



HOUSING AND  
RESIDENTIAL LIFE

2023–2024

OKLAHOMA STATE  
**HOUSING**  
AND  
**RESIDENTIAL**  
**LIFE**

Family and Graduate Student Housing  
**Community Rules and Standards Handbook**

# Welcome to your new Cowboy family!

We are excited you have chosen to live with us during your time at Oklahoma State University. We are here to help you feel comfortable, engage with residents and learn new information about OSU and the Stillwater community. The Family Resource Center (FRC) offers many opportunities for you and your family to enjoy.

We are open Monday through Friday 8 a.m. to 8 p.m. and on Saturday and Sunday from 2 to p.m. We offer monthly meal gatherings by neighborhood and a shopping shuttle to area grocery stores four times a week. We encourage you to take advantage of free services including the 24-hour computer lab, laundry facilities, loan closet and food pantry. The FRC's GREAT room is open to all residents who want to use our amenities including ping pong, pool table and foosball.

We look forward to seeing you at the FRC. Go Pokes!

Dr. Elizabeth Carver-Cyr

## About the 2023–2024 Handbook

The 2023-2024 Policies and Procedures Handbook includes information you need to know about living on campus. Understanding this information will help make your living experience at Oklahoma State University (OSU) enjoyable and provide you with resources to become a good community member. Family and Graduate Student Housing (FGSH) residents, including students and non-students, are responsible for following all federal, state and local laws; and all university and Housing and Residential Life policies, rules and procedures, which are considered part of the housing contract.

FGSH residents are responsible for what happens in their living unit and are accountable if individual or group actions are determined to be harmful to the community. Residents who fail to follow policies and procedures can receive any combination of the following disciplinary actions: fines, service disruption, disciplinary action, sanctions, contract (lease) termination and suspension from OSU.

Housing administrators are responsible for interpreting policies and procedures for any question, issue or situation not outlined in this handbook. The university reserves the right to change the FGSH policies and procedures with a minimum of 30-day notice.

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This handbook is effective as of May 1, 2023.

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## HOUSING AND RESIDENTIAL LIFE



## MISSION STATEMENT

Provide safe, affordable, accessible well-maintained residential communities that encourage individuals to value learning, inclusion, citizenship and community engagement.

## VISION

- Engage
- Educate
- Embrace
- Empower

## CORE VALUES

- Promote personal development and growth
- Foster academic excellence
- Provide safe, quality and sustainable facilities
- Enhance the university community and campus culture
- Celebrate individual differences
- Cultivate a sense of belonging
- Practice fiscal responsibility
- Continuously improve services



# RIGHTS AND RESPONSIBILITIES

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## Community Statement

The students and staff of Housing and Residential Life, including Family and Graduate Student Housing (FGSH) residents, are a multicultural community of individuals. We are of diverse national, racial, ethnic and socioeconomic origins. Our community encompasses a broad spectrum of religious and political beliefs and sexual orientations. We strive to work and live together.

We expect FGSH residents to behave in ways that demonstrate the respectful treatment of every member of our community. Residents are responsible—individually and collectively—for their behavior and will be held accountable for their actions. As a resident, you must take the initiative and responsibility for your learning and awareness of the differences that exist in the FGSH community and avoid all actions that diminish others. You must be committed to these principles, which are an integral part of the FGSH community's purpose, values and daily activities.

While as a resident, you have the right to your personal beliefs; however, these beliefs do not give you the right to denigrate others based on their age, physical handicap, national origin, sexual orientation, race, gender religious affiliation. The FGSH community will not tolerate verbal or written abuse, threats, intimidation, violence other forms of harassment against residents or coworkers. In addition, as FGSH residents and staff, you cannot accept ignorance, hurtful humor, anger, alcohol substance abuse as an excuse, and reason rationale for such behavior. Housing and Residential Life follows all federal, state, local and university policies on nondiscrimination and harassment. Individuals engaging in behavior that is believed to violate these policies will be held accountable through the appropriate disciplinary process.

For more information about equal opportunity, visit the [Office of Equal Opportunity Services](#).

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## Cowboy Community Standards

- **Integrity.** Exemplify honesty, honor and respect for the truth in all of their actions.
- **Community.** Build and enhance their community. Understand and appreciate how decisions and actions impact others and are just and equitable in the treatment of all members of the community.
- **Social Justice.** Respecting the dignity of every person is essential for creating and sustaining a flourishing university community. Act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others.
- **Respect.** Show positive regard for each other and the community.
- **Responsibility.** Accept responsibility for learning, personal behavior and future success appropriately and challenge others to do the same. Use judgment, be trustworthy take personal responsibility for actions. For more information on the Student Code of Conduct, visit [Student Support and Conduct](#).

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## Family Educational Rights and Privacy Act (FERPA)

FERPA is the Family Educational Rights and Privacy Act of 1974. The essence of FERPA is to give a student the right to inspect their education records and to protect their privacy. The statute applies to any educational agency or institution that receives funding under any program administered by the Secretary of Education. For more information, visit [FERPA](#).

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## Notice of Nondiscrimination

Oklahoma State University, in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended and Title IX of the Education Amendments of 1972 (Higher Education Act), the Americans with Disabilities Act of 1990, and other federal and state laws and regulations, do not discriminate based on race, color, national origin, genetic information, sex, age, sexual orientation, gender identity, religion, disability status as a veteran, in any of its policies, practices or procedures. This provision includes but is not limited to admissions, employment, financial aid and educational services.

The director of equal opportunity has been designated to handle inquiries regarding non-discrimination policies: Any person (student, faculty or staff) who believes that discriminatory practices have been engaged in based on gender may discuss his or her concerns and file informal or formal complaints of possible violations of Title IX with OSU's Title IX coordinator (405) 744-9154.

In accordance with the Department of Education and Department of Justice, OSU Housing and Residential Life's Housing and Overnight Accommodations are as follows:

- Title IX allows a school to provide separate housing based on sex. But a school must allow transgender students to access housing consistent with their gender identity and may not require transgender students to stay in single-occupancy accommodations or to disclose personal information when not required of other students.
- Nothing in Title IX prohibits a school from honoring a student's voluntary request for single occupancy accommodations if it so chooses. If you need special accommodation, contact the [Office of Multicultural Affairs](#) at (405) 744-5481.
- Residents who are required to register their name and home address with any local or state law enforcement agency as a result of a criminal offense are required to disclose this information in writing to the director of Housing and Residential Life, prior to checking in to their assignments for review.

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## Student Code of Conduct

Oklahoma State University is committed to creating and maintaining a productive living and learning community that fosters the intellectual, personal, cultural and ethical development of its students. Self-discipline and valuing the rights of others are essential to the educational process and good citizenship. Attending OSU is a privilege and students are expected to meet or exceed the university's standards of conduct both on and off campus. For more information on the Student Code of Conduct, visit [Student Support and Conduct](#). Download the [Student Code of Conduct \(pdf\)](#).

FGSH works hand in hand with Student Support and Conduct to enforce all FGSH policies. In the event of a policy violation, FGSH representatives will try to remedy the violation with the resident. If needed, staff will file an incident report with Student Code of Conduct, which will initiate university disciplinary procedures.



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# Social Justice and Inclusion

Housing and Residential Life at Oklahoma State University is committed to fostering communities that value the diversity of its members and are free from discrimination. This includes creating and maintaining a safe and supportive environment where commonalities and differences are not just tolerated or accepted but embraced. All members of the community are equal and accountable to each other. We strive to create communities that are supportive, equitable and inclusive representative for all of our residents.

## ***We're Committed to Our Community***

- Serving as allies, advocates and resources to students of all backgrounds.
- Recruiting staff members who share and foster our commitment to diversity.
- Promoting reflection of personal attitudes, integrity and values while developing new ways of thinking about social justice.
- Supporting the idea that every person can bring about positive change.
- Establishing an environment of awareness, reflection, respect and healing.
- Providing educational programs to build a supportive community without fear of prejudice or bias
- Creating and supporting ongoing training and development of our staff in regard to social justice issues.

## ***Our Community***

In a community of scholars, there is no place for hateful behavior. This environment encompasses those of different physical/mental ability, age, ethnicity, gender, national origin, political affiliation, physical appearance, religion, sexual orientation, socio-economic status, veteran status any other group protected by state or federal law. Our expectation is for individuals to understand and consider the positive and negative effects their actions have on the environment around them.

## ***Gender Inclusive Living***

Housing and Residential Life offers living spaces and support for incoming and current students who are lesbian, gay, bisexual, trans, genderqueer, non-binary /or gender non-conforming. We encourage potential and current residents to connect with our Housing Assignments Team to choose the best living option. They can be reached at (405) 744-5592.





# COMMUNICATIONS

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## Email and Text Messages

Housing and Residential Life will send information to residents via email and text messages. Email messages will come from [reslife@okstate.edu](mailto:reslife@okstate.edu) and [fgsh@okstate.edu](mailto:fgsh@okstate.edu). Residents are encouraged to read their OSU email account or the email account the @okstate.edu messages are forwarded to.

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## Social Media Accounts

- Facebook @okstatereslifefrc
  - Facebook @okstatereslife
  - Twitter @okstatereslife
  - Instagram @okstatereslife
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## Key Websites

- [OSU Housing and Residential Life](#)
  - [Family Resource Center \(FRC\)](#)
  - [Apartment Assistants \(AA\)](#)
  - [OSU Calendar of Events](#) to find Family and Graduate Student Housing (FGSH) Events
  - [OSU Student Conduct](#)
  - [OSU Office of Bursar](#)
  - [Wi-Fi Instructions](#)
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## Useful Acronyms

- Apartment Assistant (AA)
- Brumley Community Center (BCC)
- Community Relations Office (CRO)
- Family and Graduate Student Housing (FGSH)
- Family Resource Center (FRC)
- Housing and Residential Life (HRL) and (ResLife)
- Room Occupancy Checklist (ROC)



## RESOURCES AND SERVICES

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### The Family and Graduate Student Housing (FGSH) Neighborhoods

Brumley, Demaree, Posser, Stevens, West and Williams

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#### Apartment Assistants (AA)

Each neighborhood has an apartment assistant (AA). Apartment assistants are responsible for providing services to help residents adjust to a new environment, enhance their academic experiences and encourage residents to take advantage of the cultural diversity that exists at OSU. AAs are also dedicated to enforcing Family and Graduate Student Housing (FGSH) policies and procedures along with assisting residents in crisis management or housing issues within the FGSH community. Each AA is a liaison between the FGSH, its residents and the Family Resource Center (FRC) administration.

AAs are responsible for handling a variety of concerns, such as helping residents negotiate with loud neighbors or giving simple directions to the grocery store. Further, AAs also organize monthly neighborhood gatherings to help residents get to know their neighbors along with building a sense of community.

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#### Brumley Community Center (BCC)

Residents may use the Brumley Community Center (BCC) free of charge to host personal gatherings for fewer than 49 people. The center is ideal for birthday parties, wedding showers and graduation celebrations. Reservations, which must be made in person, can be placed up to two weeks in advance. For more information, contact the Family Resource Center (FRC). Brumley is located at the corner of Miller Avenue and Walnut Street.

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#### Community Relations Office (CRO)

Located in the West Neighborhood (Building 84, Apartment 7), the Community Relations Office (CRO) is comprised of six apartment assistants (AA) and full-time staff. It's open weekdays from 8 a.m. and 5 p.m. The phone number is (405) 744-1296.

The CRO houses Family and Graduate Student Housing (FGSH) staff who assists residents with the following:

- Helps residents understand and follow policies and procedures.
- Assists with primary lessee changes, apartment transfers and lease extensions.
- Assists residents in crisis management or housing issues within the FGSH community.
- Oversees the FGSH Garden Plots. FGSH residents may lease 10-foot x 10-foot garden plots during the gardening season. Plots are on the north side of the Williams Apartments.

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## Family Resource Center (FRC)

The Family Resource Center (719 N. Walnut St.) is a center of activity for residents living in Family and Graduate Student Housing (FGSH). Its operating hours are Monday through Friday from 8 a.m. to 8 p.m. and Saturday and Sunday from 2 to 8 p.m. With its lending system and multiple educational resources, the FRC provides programs for all members of the FGSH community. The FRC purchases supplies and food for FRC and FGSH programs with a portion of FGSH rent monies and/or funds allotted from student activity fees.

- **24-Hour Computer Lab.** The FRC's computer lab (with remote printing option) is available for residents. Use your OSU identification card for swipe access.
- **Food Pantry.** The Food Pantry (located in the FRC) provides non-perishable food items for OSU students experiencing food insecurity.
- **GREAT Room.** The GREAT Room is a large, multipurpose space that is available for residents to use when the FRC is open. Residents are welcome to come and use the ping pong table, foosball table, pool table and big screen TV.
- **Our Daily Bread Mobile Market.** The mission of [Our Daily Bread Food and Resource Center](#) is to provide free groceries for Payne County residents. Its mobile market stops at the Family Resource Center once per month. Ask staff at the FRC Front Desk for more information.
- **Programming.** The FRC offers free classes, events and programs designed especially for adults, children and families. Staff provides residents with programming information through monthly emails and notices posted in neighborhoods.
- **Red Pantry.** The Red Pantry provides menstrual and hygiene products for residents. It is located at the University Laundry, which is the building on the north side of the FRC.
- **Shopping Shuttle.** The FRC provides a free-of-charge transportation shuttle service to local food stores with front-door drop-offs. For more information and the schedule, contact the FRC at (405) 744-6539. View [Shopping Shuttle](#) schedule online.

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## Internet/Wi-Fi Service

OSU partners with Apogee to provide Wi-Fi and/or Ethernet in the residence halls and apartments. Each resident can create their own personal area network (PAN) and connect up to 10 simultaneous devices with per-device bandwidth guarantees. 24/7/365 support is available via phone, email or online chat.

Instructions on how to sign up and get your devices connected as well as all the support options are listed on the [Housing and Residential Life](#) website.

Tampering with network equipment in the residence halls and apartments is prohibited. Do not hang things on the Wi-Fi access points or their brackets. Any damages to the Wi-Fi equipment will be charged to your bursar account.

To set up your Wi-Fi account, go to OSU Apogee



## Laundry Facilities

There are two free-of-charge laundries for the residents of Family and Graduate Student Housing (FGSH) to use. The University Laundry is located at the corner of McElroy Road and Walnut Street. The Brumley Laundry is in the Brumley Neighborhood at the corner of Miller Avenue and Walnut Street.

- **Access.** Both laundries use OSU identification (ID) card swipe access.
  - If you don't have an OSU ID, visit the Family Resource Center (FRC) to request a swipe access card.
  - The laundries are for FGSH residents only. Allowing anyone else into the facilities will result in disciplinary actions from OSU Student Support and Conduct.
  - OSU is not responsible for any lost or stolen items.
- **Carts.** Taking laundry carts outside of the laundry may result in your laundry privileges being revoked.
- **Washers/Dryers.** Always follow the machine's instructions. Avoid under-loading or overloading the machines.
  - **Washer Rules**
    - You are responsible for checking your clothing labels and ensuring the proper care of each item.
    - Place laundry pods (for example, Tide Pods) on top of your clothes in the washing machine. Laundry pods don't go in the soap tray.
    - If you spill laundry detergent, you must wipe it up.
    - If you want to open the washer lid after it has started, PRESS and HOLD the PAUSE button for 5 seconds. Otherwise, you will break the latch and be charged a fine.
    - Set a timer. Be prompt and remove your clothes from the washer.
  - **Dryer Rules**
    - Fire hazard. Clean the lint filter before and after each load of laundry. Look for lint filters on top or inside the dryer.
    - Lint must be thrown in the can by the door.
    - Set a timer. Be prompt and remove your clothes from the dryer.

## Mail and Package Services

The United States Postal Service provides mail services.

### *Your Unique Mailing Address*

Your unique mailing address is printed on your move-in letter. To ensure you receive your correspondence, be sure to provide senders with the correct mailing address for them to use in the delivery address block.

Four-Line Mailing Address Template	Example	Example	Example
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Your Name	Jane Doe	Joe Doe	Jay Doe
Building Number with Location Designator	12 North University Place	42 South University Place	123 Brumley Apartments
Apartment Number	APT 123	APT 120	APT 100
City with State Postal Code with Zip Code	Stillwater OK 74075	Stillwater OK 74075	Stillwater OK 74074

## ***Location Designators and Building Numbers***

### **North University Place (Zip code is 74075)**

Apartments located on the north side of McElroy Road will use the location designator North University Place. This includes apartments in the Prosser Neighborhood and Williams Neighborhood.

Building numbers for North University Place are as follows:

- Buildings 12 through 28
- Buildings 101 through 105

### **South University Place (Zip code is 74075)**

Apartments located on the south side of McElroy Road will use the location designator South University Place. This includes apartments in the West, Demaree and Stevens Neighborhoods.

Building numbers for South University Place are as follows:

- Buildings 36 through 42
- Buildings 70 through 76
- Buildings 80 through 89

### **Brumley Apartments (Zip code is 74074)**

Apartments in the Brumley Neighborhood will use the location designator Brumley Apartments.

Building numbers for Brumley Apartments are as follows:

- Buildings 120 through 125

## ***Cluster Mailbox Units and Your Individual Mailbox***

- You will receive the keys to your mailbox after the Room Occupancy Checklist (ROC) is returned to the Family Resource Center (FRC) during the check-in process.
- Your apartment number is stamped on the front of the mailbox key, and the cluster unit and the individual box numbers are stamped on the back. You should not use the cluster unit or individual box numbers as part of your mailing address or for any correspondence purposes.
- The cluster unit number is painted in the upper right corner of the unit. The cluster unit should be close to your apartment.
- Your individual mailbox number is stamped on the door of your mailbox. Make sure you are at the correct cluster mailbox unit before using the key to open an individual box.
- Keep your individual mailbox locked at all times.
- Upon vacating your apartment, you must return all keys, including the mailbox key, in person to the Family Resource Center (FRC).
- For problems with the mailbox lock or lost mail keys, contact the Family Resource Center.

## ***Getting Postal Service Started***

- On the bright orange card you received during check-in, write your name and the name of your

spouse or roommate.

- Open your mailbox using the key, place the card in the back lock the door.
- The US Postal Service will pick up the card and begin to deliver mail to that box.
- Only current, registered occupants can access the mailbox or have keys.

### ***Outgoing and Misrouted Mail***

- To send outgoing mail, find the designated outgoing mail slot located in the upper left corner of the cluster unit.
- If you find a letter in your individual mailbox addressed to someone else, write “Return to Sender” on the envelope and place it in the outgoing mail slot of the cluster unit.

### ***US Postal Service Rules***

- US Postal Service will not leave mail in unlocked mailboxes.
- US Postal Service will not remove or collect mail from your individual mailbox.

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## **Storage Units**

FGSH has 24 four-by-five foot storage units located in the West and Stevens Neighborhoods and 22 four-by-eight foot storage units located in the Williams Neighborhood.

Storage units may not be used for housing or sleeping. Combustibles, flammable liquids (such as gasoline or propane), pets and/or weapons may not be stored in any storage unit. OSU is not responsible for any lost or stolen items.

Only FGSH primary lessees with a valid OSU CWID may rent FGSH storage units. Residents should contact the FRC if they are interested in renting a storage unit. If there are not any storage units available, there are many rental storage companies located within Stillwater which provide this service.

Breezeway areas are not storage areas and should remain clear at all times.

If you lose the key to your storage unit, the lock will need to be changed. The cost of the lock change (\$100) is charged to the primary lessee’s bursar account.



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## **SAFETY AND SECURITY**

### **Personal and Property Security**

Our #1 priority is making sure that OSU students have a safe environment and on-campus living can provide that peace of mind.

## ***OSU Police Department***

The OSU campus is protected by a campus police agency consisting of sworn officers, support persons and student employees. The agency is operated and available 24 hours a day, 365 days a year. The authority of the sworn officers is derived from state statutes, which allow for full police powers on OSU property. In addition, by agreement with the City of Stillwater, campus police and city police enjoy an excellent working relationship. All campus police officers undergo an extensive selection process and meet state-mandated training requirements. In addition to having multiple locations and offices across campus, OSU Police Department offers a phone app called [Rave Guardian](#) that turns your phone into a personal safety device and allows students to anonymously report suspicious behavior.

## ***On-Call Staff***

The Family Resource Center (FRC) is open Monday through Friday from 8 a.m. to 8 p.m. If after-hours help is needed, staff is available to assist residents from 8 p.m. to 8 a.m. and 24 hours on weekends and during university holidays and closings.

## ***Health and Safety Checks***

FGSH staff conducts health and safety checks to periodically to ensure and maintain the health and safety on campus. You will be notified of when these are occurring. Staff administers these checks to ensure that community living space is adequate, allowing our staff to report any maintenance needs required. Although not the main purpose of these checks, if a staff member notices any policy violations, they have a responsibility to report the infraction and act accordingly.

## ***Personal and Property Safety***

One of the most important factors in providing a safe environment is personal prevention. You should always lock your apartment doors. Always be aware of your surroundings. The university is not responsible for any damage or loss of personal property due to facility failure, severe weather or theft other incidents. It's recommended that residents carry personal property insurance.

## ***Renters Insurance***

Residents are strongly encouraged to purchase renters insurance to protect their personal belongings. The university provides coverage only in limited circumstances, such as when the university is directly responsible for damages. In situations caused by inclement weather, theft, mechanical failures or other circumstances, residents are responsible for any damages that may occur to their personal property. You may also consider purchasing a plan through your insurance agent or through [USS University and Student Services](#).

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# **Fire Safety**

## ***Fire Protection Devices Smoke Detectors***

Every apartment in Family and Graduate Student Housing (FGSH) is equipped with a smoke detector, which is inspected periodically. If a smoke detector fails to work upon test, you must notify the HRL Facilities Office at (405) 744-8510 immediately.

If at any time the smoke detector starts beeping periodically, a malfunction may exist, or the battery may be low. If this happens, call the HRL Facilities Office at (405) 744-8510 or the OSU Facilities Management



Control Desk (405) 744-7154, and they will send someone to respond to the problem. Residents should not replace the battery themselves. All smoke detectors and batteries will be checked during an unannounced visit during each fall and spring semester. These checks will be conducted by a representative from either Residential Life or OSU Environmental Health and Safety Department.

### ***Fire Drills***

For the protection and safety of our community, the OSU fire marshal will hold announced/unannounced fire drills during the academic year. It is required that you become familiar with evacuation routes. Any time the alarm sounds, residents are to leave the building. Participation in fire evacuations is required by state law. Failure to vacate the premises when the alarm is activated will result in an incident report and conduct meeting.

#### **Fire Alarm Instructions**

- During inclement weather, wear a coat and shoes and carry a towel.
- Close windows and leave lights on in room. Take room key.
- Leave door closed and walk to exit. If smoke is encountered, stay low for air.
- Do not use an elevator.
- For physical assistance for evacuation, call OSU Police Department at (405) 744-6523 or 911.
- If unable to leave room, place a towel under the door if smoke is either seen or smelled.
- Await assistance in the room or area of refuge.

### ***Smoke Detector and Sprinkler System***

Each FGSH apartment is equipped with a smoke detector that is inspected regularly by Environmental Health and Safety. Sprinkler systems have been installed for added safety in all residence facilities.

- Sprinklers must never be painted.
- Nothing may be hung from the sprinkler piping or sprinkler heads.
- Sprinkler heads may never be obstructed or altered.
- Nothing may be stored within 18 inches of the sprinkler head.
- Frisbees, footballs, baseballs and the like are not to be thrown in rooms, hallways or other public areas.
- Report any damages to the sprinkler system to the service desk immediately.

### ***Tampering with Fire Protection Equipment***

By a mandate of the state fire marshal, an action plan has been adopted by OSU and Housing and Residential Life. Regulations are in effect regarding tampering with any fire safety equipment. This includes but is not limited to the propping of fire-resistant doors, tampering with or covering smoke detectors, tampering with sprinkler heads, fire alarms and fire extinguishers, including using fire extinguishers in nonemergency situations. Activation of fire alarms in nonemergency situations is prohibited (cooking, vapes, pull stations, steaming clothes, and the like) and misuse of any of these will be met with a subsequent conduct case and consequences as deemed necessary by the conduct officer.

The first offense of tampering or activation will result in the resident being assessed a fine of \$250. The resident will also be placed on Housing and Residential Life probation and receive an educational sanction.

On the second offense, a \$500 fine will be assessed; the student will be removed from housing and the contract must be paid in full; an incident report will be forwarded to OSU Police Department and Environmental Health and Safety for a code violation ticket (potential fine of \$5,000 and one-year imprisonment); and student will be referred to the OSU Student Support and Conduct.

If at any time the smoke detector starts beeping periodically, it may mean that the battery is low. If this happens, call the HRL Facilities Office at (405) 744-8510 and they will send someone to replace the battery. Do not replace the battery yourself.

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## Severe Weather

Oklahoma weather can be volatile. You need to be aware of your surroundings and the weather conditions at all times. During a severe weather event, you are responsible for finding a safe place to shelter during the storm. Be sure to 1) listen to local radio, 2) watch local television stations, or 3) use a weather app for current weather reports for Stillwater. Also, make sure your phone is charged—in the event that the OSU area is under a tornado warning—to receive automatic CowboyAlerts that are sent.

### ***About Outdoor Warning Sirens***

- The City of Stillwater tests the outdoor warning sirens on the first Tuesday of every month at 11:30 a.m. If the weather is stormy that day, they will not test the sirens. Outdoor warning sirens are intended to alert people outside to take cover from the storm. For alerts indoors, consider getting a NOAA Weather Radio. It is like a smoke detector for severe weather.
- Campus tornado sirens will sound off in a three- to five-minute blast when there is a tornado warning. A second blast indicates a second or repeated warning.
- Neither siren system uses an all-clear alert.
- If you need assistance or accommodation, contact the OSU Police Department at (405) 744-6523.

### ***What to do during a severe weather event***

- When you first hear the weather sirens...
  - If the sirens are sounding, it is too late to seek another shelter. Go to the lowest floor you can in the building you are currently in. Don't leave for another building.
  - Look for a room without windows or exterior walls.
  - Put as many walls between you and the outside as possible.
  - A good choice is a community lounge, community bathroom or a personal bathroom in the basement. Otherwise, find an interior room or hallway.
- Rooms to avoid...
  - Avoid being in large, open areas that have exterior windows, doors and walls.
  - Stay away from glass.
- Once you find a room to shelter in...
  - Sit on the floor with your back to the wall or in the middle of the room.
  - Get under a sturdy piece of furniture, such as a table or desk.

- If a storm strikes, put your head between your knees and cover the back of your head with your hands.
- Map: [Severe Weather Refuge Locations on OSU campus.](#)

### ***If a severe weather event occurs and you are in your apartments...***

- Do not leave your apartment. This is risky, as you expose yourself both to the dangerous weather and the possibility of not being able to get into a lower apartment.
- Move into the bathroom space permitting, the interior room.
- Crouch as low as possible to the floor, facing down and cover your head with your hands, blanket, jacket or something similar.

### ***If a severe weather event occurs and you are outside...***

- Look for shelter in the closest building.
- If entering a building is not possible, look for a ditch or another low-lying area.
- Stay away from anything that may fall and cause harm, for example, trees, power lines and so forth.

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## **Solicitors**

Soliciting is defined as the act of going door-to-door selling goods and/or services, requesting information, distributing information (including but not limited to business cards, flyers, door hangers and pamphlets), seeking business, extending an invitation to participate in an event /or extending an invitation to join a club, group, agency other organization.

Soliciting is not permitted in the FGSH neighborhoods, except with a signed permit. Ask solicitors for their permits, which must be signed by a staff member. If the solicitor is unable or unwilling to show this permit, call the Family Resource Center (FRC) at (405) 744-6539 or the OSU Police Department at (405) 744-6523.



## **ACCESS FOR RESIDENTS**

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### **Apartment Entry by Staff**

As a resident, you must allow university staff to enter your apartment. Staff are required to display their identification (ID) cards and wear their university-issued name tags when entering your apartment. If entry is required, staff will let you know the time of the scheduled entrance and they will leave an explanatory note in the apartment explaining what took place. Staff may enter regardless of whether anyone is at home. It is sometimes necessary for an OSU/FGSH staff member to enter a resident's apartment. Resident(s) must permit duly authorized University representatives to enter his/her apartment with or without notice during reasonable hours, when necessary, to provide efficient service repairs/improvements or conduct safety/wellness/inventory checks. Staff may enter an apartment at any time without notice regardless of whether a resident is home; however, in an effort to respect residents' privacy and schedules, FGSH makes every effort to keep the number of unannounced apartment entries to a minimum. Efforts are made to ensure prior

notification when possible, but such notice cannot always be guaranteed. Staff are required to show ID and wear their University-issued nametag when entering an apartment.)  
Family and Graduate Student Housing (FGSH) makes every effort to keep the number of unannounced apartment entries to a minimum and to respect your privacy and schedules.

The most common reasons a staff member may enter your apartment:

- Provide maintenance or other related activities (routine maintenance inspections could be unannounced).
- Conduct a periodic general room inspection for health and safety reasons. Violation(s) of residential life or university policy will be noted and addressed.
- Check on a resident's welfare, health and safety.
- Correct any situation intruding upon the comfort or well-being of the residents in the surrounding area.
- If there is reason to believe that a policy or law has or is being broken. If civil authorities, including OSU Police Department, have cause to enter a resident's apartment, it is outside the jurisdiction of the university to prevent entry and/or search.

### ***Shoe Coverings***

As a resident, if you want university staff to wear protective shoe coverings over their shoes when entering your apartment, request a "shoe covering is required" door sign from the Community Relations Office. The sign must always be posted on the door.

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## **Keys**

- Keys are university property, may not be duplicated and are for residents only. Sharing keys with anyone not listed on the housing contract is not permitted.
- When you move in, you will be issued one door key. After submitting a completed Room Occupancy Checklist (ROC), you will receive a second door key and two additional mail keys.
- Eligible residents may purchase one additional door key at the Family Resource Center (FRC).
- Children 13 and older may be issued a key if a parent provides written permission to the Family Resource Center.
- Lost Keys. If you lose an apartment or mailbox key or fail to return a passkey after 24 hours, the lock(s) to the apartment/mailbox will be changed. The cost of the lock change is charged to the primary lessee's bursar account.

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## **Locked-Out Policy**

- As a resident, if you are locked out of your apartment, go to the Family Resource Center (FRC) and borrow a passkey. Identification is required.
- Staff is unable to assist unregistered guests who are locked out.
- Locked-out charges are added to the primary lessee's bursar account.
- Locked-out counts start over on June 1 every year. Excessive lockouts could lead to disciplinary action.

### **Locked-out fees**

- 1<sup>st</sup> and 2<sup>nd</sup> locked outs: no charge plus passkey fee

- 3<sup>rd</sup> and 4<sup>th</sup> times: \$35 plus passkey fees
- 5<sup>th</sup> time and so forth: \$50 plus passkey fees

#### **Passkey Fees**

- There is no charge for the first hour you have a passkey. After one hour, there is a \$15 charge.
- If you keep a passkey for more than 24 hours, there is a charge to replace all locks to the room/suite/apartment of at least \$100.
- If you need a passkey longer than one hour due to extenuating circumstances, contact the desk manager for approval.

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## **Grounds and Community Spaces**

Oklahoma State University is proud of its grounds and community spaces (gazebos, grills, picnic tables, playgrounds, lawns, volleyball and basketball courts) and invites you to enjoy them year-round. Residents often gather formally and informally in these areas for picnics, recreation and other social events.

The following is some key information for you to know:

- As a primary lessee, you may ask the Family Resource Center (FRC) permission to use the grounds and community spaces to host parties or gatherings. Note that you will be held responsible for damages that occur to the grounds and community spaces and that the charges will be added to your bursar account.
- While OSU Facilities Management is responsible for the upkeep of grounds and open spaces, we ask that you do your part in maintaining them. This includes picking up toys and .
- Community spaces are intended for the residents living in Family and Graduate Student Housing (FGSH) neighborhoods. Staff reserves the right to ask nonresidents to leave these facilities at any time.
- You may not use community spaces for temporary or permanent storage or to erect any structures. The only place you can grow plants on campus is the garden plots.
- The university is not responsible for personal property left on the grounds or in community spaces. Items could be disposed of damaged by groundskeepers.
- Noise must be kept at a reasonable volume.
- Alcohol is not allowed on the grounds or in community spaces.

### ***Breezeways***

University policy dictates that breezeways (walkways with roofs) must always be kept clear to allow residents to safely evacuate the area in times of an emergency. In other words, no items can be in the breezeway at any time that can block the path to exit the building. This includes temporarily or permanently storing furniture, household items, toys, plants and garden tools or using the breezeway to hang clotheslines. Violations will result in disciplinary actions by OSU Student Support and Conduct. Your items may also be placed in the trash.

Exceptions to the breezeway policy:

- You and your family may leave shoes in the breezeway provided that the shoes are neatly stacked by the door or on a small rack.
- You may have one flowerpot for an ornamental plant in the breezeway. The pot must be 14 inches or smaller in diameter and placed on the hinge side of the door. Plants that produce food are allowed only in the garden plots.
- If your neighborhood does not have assigned bicycle racks, you may store bicycles under the stairwells in the breezeway.

### ***Outdoor Grills***

The university prohibits the use of portable outdoor grills (charcoal, lighter fluid or propane gas) on campus. However, you may use the permanently mounted grills in the community spaces.

Here's what you need to know to use the permanently mounted grills:

- Grilling is not allowed during county burn bans. Burn ban notices may be viewed at [Oklahoma Forestry Services' burn ban map](#).
- Only food may be cooked on the grills. Do not use the grills to burn or other items.
- You are required to clean the grill with water after using it. Do not use chemicals or other cleaning supplies to clean grills.
- You may not store grills, hibachis, combustibles /or flammable liquids (such as gasoline or propane) within or near any building, breezeway, balcony or storage unit.
- As the primary lessee, failure to use equipment properly or to clean the grill and surrounding areas will result in permanent revocation of your privileges and/or fines charged to your bursar account.
- Nonresidents may not use these grills.

### ***Playgrounds***

Playground equipment is located throughout the housing area. Parents are required to supervise children playing on the equipment. Report playground equipment in need of repair to the HRL Facilities Office at (405) 744-8510.



## **OSU PARKING AND TRANSPORTATION SERVICES**

### ***Resident Parking***

Parking permits are issued by the [OSU Parking and Transportation Services](#) and are valid from the date purchased to August of the year indicated on the permit. Permits may be purchased through OSU Parking. View: [Parking Map](#)

Any motor vehicle belonging to a Family and Graduate Student Housing resident, guest or secondary lessee must be properly registered in accordance with OSU Parking and Transit Services regulations and must be in operating condition. Any vehicle that has not been moved in 14 days or more will be towed at the owner's expense. All drivers must follow OSU Parking and Transit Services rules and regulations.

### ***Cars, Trucks, Motorcycles, Motor Vehicles and Scooters***

All fuel-operated vehicles should be parked only in the designated parking spaces. Residents may not park, store vehicles on non-designated areas, including patios/balconies, stairwells, landings, breezeways, walkways, lawns, curbs, access roads and the like. Vehicles parked in these areas will be ticketed, towed and impounded at the owner's expense. Any damages to lawns, sidewalks and the like will be charged to the resident.

### ***Guest Parking***

Resident's guests must have a valid guest parking permit from OSU Parking and Transportation Services.

### ***OSU Bus Services***

OSU Parking and Transportation Services offer bus service not only to campus but also to popular locations throughout Stillwater. [The Bus](#) is free for anyone with a valid OSU identification (ID) card and open to everyone else for a fee. Learn more about riding The Bus, its routes, fees and stop locations at [Bus Trax](#).

### ***Bicycles***

- OSU Parking and Transportation Services require the registration of all bicycles (including children's bikes) to protect your property in case of theft. Registration is free.
- If your neighborhood does not have assigned bicycle racks, you may store bicycles under the stairwells in the breezeway. You may also keep bicycles in your apartment.
- OSU Police Department may confiscate bicycles chained to trees, stairways, signposts, gas meters, areas common or any other unauthorized location.
- The university is not responsible for bicycles left unattended and/or unsecured.

### ***Spin Scooters***

Spin scooters operate as a third party on our campus. Spin scooters are not allowed in residence halls.



## **BEHAVIORAL EXPECTATIONS**

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### **Children**

Family and Graduate Student Housing is available to students with spouses, partners and children. We want everyone to feel welcome and to become part of the neighborhood. Achieving this requires patience, cooperation and understanding from everyone.



Things parents need to know:

- Parents and legal guardians are responsible for and required to supervise their children at all times. They are also held financially responsible for damage their children may cause to the university's or neighbors' property.
  - Unattended children may be referred to the [Oklahoma Department of Human Services](#).
  - For safety, children must not play in parking lots, driveways or streets.
  - The [Family Resource Center](#) (FRC) offers programs, events and resources for all ages.
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## Compliance and Respect

People from many backgrounds have chosen to live in the Family and Graduate Student (FGSH) neighborhoods. To build a healthy and peaceful community, we expect everyone to be respectful to one another at all times. Residents who are uncooperative or verbally abusive to others will face disciplinary action.

To ensure safety, residents and their guests must follow university staff's direction. University staff includes but is not limited to FGSH staff, dining staff and facilities management. Providing false information or failing to provide documentation (such as your OSU identification card) to staff, interfering with staff while they are performing their duties or being uncooperative or verbally abusive to staff is unacceptable and could lead to disciplinary action.

### ***Resident Confrontation***

Policies for FGSH are developed to establish an environment in which residents may live together with maximum freedom while recognizing the rights of fellow residents. All residents accept the responsibility involved with living in a community situation and should try to be aware of how their actions affect their neighbors and roommates.

When a resident violates this basic standard of community living by endangering the safety of other residents or violating any of the policies outlined by the university or this guide, this behavior must be confronted.

When a resident infringes upon the rights of another individual or the community, he/ she should first be confronted by the person(s) whose rights have been violated. This statement assumes that the most effective tool to help others learn that their behaviors are violating personal rights and community regulations is the people in the community whose rights are being violated. Residents should ask themselves, "If people are having a problem with my actions, wouldn't I want them to speak directly to me so that we can work it out?"

Residents are expected to be the first to handle a situation when their own or the community's rights are being violated. If, after confronting the inappropriate behavior of another individual, the individual does not attempt to alter their behavior, the resident should visit with their apartment assistant (AA).

As a member of the FGSH community, each resident can do a great deal to help others learn to live in the community by taking the initiative to start solving their issues when they begin, to confront fellow residents initially follow up with further steps in the conflict mediation process when appropriate.

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# Noise

## ***Quiet Hours***

Quiet hours are from 8 p.m. to 8 a.m. daily. If noise becomes an issue between neighbors, the best solution is for the residents to discuss the situation and reach a compromise between themselves. If this fails, residents should contact their apartment assistant. Noise issues may result in the involvement of OSU Police Department. Residents who contribute to noise disturbances may be subject to lease termination.

## ***Courtesy Hours***

Courtesy hours are always in effect. Noise should not be disruptively audible within the building or outside. At any time, a resident may ask another resident to reduce the noise coming from their apartment. Residents who contribute to noise disturbances may be subject to lease termination.

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# Pest Control

Taking precautions to prevent pests from entering the residential halls is the first step to safe and prudent pest control. Common pests include but are not limited to cockroaches, mice, rats, bed bugs, flies, mosquitoes, spiders and the like) and fungal growths (molds and mildew).

## ***Do your part with routine housekeeping***

- Empty the garbage.
- Hang up wet towels and clothes.
- Keep suitcases and backpacks off your bed.
- Pick up clutter.
- Seal and store food.
- Report holes in screens.
- Vacuum and dust regularly.
- Sweep and mop regularly.
- Wash and dry dirty dishes.

## ***Mold Prevention***

It is common to find mold spores in the air inside buildings and on most indoor surfaces, including clothes, walls furniture. However, unchecked mold growth can damage your furnishings, carpets, cabinets clothes and shoes stored in damp closets. To keep mold from growing, keep your room/unit clean. Cleaning areas of visible mold, such as mold in your shower, is necessary to prevent unsanitary conditions.

If you see discolored patches, cottony or speckled growth on walls or furniture if you smell an earthy or musty odor, your unit may have mold. Evidence of past or ongoing water damage should also trigger a more thorough inspection. You may find mold growth underneath water-damaged surfaces or on walls, floors ceilings. Mold can often be confused with dirt and dust buildup. If mold is suspected, call the HRL Facilities Office at (405) 744-8510 to investigate.

## ***Bed Bug Prevention***

Because OSU has been proactive in its bed bug treatment program, we have a low occurrence and

reoccurrence of them. Bed bugs are about 0.25 inches in length, similar in size to an apple seed or a ladybug. If you suspect you have bed bugs, call the HRL Facilities Office at (405) 744-8510 to report it and include your name, building, room number and cell phone number. You should also notify FGSH staff.

OSU Pest Control will contact you directly and set up an inspection. We can provide a temporary living space during the inspection and potential treatment if you decide to remain in your unit. Until the unit can be inspected and treated, limit your movement to other living spaces, lounges and off-campus housing. It is important to contain the situation as much as possible. If your unit is found positive for bed bugs, OSU Pest Control will schedule a thermal treatment as soon as possible. The unit's residents must follow specific instructions for the treatment to be successful. Residents who refuse to cooperate with the Pest Control staff during the treatment/extermination process will be referred to the facilities manager for appropriate action.

Resident-owned furniture that is discovered to have bed bugs must be permanently removed from the apartment.

### **Traveling**

- When traveling, check luggage, clothing and bedding when leaving and returning from your trip.
- While gone, check mattress seams for signs of bugs or small dark spots on the mattress.
- When you return home, take your clothes out of suitcases, and place them in the dryer for 20 to 30 minutes. The heat will kill any bugs that may be alive.

### **Living Space**

- Keep your living space clean and reduce clutter to eliminate any bed bug-hiding spots.
- Regularly vacuum crevices and upholstery.
- Pull your bed away from the wall or other furniture and tuck in sheets and blankets to avoid contact with the floor or walls.
- If the mattress does not already have a mattress cover, be sure to use a mattress cover that encases the entire mattress.
- Keep infested items out of your living space.
- Be cautious and thoroughly inspect any used furniture and clothing.

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## **Substances (Alcohol, Tobacco, Drugs)**

### ***Alcohol***

These policies are addressed in the [Student Code of Conduct \(pdf\)](#). In addition to the Student Code of Conduct, residents are required to comply with state and local laws regarding the use of alcohol. Individuals in violation of these policies will be subject to disciplinary action. Individuals who violate any laws will also be subject to legal action.

The use of alcohol within Family and Graduate Student Housing (FGSH) housing by those over the age of 21 is a privilege. This privilege can be suspended if it is abused.

### **Over Age 21**

- Possession or consumption of alcoholic beverages by residents aged 21 and older is permitted in FGSH apartments.

- Alcohol is only allowed inside the apartment but not in public areas (including balconies, breezeways, grounds and parking lots).
- When alcohol is being consumed, the front door to the apartment must remain closed.
- Further, no one under the age of 21 may be present when alcohol is being consumed in the apartment. If persons under the age of 21 are present when alcohol is being consumed, those over 21 may be charged with providing and could face suspension from OSU.
- If minors (persons under the age of 21) reside or are present in an apartment, no alcohol is permitted in the apartment unless it is the property of the parent(s)/guardian(s) of the minors.
- In the case where one resident is over the age of 21 and another resident is under the age of 21 and no parent/guardian is listed on the lease (such as in a primary lessee /secondary lessee arrangement), no alcohol is permitted in the apartment.

### **Under Age 21**

- Alcohol consumption is governed by state and federal laws. All residents are responsible for being aware of social host liability and especially the liability of supplying minors with alcohol.
- If anyone under the age of 21 has alcohol, they will be directed by Residential Life and/or OSU Police Department to pour it out. The police may be called disciplinary action will be taken. Further, per federal law, if a resident under the age of 21 is documented for an alcohol violation, their parents may be notified.

### **Common Source Containers**

- Alcohol is for individual consumption only; therefore, no common source containers (for example: kegs, cans, bathtubs, punch bowls and the like) are permitted.
- FGSH staff may question anyone who has large quantities of alcohol and investigate instances when it is suspected that large consumption of alcoholic beverages is occurring. FGSH staff will confront residents and/or their guests who are disruptive.

### ***Smoke/Tobacco Free Environments***

Oklahoma State University is a tobacco-free campus, per university policy and the Student Code of Conduct. See [OSU Policy and Procedures Letter No. 1-0530 \(pdf\)](#).

Residents who violate this university policy will face disciplinary charges and may be removed from the community. Residents will be charged cleaning/damage costs to remove odors, stains, burns other damages caused to apartments by tobacco products. Tobacco products include but are not limited to cigarettes, cigars, chewing tobacco, smokeless tobacco, hookahs, electronic cigarettes, vapor devices and clove cigarettes.

### ***Drugs/Drug Paraphernalia***

Drugs are prohibited in all of our communities. Housing and Residential Life supports drug-free environments to help ensure comfortable, safe and successful communities. In addition to the Student Code of Conduct, Housing and Residential Life policy prohibits the use, consumption, possession or being under the influence of drugs. Possessing drug paraphernalia or marijuana, regardless of having a medical reason or not, is also prohibited.

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## **Trash, Recycling and Cleanliness**

### ***Cleanliness***

As a resident, you are required to keep your living space clean and free from waste and clutter. Residents found to be living in unsanitary conditions will be asked to clean their living space or face disciplinary action (including loss of housing lease). Accumulating (also called litter, rubbish, garbage, refuse) and failing to clean creates situations that attract pests including rodents, cockroaches, ants and more. Activities such as slaughtering, butchering and processing meat are prohibited on the OSU campus. Never store materials or furniture that obstruct walkways in living spaces, hallways, or breezeways. This could delay someone from finding their way out of the building in case of an emergency.

### ***Household***

Residents must put household in bags and dispose of the bags in the dumpsters by the apartments. Bins are emptied twice each week.

### ***Recycling***

Blue single-stream recycling receptacles are available throughout Family and Graduate Student Housing. Acceptable recyclable items are printed on the bins.

### ***Fines***

Trash or recyclables left in breezeways, hallways, balconies, lobbies, lounges and anywhere outside of your apartment will be charged \$25 per bag.

### ***Sharps Disposal***

To ensure the safety of all residents and staff, students who use injected medication (such as insulin) or test blood must dispose of their sharps (hypodermic syringes, needles and lancets) responsibly. Never dispose of a loose sharp. Place sharps in a sharps container or a thick plastic bottle that can be tightly capped (like a one-time-use water bottle). Once the container is full, seal it with heavy tape and place it in the so anyone handling the container knows it contains sharps. Don't place sharps containers in recycling or where children can reach them.

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## **Vandalism, Restitution and Damage**

Vandalism is the deliberate or unintentional destruction, theft, damage or defacement of public property. This includes graffiti (any writings or markings) on OSU buildings using chalk, spray paint, tempera paint, markers, colored pencils and the like.

If vandalism occurs, the OSU Police Department will be contacted, and the responsible person(s) will be subject to Family and Graduate Student Housing and university sanctions. They may also be asked to make restitution for the damages.

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## Yard Sales

Yard sales (also known as garage, tag, rummage or jumble sales) are not permitted in Family and Graduate Student Housing, except ones sponsored by the [Family Resource Center](#) (FRC).



## LIFE IN YOUR APARTMENT

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### Approved and Prohibited Personal Items

We've compiled a list of items that are either approved or prohibited in Family and Graduate Student Housing (FGSH) units. If you receive a notice from staff about you having prohibited item(s) in your apartment, you will have 48 hours to remove the item(s) or your lease will be terminated. This list includes but is not limited to the following:

#### ***Approved Small Appliances***

FGSH apartments are wired for 110-volt and 115-volt electrical appliances, also called small appliances. Small appliances include but are not limited to toasters, microwaves, irons, televisions and radios. Before you purchase a small appliance, verify its voltage. Any appliance requiring a higher voltage may not be used in the apartments.

#### ***Candles and Incense***

Burning candles, incense, kerosene lamps and other flammable liquid-fueled devices, such as lighters, are prohibited in residence halls. Decorative candles must be wickless or have clipped wicks so the candle can no longer be burned. Wax-warmer air fresheners that are heated by a light bulb are approved; however, candle warmers that have hotplate areas are prohibited.

#### ***Electric Scooters/Personal Electric Vehicles***

Personal electric vehicles shall not be used, possessed, charged and/or stored in any campus housing unless they bear the seal of an independent testing laboratory accredited by the Consumer Product Safety Commission (CPSC). (See also [Spin Scooters](#).)

Other electric vehicles, which include but are not limited to one-wheels and drones, are prohibited in residence halls and on the grounds. It is prohibited to store such vehicles inside the premises, on patios/balconies, stairwells, landings, breezeways and walkways. This rule does not apply to ADA-approved equipment.

#### ***Fireworks, Explosives and Flammable Liquids***

Under state and federal law, fireworks, explosives and flammable liquids (such as gasoline, propane, lighter fluid, handheld lighters and the like) are prohibited in residence halls and on the grounds.

#### ***Furniture and Other Personal Amenities***

The list of prohibited furniture and personal amenities includes but is not limited to the following:

- Waterbeds, shower heads, bidets, ceiling fans, Halogen/lava lamps, and heaters
- Ring doorbells or other electronic devices that photograph, videotape, film, digitally record by any other means, to secretly view another person without that person's consent in any location is not allowed. This can include alarm systems.

### ***Music Instruments and Equipment***

- Pianos and organs are permitted if authorized by a designated FGSH staff member.
- Large amplifiers (public address system, oversized stereo, acoustic or electric musical instrument and percussion instruments) are permitted if authorized by a designated FGSH staff member.
- Small amplifiers may be allowed if used with headphones to be respectful of other residents.

### ***Network Devices***

To protect the data communications network, all devices other than computers, servers and workstations must not be plugged into any network port. This includes but is not limited to hubs, switches, repeaters, routers, network modems and wireless access points. These devices may be incorrectly configured or incompatible with the OSU Network causing outages and reliability problems to all or part of the network.

### ***Outdoor Grills***

Portable outdoor grills (charcoal, lighter fluid or propane gas) are prohibited in the neighborhood and on its grounds. *See also Grounds and Community Spaces.*

### ***Weapons and Firearms***

Weapons are not allowed in neighborhoods or on the grounds. Housing and Residential Life, OSU Police Department and state authorities can determine what qualifies as a weapon and can ask that it be removed from the premises. Weapons include but are not limited to BB guns, paintball guns, knives, swords, crossbows, archery bows, handguns, shotguns, rifles, ammunition and common items that can be used in a threatening manner.

If you possess a gun, you may store it with OSU Police Department free of charge. Disciplinary action may also be taken. [OSU Policy and Procedures Letter 1-1301 \(pdf\)](#).

FGSH permits residents to store bows and archery equipment in their apartments if transported and stored in an appropriate case. While in an apartment, the bow must always be kept in its storage case. Arrows and arrow tips may not be stored in an apartment.

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## **Guests/Visitors**

A guest is a person who is not assigned to an apartment and with whom the resident is socializing in the apartment. Residents are limited to three overnight visits per semester. Guest must follow all policies and not infringe on the rights of other residents.



Residents are encouraged to notify their apartment assistant (AA) and the Community Relations Office when hosting overnight guests. During an emergency evacuation of the apartment/building, staff members need to know where guests are located.

The FGSH assistant director or designated [Family Resource Center](#) (FRC) staff may approve additional overnight visits per semester.

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## Illegal Roommate/Unregistered Occupant

An illegal roommate or unregistered occupant is a person who is not assigned to an apartment but is living in a Family and Graduate Student Housing apartment.

If a resident is suspected of having an illegal roommate, an FGSH staff member will enter the apartment and perform a safety inspection. The staff member will be looking specifically for evidence that someone other than the individual(s) listed on the housing lease resides in an apartment. Such evidence includes but is not limited to extra bedding, clothing, cosmetics, accessories, toiletries and mail.

The housing of any persons other than the registered lessee(s) and approved family members constitutes a breach of the lease. If a primary lessee is found to have an illegal roommate, they will be fined according to the following:

- 1st Illegal Roommate/Unregistered Occupant: \$100
- 2nd Illegal Roommate/Unregistered Occupant: \$300
- 3rd Illegal Roommate/Unregistered Occupant: one month's rent

In addition to the charge schedule above, the primary lessee is subject to immediate lease termination and/or any other charges deemed necessary by Housing and Residential Life.

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## Light Bulbs

The university supplies energy-efficient light bulbs. If you need fluorescent lights, appliance bulbs, breezeway lights or overhead ceiling lights, contact HRL Facilities Office at (405) 744-8510.

60-watt (or its equivalent) bulbs are the maximum size for any university-supplied fixture in the apartment.

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## Maintenance and Repairs

Housing and Residential Life has a dedicated facilities team (HRL Facilities Office) to assist you while you're living on campus. Regular preventative maintenance occurs throughout the academic year. You will be notified before the time of the maintenance so you can prepare your living space (if needed). All maintenance personnel who need to enter your room will knock three times and announce themselves before entering the space.

If you are not home when the work is completed, personnel will leave a card letting you know what was done, the date and time and the technician.

### ***Call for Maintenance and Repairs***

- Call (405) 744-8510, Monday through Friday from 8 a.m. to 5 p.m. for HRL Facilities Office.
- Call (405) 744-7154 for after-hours, on weekends and holidays and during university closures for OSU Facilities Maintenance.

We ask that you report maintenance or repair issues as soon as possible. Delaying reporting could result in further damage. If the repair was not the result of everyday wear and tear, Housing and Residential Life reserves the right to charge for repair services. Common maintenance and repairs include the following:

- Trouble with blinds
- Light bulbs in university-provided fixtures
- Appliances not working
- Pest control
- Leaks
- Clogged toilets, sinks and showers

### ***Call for 24-Hour Emergency Assistance***

- Call (405) 744-7154.
- In case of smoke or fire and other emergencies, call 911.

OSU Facilities Management provides 24-hour emergency assistance. An emergency can include but is not limited to the following:

- Persons stuck inside an elevator
- Smell of gas
- Active water leak
- No heat/air conditioning during times of extreme temperatures
- Broken window or door that would prohibit the unit from being secured
- If the toilet is not working in a unit/suite/apartment that only has one bathroom
- Smoke detector beeping for no reason

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## **Major Appliances (University-Owned)**

Each FGSH apartment is equipped with the following large appliances (also known as major appliances): refrigerator, range, in-sink garbage disposal, heating/air conditioning units and water heater.

- **Prohibited.** Because of plumbing and electricity capacities, you are prohibited from replacing the university's appliances or installing your own appliances, including air conditioners, washers/dryers, dishwashers, heaters and other portable appliances.
- **Permitted.** You are allowed to have a mini refrigerator as long as it does not exceed 5 cubic ft (an average of 28 watts). Chest freezers are allowed as long as they do not exceed 5.5 cubic feet in

volume.

- **Danger.** You must not use the heater closets or area around the water heaters as storage areas because this poses an extreme danger. If items are found stored in the heater closet or by the hot water tank, both will be turned off until the items are removed. A fine may also be assessed for the safety violation.

### ***Heating and Cooling Units***

Most FGSH furnaces have electronic ignitions. However, if your unit has furnace with a gas pilot light and the pilot light goes out, a safety device will automatically shut off the gas to the furnace. Contact HRL Facilities Office at (405) 744-7154 to relight the pilot light.

Types of units:

- Demaree, Brumley, West, Stevens and Prosser apartments have central heat and window air conditioning.
- Williams 101-105 apartments have central heat and air conditioning.

### ***Ranges (Cooktop/Stove and Oven Unit)***

Apartments are equipped with gas ranges with electric ignitions.

- **Burners.** If the burners fail to ignite, contact maintenance for assistance.
- **Moving the range.** You should not move the range for any reason, including to clean behind it. Moving the range could result in a broken gas line. To have a range moved, call the HRL Facilities Office at (405) 744-8510 and place a maintenance request.
- **Emergencies.** When cooking, stay close to the range's cooktop/stove and keep an eye on the pots and pans. If OSU Environmental Health and Safety is called to respond to issues related to an unattended cooktop, you may be fined for the cost of the emergency response.

### ***Water Heaters***

Apartments are equipped with gas water heaters. If the pilot light goes out, a safety device will automatically shut off the gas to the heater. Contact maintenance to relight the pilot light.

You may notice a rumbling noise coming from the water heater from time to time. This is caused by a mineral build-up at the bottom of the water heater's tank and is not a concern.

### ***In-Sink Garbage Disposal***

- Never place your hands, utensils or other tools in the disposal.
- If the garbage disposal stops working, you should press the red RESET button on the lower part of the unit. This will often correct the problem. If that does not work, call the HRL Facilities Office at (405) 744-8510.
- See the instructions in the following illustrations for how to use an in-sink garbage disposal.



HOUSING AND  
RESIDENTIAL LIFE

## HOW TO USE A GARBAGE DISPOSAL

When used properly, a garbage disposal can make kitchen cleanup convenient.

### FOUR EASY STEPS:



Make sure there are not forks, spoons or other objects inside of the garbage disposal.



Turn on cold water for 20-30 seconds before grinding food waste.



Turn on the switch for the disposal located on the right side of the sink for 5-10 seconds to grind food waste.



Turn on cold water for 20-30 seconds after grinding food waste.

This four-step process helps make sure the food goes down the drain instead of collecting in the garbage disposal and creating odor the kitchen.



HOUSING AND  
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## WHAT CAN GO IN THE GARBAGE DISPOSAL

There are limits to what standard garbage disposal can handle. The following is a list of food you can safely grind in the garbage disposal.



**Cold Water**



**Liquids and Soft Foods**



**Chopped Foods**

If solid foods need to be disposed of, chop them into small pieces before placing them into the disposal.



**Dish Soap**



**Ice Cubes**

Ice cubes can help to clean and sharpen disposal blades.



HOUSING AND  
RESIDENTIAL LIFE

## WHAT NOT TO PUT IN THE GARBAGE DISPOSAL

Putting the wrong thing down the garbage disposal can break the device and cost money in repairs. Dispose of the following food in the trash.



**Fats, Oil and Grease (FOGs)**

FOGs must never be put down in the sink nor garbage disposal.

To properly dispose of FOGs:

1. Cool hot fats, cooking oil and grease.
2. Pour into a lidded can or disposable container.
3. Place in the trash.



**Fibrous Foods**

Celery, onion skins, potato peelings, broccoli, lettuce, artichokes and other vegetables must go in the trash.



HOUSING AND  
RESIDENTIAL LIFE

## WHAT NOT TO PUT IN THE GARBAGE DISPOSAL

This is not a comprehensive list. If unsure whether or not an item can go in the garbage disposal, discard it in the trash.



**Uncooked Pasta and Rice**

Uncooked pasta and rice expand when it comes into contact with water. Place in trash.



**Coffee Grounds**

Coffee grounds get caught in the disposal's drain trap and may cause the drain to back up. Place in trash.



**Bones, Eggshells, Fruit Pits**

Hard items like these must be disposed of in the trash.

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# Personalizing Your Apartment

Welcome to your OSU home. We encourage you to create a comfortable, relaxing space that is totally yours. However, we have rules for you to follow:

## ***What you can do***

- Hang items on walls. We encourage you to use thumbtacks and push pins within reason, blue painter's tape or Command™ Strips/Hooks. When used properly, Command™ products should not damage the walls. When you check out, leave the strips/hooks in place and staff will remove them. Regardless of the type of picture hanger used, you will be held responsible for any wall damage.
- Bring area rugs. While each window has blinds, you may choose to hang curtains using your own café curtain rod or tension rods. Any curtain rod that requires drilling, nails or is affixed to the walls/windows is not allowed.
- You may decorate your room/suite/apartment door; however, you can't use 3D materials, obstruct the peephole or the room number cover more than 1/3 of the door and surface area.
- You may use non-combustible materials and UL-approved electrical wiring, but lighting/wiring may not stretch across doorways or hallways in a way that impedes egress.
- Decorative lighting must be turned off when unattended.

## ***What you can't do***

Residents will be charged for any unauthorized alterations, changes, repairs remodeling done in or outside the apartment. The resident may also be liable for any time the apartment is vacant due to extensive repairs. Other rules to follow:

- Don't remove the clip from the apartment's front door.
- Don't alter, remodel or repair any part of your assigned housing. This includes but is not limited to the following:
  - Painting walls, floors or furniture
  - Installing floor tiles
  - Adding removable or temporary wallpaper to any surface
  - Adding holes in the walls
  - Building partitions or shelves
  - Installing special locks or peepholes
  - Making any other permanent alterations to the apartment
- Don't use nails, duct tape, packing tape, clear tape, masking tape and the like on the walls.
- Don't hang items from the apartment windows or place items on the exterior windowsills or balcony railings. This includes planters and/or televisions, air conditioners, radio antennas and satellite dishes.
- Decorations must not be visible through the window from the outside.
- Items must not be placed or hung within 18 inches of a fire sprinkler head.

## ***Holiday Decorations***

- Because live-cut trees and natural vegetation (wreaths, corn stalks, hay, pumpkins and gourds) can pose a fire hazard and create mold and other issues, they are not permitted in residence halls.
- Decorations may be left in apartments unless the apartment will be vacated for an extended period.
- Decorations deemed unsafe by the university must be removed. Residents will be held responsible for the cost of damages associated with unsafe decorations.

## ***Homecoming Decorations***

Homecoming is a special time on the OSU campus. The residents participate in a number of ways, including decorating in and around the halls/neighborhoods. Before committing time and resources to any special event or project, contact the HRL Facilities Office. They can help plan and coordinate any facility-related needs the project might entail. Be sure to ask about first about lights, signs, paint, glue, glitter, crafts and window paint.



# **PET AND SERVICE ANIMALS**

OSU Housing and Residential Life recognizes the important role pets play in our residents' lives, including their positive impact on our residents' physical, mental and social health. The following policy includes information regarding pet ownership on campus, which is supportive of the safe communities that HRL provides.

Download: [HRL Pet Policy and Agreement Form \(pdf\)](#). | Submit by email to [reslife@okstate.edu](mailto:reslife@okstate.edu).

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## **Service and Emotional Support Animals**

Service or emotional support animals are welcome on Housing and Residential Life grounds. All necessary paperwork, evaluations, and authorization forms from [OSU Student Accessibility Services](#) must be completed and approved by Residential Life prior to the animal's arrival in the residence halls.

Residents who need accommodations for an emotional support/assistance animal will need to complete the HRL Pet Policy and Agreement Form.

### ***Pets allowed in all residence halls***

- Fish, small crustaceans, mollusks, water turtles, and small amphibians, all living under water and in aquariums no larger than 10 gallons in size per housing unit. Extra aquariums are permitted provided the total gallon per residential unit does not exceed 10 gallons. Pets must remain in their aquariums at all times.

## ***Additional Information***

- Animals/pets found to cause a community disturbance will require rectification or removal.
- Unapproved animals/pets are not allowed in any Housing and Residential Life facility due to concerns for health, safety, sanitation, noise, and humane treatment.
- Unapproved animals/pets must be removed immediately, and the resident will face an immediate minimum fine of \$500, with additional charges as needed to restore the unit to an occupiable state (as determined by Housing and Residential Life). Continued infractions will result in increased fines and possible removal from the department.
- Owners are responsible for the removal of animal/pet waste. For the first offense of not removing the waste, the owner/handler will be charged \$100 with the amount increasing for each offense. If no resident takes responsibility for an incident, every resident in the area (whether or not they have a pet) will be charged \$100.
- Owners must keep their dogs properly crated while they are away from the room. Should the owner leave the residence, it is their responsibility to crate the dog, regardless of other roommates that may stay in the residence. Crates should be constructed of wire, wood or plastic. Finding the right size crate for your dog.
- OSU is not responsible for what happens to any animal/pet when it is removed or while it is living on OSU property. OSU is also not responsible for any injuries or damages caused by any animal/pet on campus.



# **HOUSING RATES AND REGISTRATION PORTAL**

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## **Housing Rates**

Rates, under this lease, are subject to change at the direction of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges. Download the [Housing Rate Sheet \(pdf\)](#).

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## **Registration Portal**

Visit [OSU Housing Registration Portal](#) for registration, renewals and more.

### ***Registration Fee***

The primary lessee must pay a registration fee to enter a housing lease. Housing assignments are made after the registration fee has been received in full. Housing assignments are prioritized based on the date the registration fee is received.

The registration fee is \$200 for beginning contracts; there is no fee for lease renewals. As the primary lessee, you will receive a \$150 bursar credit after six months of residency has been completed.



## ***Requesting Furnished or Unfurnished Apartments***

As the primary lessee, you can indicate your preference for a furnished or unfurnished apartment as part of the housing registration process. There is also a section of additional requests where the primary lessee can indicate the size (full or twin) and quantity of beds needed. Note that there is a monthly \$10 rental fee per bed. Primary lessee can also indicate the floor preference (carpet or tile) as part of the housing registration process. Please be aware that furniture in some neighborhoods cannot be moved or customized. Additionally, there is a \$200 fee for each time the primary lessee completes a Bed Exchange Request Form. This \$200 fee applies for the installation or removal of beds. The Bed Exchange Request Form must be completed at the Family Resource Center (FRC).

Review the [FGSH Move-In Checklist \(pdf\)](#) for what to bring, what we provide and what to leave.

## ***Lease Renewals***

- Each spring semester, FGSH residents must renew their housing contracts. Housing and Residential Life sends an email to the primary lessee with information about contract renewals. It is your responsibility to renew your housing lease by May 1.
- As the primary lessee, if you have not signed a renewal contract by May 1, Housing and Residential Life may assign your apartment to another applicant.
- If you are delinquent in your FGSH rent payments or other assessed charges, you will not be eligible to renew your contract.



# **BILLING AND PAYMENTS**

## ***Your OSU Bursar Account***

You may view and make payments for housing charges via your OSU bursar account. Failure to make timely payments may result in the termination of your housing lease. Learn more at the [OSU Office of the Bursar](#).

Rent is charged on a semester basis for fall and spring, but you may enroll in a monthly payment plan. For the purpose of determining rental fees, one month is 30 days. Daily charges for partial monthly periods are computed on the basis of 1/30 of the monthly rate. Rent is due at the start of the semester in the amount specified in the housing lease.

If rent is not paid by September 15 and by February 15, the primary lessee is subject to a finance charge on all past due amounts. Failure to pay rent in a timely manner will be considered a breach of lease and may result in the cancellation of the housing lease.

## ***Damages and other fines, fees and charges***

- If you incur charges, including but not limited to room damages, locked-out fees and lock changes, they will be assessed to your bursar account.
- Residents are encouraged to complete a Room Occupancy Checklist (ROC) upon checking in and again upon checking out in order to verify existing conditions. Further, residents are encouraged to

report damage as it occurs in order to prevent escalating damages and/or safety issues.



## ELIGIBILITY FOR OCCUPANCY

### ***OSU Affiliations***

To be eligible to live in Family and Graduate Student Housing (FGSH), you must be affiliated with the OSU, which means you must be a student, faculty, staff or visiting scholar/researcher and have an OSU bursar account.

The preference for FGSH housing placement is as follows:

- Married students or single-parent families enrolled in at least 12 undergraduate credit hours, 9 graduate credit hours 6 graduate credit hours if also employed at OSU half-time or more in graduate level work during regular semesters.
- If space is available, preference for FGSH housing placement is as follows:
  - Single graduate students enrolled in the appropriate number of hours.
  - Single undergraduate students with at least a sophomore class standing and enrolled in the appropriate number of hours.
  - Single undergraduate students aged 21+ years old and enrolled in the appropriate number of hours.

### ***Proof of Eligibility***

When registering to live in FGSH, you must submit evidence of eligibility and be able to share that evidence upon request.

### ***Loss of Eligibility***

Residents who lose eligibility (are no longer enrolled or employed at OSU) must vacate their apartment within 72 hours. This includes students who withdraw from classes before the semester is officially completed.

You may stay beyond your lease time only if you receive approval from the FGSH assistant director at least a month before the end of the final month of your lease.

### ***Relationships***

FGSH residents may live with family members and/or roommates of the same gender. Primary lessees are allowed to have one non-related/non-family member roommate of the same gender. Roommates of the opposite gender are not allowed—unless the individuals are family members or married.

Proof of relationship (such as marriage license, proof of custody of children), photocopy of IDs and/or

passports verification of class status or OSU employment are required at move-in. You must report changes of status (marital, dependent, academic) immediately to the Housing and Residential Life in Iba Hall.

**Other Relational Situations:**

- Multiple families may not live in the same apartment.
- Freshmen may live with older student-siblings in FGSH.

***Resident Photos***

FGSH residents (adults, children authorized pets) must have their photo taken at the [Family Resource Center \(FRC\)](#). These images are used for safety and security reasons and stored in the resident's electronic housing file. These photos are for internal use only and will not be distributed, posted or made available to the public.

***Early Move-In***

Residents enrolled in OSU for the first time may request to move in no more than one month before the semester in which they are enrolled begins. Requests for early move-in are allowed pending availability.

***Beginning Occupancy***

Acceptance or possession of the key or placement of personal property in an apartment constitutes occupancy. The FGSH lease is binding for the length of its actual space assignment and any subsequent lease for continued residence in FGSH.

Housing and Residential Life has the right to reassign the residents to any apartment unit upon 30-day notice and when the university authorities consider it to be needful and necessary. In such an event, a new agreement will be made between the parties of the housing unit into which the residents are assigned.

Conducting any kind of business in/around Housing and Residential Life properties is prohibited.



## LEASE OBLIGATION

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### Length of Lease

The lease period ends May 31 each calendar year. Graduating residents and residents whose employment ends before May 31 will have their lease terminated as of the end of the month of graduation/employment. This means that Family and Graduate Student Housing (FGSH) residents graduating or ending work in May or December will be charged for the whole month of rent; however, they may stay in housing until December

31 or May 31, respectively. Even if you choose to leave early, you will be charged for the whole month of rent.

Visiting scholars must present documentation during the checkout process to receive pro-rated rent.

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## Types of Lease Agreements

### ***Single Occupant (One Primary Lessee)***

The primary lessee assumes all financial responsibilities for the apartment. The primary lessee controls the terms of occupancy and what services are to be rendered if additional costs are added to the primary lessee's account. Further, the primary lessee controls whether such service is to be continued.

### ***Primary Lessee and Secondary Lessee Agreement***

The primary lessee assumes all financial responsibilities for the apartment. The secondary lessee must meet the criteria for becoming a resident of FGSH and must abide by all the rules and regulations.

The primary lessee controls the terms of occupancy and what services may be charged to the account. The secondary lessee may not request additional services that add to the contractual costs. Regardless, the primary lessee controls whether such service is to be continued.

All arrangements between the primary lessee and secondary lessee regarding rent payment, duration of stay unofficial notices to vacate (including the secondary lessee's notice to vacate) are to be made by the primary lessee. If the primary lessee terminates the housing lease, a qualified secondary lessee may sign a new housing lease as the primary lessee resident; otherwise, the secondary lessee must vacate the premises when the primary lessee's lease is terminated.

For a primary lessee (with child/children) to add an unrelated person as a secondary lessee, they must meet with the designated FGSH administrator before entering into this agreement.

### ***Disputes between Primary and Secondary Lessees***

FGSH is not responsible for arrangements between the primary lessee and secondary lessees and will not mediate disputes related to payment of rent and notices to vacate.

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## Requests to Change Secondary Lessee to Primary Lessee

Only the appropriate FGSH staff member can authorize changes between a current primary lessee and a registered secondary lessee on a housing lease.

To start the process, the current primary lessee must email [fgsh.cro2@okstate.edu](mailto:fgsh.cro2@okstate.edu) to request an appointment to discuss changes to the lease. Housing and Residential Life reserves the right to refuse any request for a primary lessee change.

Changing the primary lessee may be considered a cancellation on behalf of the vacating primary lessee. Housing and Residential Life reserves the right to assess cancellation/termination fees to vacating primary lessees if they are leaving for any reason other than loss of eligibility to live in FGSH.

To qualify, proposed primary lessees must have lived in the apartment (for which they wish to become the primary lessee) for at least one month. Proposed primary lessees must not have delinquent rent or related

charges on their bursar accounts. They must also agree to remain in FGSH for the duration of the housing contract period. If proposed primary lessees do not meet these criteria, they will not be approved to become the primary lessee.

Additional FGSH policies concerning primary lessee change requests:

- FGSH will not grant requests for primary lessee changes if the apartment has been occupied for five years or more (unless the change is being granted between spouses).
- FGSH may grant primary lessee changes for the same apartment (without it being vacated) up to three consecutive times. The fourth request will not be granted.
- For any primary lessee change, the current primary lessee and secondary lessee must meet with the designated FGSH staff together. Next, both residents attend a meeting together at the CRO or FRC to sign the appropriate papers. The new primary lessee must be aware that there is a \$200 application fee, a portion (\$50) of which is non-refundable. New primary lessee is also accepting responsibility for the apartment “as is” and will be financially responsible for all cleaning, furniture, beds, and/or damage charges (if any).
- For primary lessee changes between spouses/immediate family, a meeting with the designated FGSH staff member is not necessary.
- If a primary lessee is graduating, all paperwork for primary lessee changes must be completed by the first of the month the primary lessee graduates.
- Otherwise, all paperwork for primary lessee changes must be completed before the first of the month in which the primary lessee change is set to take place. The qualifying secondary lessee will assume responsibility for the apartment on the first day of the next month after the primary lessee change has been approved.

The following outlines the procedure for making primary lessee changes for the different types of lease arrangements:

- **For families/related occupants in a primary/secondary arrangement**
  - If the current primary lessee is no longer associated with OSU, whichever family member with an OSU affiliation must become the primary lessee.
- **For unrelated occupants in a primary/secondary arrangement**
  - The secondary lessee who is assuming the role of primary lessee must meet the criteria for becoming a FGSH resident and must have lived in the apartment for the last one month before to the primary lessee change.
  - The new primary lessee will be required to pay a housing registration fee.
  - If the new primary lessee wants a roommate to become the secondary lessee, the new roommate must meet the criteria for becoming a FGSH resident. The new roommate must sign the housing lease before moving into the apartment.
- **Secondary lessee changes**
  - When a primary lessee wishes to live with a different secondary lessee, the new secondary lessee must meet the criteria for becoming a resident of FGSH and the following procedure must be followed:
    - The former secondary lessee must sign the proper form stating that they have vacated the apartment, or they have become the primary lessee before a new secondary lessee may be added to the lease.
    - Before the new secondary lessee may move into the apartment, the primary lessee and new secondary lessee must go to the [Family Resource Center \(FRC\)](#) and add the new secondary lessee’s name to the lease.

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# Cancellation and Termination of Lease

## *Cancellation Before Beginning Occupancy*

Potential residents who wish to enter a housing lease will pay an initial registration fee of \$200. Residents will receive a \$150 bursar credit after six months of residency have been completed. Cancellation of the lease before occupancy begins is subject to the following conditions and deadlines.

- **Refund.** A \$150 credit/refund will be processed if written notice of cancellation is received by Housing and Residential Life within five days of paying the registration fee or before May 1 (or before January 5 for contracts commencing during the spring semester).
- **No Refund.** If written notice is not received by May 1 (January 5 for contracts commencing during the spring semester), there is no refund of the application fee. If potential residents receive a waiver for the initial application payment requirement (due to financial aid, for example), they will be charged \$200.

## *Cancellation After Beginning Occupancy*

If residents choose to cancel their housing lease before the end of the contract period (May 31) for any reason other than losing eligibility to live in FGSH, they will lose their housing registration fee credit and will be charged a cancellation fee equivalent to two months' rent.

In addition to the cancellation fee, residents may be charged other fees assessed at checkout, including damages and improper checkout fees.

If residents vacate their apartment during a final examination week, they are responsible for completing the lease.

## *FGSH Initiated Termination of Lease*

Housing and Residential Life may terminate a housing lease for the following reasons:

- If rent or other charges due are not paid on time.
- Resident does not comply with the university or FGSH policies and procedures.
- Resident does not meet the eligibility requirements, including status as an OSU student and/or employed by the university otherwise eligible to be an FGSH resident.
- Resident's personal information is not up to date at the Housing and Residential Life Office (100 Iba).
- Residents who have had their contract terminated due to contract or policy violations may be assessed a two-month buyout charge.
- Although in rare cases, if Housing and Residential converts the housing area to another use.



# CHECK-IN PROCESS

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## Room Occupancy Checklist (ROC)

- When you move in, you will receive a paper inventory/checklist called the Room Occupancy Checklist (ROC). You use the ROC to list university-owned furniture items and appliances in your apartment. You'll also record everything damaged or needs cleaning and/or repairing. Include all nail holes, scratches, dirt on walls, doors and floors, appliances not working, dripping faucets, non-working light fixtures not, peeling paint, broken furniture so forth. When you move out, you will be responsible for any damages not listed on the ROC, so be thorough when evaluating your space. You may not add any damages to the ROC once you submit it to the FRC.
- As the primary lessee, you must sign the completed ROC and return it to the Family Resource Center (FRC) within five business days after moving in. Afterward, you will sign for a second door key and two mailbox keys. An apartment assistant will review the submitted ROC during a scheduled check-in inspection.
- If you decide not to submit the ROC or return it late, your apartment will be considered clean and in good condition. You will be responsible for all damages in the apartment—regardless of what is on the ROC.



# CHECKOUT PROCESS

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## Fees, Charges and Rent

- Family and Graduate Student Housing (FGSH) will charge your bursar account any applicable cleaning/damage charges, lock changes and/or appropriate lease cancellation fees.
- You will be charged rent until you return your keys to the Family Resource Center (FRC).
- Improper Checkout. If you fail to submit a [Notice to Vacate](#) form, fail to move out by the date on the Notice to Vacate or leave keys in the apartment, you will be charged a \$150 improper checkout fee.
- To avoid clearing charges, you must thoroughly clean your unit. The minimum cleaning charge is \$100. Follow the detailed instructions on the [FGSH Move-Out Checklist \(pdf\)](#) to ensure proper cleaning.

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## Notice to Vacate

- You are required to submit a [Notice to Vacate](#) at least 2-weeks prior to your departure date. The primary lessee must complete the [Notice to Vacate](#).
- Secondary lessees are not required to complete a Notice to Vacate form.
- All residents in the apartment must move out by the date indicated on the Notice to Vacate.
- After you have checked out of the apartment, neither you nor any secondary lessees may reenter the apartment.
- FGSH is not responsible for arrangements between the primary lessee and secondary lessees and will not mediate disputes related to payment of rent and notices to vacate.

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## Checkout Inspections

- **In-person Checkout Inspection.** If you want to be present during the checkout inspection, you must give two business days' notice to allow staff time to schedule the inspection. In-person inspections may not be available at all times. Please contact the CRO to determine if an in-person checkout inspection is available.
- **the CRO to determine if an in-person checkout inspection is available.**
- **Staff Only Inspection.** As the primary lessee, you may choose not to be present for the checkout inspection. By selecting this option, you agree to accept all damage and cleaning charges assessed for the unit by the apartment inspector.

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## Returning Keys

- You must return all keys, including mailbox keys, to the apartment inspector during the checkout inspection or return the keys to the Family Resource Center (FRC) when you leave.
- If all extra keys are turned in along with all original official keys, a credit will be issued. If all keys are not turned in, charges for a lock change will be assessed.
- If you leave your keys in the apartment upon checkout, you will be charged \$150 for an improper checkout.
- After returning the keys, you lose access to the apartment and mailbox.
- If you are moving after 5 p.m. or on weekends, holidays or university closings, call (405) 564-4028. You must turn in your keys at the Family Resource Center.
- Keys must not be mailed to the Family Resource Center.

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## Petition for Adjustment of Charges

You have 90 days from the checkout inspection to contest charges. To do so, complete the [Petition for Adjustment of Charges](#). If you have questions, email [fgsh@okstate.edu](mailto:fgsh@okstate.edu).

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## Property Abandonment

If you leave personal items in your apartment after vacating, the items will be removed at your expense. As the vacating resident, you will receive an email notification and be given 30 days to claim your items. If no response is received within the 30-day deadline, the university will donate the items to a local charity. Removal and storage fees will be charged to your bursar account, including the minimum charge of \$100 for abandoned property.





# SHORT-TERM HOUSING

Short-term housing in Family and Graduate Student Housing (FGSH) is available to individuals who are eligible for an OSU ID and meet the following criteria:

- Holds non-standard matriculation status, such as visiting professors, visiting scholars visiting/invited researchers.
- Can provide documentation from their university department regarding their employment status. Documentation must include the dates they are working or which they are affiliated with Oklahoma State University.
- Needs housing for less than three months. If you stay three months or less and do not inform Housing and Residential Life of your short-term status, we will retroactively adjust your rent to the short-term rate.

## ***Additional Requirements for Short-Term Guests***

- Must pay a registration fee and the rental rate equivalent to at least 25% more than the regular rate for the available apartment.
- Must give notice to vacate (see #16 in this handbook) and follow FGSH checkout procedures, which include scheduling a checkout inspection (see #17 in this handbook).
- May not transfer to another apartment or complete a primary lessee change.



# APARTMENT TRANSFER REQUESTS

## ***Transfer Request Criteria***

Moving from one Family and Graduate Student Housing (FGSH) apartment to another (referred to as transfers) is permitted if the request meets the following conditions:

- Transfer assignments are made only if space is available.
- New housing contracts are given priority over transfer requests.
- Only the primary lessee may request a transfer and schedule an apartment transfer appointment with the FGSH Community Relations Office (CRO).
- Transfer requests are accepted any time of year; however, Housing and Residential Life reserves the right to refuse or delay any transfer request.

## ***Non-Refundable Processing Fee***

- The OSU Bursar will charge the primary lessee's account a non-refundable processing fee of \$100 for each apartment transfer request.
- The \$100 fee is accessed even if residents change their minds after they receive the Offer Letter for

the new assignment/apartment.

### ***OSU Denies Transfer Requests***

- FGSH will deny a transfer request if the resident will not be eligible to live in the new apartment for at least six months after the transfer is approved.
- Residents who are vacating (leaving) their apartments are not allowed to request a transfer.
- Residents whose apartments are in summer storage status are not allowed to request a transfer.

### ***Primary Lessee Declines Transfer Assignment***

- Primary lessees may decline to accept a transfer assignment but must submit their decision to FGSH in writing.
- After declining a previous transfer assignment, primary lessees may begin another transfer request and pay another non-refundable fee of \$100.

### ***Transfer Process***

- When the new apartment is ready, residents requesting the transfer must move immediately.
- Beginning the day the resident accepts the keys to the new apartment, they will be charged the rental rate for it.
- Residents are allowed three working days to move from one apartment to another and to turn in the keys for the vacated (old) apartment.
- If the keys are not turned in by the third day, the primary lessee will be charged rent for both apartments until the keys to the vacated (old) apartment are returned.
- Cleaning and/or damage charges for the vacated (old) apartment will be applied to the primary lessee's bursar account.
- Apartments that staff have treated for pests may not be moved into for 30 days after treatment.



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