



McMurry Campus Apartment Policies

1. OCCUPANTS:

Only you can live in your assigned apartment space and only so long as you are an enrolled, fulltime student at McMurry University. Apartments are to be used only as a private residence and for no other purpose. The leasing of your apartment to other parties/entities is prohibited. We reserve the right to fill unoccupied bed space as needed. Those refusing roommates will be charged double rates and/or are subject to lease termination.

2. SECURITY DEPOSIT:

You are will be charged a security deposit (\$100) through the Business Office once charges are applied in September.

3. LEASE TERM AND MOVE-IN:

This lease is valid for the upcoming academic year. You will be given information on when you may move-in via your mcm email address and other mailed correspondence. Move-in dates will vary depending on class designation and campus involvement. This lease remains valid regardless of assigned space. Failure to vacate the Apartment past the end date of your lease or the date on which you are notified to leave the Apartment may result in a fine. We reserve the right, in rare cases, to ask you to relocate in order to conduct maintenance, cleaning, and/or repairs on the residence halls.

Lease Termination: Any student that signs a lease prior to May 1 may terminate this lease within thirty (30) days of the date the lease was signed and will forfeit the \$100.00 Security Deposit and \$50.00 Lease Contract Processing Fee. After thirty (30) days from signing, the termination policy outlined below applies. For leases signed after May 1, the termination policy below applies. The lease termination request must be in writing and must be received within thirty (30) days of the date the lease was received.

Termination Policy: Prior to the start date of the lease term, you may terminate this lease if you have not enrolled in the University. If you are still enrolled, you may cancel provided you (i) notify us in writing at least forty-five days (45) prior to the Start Date of the Term, and pay to us a Termination Fee in the amount of One Month's rent equivalent, or (ii) notify us in writing less than forty-five (45) days prior to the Start Date of the Term, and pay to us a Termination Fee equal to first and last month's rent.

Returning Students: Students wishing to return to their apartment from the previous year need to move out of their apartment by May 31, to allow maintenance and housekeeping to clean and prepare the apartment for the next year. Students needing temporary housing will receive accommodations until the assigned move-in date.

4. Apartment Condition Form:

An Apartment Condition Form will be provided the time of move-in. Within forty-eight (48) hours of receiving this form, please return it, completed. This form is intended to allow you to detail out, in writing, any defects or damages in your room hat were present at the time of your arrival. Without this form, the room will be considered to be in a clean and in good working condition. Any damage that is not noted on the Apartment Condition Form or that was incurred after move-in is the responsibility of the lessee and damage fines will be added to their accounts. Except for what you tell us in writing on the Apartment Condition Form, you accept the room in "as-is" condition with all faults and imperfections. We make no express, and disclaim any and all implied, warranties with regard to the condition of the room.

5. MOVE-OUT/CHECK-OUT:

a. Residents that intend to move-out of the Campus Apartments, either on or before their lease end date, must properly checkout. Proper checkout procedure will be communicated to you via email, once you have informed the housing office of your intent to vacate the apartment. Security deposits will be refunded after your proper checkout has been complete

and you have no other outstanding balance on your student account. Residents will be responsible for repairs or cleaning that must occur as a result of any damage that occurred during their stay.

- b. Residents choosing to leave prior to their lease end date are breaking their lease. As such, residents will be charged the amount equal to one month's rent and will forfeit their security deposits. Exceptions will be made for those graduating in December, called for military service, or granted an exception by the Director of Residence Life.
- c. Upon move-out, residents are responsible for cleaning all aspects of the apartment. This includes, but is not limited to, windows, bathrooms, carpets, and countertops. Failure to adequately clean the space will result in a fine.
- d. Property left/abandoned on apartment premises will be considered forfeit and will be donated, immediately, to a charitable organization of our choosing.

6. RESIDENCE LIFE POLICIES:

It is the expectation of the University that all students actively participate in the on-campus community culture that is part of what it is to be a McMurry student. Being a member of the McMurry community means, in part, being familiar with and abiding by the policies and regulations set in the Student Handbook. The Student handbook is made available to all students, at all times, on the McMurry University website. Within the Handbook a section with policies that relate specifically to Residence Life are outlined. While the handbook outlines policy that may have judicial repercussion, violation of the following policies will also result in lease violation or in the immediate assessment of fines.

Please be advised of the following important policies:

- a. No furniture may be removed from the room/apartment.
- b. Candles with wicks are not allowed in the rooms/apartments.
- c. Pets (excluding small fish and aquariums and approved ESAs) are not allowed in the Residence Halls/apartments at any time, even for short visits.
- d. McMurry is a dry campus. Alcoholic containers of any kind are prohibited anywhere on campus.
- e. Guest visitation is from noon until midnight each day. Guests must sign in at the front desk and be escorted by a resident at all times. Lobbies are open until 2am for visitation. If a guest is of the opposite-gender or is romantic in nature, the door must remain completely open during the visit.
- f. While same-gender/non-romantic overnight visitors are permitted, no one visitor may stay more than seventy-two (72) hours in any two (2) week period. Overnight guests must be signed in each day that they intend to stay in the Hall/apartment.
- g. All personal trash must be taken to the dumpsters. Personal trash found in the building's common-space trashcans, hallways, or simply set outside, will be subject to individual or hall-wide fines.
- h. The Office of Residence Life will be conducting random health and safety checks of the residence halls to ensure the safety of or students and the on-going compliance with these policies.
- i. **LOCK OUT SERVICE** - From time to time residents may be locked out of their room. We understand this, and our lockout procedure is clearly posted throughout each Residence Hall/Apartment. To encourage residents to remember to carry their keys and access cards at all times and avoid being locked out, the following charge schedule will be applied:
 - a. The first and second lockouts performed will be free.
 - b. All subsequent lockouts will result in a \$15 lockout fine.
 - c. 5 or more lock-outs will result in a referral to the Director of Residence Life and Housing and/or the Dean of students for further judicial action.Lockouts are logged on a spreadsheet kept by Residence Life staff. This sheet is maintained for one full academic year and renews at the start of the next year.

7. APARTMENT ENTRY/INSPECTIONS:

McMurry University reserves the right to have designated staff enter Apartment/Residence Hall rooms without express permission and/or consent of the resident(s) for the purpose of inspection, maintenance, and search. If a search of a room becomes imminent, a reasonable attempt to inform the resident(s) of the search will be made. In all case, entrance into an occupied room is only ever executed for the purpose of enforcing reasonable rules and regulations and/or for insuring the safety, welfare, and comfort of all students and McMurry University.

8. PERSONAL PROPERTY AND RENTER'S INSURANCE:

Each resident is responsible for acquiring and maintaining insurance on any and all personal property kept by the resident in or about the room or property. McMurry University and The Office of Residence Life is not liable to any resident or any of their respective guests for damage, injury, or loss to person or property. Renters insurance is available through most insurance companies and some students may find it helpful to check with their parent's homeowner's insurance policy for coverage.

9. ENROLLMENT AND HOUSING ELIGIBILITY:

All students wishing to live on-campus must maintain full-time (enrolled in 12 or more credit hours) student status at McMurry University. Please note the following with regard to student status:

- Students living in Apartments/Residence Halls must maintain full-time student status throughout the semester or leases will be cancelled.
- Students returning to live on campus after term breaks must be registered for that term by the Monday of Finals Week of the previous term or their housing for the may be canceled.
- Students in their graduating semester need only to be enrolled students to maintain eligibility for on-campus housing.