



WELCOME TO WARMATH FAMILY HOUSING!

We are delighted that you are considering Warmath Family Housing! It is our aim to provide students and families a warm sense of community and a comfortable setting for life. Warmath residents are generally graduate students, students who are married, students with small families, or non-traditional undergraduate students.

In this handbook, you will find general information about Union University and Warmath Family Housing. If you have any additional questions, please feel free to contact us in the Office of Residence Life at 731.661.5432 or reslife@uu.edu. We look forward to working with you!

APPLYING TO LIVE IN WARMATH FAMILY HOUSING

If you are interested in Warmath Family Housing, please complete an Application, and return it to the Office of Residence Life with the \$25 Application Fee. Upon the receipt of both, we will process your application. Applications will be subject to credit approval.

When your Application has been processed, we will contact you regarding our current status of vacancies. Apartments are rented as they become available. As apartments become available, we contact individuals on the waiting list according to the earliest Application and Application Fee received.

- ◇ Only those applicants who are currently enrolled students will be considered for approval. Exceptions can be made by the Vice- President of Business Services.

UNION'S FIVE COMMUNITY VALUES

The Union Residence Life Experience is founded on solid pillars of time-tested, scripturally based values. The following five community values of Union University are upheld by the entire Union community:

- ◇ Worth of the Individual
- ◇ Self-discipline
- ◇ Academic and Personal Integrity
- ◇ Respect for Community Authority
- ◇ Respect for Property and the Environment

Every resident, student, faculty, staff and administrative member of Union University is expected to strive to uphold and honor these values.

Each Warmath Family Housing tenant (student or non-student), is granted the privileges as well as the responsibilities of Union University as set forth in the Campus Life Handbook. You may obtain a Campus Life Handbook from the Office of Student Services. In addition, each tenant is responsible for seeing that his or her guests abide by these standards. Any questions concerning the University policies can be directed to the Office of the Dean of Students.

- ◇ **Alcohol and/or drug possession or use:** The possession, use, purchase, or distribution of alcoholic beverages and other substances of abuse are strictly prohibited. Violation of this standard is grounds for immediate removal from Warmath and Union University.
- ◇ **Children:** A play ground is located in the Warmath Family Housing area for tenants with children. For safety reasons, children must **ALWAYS** be supervised while playing outside. Children must not be permitted to play in the parking lots or streets.
- ◇ **Facilities Management/Work Orders:** Requests for maintenance may be submitted to the Residence Life Secretary, either by phone at 731.661.5432, or by email at reslife@uu.edu. Your work order will be submitted electronically to Facilities Management. If your problem needs immediate attention (toilet overflowing, broken heat or A/C, etc.) call Facilities Management

directly at 731.661.9818. In case of after hours or weekend emergencies, please call Security at 731.394.2922.

- ◇ **Grills:** Grills may **NOT** be used on the balconies or porches. Fire regulations require that grills be at least 25 feet away from the building. Tenants may store their grills close to the building, but must move them off the balconies and 25 feet away from the building when in use.
- ◇ **Guests:** Tenants may not have outside guests staying in their apartment when they are not present to host them.
- ◇ **Inspection:** If the need arises, the administration of the University reserves the right to inspect any on-campus apartment at any time to maintain facilities and the safety of residents or to inspect suspected values violations.
- ◇ **Keys:** Keys will be issued at the time of check-in upon verification of the signed lease and notification of JEA to transfer utilities into tenants' name. Tenants will be issued keys to their apartment and a key to the Warmath Laundry Room. Lost keys can be reported to the Residence Life Secretary, who will submit a work order to have new keys made for a charge of \$25 per key.
- ◇ **Monthly Rent:** The monthly rent for a Warmath Family Housing apartment is \$620 for the 2010-2011 year. Rent includes local telephone service, cable, and filtered internet service. Monthly rent is applied to the student's account. (If residents are married, and both husband and

wife are students, the monthly rent will be charged to the husband's account, unless otherwise noted.) The first month's rent is due at the time of check-in. If the occupant (s) moves in mid-month, a full first month's rent is still due; however, the following month's charge will reflect a pro-rated month. After the first month's rent, payments may be made at the beginning of each month at Union Station.

- ◇ **Quiet Hours:** Tenants are asked to practice the "good neighbor policy" and keep TV's, music, etc. at a moderate level at all times. Quiet hours are from 10 pm until 10 am, but courtesy hours are in effect at all times.
- ◇ **Pets:** No pets of any kind (including fish) are permitted in the apartment at any time, for any reason.
- ◇ **Renter's Insurance:** Union carries insurance on the building and property owned by the University. Tenants are responsible for securing renter's insurance for their own personal furnishings. We strongly recommend that residents carry renter's insurance.
- ◇ **Internet:** Each apartment is equipped for filtered internet service with a connection in the smaller bedroom. Internet service is provided by the University at no additional charge to the tenants. For details, please visit www.uu.edu/computing/.

◇ **Television Cable Service:** Each apartment is provided with a cable connection in the living room. Cable service is provided by the University at no additional charge to the tenants. No antenna or satellite dishes may be installed by the occupants.

◇ **Utilities:** Prior to move in, the occupant(s) must notify Jackson Energy Authority (JEA) to request the transfer of utilities from Union University to the tenant's name. Please note that depending on your circumstances, JEA may require a deposit. You will need to provide JEA with your name, your move-in date, your mailing address, and your physical address.

Your *physical* address for JEA would be :

Building Number
Fraternity Row, Apt. # ____,
at Union University.

When you call JEA to transfer the utilities into your name, JEA will ask you for your building number. Please identify your building number below.

- Apartments 1-8 Building #34
- Apartments 9-16 Building #48
- Apartments 17-24 Building #56
- Apartments 25-32 Building #66

Services needed from JEA are water, electric, and sewer.

Upon move-out, it is the occupants' responsibility to contact JEA to transfer the services from the tenant's name back to Union University and provide JEA with a forwarding address.

◇ **Mailbox at Union:** Residents can go to the mail room in the Student Union Building to receive their box numbers and combinations.

Your *mailing* address will be:

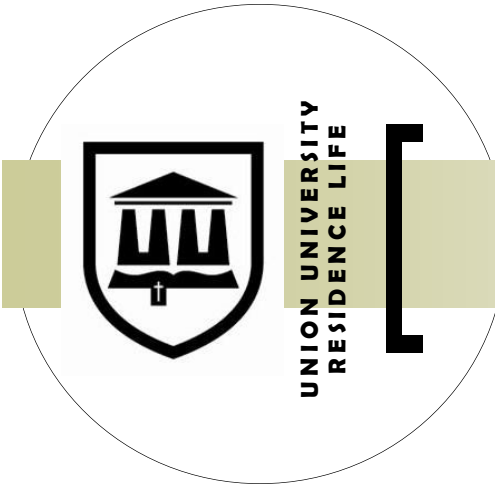
Your name
UU _____
1050 Union University Dr.
Jackson, TN 38305

◇ **Check-Out Procedures:** A written notice must be submitted to the Office of Residence Life at least 30 days prior to move-out. The occupant(s) must schedule a check-out time with the Office of Residence Life. At check-out, a Residence Life Staff will check the apartment and determine if the occupant(s) should be charged for any damages other than normal wear and tear. All of the occupants' belongings should be removed from the apartment at the time of check-out. After the RA has checked the apartment, the occupant(s) will return their apartment keys and laundry room key to the RA. The occupant(s) must contact JEA with their move-out date to have the utilities transferred from the occupant's name back to Union University.

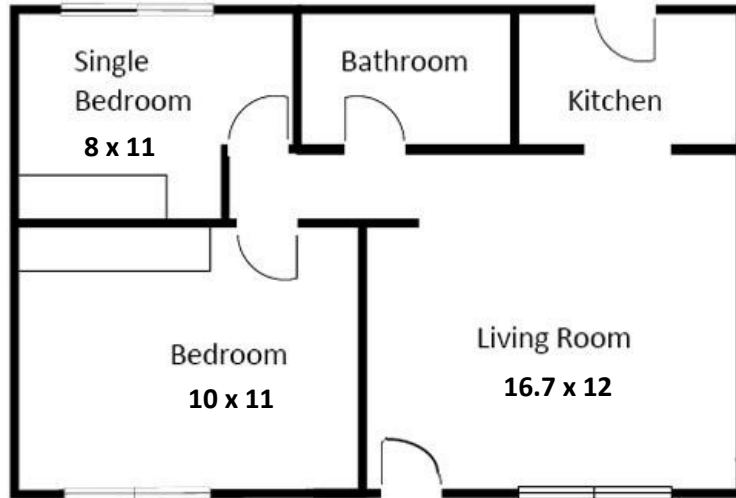
◇ **Deposit/Deposit Refund:** At check-in, a refundable \$500 deposit will be required prior to releasing keys to the tenant. This is usually paid along with the first month's rent of \$620 (for the 2009-2010 year), for a total of \$1120. At check-out, failure to check-out properly will forfeit the occupant's deposit. Upon check-out, the \$500 housing deposit is fully refundable if the

following conditions are met:

- ◇
 1. Rent is paid up to date of vacancy.
 2. The apartment is clean and without any damages at the time of check-out.
 3. All keys that were issued to the occupant(s) are returned to the Office of Residence Life.
- ◇ **Parking Permit:** Parking permits must be picked up in the Office of Safety and Security and placed on the vehicle(s) after the apartment is occupied. One parking space per apartment is reserved in front of the building.
- ◇ **Further Information:** If you need any additional information about Warmath Family Housing, please direct your questions to the Office of Residence Life in the Student Services suite in the SUB or at 731.661.5432.



WARMATH FAMILY HOUSING



Warmath
Family Housing
Floor Plan

EMAIL

Residence Life Secretary

Courtney Clarke
cclarke@uu.edu

Director of Residence Life

Ken Litscher
klitscher@uu.edu

Dean of Students

Dr. Kimberly Thornbury
kthornbu@uu.edu

PHONE NUMBERS

Jackson Energy Authority (JEA)731.422.7500
 Residence Life Office731.661.5432
 Residence Director On Call731.298.7768
 Facilities Management731.661.9818
 Security (daytime)731.661.5018
 Security (24 hour cell)731.394.2922
 Security (Welcome House) 731.661.5036
 Student Life Office.....731.661.5090
 Student Accounts (bills, charges).....731.661.5299