Welcome to University Housing!

We are very excited that you have chosen to attend UNO and become a Maverick. We are equally excited that you have decided to live in Maverick Village or University Village. You will quickly see that living on campus can be an amazing experience and will provide you with many opportunities to connect with other students, faculty, and staff.

Housing staff will provide a wide variety of programs and activities throughout the year for you to connect and develop friendships as well as become more connected with all that UNO has to offer! I strongly encourage you to take advantage of all the opportunities offered. You will have a more enjoyable college experience if you get involved.

Living in a community like a residence hall comes with some responsibilities. The policies and procedures in this booklet will help to ensure that all members of our community are safe and able to enjoy living on campus. I encourage you to look over this booklet and learn the community expectations. Whether you read it or not, you will be held responsible for the information it contains.

If you have any questions, concerns, or need assistance with anything, please do not hesitate to contact your Resident Assistant (RA), your Residence Director (RD), or any of our staff. You can email unohousing@unomaha.edu, or call our main office (402.554.6605) and they will connect you with the right person.

We look forward to meeting with you and helping you grow as an individual and connect to UNO!

Sincerely,

Trent Fredericksen
Director, University Housing and Residence Life
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MAIL INFORMATION

All students who reside in Maverick Village or University Village will be assigned a mailbox at check-in. You can receive both letters and packages here. The address you will use for your mail is as follows:

**Maverick Village Students**
Your Name  
Maverick Village Unit # _____  
6608 University Dr. South  
Omaha, NE 68182

**University Village Students**
Your Name  
University Village Unit # _____  
6506 University Dr. South  
Omaha, NE 68182

Your Unit # IS NOT YOUR APARTMENT NUMBER. Your Unit # will be assigned during check-ins. It is important that you write your mailing address exactly as you see it above.

YOU SHOULD CHECK YOUR MAILBOX AND STUDENT EMAIL ACCOUNT DAILY. THIS IS HOW HOUSING AND OTHER DEPARTMENTS ON CAMPUS WILL GET IMPORTANT INFORMATION TO YOU.

**Moving Out:** Your mail is your responsibility. As part of the checkout process from your village, you will need to leave mail forwarding information. Your checkout is considered incomplete until you do so and if we do not have a forwarding address for you, we will return any mail we receive to the sender.

UNO is responsible for forwarding First Class Mail ONLY. It is your responsibility to contact any institution or subscriber and inform them of your new address when you move out.

If you have questions regarding mail services, please contact the Maverick Village or University Village Front Desk.

**IMPORTANT NUMBERS**

**Emergencies (Campus Security):** 402.554.2911

**Maverick Village Clubhouse:** 402.554.4000

**University Village Clubhouse:** 402.554.6600

**University Housing Mainline:** 402.554.6605  
or unohousing@unomaha.edu

**Maverick Village RA On Duty (when desk is closed):** 402.203.6117

**University Village RA On Duty (when desk is closed):** 402.305.3878

**Cable Issues (Cox Communications):** 402.315.1520

**Internet Issues (Apogee):** 1.855.813.7018
EMERGENCY PROCEDURES

The University of Nebraska at Omaha has established policies in place for emergencies that occur on campus. It is strongly encouraged that all students become familiar with these policies. They can be reviewed at emergency.unomaha.edu.

UNO takes steps to notify students when a threat occurs. There is a public announcement speaker in every apartment and it will communicate relevant information and instructions during emergencies. It is strongly encouraged that every student signs up for the UNO Alert Notification System. This will allow UNO to send text alerts and emails to you as an emergency is occurring: http://emergency.unomaha.edu/alerts.php.

In the event of an emergency, students should use the following phone numbers for assistance:

**402.554.2911 – Campus Security Emergency Line** – Can connect with 911 and will be the quickest response.

**402.554.2648 – Campus Security NON Emergency Line** – Can be utilized in the event of a theft or if you need to talk with campus security for any reason.

**402.203.6117 – Maverick Village RA on duty – 5pm-8am, M-TH and 5pm Friday – 8AM Monday – if you need RA assistance or have a maintenance emergency and live in Maverick Village.**

**402.305.3878 – University Village RA on duty – 5pm-8am, M-TH and 5pm Friday – 8AM Monday – if you need RA assistance or have a maintenance emergency and live in Maverick Village.**

**Emergency Maintenance**: If you experience a power outage, water leak, loss of heat, etc., please contact the front desk or call the RA on duty for your village for assistance.

**Fire**: All students should report to their clubhouse building in the event of a fire. If the alarm is sounding in the clubhouse building, all students should walk across the street to the parking lot. **YOU MUST EXIT THE APARTMENT DURING THE FIRE ALARM.** Never hang anything on your sprinkler heads in the apartment. Always lock your door and take your keys and ID with you.

**Lockdown**: If for any reason the University would have a hostile or emergency situation either on campus or in the surrounding community, the university may enact “Shelter in Place.” In this type of situation, the “Campus-Wide Alert System” would be used to instruct all members of the community to stay in place. All students and staff members should follow the directions given through the broadcast system. When the danger or emergency situation passes it will be broadcast through the intercom system and members are then released to leave.

**Snow Emergency**: Check the UNO website for any specific information about classes being cancelled for snow related emergencies. You will also receive a UNO Text alert in the case of classes being cancelled.

**Tornado Procedures**:

**University Village**: In the event of a tornado warning, University Village students will be notified via the campus emergency system via the speaker in every apartment. During a warning, all students should go to the Weber Fine Arts Building (across from the University Village clubhouse). Always lock your apartment door and take your keys and ID with you.

**Maverick Village**: In the event of a tornado warning, Maverick Village students will be notified via the campus emergency system via the speaker in every apartment. During a warning, all students should go
to the clubhouse building where they can take shelter in the basement. Always lock your apartment door and take your keys and ID with you.

**UNIVERSITY HOUSING STAFF**

**University Village Residence Hall Director** – Ani Rodgers; progers@unomaha.edu
Selects and supervises Resident Assistants
Oversees implementation of housing programs and activities
Advises UV Hall Council
Meets with UV students for conduct and policy violations

**Maverick Village Residence Hall Director** – TBD
Selects and supervises Resident Assistants
Oversees implementation of housing programs and activities
Advises MV Hall Council
Meets with MV students for conduct and policy violations

**Associate Director, Training and Education** – Matt Nelson; mjnelson@unomaha.edu
Provides supervision to Residence Hall Directors
Serves as appeal person for conduct violation sanctions
Plans and implements RA trainings and inservices
Advises the Residence Hall Association and National Residence Hall Honorary

**Assistant Director, Business Operations** – Denise Wieczorek; dwieczorek@unomaha.edu
Administers Housing Charges for rent, recores, lockouts, damages, etc.
Does rental verifications
Processes deposit refunds

**Maintenance Manager** – Ryan Schmit; rschmit@unomaha.edu
Supervises maintenance and custodial staff
Oversees completion of work orders
Schedules preventative maintenance

**Housing Administrative Coordinator** – Sarah Kole; skole@unomaha.edu
Oversees housing application process
Administers housing contracts
Completes housing assignments to villages

**Director of Housing and Residence Life** – Trent Fredericksen; tfredericksen@unomaha.edu
Provides oversight to housing and residence life
Coordinates summer conference guests
Assists with contract cancellations and replacement requests
Responsible for University Housing Assessment

**Resident Assistants (RA)** – 8 Maverick Village resident assistants; 12 University Village resident assistants
*Resident Assistants are UNO students selected to join the University Housing team for at least one year.*
Serve as liaisons between University Housing staff and University Housing students
Build and uphold a positive community among students
Plan and implement program for students living in University Housing
Assist with administration of University Housing facilities
Act as a resource for University Housing students
POLICIES AND PROCEDURES

As with any community, there are policies that must be followed to maintain a positive living-learning environment and enable all students to live together cooperatively. Maverick Village and University Village allow students a great deal of freedom and responsibility. This living space requires that students possess the life skills that are needed to live in an independent setting. Students are expected to exhibit mature and responsible behavior.

Whether you read this or not, you are responsible for these policies and the consequences of any policy you choose to violate. When there are large groups of people living together, there is a need for community standards so everyone has the same opportunities and everyone is treated with respect. University Housing reserves the right to alter your suite assignment or cancel your contract if you fail to comply with the established policies and procedures. You may also be held responsible for any failure to comply with the Student Code of Conduct while living in the residence halls. If you have questions or need clarification on any policies or procedures, please contact unohousing@unomaha.edu.

Accidents/Losses
Students are required to immediately report any fires, accidents, injuries, and/or property damage occurring in the unit. This enables staff to promptly assist you, and in some cases, minimize the extent of the damages. Please contact campus security or your village front desk to make any reports.

Advertising
Students must get approval from the Residence Director of the village if they wish to post any signs or fliers on any of the University Housing bulletin boards, apartment doors, etc. These fliers must have an approved stamp on them from the University Housing office.

Alcohol Policies
State law and university regulations state that the possession or consumption of alcohol in any university housing/parking facility is prohibited, regardless of the student’s age. In addition, it is a violation of university policy to be in a room where alcohol is present, whether you are drinking or not.

- Possession or display of containers that held or were intended to hold alcoholic beverages is not permitted (empty alcohol containers are in violation of the alcohol policy).
- Alcohol-related conduct (including intoxication) that infringes upon the rights of the others to a quiet, orderly living environment, or that poses danger to yourself or others is not acceptable under any circumstance.
- Campus Security officers and residence hall staff reserve the right to dispose of alcohol or drinking paraphilia.
- Students in violation of this policy are subject to sanctions which may include, but are not limited to:
  - Mandatory attendance in an alcohol education class, probation, community service, alcohol evaluation, relocation, contract cancellation (should such action occur, full cancellation fees will apply), notification of parents, notification of law enforcement, suspension, expulsion, arrest and/or prosecution.
  - Guests are subject to this policy; UNO students will be held accountable for the actions of their guests (see guest policy).
- Students responsible for “secondary hosting” of a gathering at which alcohol is present are also in violation of university policy. Secondary hosting is defined as awareness or knowledge of such a gathering in one’s own suite with the student taking no action to discourage its occurrence.

First Alcohol violation: Typically Alcohol 101 referral, two hours of service to Maverick Village and University Village, and/or Residence Hall probation for three months. Possible parental/guardian notification. Guidelines of the service and probation will be discussed during the judicial meeting.
Second Alcohol violation: Typically Alcohol 201 advanced referral, assessment meeting with the Alcohol and Drug Education office, 10 hours of service with Health Services/Drug and Alcohol Education, and/or Residence Hall probation for the length of your remaining contract. You may also be required to meet with the university judicial affairs officer. Possible parental/guardian notification. Guidelines of the assessment, service hours, and probation will be discussed during a judicial meeting.

Third Alcohol violation: Removal from University Housing. You are still held financially responsible for your contract until a replacement is found (See “Contract Cancelation”). You will also be referred to the Campus Judicial Officer to discuss your status as a student. Possible parental/guardian notification.

A student can be removed from housing and/or have a judicial hold placed on their UNO account if they do not complete their sanctions in a timely manner. We encourage you to seriously consider the hindering role alcohol/drugs may play as you work toward your educational goals.

Candles, Appliances & Extension Cords
You may not light candles or burn incense anywhere in the apartment. If the power goes out, use flashlights only.

You may bring small electric grills (i.e., George Foreman), popcorn poppers, toasters, blenders, coffee pots, etc., for use in the kitchen. Kitchen appliances with an open flame will not be permitted. University Housing staff will use their discretion if they see a kitchen appliance that might be considered a fire hazard. Grills designed for outdoor use, including gas and electric, are not permitted within or outside of the suite. Grilling facilities are available in the courtyard area. Lighter fluid should not be stored in any apartment.

All extension cords must be U.L. approved. Multiple outlet “octopus” plugs are not allowed, however, surge protectors are allowed.

Prohibited items may be removed by University Housing Staff.

Carpet Care
An upright vacuum cleaner is available for checkout in the clubhouse building. It can be checked out for up to one hour. To reduce damage and preserve the appearance of your carpet, you should vacuum at least weekly. If a food or beverage spill occurs, immediately clean it up with a cold, wet cloth. Be sure to contact maintenance right away if you have trouble removing the stain. Promptly reporting spills or stains will help minimize the likelihood of permanent damage and resulting charges.

Cars, Bicycles, etc.
Students of University Housing who wish to park a vehicle on campus must purchase parking permits for the Parking Garage on University Drive South. Parking passes may be purchased from Parking Services, located in the Eppley Administration Building.

You will need to bring a lock for your bicycle. We recommend the “U” shaped lock to discourage theft. All bicycles kept at University Village/Maverick Village MUST have a permit. Bike permits are available (NO CHARGE) at the Maverick Village and University Village front desks. Bicycle racks are located outside Maverick Village and University Village. You may also store your bike in your room or unit storage room. Bikes may not be stored in the hallway, on balconies, or patios. Improperly stored bikes are subject to removal. Mopeds, motorcycles and electric or gasoline-powered scooters may not be stored in rooms/buildings. Bikes without a permit will be removed by maintenance staff.

Cleanliness
You must maintain your room and suite in a clean, orderly, and sanitary condition at all times. Refrigerate perishable food as soon as possible, and dispose of all garbage by placing it in a trash bag and taking it to the appropriate trash receptacle within a day. Also, because empty food cartons and pizza boxes can attract pests
and insects, you should take these items to the appropriate trash receptacle within a day. Unclean conditions may create an unhealthy environment for your roommates and neighbors or cause permanent damage to appliances and fixtures. Students will be billed for any actual costs incurred if it becomes necessary for staff to have the unit cleaned and restored to safe and sanitary conditions. Improper use of recycling bins may result in community service.

Communication
University Housing may contact you by phone, campus mail, or your UNO e-mail account about a variety of issues such as your maintenance request, plans for holiday breaks, safety issues, etc. Please help us provide you with quality service by checking your email and responding in a timely manner.

You are responsible for checking your mailbox and UNO email daily. Any notices to students shall be deemed received by the student on the date delivered to the student’s mailbox and inbox. University Housing deems a student mailbox and email inbox their first avenue of communication.

Compliance
Students are expected to comply with all reasonable requests from University Housing staff. This same expectation applies to Campus Security. Staff and Security have been hired to ensure a safe and inclusive environment for all students.

Computer/Computer Network
All students will be expected to sign, and abide by, the “Acceptable Use” policy of Apogee (University Housing’s Internet Provider). Failure to comply with Apogee policy may result in losing internet privileges provided by University Housing.

Drug Policy
State law and university regulation prohibit possessing, using, and distributing illegal drugs, drug paraphernalia, and/or controlled substances (including, but not limited to, marijuana, narcotics, or prescription drugs intended for use by another individual) in any residence complex or anywhere on university property. In addition, it is a violation of university policy to be in a room where illicit drugs are present.

- Students in violation of this policy will be removed from housing. Students will still be held liable for their contract even if they are removed for judicial reasons.
- University Housing staff reserves the right to contact parents/guardians/guarantors about any student who is in violation of this policy or is transported to detox or the hospital for drug use health concerns.
- You are also required to meet with the university judicial officer to discuss your student status.
- Your guests are likewise subject to this policy, and students will be similarly held accountable for the actions of their guests.
- All residents will be held responsible for the actions of their guest.

Facility Misuse
You and your roommates are responsible for your room/suite and its contents and will be charged for any damage beyond normal wear and tear. The condition of the common areas, hallways and laundry rooms is also the responsibility of the students. Students who damage or misuse any hall facility/furniture/appliance will be held responsible for the cost of repairs and may be subject to disciplinary action. Students do not select the vendor(s) to fix damage in their apartment. Vendors are selected by University Housing staff. We will work to obtain various quotes to secure the best price and quality of work. Vendors are selected based on the policies in place for the University of Nebraska at Omaha campus.

Fire Safety Equipment/Evacuation
Maverick Village and University Village buildings are equipped with safety equipment including smoke detectors and sprinklers in each room. Maverick Village apartments are equipped with carbon monoxide detectors. As a member of a University Housing community, you are held responsible for keeping the fire safety equipment in good working order. Therefore, you may not render any fire safety equipment in your room/suite (or anywhere in
Maverick Village and University Village) inoperable, and you should report any malfunctions or inoperable smoke detectors or sprinklers to University Housing as soon as possible. Any person who misuses fire safety equipment will be subject to severe disciplinary action, fines, and/or arrest. The fine for removing a smoke alarm in your apartment is $250 for a first offense; removal from housing for repeated offenses.

Objects are not to be hung on or within six inches of the sprinkler heads, or on the ceiling or ceiling light/fan. Any sprinkler head discharge will lead to immediate dispatch of the Omaha Fire Department, evacuation of the affected areas and a prompt and thorough investigation. Students who violate this policy are responsible for any damage done to Maverick Village and University Village property and the personal property of any other students/guests. Please notify the RA on duty if you set off a building fire alarm for any reason.

Fire Hazard Warning
You MAY NOT store any items in the furnace closet area of your suite or block air intake vents outside the furnace closet area. Failure to comply can result in a fire that endangers not only your life but the lives of others in the building. Anyone who fails to adhere to this policy will be held responsible for any resulting damages. No storage of flammable materials in the buildings is allowed. Fire regulations state that hallways may not be used for storage of any personal property at any time. Never prop open any door for any reason. Never block your utility door in the kitchen area. We do not allow any type of space heater in the bedrooms or apartments. Any fire hazards may result in a $250 fine for a first offense; removal from housing for repeated offenses.

Firearms/Weapons
Items such as, but not limited to, firearms, ammunition, martial arts weapons, knives (longer than 3”), explosives, paint ball guns, bows/arrows, tasers, fireworks and other weapons are not allowed in Maverick Village and University Village.

Front Desk
Maverick Village and University Village have staffed front desks that are open between 8am-8pm Monday-Friday and 12pm-6pm on Saturday (hours change during holidays and summer). If you have questions, need assistance, want to pay your bill, or want to pick up a package, you can visit these desk areas. There are also vacuums, games, movies, basketballs, etc. available for checkout with your MavCard.

Gambling
Gambling involving any exchange of money or anything of value is not permitted.

Guests/Host Responsibility
You are responsible for informing your guests of contract policies and for their behavior and actions, up to and including being charged for any damage they may cause to university or others’ personal property. Guests are defined as family members, friends, or other persons affiliated with the student in any way.

All guests should be escorted to and from the suite. Hosts are responsible for being with the guest to and from the suite as well as any other areas in the building at all times. Students are not permitted to host guests who have active “Ban and Bar” orders or other trespass restrictions in effect.

Students may have overnight guests in their room subject to the following limitations:
  - Guests are only allowed with the consent of the other roommates IF the roommates have agreed to this in the “Roommate Agreement.”
  - Visitation/overnight guests of one student may not infringe on the rights of others.
  - The stay of the overnight guest may not exceed four nights in one month, and such guests may not disturb roommates or other students.
  - The privilege of having guests may be revoked if the privilege is abused by causing any sort of disruption or policy violations occur that involves the guests.
University Housing staff reserves the right to require a guest to leave if university policies are violated or if complaints are received from the members of the suite, floor or building. Students will be held responsible for their guests, including any policy violations. Guests who violate any University Housing policies may be “ban and barred” from being on University Housing property.

**Hall Sports**
Students are not permitted to play sports (including but not limited to those which involve balls, rackets, bats, etc.) in the apartment buildings. This policy exists to reduce the possibility of injuries to individuals and damage to the buildings. There are appropriate spaces outside for students to engage in athletic activities.

**Harassment**
University Housing staff members are committed to creating an environment in which each student feels safe and is free from harm, the threat of harm and unreasonable interference. Therefore, students who engage in acts or communications that are intended to threaten, intimidate or harass a particular student(s), and to cause that student to fear for their safety are in violation of the UNO Student Code of Conduct [http://www.unomaha.edu/academicaffairs/documents/sc.pdf](http://www.unomaha.edu/academicaffairs/documents/sc.pdf) and Maverick Village and University Village Contract Policies and will be subject to disciplinary action.

**Health and Safety Checks**
All students are expected to keep their living space conditions clean, orderly, and sanitary at all times in accordance with the University Housing Community Policies. University Housing staff will conduct periodic Health and Safety Inspections with the purpose of taking preventive and corrective action for unsanitary living conditions and safety hazards in apartments. Students will be given a minimum of 24 hour notice in advance of inspections.

If a room fails to meet cleanliness standards, the student(s) will be given 24 hours to correct the issue. If the issue is not taken care of by the students within 24 hours following the inspection, a custodian may be asked to clean the room, and the students will be charged a cleaning fee. Likewise, if staff notices any safety hazards in the room, students will be asked to remove items or correct the issue. Students will have 24 hours to make the necessary changes, and if the issue is not corrected, University Housing staff will take steps to correct the issue and the students will be charged. Health and safety inspections will be done once per semester and specific times will be established by the Director of University Housing.

If, during Health and Safety Inspections, University Housing Staff see any items in violation of the University Housing Community Policies (such as alcohol, disconnected smoke alarms, etc.) the student will be referred to the Housing Judicial system for appropriate action.

**Holiday Decorations**
Combustible decorations present a fire hazard, so their use is prohibited. Cut greenery, trees or branches are NOT permitted in Maverick Village or University Village (artificial trees are allowed). All items placed on doors must be above the doorknob to comply with Fire Code Standards. Nothing may be hung from the ceiling, sprinkler heads or on the ceiling lights/fan. No banners or decorations can be hanging across hallways or entrances and exit points in the building. All decorations in the common area must be agreed upon by all roommates. Holiday decorations should be removed one week after the end of the holiday or University Housing staff will remove and bill you for the removal.

**Kitchen Appliances & Lavatories**
Kitchen areas are to be maintained in a safe and sanitary condition. If unsafe or unsanitary conditions are noted by University Housing staff, students will be asked to correct the situation. If it is necessary for University Housing staff to clean the kitchen area to restore the suite to safe and sanitary conditions, the cost of such cleaning will be billed to the students of that suite.

Lavatories, sinks, toilets, bathtubs and all water and plumbing equipment shall be used only for the purpose for which they were constructed. Sweepings, kitchen grease, rags or ashes or other foreign substances shall not be
thrown into any plumbing apparatus. Any damage and the cost of repairing plumbing resulting from misuse shall be billed to the students of that suite. Do not put feminine products down the toilet. Bathrooms are to be kept in a safe and sanitary condition. If unsanitary conditions are noted by University Housing staff, students will be asked to correct the situation. If it is necessary for University Housing staff to clean the bathroom to restore it to sanitary condition, the cost of such cleaning will be billed to the students of that suite. Level of cleanliness needs to be agreed upon by all students of the apartment.

Laundry Facilities
Laundry facilities are for the use of Maverick Village and University Village students only. Students are solely responsible for unattended laundry. All unattended laundry will be removed within 24 hours and held at the clubhouse for seven days, after which time it will be donated if not claimed. Laundry fees are included in the housing payment. You do not pay separate fees for laundry. Please report any laundry issues directly to the phone number located on the machines and/or the front desk.

Locking Doors
Students are required to lock their apartment door when they are not present in the apartment. This is for the safety of not only the individual and their belongings, but for the safety of roommates and their property as well. It is encouraged that students lock their bedroom door when they are not present as well.

MavCard
Please carry your MavCard (campus ID card) at all times. Failure to show your MavCard to a staff member upon request is a violation of university and housing policy. Giving false information to a staff member is a violation of the UNO Student Code of Conduct. Loaning your MavCard to another person for use is also a violation of university policy and doing so may result in disciplinary action.

If you misplace your MavCard, a loaner may be checked out from the front desk at the Maverick Village clubhouse or University Village clubhouse. A loaner can only be checked out for 24 hours. MavCard replacement must be done during normal university business hours at the MavCard Office in the Milo Bail Student Center. Failure to return the loaner card within 24 hours will result in a charge. The Maverick Village and University Village front desks can program your Mav Card.

Medical Emergencies
If a situation appears to demand medical attention, university personnel may summon emergency medical assistance for the health and safety of the student. The cost of such assistance will be the responsibility of the student/parent/guardian/guarantor. Additionally, if a student becomes aware that another individual needs medical attention, they should contact the appropriate services or alert a staff member.

Musical Instruments
Musical instruments, including but not limited to pianos, keyboards, drums, guitars, horns, stringed instruments, woodwind instruments, and reed instruments may not be played in the residence halls without approval from the RD. Their sound often travels far and may disturb other students. Students may also not use amplifiers or subwoofers in the residence halls.

Other Serious Violations
As with any community, certain regulations have been developed to protect your rights and the rights of other community members. Many policies are a matter of courtesy. Some policies, however, are for the protection of the community members. Inappropriate behavior or unlawful activities may result in immediate termination of your housing contract (should such action occur, full cancellation penalties will apply), your relocation to another unit, and/or referral to the judicial officer or the appropriate law enforcement body. Such policy violations include, but are not limited to, the following:

- Tampering with fire equipment (i.e., fire extinguishers, alarms, exit signs, smoke detectors, sprinkler system) or arson
- Tampering with Carbon Monoxide detectors
- Abuse (physical or verbal) and/or battery of a student or staff member
- Possession of explosives, firearms, fireworks or other weapons
- Throwing or dropping objects out windows or off balconies
- Trespassing in other student’s rooms
- Possessing stolen property
- Tampering with mail or mailboxes
- Disrupting the unit, floor or building community

**Patios & Balconies**

We ask for your assistance in maintaining a clean and attractive appearance throughout Maverick Village and University Village, including patios and balconies. Please keep patios uncluttered. On patio areas, you may use only outdoor patio furnishings. You may not store, dry, hang or drape items such as clothing, towels, linens, rugs, signs, flags, or have unsightly personal property on your patio or balcony. Students may not play loud music from their balconies. For the safety of others, do not throw any items including, but not limited to, cigar or cigarette butts, from your balcony. Students or their guests found responsible for creating or participating in these types of unsafe behaviors may lose their ability to continue residing on campus. For the safety of all, no sitting on, hanging from, or climbing on railings, or throwing items from or jumping off balconies is allowed. **No smoking is allowed on patios and balconies.**

**Personal Conduct**

As a member of the Maverick Village and University Village communities, it is your responsibility to let others know if you think they are violating your rights, just as someone may let you know if you are violating theirs. Staff members will also address inappropriate behavior when necessary. **We view student conduct as another part of the educational process.** Students who choose to violate the University Housing Community Policies or UNO’s Student Code of Conduct [http://www.unomaha.edu/aandsoffairs/documents/scc.pdf](http://www.unomaha.edu/aandsoffairs/documents/scc.pdf) will be referred for disciplinary action. Possible sanctions include:
- Verbal warning
- University probation or warning
- Housing probation for the length of the lease
- Educational requirement
- Community service or service in Maverick Village and University Village
- Suite reassignment
- Contract termination (full cancellation fees will apply)
- Suspension from the university
- Expulsion from the university
- Restitution for damage to university property or the personal property of students/guests.

Students will have the right to “due process” and have the opportunity to defend any accusations of behavior that violates the University Housing Community Policies or the Student Code of Conduct.

**Personal Property Left Behind**

Any personal property remaining in the room/suite after the student vacates the premises shall be considered abandoned. University Housing staff will bill the student an improper check out fee of $50.00 and any costs associated with removal and disposal of belongings left behind. We will remove items immediately and dispose of after 7 days.

**Pets**

The only pets permitted in Maverick Village and University Village are non-dangerous fish which live completely underwater, OR service/therapy animals that have been approved by Disability Services. Aquariums must be less than 10 gallons. No other pets, including but not limited to cats, dogs, gerbils, snakes, birds, crabs, lobsters, turtles, spiders, ferrets, etc., can live in or visit a student apartment.
If a pet is found in your apartment, you may be charged a $250.00 cleaning fee, be referred to the housing judicial process, and asked to remove the pet in a timely manner. If you refuse to remove the pet in a timely manner, the Nebraska Humane Society will be called for pet removal and any charges associated will be passed to the student.

**Quiet Hours**

Quiet hours begin weeknights at 10:00pm and on weekends at 12:00am. Students are expected to use discretion with noise concerns, both in and around the suite. Therefore, excessive noise is prohibited at all times. **Courtesy hours are always in effect, and students are asked to be considerate of others’ rights to study and sleep.** You and your guests are responsible for respecting the rights of others at all times. High volume sounds from televisions, radios, sound systems, and electrical instruments are not permitted. If sound systems are played out of windows or off of balconies or patios and are a problem in any area around the building, students risk removal of the equipment from the complex and may be held accountable for the expense of having it boxed and shipped off campus. Due to the nature of these musical instruments, drums and amplified guitars are not permitted in on-campus housing.

If a student has a problem with noise, the first step is to talk to the student(s) creating the noise. If the noise continues after a student has discussed the situation with the other student, the RA on duty should be contacted.

**During Prep Week and Finals Week each semester, 24/7 quiet hours will be enforced.**

**Student Rooms**

Furnishings provided must remain in the suite. Beds must remain on their frames and desk and other furniture must be left completely assembled. Waterbeds or self-assembled lofts are not permitted. No other beds or mattresses are allowed.

You are not permitted to paint, wallpaper, use stickers or decals, or otherwise modify finished surfaces in any permanent manner. You are not permitted to use nails, tacks, staples, screws or “Plasti-Tak” (or other similar products) because those items cause permanent damage to painted or finished surfaces. **We do sell wall hanger stickers specifically designed for hanging posters on the wall at Maverick Village clubhouse or University Village clubhouse, but we do not endorse any other product for hanging décor on your walls.** If you have questions about specific products that you may want to use within your unit, please check with the maintenance department before installation of such items.

**Room Assignments**

Students are expected to reside in the room which they were assigned. You may not “trade” rooms with another student or move into an empty space without the prior approval of University Housing staff.

**Room Entry, Inspection & Maintenance**

University Housing maintenance staff will give a minimum of 24-hour notice before entering a suite to perform routine maintenance. However, maintenance staff will enter suites with less than 24-hour notice when a repair order has been filed or cleaning is necessary. We will not notify students when we need to enter and clean apartments during the transition week (first two weeks of May and August). This is a yearly occurrence for contract turnover and an extremely time sensitive process. We hire a cleaning company that works in conjunction with University Housing staff to clean and prep apartments.

Once each semester and once in the summer, housing staff will enter every apartment to perform a health and safety check. These checks are to ensure that students are living in conditions that are sanitary and healthy, and have not allowed anything in their space that might pose as a safety risk (i.e. halogen lighting, removed smoke alarm, etc.). If an issue is found, students will be given instructions on corrective action. If any illegal items are found, the owner may be referred to the judicial process.
The right to privacy, guaranteed by federal and state laws, applies to your Maverick Village and University Village room. Entry to students’ rooms is limited to emergency, policy violations, cleaning, or repair circumstances as deemed necessary by University Housing staff or as may be legally required. In order to maintain a safe environment for students, University Housing staff reserve the right to have authorized personnel with identification enter and inspect suites/rooms at reasonable times as deemed necessary. University Housing staff may enter a suite/room after first knocking on the suite/room door and announcing a request to enter. Reasonable time will be given for occupants to respond before entry into the suite/room occurs. If students are not in the suite/room, a room entry report will be left to notify students of such entrance.

Staff may enter a suite/room for reasons including, but not limited to, the following:
- When there is strong reason to believe that any term or condition of the contract is being violated;
- At invitation or agreement by the student;
- To respond to a complaint of a disturbance, which includes hearing unreasonably loud or continuing sound from a suite/room with the occupants failing to respond;
- To complete repairs to previously reported damaged items;
- Whenever someone moves out of a suite/room for checkout purposes
- To respond to health and safety issues, and for any emergency reasons (e.g. spray for insects, fire, broken pipes, etc.)
- Deliver correspondence to the student
- Health and Safety Checks

**Roommate Agreement**
Students will complete roommate agreements with their RA at the beginning of the year. Students are expected to comply with the roommate agreement for the duration of their time spent living with roommates. The agreement may always be amended and updated, and students may contact their RA in order to do so.

**Room/Suite Keys**
Each student will be issued a key to their assigned room/suite. For security reasons, it is a violation of policy to duplicate this key or loan it to anyone else. If you lose your room key, you are required to report this loss immediately to the front desk or RA on Duty. If you lose your key, you will be expected to pay for the replacement of all locks affected. You will be billed for the cost of key replacements.

If you are locked out of your room, a temporary loaner key may be checked out from your village front desk. If the lockout occurs after hours, call the RA on Duty. Charges associated with lockouts are as follows:
- If you check out the key during normal desk hours and you bring the key back within one hour, you will not be charged. This can be done an unlimited number of times.
- If you check out the key during normal desk hours and do not bring the key back within one hour, you will be charged $10.00 per occurrence.
- If you check out the key after the desk is closed, you will be charged $10.00 per occurrence.

Note: You are given two ‘relief’ lockouts that would cover the costs associated with two $10.00 lockouts.

All loaner keys must be returned within 24 hours of check out. If the key is not returned within that time, your apartment may be recored at a cost of $250.00 to you.

You cannot check out keys for friends or roommates, and they are not able to check yours out. You are responsible for any key replacement regardless of the circumstance, such as, theft, lost key, dropped down a drain, etc.

Students who reside in Maverick Village will have their MavCard coded during checkin for access rights to their building’s exterior entry doors. These doors are locked at all times. Students may not prop these doors open. Students who reside in University Village will have their MavCard coded during check-in for access rights to the UV Clubhouse. Students in both villages will need to use their MavCard to access the clubhouse of your respective village after hours. You may not allow anyone else to use your MavCard to access a building. If you
misplace your MavCard, a loaner may be checked out from the front desk at the Maverick Village or University Village clubhouse. Replacements of your MavCard must be done during normal university business hours at the Business Office in the Milo Bail Student Center. You can use the temporary swipe card for 24 hours (refer to previous page for more information). Lost or stolen MavCards must be reported to the Residence Director immediately for security purposes. You will be charged for a lost card.

Room Inventories
All students are required to fill out a room inventory and turn it into the Maverick Village and University Village office 48 hours after they check into their apartment/bedroom. Room inventories are designed to help identify damage or issues in the room so they can be resolved and ensure the new student not be found responsible for existing damages. Failure to turn in a room inventory means the student will be liable for any damages found in the room that aren’t recorded on the room inventory.

If damages are found in the room after checkout, a copy will be mailed to the forwarding address you provide during your checkout. This is to inform the student of how much will be kept from the security deposit. If the damage exceeds the $200 deposit, an invoice will be included with the room inventory copy.

Room Temperature
Roommates should make an attempt to agree on the temperature of the apartment. They should compromise to agree on a temperature that is reasonable and as comfortable as possible for most of the students of the apartment. This can be discussed when completing the Roommate Agreement with the RA. If no compromise is made, the temperature will be set at 76 degrees for May-September and 72 degrees for October-April. Failure to abide by the Roommate Agreement may result in further mediations with the RA or meetings with the Residence Director.

Safety and Security
Group living can pose some threat to the security of possessions. Help protect yourself by making a list of proper serial numbers and by locking your door when you leave your room. Do not prop open doors which lead to the outside of the building. UNO does not provide personal property insurance. Your family’s household insurance may cover your property while you live in Maverick Village and University Village. **Discuss this with your family’s insurance carrier or an independent insurance carrier.** We recommend that you get some type of renters insurance.

Your personal safety and the protection of your possessions require a joint effort between you and the university. Behavior that jeopardizes the safety of students or staff is prohibited. In order to make living in the residence halls at UNO a safe and pleasant experience, here are some reminders:

- Residence halls are only as safe and secure as students help keep them. To protect the safety of all students, jeopardizing complex security (e.g. propping open outside doors) in any way is prohibited. Any unsafe situations you cannot correct, such as lights out in a stairwell, safety hazards, etc., should be reported to a University Housing staff member as soon as possible.
- Familiarize yourself with the emergency procedures in Maverick Village and University Village. The tornado/storm shelter is located in the basement of the clubhouse for Maverick Village and the Weber Fine Arts Basement for University Village. Follow posted procedures for evacuation during fire alarms or tornados.
- Contact your RA, front desk, or Campus Security if you need emergency assistance.

Sales/Solicitation
Convassing or solicitation of funds, sales, votes, memberships, literature, signatures or subscriptions is not permitted at Maverick Village and University Village. All groups must seek permission from the director or their designee for approval of solicitations. Please report any solicitors to the front desk.

Satellite Television Dishes
Satellite television dishes are not permitted.
Self-Propelled Devices
Due to fire concerns relating to batteries, the use and possession of hoverboards, selfpropelled scooters, or similar devices are prohibited from all University Housing buildings and property.

Space Reservations
Recognized student organizations, may reserve space in multipurpose space in the clubhouse for organization activities. Reservation requests can be made through the Housing and Residence Life MavSYNC page. Priority for reserving space is given to University Housing events first. Students are able to request to use spaces as well.

Street/Traffic Signs, Lights, Cones, etc.
Any street and/or traffic signs, lights, cones, etc. which have been stolen are not permitted in University Housing. If these items are found, Campus Security and/or the police may be notified.

Theft/Property Loss
UNO assumes no responsibility for students’ personal belongings. Coverage through homeowners insurance or from an independent insurance agent is strongly recommended. Keeping your bedroom and suite door closed and locked at all times is highly encouraged. If applicable, keep your balcony door locked at all times.

Tobacco/Smoking Policy
All UNO Housing buildings (including patios and balconies) are tobacco and smoke-free. This includes the use of tobacco or any tobacco product, as well as any other item or substance that may be smoked. Smoking areas are located outside each residence hall and students and their guests must dispose of tobacco materials in the receptacles provided. Tobacco and/or smoking is only allowed within five feet of a smoking receptacle. Those who are found in violation of this policy may be assigned community service to Maverick Village or University Village or may be fined according to the Student Code of Conduct ($250 fine).

Please do not litter cigarette butts. Place them in the smoking receptacles. If you are found littering cigarette butts, you will be assigned community service.

Please note that this tobacco/smoking policy includes hookahs, chewing tobacco, and e-cigs. Nothing may be smoked indoors. If you smoke in your apartment you will be held responsible for any costs associated with damages, cleaning, and/or removing allergens from smoke; you will also go through the conduct process and may receive sanctions.

Trash and Recycling
Students are responsible for removal and proper disposal of trash from their suite. Please place all trash in tightly closed plastic bags and immediately deposit them in the designated area. Trash may never be left in hallways or on a balcony/patio. Students should never dispose of hazardous materials of any nature whatsoever in any trash receptacles, dumpsters or similar containers. Containers are provided for usual and customary housing complex waste and trash. A recycling dumpster is also provided between the south edge of University Village building 3 and Maverick Village building 1, and in the parking lot across from University Village building 5. Students at Maverick Village can also put their recycling in the appropriate can under their 1st floor stairwell. Please do not put trash in with recycling.

Students should not put personal trash in trash cans around Maverick Village, University Village, and the parking garage. Apartment trash should be taken to the dumpsters. Students may be charged $50.00 for removal of personal trash from public trash cans and/or assigned community service.

Unit Condition, Repairs & Alterations
Students are expected to maintain units in a good, clean, safe and sanitary condition, apart from reasonable wear and tear. Except in the event of an emergency, requests for repairs or services must be submitted online to
Maverick Village and University Village. In case of malfunction of utilities or damage by water, fire, or similar cause, notify University Housing staff immediately. Emergency phone numbers can also be found on the Maverick Village and University Village websites. Notify University Housing staff promptly of water leaks, electrical problems, broken glass, broken locks or latches, malfunctions in heating, air conditioning or other equipment, and any condition which poses a material hazard to health or safety. Once the notice is received, University Housing staff will act with reasonable diligence in making repairs and reconnections. University Housing staff will provide normal maintenance and repairs within the unit without additional charge to students. The cost of significant repairs made necessary by abuse or misuse of the unit and equipment by students or their guest(s) will be borne by the student(s). Students are not permitted to make any alterations or improvements to the unit or environment.

**Unit Lighting**
Contact maintenance if it is necessary to replace burned-out light fixtures. Use of colored light bulbs in any outside exterior fixture is prohibited. There are no exterior electrical outlets in University Village, so you may not place extra lighting (such as holiday lights) outside of your unit. Interior outlets cannot be used to support this type of lighting, since opening and closing of doors can cause cords to become frayed.

**Unsafe Activities**
Any activity deemed by University Housing staff to be a threat to the health and safety of tenants is strictly prohibited. Prohibited activities include, but are not limited to: sitting on balcony railings, throwing anything off the balcony, physical assault or threat of physical alteration.

Maverick Village and University Village are not designed for athletic events or horseplay. It is important to keep hallways intact and maintain safety and minimize disruption of the sleep/study atmosphere. Because of the risk of injuries, accidents and potential property damage, sporting activities – including, but not limited to, skateboarding, bicycle riding, soccer, playing Frisbee, golf, hockey, rollerblading, throwing or bouncing balls – in the hallways or public areas of Maverick Village and University Village, are prohibited. Violations may result in confiscation of equipment, as well as disciplinary sanctions and/or restitution for damages.

Practical jokes and pranks may damage property, injure other students, and also increase the noise level and disturb non-involved students. Students who engage in practical jokes and pranks will be held responsible for damages, cleanup, and disciplinary action will be taken. Because of the danger to others, dropping or throwing any object out of or into Maverick Village and University Village is strictly prohibited. Violators will be referred for disciplinary action.

**Visitor Parking**
Guests can obtain a pass to park in University Parking Lots at the Parking Services in Eppley between 8am and 5pm Monday- Friday. Visitor passes are also available at the Maverick Village or University Village clubhouse from 5pm-8pm. During summer hours, visitor passes can only be obtained at Parking Services in Eppley during normal business hours. Guests can only get one free parking pass per month. If they need additional passes, they will need to go to Parking Services. Passes are valid for two days only. Visitors can park with a visitor permit in any surface lot (but not in reserved stalls or handicap stalls). ONLY guests who are not UNO students can be given a visitor parking pass, and guests must come to the desk with the student they are visiting.

**Windows and Doors**
For safety reasons, windows and doorways may not be obstructed. Screens may not be removed by the students. Window coverings are provided in each unit for shade and privacy and are not to be removed. No reflective film or other materials are to be applied to windows or patio doors. Please do not leave windows open during inclement weather.

Students will be held liable for damage to the unit, including paint, walls, cabinets, floors, furniture and appliances resulting from failure to exercise reasonable care.
The University of Nebraska Omaha and campus housing fully supports and values an inclusive community where it is visible and embraced. We strive to maintain a climate of equity and respect, where we protect the rights of all in order to ensure that every member feels empowered, valued, and respected for their contributions to the mission of the university and our department. The University of Nebraska Omaha is committed to providing all students equitable access to services, benefits, and opportunities. University Housing is committed to working to meet the housing needs of all students by providing a nurturing community that values diversity and promotes the dignity of all community members.

**CONTRACT INFORMATION**

**Contract Terms and Content**
Your contract is valid from August 19, 2015, through July 31, 2016 for 12 month contracts or August 20th, 2015 through May 8th, 2016 for Academic (9 month) contracts. Your contract includes a private bedroom in a fully-furnished four-bedroom living unit. All utilities are included: heat, A/C, water, electricity, laundry, high-speed Internet access and basic cable TV. Internet and cable TV access are available in each bedroom and in the living-room area of each unit with a cable cord and wireless internet.

Only students who are admitted at UNO and enrolled full time in classes will be offered a housing contract to live in housing. Space is limited, therefore we must reserve our spots for those who are enrolled in classes.

**Contract Changes & Corrections**
If you wish to request changes to your contract, you may do so by e-mailing unohousing@unomaha.edu. All requests must be sent via e-mail.

University Housing has made every reasonable attempt to ensure information contained herein is accurate at the time of publication. However, we reserve the right to make corrections, adjustments and additions to the policy book when necessary. Also, because University Housing tries to respond quickly to students’ concerns and to facilitate the best possible housing program, we further reserve the right to make changes in operations as needed. We encourage students to check the University Housing website for the most updated policy book. We will notify students of any updates in the quarterly newsletter. Any changes will go into effect 24 hours after notification.

Students who fail to pay according to their payment schedule will receive a hold on their academic records and future registrations and will be referred to a collection agency. We do not prorate rent. You will still pay the full amount for the first month, but move in on the scheduled contract date.

**Parent/Guardian Co-Signing**
A parent or guardian must cosign as a guarantor if you are under age 19 at the time you sign your contract. By affixing their signature as a co-signor and guarantor, the parent or guardian acknowledges responsibility for payment of the contract and other fees under the conditions of this contract, should the student default on payment.

**Deposits**
If a student is eligible to receive their deposit back, all deposits are mailed 6-8 weeks after the end of their contract date, not the date they check out of their apartment.

**Cancellation or Release**
The following conditions have been put into place in the event that a student needs to cancel or be released from their housing contract:

- **Student signs a housing contract – cancels prior to April 30th:**
  - Student can cancel prior to April 30th and not be held liable for the contract.
  - Student would forfeit their $200 deposit for the administrative cancellation fee.

- **Student signs a housing contract – cancels between May 1st and July 31st:**
  - Student would forfeit their $200 deposit for the administrative cancellation fee.
Student would pay $750 to terminate the housing contract. Payment would be given directly to assigned facility.

**Student signs a housing contract – cancels after August 1st and after:**
- Student would forfeit the $200 deposit for the administrative cancellation fee.
- Student would be billed 50% of the remaining balance of contract (based on the payment plan they selected and the date they cancel)

**Student Conduct:**
Any student removed from campus housing for student conduct reasons will still be held liable for the terms of their contract. Violating student conduct policies does not provide students the ability to end their housing contracts. Students would forfeit their $200 deposit for the administrative cancellation fee.

**Exceptions to the cancellation policy:**
- Student transfers to another institution because of an academic program being removed from UNO.
- Student participates in study abroad program. Student can provide documentation showing they are part of a UNO study abroad trip and provide documentation to housing office 90 days prior to departure.
- Student gets married; can provide documentation.
- Student has a child; can provide documentation.
- Student completes a medical withdrawal from campus / housing; can provide documentation from a physician.
- Student has a military obligation; can provide documentation 90 days in advance.
- Student successfully graduates; can provide documentation 90 days prior to graduation.

**Replacement:**
Students wishing to leave housing without cancelling their contract may provide a non-resident as a student replacement to take over their contract. These must be approved through the University Housing office. Once the replacement signs a contract, the original contract holder will be released and refunded the time remaining on the contract (housing does not prorate months). In cases of replacement, the housing deposit will be forfeited. Students may also be added to a University Housing replacement list and as new students apply wanting housing, they may be assigned by housing as a replacement. University Housing does not guarantee replacements will be provided under any circumstance.

If a cancellation is approved, the $200 administrative cancellation fee will apply to any situation, except graduation and military obligation. The 50% portion of the remaining balance could be administered, unless, the student falls under one of these exceptions.

Students who do not enroll in classes may be required to move out of housing and will be subject to the contract cancellation fee.

If you cancel your contract or officially checkout of your room without cancelling, University Housing reserves the right to assign a different resident to your vacated apartment.

**No Shows**
Any student not occupying their room by 5:00 pm on the first day of classes shall be considered a “no show” and will have their room cancelled unless they have filed an official notification of delay of arrival (written notice submitted (via email) and accepted by University Housing) by 4:00 pm on the first day of classes. Students who are identified as “no shows” will still be responsible for their contract payment.

**Check Out Procedures**
When checking out, the following procedures must be taken:
• Stop by the clubhouse desk during normal business hours and fill out the Express Checkout form.
• Drop your key off at the desk, make sure your account is paid in full, and fill out a forwarding address form.
• If you need to checkout outside of desk hours, call the RA on duty for your village.
• Please see the express checkout process at the end of this booklet.
• Students can request a traditional checkout (walk-through of the apartment with one of our housing staff members) with a 48 notice to the housing office at unohousing@unomaha.edu.
• If you are checking out prior to the end of your housing contract end date, make sure you have filled out a contract cancellation form (can be obtained by emailing unohousing@unomaha.edu).

An improper check out by the student will result in an improper check-out fee of $50.00. Staff availability for check out may be reduced during break times (winter breaks and spring breaks, and most holidays).

Landlord Tenant Act
In accordance with Nebraska Revised Statute 76-1408 (1) Reissue 1996, 2002 Cum. Supp., as amended, the student is entering into this contract for a residence at an institution, which is incidental to the provision of educational services, and therefore, this contract is not subject to the Nebraska Uniform Residential Landlord and Tenant Act.

Early Check In
If your university responsibilities require you to arrive early to campus (typically for Greek Life, Band, Athletics, Durango Days, etc.), you must e-mail a request to unohousing@unomaha.edu at least two weeks before the requested check-in date. A daily rental rate will be charged in the case of early check-ins. Early check-in request approvals are not guaranteed in any circumstance but are based on if there is any availability.

Furniture Removal:
Each suite comes fully furnished (bedrooms and living area). Students may not add their own furniture, specifically, mattresses or things with cushions. This policy is designed to help curb the possibility of bed bugs being brought into the apartment.

If a student would like to bring outside furniture in, they must email unohousing@unomaha.edu to provide a written statement verifying their item does not have bed bugs and the student should understand they could be financially liable for any treatment done to the apartment if bed bugs are found.

Students will not be permitted to remove any existing furniture from the apartment. We do not provide storage for any items. Furniture should not be disassembled for any reason. This can result in damage to the furniture and charges to the student.

ROOM & ROOMMATE ASSIGNMENTS

General Assignment Policies
University Housing reserves the right to reassign students to different suites when deemed appropriate and necessary. All students of the unit must be of the same gender.

By federal law and university policy, suite assignments or changes cannot be made on the basis of race, color, religion, disability, national or ethnic origin or sexual orientation.

If Your Roommate Leaves
If Maverick Village and University Village have a waiting list, a person from the waiting list will be assigned to the vacancy. If the remaining roommates request another Maverick Village or University Village student to be moved into their suite, the person who cancels the contract is still responsible for the vacancy created when their contract was cancelled.
If Maverick Village and University Village do not have a waiting list, and if the new student requested by the remaining roommates does not have a signed contract in place by the time the student leaves, the student cancelling the contract has the right to find another person to fill the vacancy.

If at any time your roommates cancel their contract, University Housing reserves the right to move you into another suite. In any case, it is expected that the remaining roommates will make the new roommate feel welcome.

**Moving Between Bedrooms or Apartments**
Provided space is available, students may switch bedrooms within an apartment or apartments within Maverick Village and University Village with the permission of the director, using appropriate checkout procedures. An administrative fee of $50.00 will be charged to the student moving. Students will be assessed the improper checkout fee for all unapproved moves. Students switching villages within the contracted year will be required to pay a new $200 deposit.

**Unit Living Arrangements**
University Housing students will enjoy a great deal of freedom, and students are expected to exhibit mature and responsible behavior. One step that we utilize to ensure a quality living environment for all students is to have the students of each suite complete a “Suite Living Agreement” outlining expectations within the unit on lifestyle matters such as guest visitation, quiet hours and cleanliness. You will be provided a template of an agreement form to be used as a basis for discussion with your roommates. It is important that all members of the suite take part in this important discussion and sign off on the form, which will be held on file with University Housing staff. The agreement can be renegotiated with the assistance of the RA. If roommate conflicts arise, a student should contact their Resident Assistant (RA) to determine appropriate steps for conflict resolution. **It is expected that roommates work together to positively mediate situations.** Moving into a new bedroom or apartment can be an option but is never guaranteed; it is based on availability.

**HOUSING FEES & PAYMENT SCHEDULE**

**Residence Hall Activity Fee**
All students that live in Maverick Village and University Village must pay a $50.00 activity fee. This fee must be paid when they turn in their contract for processing. Checks should be made to Maverick Village Residence Hall Council or University Village Residence Hall Council. The activity fee will be used for social, academic and educational programming for all students. We will not process the contract until the fee is paid. Also, an administrative hold will be placed on the UNO account until this fee is paid.

**Late Payment Fee for University Housing Invoices (damages, lock outs, recores, etc. – will not appear on your MavLink account):**
If University Housing invoices are not paid after 30 days..........................$25.00
Additional late fee charge after 60 days..............................................$25.00
Additional late fee charge after 90 days..............................................$25.00

You will be billed once for each lock out. The 30, 60, and 90 days will be reflected by the due date on the original invoice. You will not receive an invoice for every late fee charge.

After 90 days all outstanding bills will be turned over to collections.

**Late payment fees on MavLink account (HOUSING CHARGES ONLY)**
Housing charges on MavLink are due on the 23rd of every month. If you are paying annually or semi-annually the charges are due on September 23 and February 23.

Late Fee for housing/tuition charges (Balance of $1-$400)..........................$25.00 per month
Late Fee for housing/tuition charges (Balance of $400.01 & up).................$50.00 per month
<table>
<thead>
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<tr>
<td>Desk Replacement</td>
<td>$270.00</td>
</tr>
<tr>
<td>Desk Chair Replacement</td>
<td>$85.00</td>
</tr>
<tr>
<td>Dresser replacement</td>
<td>$255.00</td>
</tr>
<tr>
<td>Dresser top replacement</td>
<td>$65.00</td>
</tr>
<tr>
<td>Drywall repair of dents or holes</td>
<td>$40.00</td>
</tr>
<tr>
<td>Floor Replacement</td>
<td>Actual Cost</td>
</tr>
<tr>
<td>Furniture stains</td>
<td>$40.00</td>
</tr>
<tr>
<td>Labor for repairs</td>
<td>$10.00</td>
</tr>
<tr>
<td>Mattress replacement</td>
<td>$150.00</td>
</tr>
<tr>
<td>Painting</td>
<td>$40.00</td>
</tr>
<tr>
<td>Patchwork of tears</td>
<td>$40.00</td>
</tr>
<tr>
<td>Recore of locks (due to lost or stolen key)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Removal &amp; storage of personal items</td>
<td>$50 Minimum to Actual Cost</td>
</tr>
<tr>
<td>Trash/Food Removal</td>
<td>$20 per bag</td>
</tr>
<tr>
<td>Window frame &amp; screen replacement</td>
<td>$25.00</td>
</tr>
<tr>
<td>Window screen replacement</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Fees</th>
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</thead>
<tbody>
<tr>
<td>Administrative Cancellation fee</td>
<td>$200.00</td>
</tr>
<tr>
<td>Contract Cancellation fee</td>
<td>See Cancellation Policy</td>
</tr>
<tr>
<td>Lock Outs (after hours)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Lock Outs (after key is not returned within 1 hr)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Maverick Village Nightly Rate</td>
<td>$35.00</td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>$30.00</td>
</tr>
<tr>
<td>Switching Bedrooms/Apartments</td>
<td>$50.00</td>
</tr>
<tr>
<td>University Village Nightly Rate</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fines</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Improper check out</td>
<td>$50.00</td>
</tr>
<tr>
<td>Pet Policy Violation</td>
<td>$250.00</td>
</tr>
<tr>
<td>Smoking in unauthorized area</td>
<td>$250.00</td>
</tr>
<tr>
<td>Tampering with Smoke/Fire Alarms</td>
<td>$250.00</td>
</tr>
</tbody>
</table>
2015-16 Rent - Costs for living on campus will be added to your MavLink Account. You can pay these online or at either the Maverick Village or University Village Front Desk.

Maverick Village (12 Month Contract)
   Monthly: $602 per month
   Semi-Annual: $3522 twice per year
   Annual: $6852

University Village (12 Month Contract)
   Monthly: $564 per month
   Semi-Annual: $3276 twice per year
   Annual: $6396

University Village (9 Month Contract)
   Annual: $5454
   Semiannual: $2727 twice per year
IMPORTANT DATES

August 24: Fall Semester begins - both day and evening classes.

September 07: Labor Day (Student & Staff Holiday) - University closed.

October 19-20: Semester Break (Student Holiday) - No classes; UNO offices open.

November 25: Student Holiday - No classes; UNO offices open.

November 26-November 29: Thanksgiving Vacation (Student & Staff Holiday) - University closed.

December 7 - December 12: Prep Week.

December 12: Last day of Fall semester classes.

December 13-18: Finals.

December 18: Fall Commencement

December 25 - January 4: Holiday Closedown (Student & Staff Holiday) - University closed.

January 11: Spring Semester begins

January 18: Martin Luther King Day (Student & Staff Holiday) - University closed.

March 20-27: Spring Vacation (Student Holiday) - No classes; UNO offices open.

April 24-April 30: Prep week.

April 30: Last day of Spring semester classes

May 1-6: Finals.

May 6-7: Spring Commencement

You can view these dates online at – [http://registrar.unomaha.edu/calendar](http://registrar.unomaha.edu/calendar)

All dates subject to change.