, facilities, staff responsibilities, policies and procedures.
- 2) Acquaint you with the philosophy and goals of residence hall living at Texas Woman's University.
- 3) Inform you of many of your rights and responsibilities as a residence hall community member.
- 4) Serve as a reference guide through out the year.

It is important that you have an overall understanding of the TWU residence hall program. This handbook addendum may answer many of your questions; however, no publication can give you all the answers.

Lowry Woods Community staff members are valuable information resources and can provide clarification and more specific information about the residence hall and campus community. Please feel free to address any questions to hall staff members. But to begin, please take time to thoroughly read this handbook addendum and the online Residence Life Handbook to learn more about your campus home.0

II. APARTMENT LIVING

Life at Lowry Woods Community begins with getting along with your neighbor but it doesn't end there. When you live at Lowry Woods, you become part of a community. This community will gradually take on new meaning for you as it becomes your new home. The Lowry Woods Staff, Community Council, and the Residence Hall Association will plan events designed to help you get to know the other people in your community. While these events are optional, your participation will help establish a sense of friendship among community members.

Community living has some similarities to roommate living. Both require that you are considerate of the other people and that you take the time to get to know your neighbors.

POLICIES AT A GLANCE

- All TWU residence halls and apartments are smoke free. If you are a smoker we ask you to smoke away from the interior of the buildings, including the breezeways.
- The state Fire Marshall has required that no candles or incense be permitted in university residential facilities and this includes the apartments as well.
- Practice other fire safety measures by never leaving your apartment with anything cooking on the burner and do not leave flammable items on your stove heating elements, even if it is not turned on.
- You are expected to care for your new university home and neighborhood ensuring that no damage occurs and that the apartments and grounds are kept clear of debris.
- Children under the age of 12 must be supervised at all times by the parent or a responsible adult.

III. ACCOMMODATIONS and FACILITY OPTIONS

Your new apartment offers a full kitchen complete with all major large appliances including a refrigerator with ice maker, electric stove and oven, dishwasher, and garbage disposal along with spacious cupboard space and a small pantry. Each unit comes with either two or three bedrooms and two full baths, spacious closet space, high speed internet and phone connections, TV cable connections, and a small storage closet located off of the breezeway where you access your apartment.

All apartment buildings have locked gated entrances that can be opened with your student ID. Students with families are encouraged to bring their spouse and/or children over to the Housing office in Jones Hall to get a family member ID card to enable them to access the building easily. These cards will only be issued to spouse and children, who are 12 years old or older, identified on the family housing contract. The apartment buildings are also equipped with smoke detectors, fire alarms and sprinklers for your safety.

A separate laundry room is available in each apartment building for the residents in that building. As a contracted resident your student ID will be programmed to provide you with 30 washes and 30 dries each semester. You may add more laundry access to your card for \$.50 a load at the Housing office in Jones Hall. Residents will enter the laundry

room using their ID card.

The Lowry Woods Community Center offers residents a computer lab, a media recreation room, a kitchen for community activities, and a classroom for the Clubhouse children's after school and summer recreation program. The Lowry Woods community office is also located in the Community Center. The Center is open from 8 am to 5 pm prior to the beginning of classes and then hours are extended from 8 am to 2 am during the semester. Please note that semester break hours will be more limited than those listed above. Those hours will be communicated prior to each semester break period.

THE CLUBHOUSE

The Clubhouse is a children's recreation program designed for the children living in family housing. The Clubhouse is open from 3:00 pm - 6:00 pm during the Fall/Spring and 7:30 am - 5:30 pm in the Summer, Monday through Friday for ages 5 (as of September 1st) through 12 years. Children of off-campus students may enroll on a space-available basis. During the school year Clubhouse staff pick up children enrolled in the Clubhouse from their elementary school and bring them back to Lowry Woods Community Center, the site for the program, conveniently located for residents in the Lowry Wood Community. For more information call 898-3653 or 898-3676.

IV. RESIDENCE HALL ACTIVITIES

The residence hall environment promotes an exchange of ideas, experiences, attitudes and interests as well as being conducive to study. Residence hall activities revolve around the interests of the residents within each hall and can be as varied as picnics, dances, movies and special interest programming about topics such as writing resumes, nutrition and diet information. Residents are encouraged to actively participate in the Lowry Woods Community Council by serving on committees and becoming involved in the planning of special activities, programs and intramural competitions.

LOWRY WOODS COMMUNITY COUNCIL

The Lowry Woods Community Council is an organization composed of all the residents in Lowry Woods. The purpose of the council is as follows:

- To promote the welfare of the residence hall community
- To encourage the acceptance and consensus of the residential community in the formation of both long - and short-range activities and recommended policies pertaining to both students with families and single

students living in the community while fostering the best interest of the University with respect to the development of resources, quality of life and innovation.

- To serve as a channel of communication for the residents to the Department of University Housing.
- To develop and implement programming within Lowry Woods community that provides for the recreational, cultural, social, and educational interests of the residents.

The Lowry Woods Community Council meets every two weeks in the recreation room. All residents are encouraged to attend and participate. Officers and building representatives are elected annually to coordinate council activities.

RESIDENCE HALL ASSOCIATION

The Residence Hall Association (RHA) is the coordinating body for the residence hall communities and is composed of voting representatives from each residence hall community. The RHA works with the Housing staff and residents in the development of residence hall policies, programs, and facilities. With the cooperation of the hall and community councils, a variety of activities are provided in order to bring the residents and hall communities together. RHA acts as a liaison between the residence hall students and the Department of University Housing.

V. STAFF

LOWRY WOODS STAFF MEMBERS

Full Time and Supervisory Staff

Area Coordinator

The Area Coordinator is a full-time administrator who lives in the residential community and is responsible for the overall administration of the residential community. By coordinating programs and services with other housing staff members and University departments, the Area Coordinator seeks to provide a comfortable living/learning environment for all on-campus apartment students.

Hall Director

The Hall Director assists the Area Coordinator with administration and facility management

of the residence hall. She/he works with the Area Coordinator to supervise staff members, provide programs and coordinate hall functions. The Hall Director is a full-time undergraduate or graduate student in addition to being a part-time employee for the Department of University Housing.

Recreation Coordinator

The Recreation Coordinator is responsible for the administration and program development of "Clubhouse" after school and summer children's recreation program. The Recreation Coordinator is a graduate student as well as being a part-time employee for the Department of University Housing.

Custodians

There are full-time custodians in each residence hall community. The custodian provides general cleaning in public areas such as breezeways stairs, the Community Center and laundry rooms.

Students are responsible for cleaning their own apartments and pulling their own trash.

Facilities Management - Maintenance Workers

Texas Woman's University has a central physical plant that coordinates the upkeep and maintenance of the residence halls. Each Facilities Management employee is assigned to several buildings so problems and work orders are addressed on a priority basis. Call the staff at the front desk when you have a maintenance problem such as a broken window, leaking water faucet, loose closet door, etc. If you are not there when the worker shows up, he will enter the room, make the repair and leave a notice indicating he/she has been in your room.

Student Staff

Resident Assistants

The Resident Assistants (RAs) reside in each building and are there as a resource person for you. They will help facilitate programs in the community, communicate and clarify policies, and serve as an advisor for issues you may have. They are your best first line for information regarding questions you may have about your living environment and about the campus.

Recreation Leaders

The Recreation Leaders are responsible for the implementation of the "Clubhouse" program and report directly to the Recreation Coordinator. The student staff hired in these positions typically have recreation, elementary education or child development backgrounds.

Office Assistants

The Office Assistants work in the Lowry Woods Community Center Office and report directly to the Area Coordinator. They are responsible for assisting and checking in visitors and guests to the building, answering the phone, issuing equipment, games, keys and other materials which are available to residents for check-out, as well as other administrative tasks which may arise.

VI. YOUR APARTMENT

DAMAGES

Upon checking into your apartment, it is your responsibility to review the Apartment Room Occupancy and Clearance Form with your RA, noting the condition of your apartment. Any changes in the apartment's conditions discovered at the time of check-out other than what was noted on the card at the time of check-in will be the resident's responsibility. Charges for damage and/or cleaning will be assessed against the student by the University and must be paid promptly. Determination of the amount of such loss or damage shall be made by the University at its sole discretion. Failure to pay the assessment will result in a hold or block of your registration and issuance of grades or transcript.

IMPORTANT: Residents who have excessive damages and/or cleaning in their apartments will not be allowed to return to Lowry Woods, and risk eviction during the semester.

DECORATIONS

You are encouraged to decorate your apartment as long as it does not create any permanent damage. You are responsible for making sure that there are no holes in walls or other damage caused by decorations.

If you wish to hang posters on your walls, you are encouraged to use **white** "Plasti-tak." You will assume full responsibility for removing all marks left by adhesives or paying for damages. Transparent tape and masking tape cannot be used on walls, doors, or windows. They are especially difficult to remove without damaging the surface. Be sure to not cover heating and air-conditioning vents.

APPLIANCES

Washing machines and dryers are located in the laundry room for residents' use and convenience. The apartments are not equipped to accommodate washers or dryers and these are not permitted. Stoves and refrigerators other than those furnished by Texas Woman's University are not permitted. Violation of these rules can result in termination of the apartment contract.

HEALTH, MAINTENANCE, AND LIFE SAFETY INSPECTIONS

Health, maintenance, and safety inspections of apartments are conducted monthly to ensure:

- 1) That maintenance problems and repair requests are reported. Notices of the inspections will be posted on hall bulletin boards at least 24 hours in advance of these inspections;
- 2) That reasonable standards of room cleanliness, safety, and sanitation are being observed;
- 3) That University property is being used properly.

See Building Policies, Section VII for more detailed information.

HEATING AND AIR CONDITIONING

Heating and air conditioning (HVAC) Systems are separately controlled in each apartment. Residents occupying the apartment must come to an agreement on the temperature in their specific apartment. The University has also set energy efficiency controls on all units to make sure that the units are operating efficiently. Information about the controls for the thermostats can be obtained at the Lowry Woods office.

TRASH REMOVAL

There are large trash receptacles in brick enclosures located around the perimeter of the community. Please bring your trash to one of these areas and make sure that it is deposited in the receptacle. We ask that you bring your trash in the plastic garbage bags. Be sure to tie your trash bags at the top to insure that trash does not spill out and attract insects and rodents. Trash will be picked up daily from the trash enclosures.

REPAIRS

Repairs to University property are made by trained professionals employed by the Physical Plant Department of the University. Reports of necessary repairs should be made to the

staff on duty at the front desk of the residence hall. If a repair has not been completed within a reasonable amount of time (24-48 hours excluding weekends), contact your RA, or Hall Director.

ROOM ENTRY

The University reserves the right to enter apartments for purposes of room inspection, maintenance improvements, suspicion of an accident, or in the event of epidemic or emergency which jeopardizes the well-being of the occupant or other students in the hall. Student rooms/apartments may be searched for cause only by authorized civil authorities. In case of suspected criminal violations, a search warrant issued by a magistrate will be used to authorize the search.

PROTECTING YOUR PERSONAL PROPERTY

In most cases, theft of personal property from student apartments occurs because of failure to lock the doors. You should always keep your door(s) locked even when you are in your apartment. You are encouraged to insure personal belongings against loss and/or damage through your own renters insurance policy. The University is not responsible for loss or damage of students' belongings.

If you are going to be away for an extended period of time, notify your RA. Do not keep expensive articles in your apartment where they can be easily seen or taken. Never keep large amounts of money in your desk or dresser. If you see someone who is acting suspicious, call the front desk and report them.

If you lose personal belongings, or your apartment keys you should immediately report your loss to your RA or to the staff at the Lowry Woods office.

CLEANING PERSONAL SPACE

Cleaning of the individual apartment is the responsibility of the residents occupying the apartment. The custodial staff maintains the cleanliness and upkeep of the lounges, lobbies, and public hallways (where applicable). Residents are encouraged to bring their own mop, broom, and cleaning supplies to maintain their own apartment.

ENERGY CONSERVATION

Your apartment rental rates are significantly affected by increasing utility costs. Conservation of energy and resources is a major concern for the Department of University Housing.

We ask that you contribute by being conscious of your energy consumption. In practical terms, this means turning off lights and electrical appliances when not in use. Cutting off water faucets and reporting "drips" will also save money. These actions alone can help significantly to keep our utility costs, and your apartment rates down.

VII. Building Policies

Fire Procedures

Fires can destroy property and lives each year. For this reason, it is imperative that all residents know what to do in case a fire strikes the building. Remember: it is usually the smoke, rather than the flames that kill.

The following are facts concerning fire prevention that all residents should be acquainted with in order to protect against any possibility of fires:

- Extreme caution should be exercised when smoking. Remember all buildings are smoke free!!
- Defective wiring or appliances, which are shorting out, should be reported to a staff member at once.
- Circuits should not be over-loaded; one item plugged in each outlet; no gang plugs or adapters are to be used. Surge protectors are recommended.
- Cooking is not permitted in student rooms.

Drills

Fire drills are conducted minimally, twice each semester and once each summer term to familiarize the residents with the sound of the building alarms, the emergency exits that are available, and the procedure for evacuating the building. **Residents must evacuate in the event of a fire drill.**

Evacuation

A continuous ring of the fire alarm means that you must leave the building immediately. It is mandatory that students evacuate the building when the alarm rings; failure to do so may result in disciplinary action and a fine of \$50.00. You should become familiar with the evacuation procedure in your hall.

Fire Sprinklers & Smoke Detectors

All of the residence halls (Guinn Hall, Stark Hall, Jones Hall and Lowry Woods Community) are equipped with individual room smoke detectors and are equipped with a fire sprinkler system. Periodically, residence hall staff members will test the smoke detectors to ensure they work properly. If there is a problem with the smoke detector or sprinkler in your room, please notify a residence hall staff member immediately.

Do not tamper with the smoke detector or sprinkler head at any time. Do not obstruct or attempt to relocate the smoke detector. Do not hang items from the sprinkler head at any time. Tampering with ANY fire safety equipment will result in disciplinary action as well as a fine.

Cleanliness and Sanitation

For the health and safety of all residents and families, it is the responsibility of the residents:

1. To keep the apartment clean and free from garbage and trash.
2. To share in the proper care, cleaning, and use of community areas and facilities, including stairs, stairwells and laundry rooms.
3. To dispose of all trash and garbage in the dumpsters provided near each building. Residents shall not sweep trash from inside to outside of the apartment or throw trash, garbage, or waste from windows, breezeways, or balconies.
4. To keep children's toys and all bikes off the common areas, grass, sidewalks, and parking lots when not in use.
5. Not to shake rugs and dust mops from balconies, breezeways, or stairwell landings.

Health and Safety Compliance

Residents shall comply with all requests from the Department of University Housing pertaining to the correction of health and safety concerns or violations in their assigned rooms or apartments. A specific amount of time will be given (typically 24 hours) to correct the health and safety concerns or violations. Should the resident fail to correct the violation in the prescribed time period, the Department of University Housing reserves the right to send in maintenance/cleaning staff to correct the concerns or violation and the resident will be responsible for the cost of such.

Health and Life Safety Inspections

Health and Life Safety Inspections will be conducted monthly and will typically be unannounced. Periodically the University Safety Officer and/or the State Fire Marshal may be present for the Health and Life Safety Inspection.

Here are some helpful tips to avoid a health and life safety repair or cleaning charge:

1. Remove all trash and properly dispose of it in the dumpster located near your building.

2. Vacuum or sweep and mop all floors in your apartment regularly (we recommend at least weekly).
3. Check your smoke detector to see if it is properly attached and in operational condition.
4. Check electrical outlets, cords, and connections to make sure they are not overloaded and that cords are not run under carpets or around bedding.
5. Check and make sure that beds, other furnishings, and other items are not blocking emergency egress and heating and ventilation units.
6. Note any maintenance problems in your apartment and report them to the staff immediately.
7. Do your laundry and properly store your clean clothes when finished.
8. Pick up and organize your personal belongings.
9. Make sure your screen is installed on windows (they are not supposed to be removed).
10. Walls, windows, ceilings, doors and university furnishings should be free of stickers, graffiti, stains and unauthorized paint.
11. Clean up any spills and messes and get rid of any leftover food sitting around the apartment.
12. Do a little light dusting.
13. In the kitchen dispose of spoiled food, wipe down surfaces, clean up appliances, do the dishes and store them away, and properly store food.
14. In the bathroom clean the toilet, including in and around the bowl, clean the shower/tub, clean the floor, wipe down countertops and clean the sink, and put away and/or organize personal items.
15. Do not have any candles or incense in your apartment.

Tips on Pest Control

All residents must help by practicing good housekeeping techniques. Since bugs in an apartment can be unbearable, the following practices will help control roaches as well as other insects:

1. Purchase a trash can with a tight-fitting cover and, when possible, use plastic liners in all trashcans.
2. Do not leave dirty dishes or food out overnight because this is when pests feed.
3. Store open food containers (cereal boxes, etc.) in plastic bags or in the refrigerator.
4. Do not use contact paper in cabinets or drawers. Roaches like to feed on the sticky backing.
5. Do not leave paper bags or newspapers sitting in your apartment. Pests like to nest in these areas.
6. Keep all floors clean and free of food crumbs.
7. Do not store damp rags or sponges in dark closets. Store brooms and mops with the handle down.

8. Do not allow grease to build up on the stovetops and burners or in the oven.
9. Do not leave articles of clothing on closet floors, in corners, etc. Pests nest in dirty closets.
10. Spray door jams and under sinks for spiders, ants and other miscellaneous bugs. If you see even one roach, please submit a work order.

Prevention of Mildew

Residents can help prevent the start of mildew by following these suggestions:

1. Turn on your exhaust fan over your stove while cooking.
2. After you shower or bathe leave the exhaust fan on in the bathroom until all steam has dissipated.
3. Do not over-pack a closet. Allow clothes to hang freely. This will help the air to circulate and lessen the possibility for moisture to accumulate.
4. Wipe the area where mildew is first discovered. If mildew persists, please submit a work order.

End of Year Cleaning Checklist

Cleaning and Damage Charges

Most cleaning and damage charges come about because departing residents leave their apartment without returning it to the condition it was when they moved in and/or they failed to clean regularly and thoroughly and the resulting buildup of grime is difficult to remove. If you share an apartment with other students, you are responsible for cleaning your bedroom and you and your roommate(s) are collectively responsible for all shared areas (e.g. bathroom, kitchen, living room).

Examples of the types of damage/cleaning assessed beyond normal wear and tear are:

1. Labor costs that result from cleaning apartments that are not cleaned sufficiently when residents vacate, i.e. floors not swept, hard water stains, dirty oven or refrigerator, etc.
2. Nail holes, tape residue, paint peels found on walls, doors, or cabinets.
3. Burn or burn holes of any kind.
4. Stained carpets that will not steam clean or stains on the tile that cannot be removed.
5. Repair or replacement of garbage disposals/drains jammed or damaged by excessive amount of material or inappropriate material.
6. Toilets plugged with food, grease, toys or other miscellaneous items.

To avoid charges here are some helpful hints for each room:

Living Room

1. Vacuum carpets. Go under and around all furniture.
2. Dust and wipe down all furniture. Clean under furniture cushions.
3. Wash the inside of the windows and windowsill.
4. Check blinds and make sure rods and fixtures are attached.
5. Remove any sticky residue on the door or walls.
6. Wipe down door to remove scuffs and smudges .

Bathroom Area

1. Sweep and mop the floor.
2. Wash and scrub vanity and sink.
3. Empty and wipe down cabinets, drawers and under sink.
4. Wash mirrors.
5. Empty all trash from bathroom area.
6. Disinfect and scrub shower and/or tub, including fixtures, and remove any mildew.
7. Scrub all soap scum and mildew from shower ceiling.
8. Disinfect and scrub inside and outside of toilet and around the base.
9. Empty and wipe or wash down linen closet.
10. Dust off the light globe.
11. Wipe down door to remove scuffs and smudges.

Bedroom

1. Vacuum carpet or sweep and mop floor.
2. Dust and wipe down furniture.
3. Empty and wipe down desk drawers, dresser drawers, nightstand and closet.
4. Return bed and furniture to move-in condition.
5. Wash windows and windowsill.
6. Check blinds and makes sure rods and fixtures are attached.
7. Recycle, donate or throw away all unwanted items.
8. Wipe down door.

Kitchen

1. Disinfect and scrub counter top.
2. Defrost and wash inside and outside of refrigerator and freezer.
3. Throw away all food in refrigerator and cabinets.
4. Scrub oven, range top, drip pans, and broiler pan drawer.

5. Wipe down cabinets and pantry shelves. Remove shelf paper and any residue. Check for items on top of the cabinets
6. Sweep and scrub floor. Do not sweep debris into the breezeway.
7. Clean out garbage disposal and dishwasher.
8. Make sure that all appliance parts are present, such as the broiler pan, oven racks, egg tray, etc.
9. Leave fire extinguisher under the sink.

General

1. Remove all trash and dispose in the dumpster near the building.
2. Trash left in the apartment or out in the breezeway will result in cleaning charges.

Breezeway Storage Closet

1. Clean out all belongings from the storage closet.
2. Sweep out the closet and put trash and debris from the floor into a trash bag and dispose in the dumpster.
3. Wipe down the door inside and out, removing scuffs, fingerprints, and dirt.
4. Make sure that the light is turned off.

Breezeway

1. Remove all belongings from the breezeway.
2. Do not leave any trash on the breezeway.
3. Clean any stains in the area around your apartment and storage closet.
4. Do not leave anything on the stairs.

VIII. SERVICES

COMPUTER LAB

The Computer Lab is located in the Community Center. It is equipped with 19 PC's and one printer. The lab is open when the Community Center is open and can be accessed by checking out a Computer Lab Access Card at the Lowry Woods office. The lab is only available for TWU student's use. There will be designated times available for children to use the lab when they are participating in the clubhouse program.

RECREATION ROOM

The Recreation Room is the indoor "hub" for activities. There is a full kitchen with a conventional stove, dishwasher, and refrigerator with ice maker located adjacent to this

room. The recreation room offers a wide screen TV complete with surround sound. If you wish to watch a program or see a movie, check with the staff at the Lowry Woods office to receive access. Children using the recreation room must be accompanied by a responsible adult at all times.

Please discard any food wrappers and containers in the trash receptacles and restore the room to order before leaving the area.

LOWRY WOODS PLAYGROUND AND OUTDOOR AREAS

Playground

The Playground is available for children and adults. Age specific playground equipment for infants and toddlers, preschool and elementary school children is located inside the fenced play area.

Cooperation among all those who use this area is a must. Safety is a primary concern. Sticks, pipes, bricks, stones, tires, etc, are not allowed in the playground or on the Lowry Woods grounds.

The area should be kept free of trash, broken toys, and objects that could be potentially dangerous or unsightly. Each family is responsible for removing all toys and other items from the grounds and the playground each time the child is done playing. This practice will encourage a cleaner and safer environment for all.

All young children must be supervised by a responsible adult when on the playground.

Remember: the playground is only for the children.

STORAGE

Each apartment has an assigned storage closet located in the breezeway where the apartment is located. The apartment will be identified with the same number as the apartment with an "L" after the number ie. 104L. All items must be stored in the the storage closet. The breezeways and stairs must be kept clear of all items for fire safety reasons.

PEST EXTERMINATION

To discourage pest problems the residence hall community is serviced regularly by an exterminator contracted by the University. Residents can help this effort by adhering to sensible cleaning practices. Residents may be asked to clear closets, remove dresser drawer's, cover food items, or assist in other ways the University deems necessary to

facilitate an effective pest control program. If pest problems occur, please notify your RA, Hall Director or Area Coordinator. Our contractor provides a weekly "spot" control program for these emergencies. A word to the wise - improperly stored food, dirty dishes, and trash attracts insects, roaches, and mice. You and your neighbors can do more to control a pest problem by keeping the facilities (indoors and outdoors) clean and free of debris than by any quantity of pesticides we can put out to kill them.

CUSTODIAL SERVICES

TWU custodians are responsible for cleaning the public areas of each residence hall daily. However, a large part of the hall upkeep is the responsibility of the residents. Custodians are not required to move furniture back to its original place or to clean up any messes that are the result of student negligence. Residents may be assessed the cost of any extra cleaning performed by custodial personnel as a result of unnecessary messes. Residents are responsible for cleaning their own apartments.

STAIRWELLS AND HALLWAYS

Although the breezeways separating the apartments in each unit may appear to be fairly wide, it is against state fire codes to have any belongings in the breezeways including bicycles, wagons, tricycles, etc. Bicycles and tricycles may be stored in an orderly fashion under the stairwells inside the protection bar only.

Stairwells and breezeways must be kept free of furniture, debris and other materials. Fighting, rough-housing, and throwing, bouncing or kicking of objects in the breezeways, stairwells and other common areas are prohibited. Bicycle riding, skateboarding and roller skating are also prohibited in breezeways, stairwells and other common areas.

IX. POLICIES

GUEST POLICY Addendum to Visitation Policy

Although Lowry Woods Community is a 24 hour visitation facility, cohabitation by individuals other than those contracted for the apartment is a violation of the contract and could result in termination of the contract.

Guest Policy

Student residents agree that the apartment will be occupied by the residents listed on the Housing/ Food Service or Family Housing

Contract. No other residents are permitted to reside in the apartment. Persons not listed on the original contract, who are guests of a contracted a student resident may not stay for more than three consecutive days without written consent from the Area Coordinator and not more than fifteen days in any academic semester or the entire summer.

Roommates must be in agreement that the guest can stay prior to the stay. If a guest visiting the apartment infringes on the rights of any of the other contracted residents of the apartment the guest must leave.

Violations of this addendum will be subject to the Residential Judicial process.

WINDOWS

Window screens, stops or seals may not be loosened or removed from windows for any reason. Dropping, throwing, or in any other manner allowing objects (liquid or solid) to be ejected out of windows is prohibited and will result in disciplinary action. Residents are not permitted to walk on the roof of any building. Residents of an apartment are considered responsible for any object ejected from their windows or balcony.

PETS IN RESIDENCE HALLS

Only fish in aquariums (up to a maximum of a ten (10) gallon tank) or fish bowls are permitted in the residence halls. Pets such as dogs, cats, birds, gerbils, turtles, hamsters, rabbits, etc. are not permitted in University housing facilities. Out of concern for the animals themselves, it should be clear that residence halls are not conducive to humane pet care. In addition, there is a concern for maintenance and sanitation problems which pets may create. There is often a health or safety factor involved with pets which may be the carriers of disease or pests. Finally, there is the concern for the inconvenience to other residents caused by pets left alone in individual rooms.

Therefore a \$50 fine plus cleaning costs and/or disciplinary action will accompany any violation of this policy. In addition, the actual invoice cost of a pest control contractor will be charged to all individuals housing unauthorized pets. Any pets or animals found in the residence halls will be turned over to the local animal control shelter. The only exception to this is an animal specifically used for the sight and/or hearing-impaired student. In these cases the resident/owner of the animal will assume full responsibility for the care, upkeep, and any apartment damages, cleaning and extermination.

X. LOWRY WOODS STAFF DIRECTORY

Office Telephone Numbers

Lowry Woods Office	898-3785
Area Coordinator Office	898-3787
Hall Director Office	898-3788
Clubhouse Office	898-3653
Housing Department	898-3676

Hall Director and Resident Assistants

Lowry Woods Hall Director	165 Mary Hufford Hall
Austin Hall Resident Assistant	105 Austin Hall
Capps Hall Resident Assistant	115 Capps Hall
Reagan Houston Hall Resident Assistant	125 Reagan Houston Hall
Fitzgerald Hall Resident Assistant	135 Fitzgerald Hall
Smith-Carroll Hall Resident Assistant	145 Smith-Carroll
Sayers Hall Resident Assistant	155 Sayers