



MONMOUTH
UNIVERSITY

RESIDENTIAL
LIFE

University Bluffs

2023 - 2024

Resident Guide





Welcome to the University Bluffs!



Welcome to the University Bluffs! On behalf of the Office of Residential Life & Campus Living, I am truly excited to have you as part of our residential community. Living at the University Bluffs is a great experience for all who reside at the complex. The West End area of Long Branch has a number of shops, restaurants, and tons of activities for you to enjoy throughout the year.

While you are living off-campus, you will still enjoy the benefits of being a resident student and receive the support of the Residential Life & Campus Living Staff. The University Bluffs Residential Life & Campus Living staff is comprised of four Community Assistants (who live on site at the University Bluffs). The staff is supervised by an Area Coordinator. The Area Coordinator serves as the primary Residential Life & Campus Living representative at the complex and the liaison to Monmouth University administration. The Off-Campus Residential Life & Campus Living Office is located at 11A, Building 1, next to the Building 1 Laundry room. This office is staffed at various times throughout the week by the Area Coordinator and Community Assistants. If there is an issue or an emergency, there is also a Residential Life & Campus Living Staff member on-duty each evening and throughout the weekend for assistance. The staff is responsible for answering a duty cell phone (732-647-5268), conducting rounds, hosting social/educational programs, and serving as a resource to you.

I invite you to make the most of your time at the University Bluffs, but please be mindful of your neighbors, up/down/next to you. I encourage you to introduce yourself and get to know other residents at the complex – this can avoid many conflicts if they arise. Please keep in mind that your choices and the behavior of you and your guests is a reflection of our entire community and that you are a representative of Monmouth University.

I hope that you enjoy the upcoming year at the University Bluffs and that we can provide an exceptional residential living experience for the tenure of your time here at Monmouth!

-Tony Conard
Area Coordinator for Apartments & Campus Living

Contents

Off-Campus Living	2
Living with a Roommate	3
Policies	4
Procedures	6
Safety	7
Services	9
Important Numbers	12
Troubleshooting	13
Bluffs Contract	14

Off-Campus Independent Living

Taking Care of your Apartment

- Residing at the University Bluffs is considered "Off-Campus Independent Living" and Bluffs apartment living is different from living in the residence halls.
- You are responsible for the condition of your apartment and all the furniture in the apartment.
- Keeping your space clean is important and you will need to provide all cleaning supplies for the apartment.
- Any issues in the apartment must be communicated to the Office of Residential Life in a timely manner to resolve them appropriately and to minimize any other damage.

Cleaning

- You and your roommate are responsible for cleaning your apartment.
- You should take out your trash regularly, as well as clean the bathroom and kitchen thoroughly.
- Develop a cleaning schedule with your roommate and stick to it.
- The Residential Life Staff will complete routine Health & Safety Inspections to ensure the cleanliness and safety of your apartment.

Electricity

- The University Bluffs is on a separate electric grid from the main campus.
- Weather and other factors could lead to a tripped fuse or loss of electricity in your apartment.
- There is a fuse box located near the entry of the bedroom.
- If you lose electricity, first follow the fuse box legend to figure out if a fuse might have been tripped. If you see a tripped fuse, switch the fuse back into position to see if the electricity comes back on.
- If you are still without electricity, please call MUPD at 732-571-4444 or the CA on Duty at 732-647-5268 about the issue and we'll see how best to resolve it.

Helpful Suggestions to avoid Issues

- Be gentle when lifting your window blinds. Blinds may get caught in the locking mechanism and tear/bend slats. You will be responsible for the cost of replacement of blinds if they are broken.
- Do not flush or wash anything down the drain that may cause clogs (ex. wipes, paper towels, etc.). If you experience a clog, you must submit a service order to Facilities Management.
- When hanging things on the walls, you should only use command hooks or fun-tak/white putty (no nails or push pins) so as to not damage the walls. You will be held responsible for the damages and repairs when you move out.
- Be careful of LED light strips – the adhesive on the back could tear the paint off the wall when removed and you will be responsible for the repair.
- When showering, please crack open the bathroom window to allow hot steam to leave the bathroom. Failure to open the window in the bathroom will cause moisture to build up on the walls and ceiling and mold could grow. If you find that a build up is occurring, you should use bleach wipes or a spray for cleaning the shower walls and ceiling.

Living with a Roommate

Making the most of living at the University Bluffs begins by getting settled in and getting to know your roommate. Whether you are old friends or you just met, developing a healthy relationship will help living together be more comfortable. While you are not required to become close friends, sharing a living space will ensure you interact with one another on a daily basis.

Before You Move In

Prior to arriving, try reaching out and discussing what each of you plan to bring and what kind of relationship you are hoping to have with one another. Keep in mind that social media may not provide an accurate depiction of others and give yourself the opportunity to get to know this new person for who they truly are.

Topics to Discuss

- How early will you be waking up?
- How late will you be staying up?
- How often do you plan to be in the room?
- What do you plan to use the room for?
- When and where do you plan to study?
- What kind of space do you need to study?
- How often will we clean the apartment?
- Who will clean what?
- What items are you willing to share?
- What items are you not willing to share?
- What is your ideal temperature for the apartment?
- How do you feel about having guests over?
- How frequently do you plan to have guests over?
- What are your thoughts on having overnight guests?
- How should we address conflicts between us?
- How will we confront each other?
- Does in-person communication work better for solving problems?
- How will we involve our CA in working through any potential conflicts?

Communication

Great roommates openly communicate, respect one another, and willfully compromise. Share your concerns with your roommate; it is possible that your roommate may not be aware that you have this concern.

- **Be Calm** – the way in which you approach a conflict can make the issue either easier to address or escalate it.
- **Talk to your roommate** – it's best to address problems directly with your roommate, rather than complain to other people.
- **Timeliness** – Address the issues with your roommate in a timely fashion; the sooner the better.
- **Work it Out** - It is important to realize you are working with your roommate to resolve issues.
- **Listen** – It is important to listen to what your roommate has to say. Often, a conflict is a two-way street and you should be willing to hear their concerns, too.
- **Compromise** – You and your roommate may not have identical preferences for the apartment. Be willing to compromise, but stay true to yourself.
- **Think about the Future** – Dwelling on past issues will not improve the situation. Create a plan to address conflicts that may arise in the future.
- **Consult** – You are not alone at the Bluffs. The Community Assistants and Area Coordinator are here to support and assist you in resolving issues in your apartment.
- **Being a good Neighbor** – Creating relationships with your neighbors next to/above/below is important! This way you can resolve any minor issues by establishing a connection and communicating effectively.



Policies

Below are some important policies to remember when residing at the University Bluffs. For a full list of rules and regulations, please review the 2022-2023 Bluffs Contract at the end of this guide.

Alcohol

The University Policy on alcohol is the same at the University Bluffs complex. Remember, if you are 21, you may not consume alcohol on apartment stoops, stairways or walkways. Drinking in public could result in your removal from the complex.

Bicycles

Bicycles must be stored on the bike racks or within the apartment. Bicycles are NOT permitted to be stored in any stairwells at the complex or locked up to any handrails.

Candles

Candles are prohibited at all times. Any candles found during Health and Safety Visits will be confiscated.

Cooking

When using the stove, stay in the kitchen and never leave any cooking unattended. It is expected that you regularly clean your stove top, burners, oven and drip pans. Cooking should always begin on low or medium heat (5/10). It is advised that you reduce the amount of oil in pans to decrease smoke. To increase airflow in the apartment, open the top and bottom parts of the kitchen window, as well as the bathroom window and be sure to close the windows when increased airflow is no longer necessary.

Grilling

Grills, outdoor cooking, fire pits and barbeques are not permitted at the University Bluffs.



Policies

Below are some important policies to remember when residing at the University Bluffs. For a full list of rules and regulations, please review the 2022-2023 Bluffs Contract at the end of this guide.

Inclement Weather

The University will provide basic snow removal within the complex, including shoveling the sidewalks and stairs of the complex. It is the responsibility of each resident to remove snow off of and around their own vehicle. All school closing information can be ascertained by calling (732) 263-5900. It is expected that you sign up for the University's Emergency Notification System. This service will contact you in the event of any school closing.

Noise

The University Residential Life Policy on noise is the same at the University Bluffs complex. Quiet Hours begin at 10:00pm daily and Courtesy Hours are 24 hours a day. This extends to the parking lot, so please do not play car stereos loudly. Any noise that disturbs the apartments around you, will be adjudicated through the Student Code of Conduct.

Pets

All pets are prohibited. Additionally, you may not "pet sit" at any time.

Smoking & Smoke Detectors

New Jersey State Law prohibits smoking in any University Owned housing, which includes the University Bluffs. At no time, should anything inhibit, cover or hang from any fire safety apparatuses, including fire detectors, smoke detectors, strobe lights or sprinkler systems. Any tampering with fire safety equipment will be adjudicated through the Student Code of Conduct and could result in the loss of housing at the University Bluffs.

Visitation

All students are allowed to have visitors. Visitors must be mutually agreed upon and are not to be left alone in the apartment. Additionally, all students must follow the visitation guidelines outlined in the Residential Life Guidebook. University Bluffs residents are responsible for the actions of their guests at all times. At no time shall the occupancy of the apartment exceed 8 persons.



Procedures

Room Change Process

The Office of Residential Life & Campus Living coordinates the room change process for all residential students. Students experiencing problems must contact their Community Assistants for assistance with mediation prior to requesting a room change. No room change may occur unless it is authorized by the Office of Residential Life.

Roommate Conflict

- It is important that the residents first try to work out their differences and mediate the issues rather than immediately requesting a room change.
- Our staff will address conflicts as soon as they bring an issue to our attention. Students are responsible for any price differences should they move to a different type of room.
 - Step 1: If a student is having a conflict with their roommate, they should first speak with a CA about their concerns. The CA will work with the student to either mediate the conflict between them and their roommate, or provide them with advice on how to mediate the issue themselves. The choice is up to the student, whether they would like the CA to mediate the conflict. The CA will review the Shared Living Agreement that is on file.
 - Step 2: If, after a mediation with a CA, a student is still having a conflict, they will meet with the Area Coordinator to further evaluate the situation. The Area Coordinator will determine whether this situation requires advanced mediation or a room change.
 - Step 3: After mediations have taken place with the CA and the Area Coordinator, if there is still a conflict occurring, possible room change options will be reviewed with the student. The Area Coordinator will provide the student with possible options.

Vacancies or Room Swaps

- If a student has a vacancy in their apartment, the Office of Residential Life & Campus Living can fill that vacancy at any time.
- A student can "pull-in" another student into a vacancy, and will need to notify their Area Coordinator before anyone is permitted to move.
- If students would like to "swap rooms", all students will need to email the Area Coordinator their approval of the room swap before any changes or moves can be made.
- The Area Coordinator has final approval of any moves or room/apartment changes.



Safety

Your personal safety and the security of our campus community is a top priority. We take a comprehensive approach to safety and ask that all members of the Monmouth community familiarize themselves with proper safety measures.

General Information

- The University Police Department provides vehicle and foot patrols on campus 24 hours a day, seven days a week, 365 days a year, as well as vehicle patrols at the Bluffs.
- Faculty, administrators, staff, and students are encouraged to immediately report all crimes, suspicious activities and/or behavior, and emergencies to the University police at 732-571-4444 or by dialing 911 in an emergency.
- Students residing at the University Bluffs are reminded to contact the Long Branch Police Department at 732-222-1000 if they need assistance or 911 in an emergency.
- There are emergency telephones located at the Bluffs and they can be identified by either a blue light and/or "Emergency" labels and provide direct contact to the University Police.

Things you can do to deter crime and stay safe

- Report any suspicious persons or activities to the police immediately.
- Always lock your car, front door, apartment and windows.
- Do not prop doors open.
- Know the location of the emergency telephones.
- Don't allow strangers to enter the apartments.
- Be aware of your surroundings—who's out there and what's going on. Trust your instincts. If you feel uncomfortable in your surroundings, leave.
- Watch your keys. Don't lend them. Don't leave them. Don't lose them. And don't put your name, number, or address on them.
- Avoid walking or jogging alone, especially at night. Vary your route. Stay in well-traveled, well-lit areas.
- Practice internet and phone safety. Do not release any personal or financial information to solicitors or vendors unless absolutely sure they are legitimate. Please be especially careful with offers of employment.

Emergency Numbers

Monmouth University

Police Department

732-571-4444

Long Branch Police

Department

911

or

732-222-1000

Safety

FIRE SAFETY TIPS



**Never cover or inhibit
smoke detectors**



**Stay in the kitchen when
you are cooking**



**No smoking or vaping
indoors**



**Regularly clean your stove top,
drip pans, & oven**



**Know where your fire
extinguisher is located**



**Open the top & bottom
windows to increase air flow**

**Candles & incense are
not permitted**



Important Numbers

MUPD: 732-571-4444

Long Branch PD: 911

University Bluffs CA: 732-647-5268

**MONMOUTH
UNIVERSITY**

RESIDENTIAL LIFE

Fire Safety

- If a building's fire alarm is activated, you must evacuate the building immediately.
- Fire Drills are conducted in the complex twice a semester in conjunction with the City of Long Branch and Monmouth University Police Department.
- A fire extinguisher can be found in the front common area of your apartment. Please report any issues with your fire extinguisher to a residential life staff member immediately.
- New Jersey State Law prohibits smoking in any University Owned housing, which includes the University Bluffs.
- At no time, should anything inhibit, cover or hang from any fire safety apparatuses, including fire detectors, smoke detectors, strobe lights or sprinkler systems.
- Any tampering with fire safety equipment will be adjudicated through the Student Code of Conduct and could result in the loss of housing at the University Bluffs.



Services

Cable & Internet

- Every apartment includes an individual cable and internet account pre-installed by COMCAST.
- Every apartment contains a cable modem in the living room and digital cable boxes in the living room and bedroom.
- MU provides internet connectivity for every apartment. You will be provided the username and password for your apartment on move-in day.
- If you are experiencing cable or internet issues, please contact the Office of Residential Life (M-F, 9am-5pm). The Office of Residential Life may contact COMCAST for assistance after troubleshooting.
- Do not unplug any of the provided equipment in your apartment. If unplugged, you will lose internet service and cable. You may also be charged a reactivation fee if the equipment is unplugged.
- See the trouble-shooting section for any cable or internet concerns.

Laundry Facilities

- There are 2 laundry rooms at University Bluffs and they are located at the end of Building 1 (near 11A) and Building 5 (near 35A)
- The laundry rooms are locked at all times and can be accessed using your MU ID. At no time should the doors be propped open or left unsecured.
- Laundry machines are operated via the WashLava App
- Laundry rooms are equipped with cameras and trash bins

Heating & Cooling

- Air Conditioner units are provided in each apartment; one in the living room and one in the bedroom. During warmer months, make sure the heaters are off in your apartment.
- Air Conditioner units are the property of Monmouth University. If there is an issue with air conditioning, please submit a service order. Do not use the air conditioning if you leave the windows in your apartment open.
- Air Conditioners are removed from the windows by Facilities Management just before the colder months. The air conditioners will be stored in your living room closet and bedroom closet and re-installed when the warmer months arrive.
- Baseboard heaters are provided in every apartment; in the living room, kitchen, bathroom and bedroom. During the colder months, you will need to turn your baseboard heaters on.



Services

Lock Outs

- We ask that you ensure you have your keys with you prior to leaving or locking your apartment to avoid the inconvenience of being locked out. Please be advised that there are extended wait times if you are locked out of your apartment.
- Locked Out Procedures
 - Make sure you do not have your key. Is your key in your apartment or did you leave it somewhere else? If you left it somewhere else, you will need to go retrieve your key.
 - If you lost your key, you must notify the Office of Residential Life immediately and you are responsible for the related costs to have the apartment rekeyed. Excessive lock outs are not permitted.
 - Call your apartment-mate to see if they can let you in your apartment prior to calling the Residential Life staff.
 - If your apartment-mate is not available, you will need to contact Residential Life staff for assistance.
 - If you are locked out between 9:00am to 5:00pm (Monday-Friday), please contact the Office of Residential Life directly at 732-571-3465
 - If you are locked out after 5:00pm and before 9:00am (Monday-Friday) or on a weekend, please contact the University Bluffs Duty Phone at 732-647-5268
 - Lockouts cost \$5.00 per lockout.

Mail Delivery

- Mail arrives directly to your apartment mailbox using the address provided below.
- Mail is delivered by the United States Postal Services (not Residential Life).
- Residential Life is not responsible for lost or stolen mail and/or packages.
- Please remember to check and empty your mailbox daily.
- University Bluffs Address
 - Your Name
 - 590 Ocean Ave Apt #
 - Long Branch, NJ 07740

Maintenance Issues

- For any maintenance issues or concerns in the apartment, it is the expectation that you file a work order in a timely manner.
- You can complete a work order at www.monmouth.edu/serviceorder.
- If you are experiencing an emergency, such as loss of heat or hot water, a water leak, or the smell of gas, please call MUPD immediately at 732-571-4444.
- Failure to report any issues in a timely manner may result in residents being financially responsible for damages and repairs.
- Be gentle when lifting your window blinds. Blinds may get caught in the lock mechanism and tear/bend slats. You will be responsible for cost of replacement blinds if they are broken.
- Do not flush or wash anything down the drain that may cause clogs (paper towels, wipes, etc.) If you experience a clog, you must submit a service order to Facilities Management.



Services

Parking

- All vehicles must be registered with the Monmouth University Police Department in order to park on the University Bluffs property. Any vehicle that is not registered, insured, and/or is in a non-drivable state will be removed at the vehicle owner/operator's expense.
- Monmouth University Bluffs Residents must park in their assigned apartment space only.
- There is one parking space assigned for each apartment. Residents are expected to communicate and make arrangements with their roommate regarding the use of the apartment parking space.
- The Bluffs Parking hangtag must be displayed on your rearview mirror at all times you are parked in the University Bluffs parking lot. One hangtag per resident is distributed at check-in.
- When using public street parking, students must follow all rules and regulations set forth by the City of Long Branch; including payment of meters, for the public street parking.
- The parking lot is ONE WAY traffic and a max of 5 MPH.
- Failure to return the parking hangtag at the end of your contract at the University Bluffs will result in a \$15 replacement fee.
- Guests may utilize public street parking when visiting and should not park in any numbered Bluff parking spots.

Trash

- Dispose of all trash into the proper receptacles at the north and south ends of the main parking lot.
- All recyclable materials should be placed in the recycling receptacles located next to the dumpsters. Do not place recyclable items in bags; you may dump them directly into the receptacle.
- Students must keep their apartments free of trash and recyclable material and are expected to carry all trash out to the dumpsters on a regular basis.
- The City of Long Branch is responsible for trash collection from dumpster area
- If a dumpster is filled, use the other dumpster on the opposite end of the parking lot
- DO NOT use the dumpster beyond the fence on the Wells Fargo Bank property

Important Numbers

Office of Residential Life & Campus Living		Phone	Email	Website
Main Office	600 Building	732-571-3465	reslife@monmouth.edu	monmouth.edu/reslife
AC Tony Conard		732-263-6015	aconard@monmouth.edu	
Bluffs Community Assistant Duty Phone		732-647-5268		

Emergency Numbers	Phone	Website
Monmouth University Police Department	732-571-4444	monmouth.edu/mupd
Long Branch Police	911 or 732-222-1000	

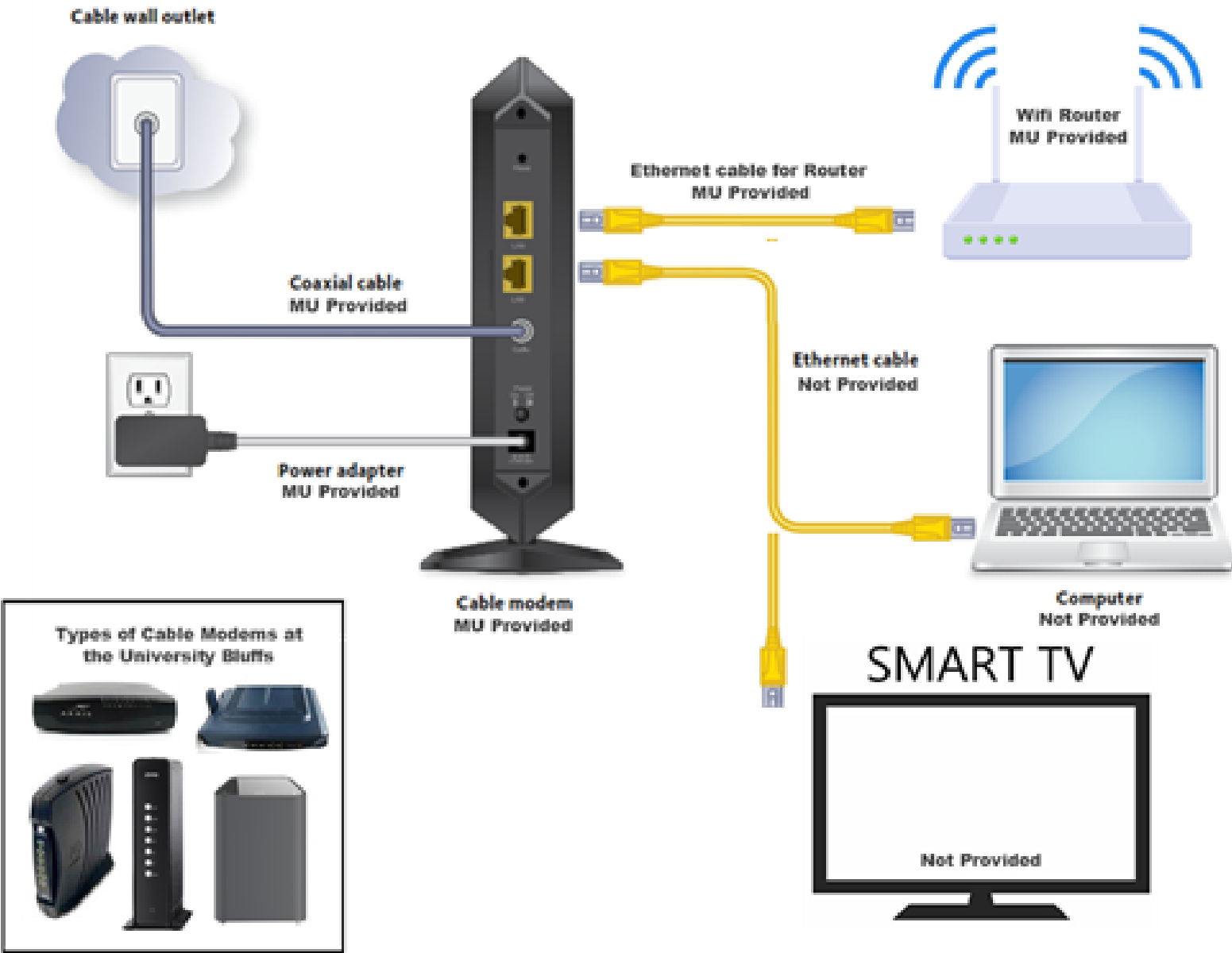
University Offices	Location	Phone	Website
MUPD	MUPD HQ	732-571-4444	monmouth.edu/mupd
Facilities Management		732-571-3425	monmouth.edu/facilities
Health Services	Birch Hall	732-571-3464	monmouth.edu/health-services
Counseling & Prevention Services	Student Center, 3rd Floor	732-571-7517	monmouth.edu/counseling
Student Engagement	Student Center, 2nd Floor	732-571-3586	monmouth.edu/student-activities
Gourmet Dining	Magill Dining Hall	732-263-5608	monmouth.edu/student-life
Disability Services	Student Center, 1st Floor	732-571-3460	monmouth.edu/disability-services
Intercultural Center	Magill Commons	732-263-5505	monmouth.edu/intercultural
Intramurals & Recreation	Ocean First Bank Center	732-263-5187	monmouthhawks.com
Center for Student Success	Student Center, Lower Level	732-571-3487	monmouth.edu/css
Career Development	Student Center, 1st Floor	732-571-3471	monmouth.edu/career-development
MU Emergency Weather Info Line		732-263-5900	
Technology Support (Help Desk)		732-923-4357	monmouth.edu/technology





Technology Troubleshooting

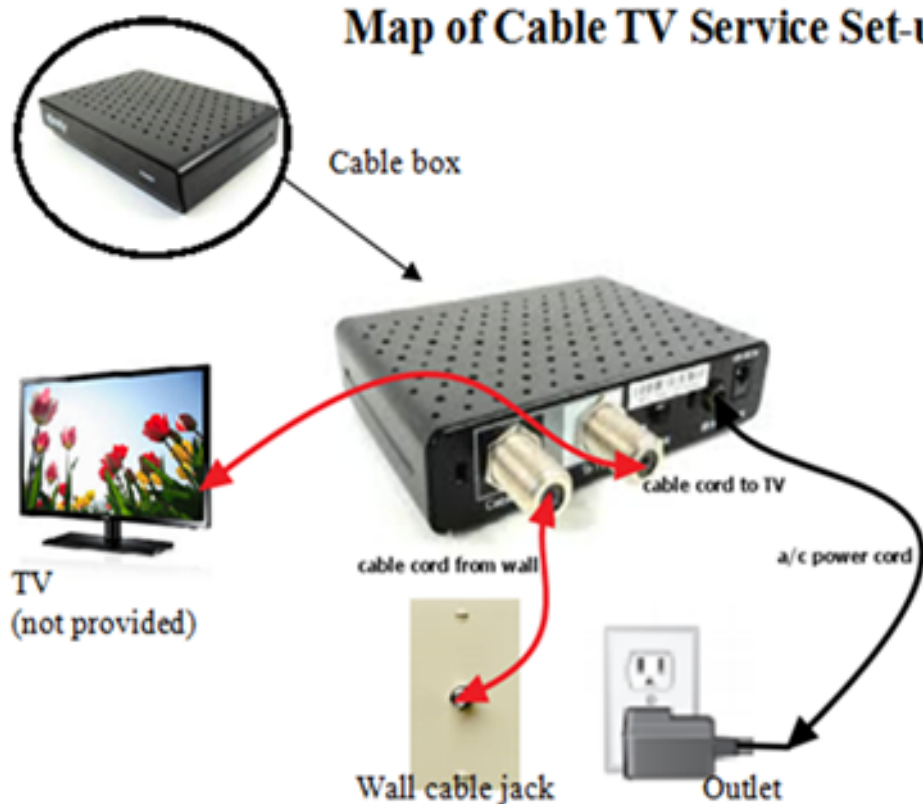
Internet & Wifi Setup



- You will be provided the username and password for your apartment on move-in day.
- If you are experiencing cable or internet issues, please contact the Office of Residential Life (M-F, 9am-5pm). The Office of Residential Life may contact COMCAST for assistance after troubleshooting.

Technology Troubleshooting

Map of Cable TV Service Set-up



What is a cable box?

A cable box is the access point that provides TV service to your University Bluffs apartment.

What does Monmouth provide?

Monmouth provides a cable box and Comcast remote for the living room and bedroom. Monmouth covers the cost of cable/TV/internet service in your apartment.

How do I connect my TV?

Check out the map on the back to assist you. The cable service connects through a coaxial cable cord to the cable box. Another coaxial cable cord goes from the cable box to your TV.

I connected my TV, but have no channels.

Ensure that your TV has been set to channel 3. You will need to use the provided Comcast remote to change channels. The first time you plug into your TV, or if you need to re-plug, you must "auto-program" channels from your TV's main menu (see your TV manual for additional assistance). Be sure your TV is set to "cable" not "air" setting on the TV's main menu.

2023-2024 Bluffs Contract

University Bluffs Housing Rules and Regulations

Listed below are universal rules, regulations and conditions pertaining to living at University Owned or Sponsored Off-Campus Housing. (Refer to your site specific Addendum for additional terms.) In the context of this document, the “complex” refers to the University Bluffs. The term “University” refers to Monmouth University and the management/staff of Monmouth University.

Complex/University is not responsible for the following:

1. Damage or loss of the property of the Resident or any guest from fire, wind, water, theft, utility outage, leaks, sewer backup or otherwise. **Resident acknowledges that it is the obligation of the Resident to obtain insurance covering personal possessions.**
2. Damage or loss of the property of Residents entrusted to the Complex/University employees whether entrusted during the normal scope of their job or during the employee’s personal time.
3. The loss or damage of possessions of Residents stored in parking lots, parking garages or other common areas.
4. The acts of other Residents and utility companies.
5. The failure of the elevators (which the Complex maintains).
6. Possessions left behind. All possessions must be removed from each Unit during scheduled move-out or shall be considered to be abandoned. The Complex/University can either keep such property, sell it or have it removed at the Resident’s expense.

Restriction on Alterations:

Residents shall not be permitted to undertake any alteration to the Units without the prior written consent of the Complex and the University, which the Complex/University may withhold in its sole discretion. Prohibited alterations include, without limitation; the following:

1. Change, install or remove any part of the appliances, fixtures or equipment.
2. Paint or install wallpaper or contact paper in the Units.
3. Attach awnings or window guards to the Units.
4. Attach or place any fixtures, wires, signs or fences on the building, the common areas or the project grounds.
5. Attach any shelves, screen doors or other permanent improvements in the Units.
6. Install additional washing machines, dryers, fans, heaters, under-the-sink water filters or air conditioners in the Units.
7. Install hot tubs, Jacuzzis or water beds.
8. Install drapery/curtains.

Any alteration to any Unit made by the Resident without the prior written approval of the Complex/University shall, at the option of either party, be removed by the Resident on demand from either party or be removed by the Complex/University, with the cost of such removal to be paid for by the Resident.

Any alteration made in accordance with the prior written approval of the Complex/University shall become the property of the Complex/University when completed and paid for by the Resident. Such alterations shall remain as part of the Units at the end of the lease, unless the Complex/University demands the Residents remove them. If the Complex/University demands the removal of the alteration, the Resident shall pay promptly all costs to restore the Units to their original condition. The Resident shall not allow any mechanic’s liens or other claim to be filed against the building. An alteration may constitute breach of your housing contract.

Fire or Other Disasters:

If any or all of the Units is damaged by fire, wind or water, to the extent that an entire Unit is not habitable and the damage was not caused or made worse by the Resident; the Resident will be responsible for fees only up to the date of the damage – unless another housing assignment is offered to the student. The Resident shall immediately notify the

Updated 7/2022

University Bluffs Housing Rules and Regulations

Complex/University of the damage and vacate the damaged Unit. In the event that such damage was not due to or made worse by the Resident, the Complex/University shall use reasonable efforts to substitute a comparable Unit in the complex or on campus, subject to availability within twenty-one (21) days.

Liability:

The Complex/University is not responsible for any injuries to people, including the Resident, Residents' guests, invitees or other persons, and/or for any loss or damage to the property of others.

The Resident is responsible for any injury to persons or for any loss or damage to property caused by the act or neglect of the Resident, its guest or invitees. The Resident is also responsible for failing to take action to prevent avoidable damage caused by flows of steam, electricity, gas, water, rain, ice, snow, or by any leak in or from any of the Unit(s). The Resident shall reimburse the Complex/University the costs for liability assessed to Complex/University as a result of loss/damage for which the resident is responsible.

Access to Units by Complex/University:

- The Complex/University shall be allowed immediate access to any and all of the Units in emergency situations. If the resident is not present, the Complex/University may enter the Units using its copy of the Unit key. Emergency situations include health and safety reasons or probable cause of a policy/rule/regulation violation or a welfare check of the resident.
- Failure of Resident to permit entry for repairs or inspection shall be a violation of the lease and require the resident to vacate the unit with no refund for the entire academic year.
- If the Resident moves out of any Unit before the housing contract ends with respect to such Unit, the Complex/University may enter such Units to redecorate, remodel, alter or otherwise prepare such Units for re-occupancy.
- The Complex/University and the Complex/University's employees and agents may enter the Units on reasonable notice to Resident and at reasonable hours of the day to conduct inspections, make repairs and take other actions reasonably required for maintaining the Units and operating the building.
- During the three (3) months immediately preceding expiration of the term of this lease or upon the Resident's notice that it is vacating any units prior to the expiration of this lease, the Complex/University and the Complex/University's employees and agents may enter the Units on reasonable notice to Resident and at reasonable hours to show the Units to rental applicants. If the Resident denies access to any Units, the Resident may be liable for rent until such Unit is re-rented, even if the Resident is vacating at the end of its lease term.
- If any Unit is left unoccupied for an extended period (i.e. semester break period) or if there is an emergency, the Complex/University may enter such Units without notice. The Complex/University is not responsible for failure to perform requested repairs to the Units unless the Resident is available during daytime hours to permit the Complex/University or the Complex/University's agents to enter the Units or gives notice in writing or electronic email to the Complex/University that the Complex/University may enter to make repairs. The Complex/University may enter a Unit if it is believed that a violation of policy, procedure or law is occurring.

A Resident's housing assignment at the Complex will be subject to termination if the following occurs:

- Permitting unauthorized persons to live in any Unit; serious, intentional, or repeated damage to the Unit or common areas of the building/ creation of physical hazards; serious or repeated interference with the rights of other Residents; allowing liens to be placed against the property; making alterations to the Units which have not first been approved by the Complex/University and refusing inspections/access by the Complex/University.

Updated 7/2022

2023-2024 Bluffs Contract

University Bluffs Housing Rules and Regulations

- Any action which endangers the health, safety or welfare of other Residents residing in the building, including but not limited to violent criminal activity and drug related activity.
- Two (2) or more violations at the complex of the building's Rules and Regulations (as amended from time to time), the Student Code of Conduct, Residential Life Guidebook and of the Resident Hall Contract
- Assaults, threats, or threatening behavior to the Complex/University's managing agent, its employees or other Residents of the building.
- Use of the Units for any use other than as a private dwelling, use of the Units for unlawful purposes or engaging in or permitting unlawful activities in the Units or in the common areas of the complex.
- Non-compliance with the terms of the lease including provisions of this document, the Residential Life Guidebook, Student Handbook and addendums.
- Any Resident who endangers the health, safety or welfare of other Residents in the building.
- Resident's material failure to carry out obligations under applicable State statutes, regulations, directives, policies, procedures or guidelines and local laws and ordinances.
- Resident's failure to maintain all of the Units in a habitable condition.
- Violations by a Resident of the complexes Rules and Regulations, as amended from time to time.
- Foreclosure or similar proceedings against the Complex, in which the party foreclosing requires the vacating of the Units and the same is granted by a court of law or equity.
- Resident's action disturbs the quality of life of the complex and/or conduct unbecoming of a Monmouth University Student.

The Resident understands and agrees that the above are grounds for eviction of the Resident from the Unit and that any violations of the lease, including those above, are grounds for termination of this lease. Complex/University specifically reserves the legal right of re-occupancy assignment. Furthermore, the resident is responsible for all costs, fees, and charges associated with the University's lease and the housing contract.

ALL OF THE ABOVE APPLIES TO RESIDENT'S GUESTS (INVITED OR UNINVITED).

Relocation:

During the term of this lease the Complex/University shall have the right, at any time, and from time to time, to relocate a Resident and substitute a comparably sized Unit at the complex for any or all of the Units. The Complex/University agrees to use reasonable efforts to perform such substitutions during semester breaks and at the end of an academic year, subject to casualty, force majeure and any other reason beyond the Complex/University's control. The Complex/University agrees that such relocations which are made at the discretion of the Complex/University (and not due to casualty or force majeure) shall be upon reasonable prior notice to the Resident, shall be within not more than three (3) different buildings at the complex and, shall not occur more than two (2) times per year. The University reserves the right to consolidate units as detailed in the consolidation policy.

Should the Complex/University undertake a major rehabilitation of the Unit or the building, the Resident agrees to temporarily relocate during the rehabilitation period to permit the work.

Updated 7/2022

2023-2024 Bluffs Contract

University Bluffs Housing Rules and Regulations

Security Acknowledgement and Waiver:

- The Complex/University does not promise or in any way guarantee the safety or security of the person or property of the Resident against the criminal actions of other residents or third parties. The responsibility of protecting the residents, their property, family, guests, agents and invitees from acts of crime is the responsibility of the Resident and the law enforcement agencies.
- The Complex/University does not warrant or imply that access controls, alarm systems, devices, or personnel employed at the building, if any, will be operable at any given point in time or will discourage or prevent breaches of security, intrusions, thefts or incidents of violent crime. Further, the Complex/University reserves the right to reduce, modify, or eliminate any access control, alarm system, device or personnel (other than those statutorily required) at any time and the Resident agrees that such action will not be a breach of any obligation or warranty of the Complex/University.
- The Resident agrees to promptly notify the Complex/University in writing or verbally of any problem or malfunction of any other security-related device.

Rules and Regulations:

The student Residents and their guests, invitees and visitors shall comply with the Rules and Regulations of the Complex/University in effect, and if applicable, as amended during the term of the Lease. The Resident accepts these Rules and Regulations and agrees that they are made a part of the lease, as if set forth in full therein.

The Complex/University shall not be responsible for any injury, loss or damage to persons or property resulting from violation of any Rule or Regulation, caused by the Resident and its guests, invitees and visitors or by any other Residents.

If the Resident fails to comply with these Rules and Regulations, such failure shall be a breach of the lease and cause for eviction. The Complex/University may, after notice to the Resident, take all such reasonable steps needed to perform the Resident's obligations. The Resident shall reimburse the Complex/University for costs incurred by the Complex/University and for any damages to the Unit or Building caused by the act or neglect of Resident or Resident's guests, invitees or visitors. The costs shall be due and collectible as additional rent and may be deducted from the security deposit or charged against the surety bond in the Complex/University's sole discretion.

The Resident agrees to comply with the following Rules and Regulations:

1. No drying of clothes or hanging of political material of any kind anywhere on the building, including balconies, fire escapes and the common areas.
2. No shaking of mops or rugs out the windows is permitted.
3. No obstruction of sidewalks, halls, passages or stairs, or use of the foregoing for any purpose other than entering or exiting to and from a Unit. No items are permitted to be stored or left in halls or at the Unit entrance doors or stairwells. No loitering or hanging around the entrance or entry ramps is permitted.
4. Bicycles, tricycles, baby carriages and other vehicles of this kind must be kept in appropriate storage location or in the Resident's unit.
5. All residents and guests (including children) are not permitted to 'play' in hallways, on the roof, in stairways, or in basements. Residents shall not access the roof but for an emergency. Monmouth University's Guest/Visitation policy must be followed.
6. All individuals residing at or visiting the Units shall not destroy lawns or shrubs, dig, or in any way molest or destroy building grounds or public places.
7. No parking is permitted in any driveway. Park only in designated areas.
8. No feeding of animals, birds or performing other activities which will attract animals or birds to the building or its grounds.
9. No entry and exit doors shall be propped open or locks rendered inoperable. Fire exit doors are for emergencies

Updated 7/2022

2023-2024 Bluffs Contract

University Bluffs Housing Rules and Regulations

only and not to be used for normal entry and exit.

10. The volume of any radios, stereo systems, televisions, or musical instrument shall remain sufficiently reduced at all times so as not to disturb the peace and enjoyment of other Residents in the building.

11. Resident's visitors and guests shall not bring any animals on the property or in the building.

12. Each Resident is responsible for the actions of their guests whether invited or uninvited including such actions which may cause damage to the common areas, including entrances, hallways, grounds, etc. or which may disturb the peace and enjoyment of other Residents in the building.

Care of the Apartment and Proper Use of its Equipment and Facilities:

1. No animals are permitted in any Unit at any time, with the exception of service animals or emotional support animals approved by the Department of Disability Services.

2. The bathroom facilities should not be used for any other purpose than those for which they were constructed. No rubbish, rags, ink, chemicals, garbage or disposable diapers shall be flushed or disposed of via bathroom facilities.

3. Cooking oils and grease shall be disposed of properly. Do not flush cooking oils or grease in the toilet, or pour cooking oils or grease down any sink or drain.

4. All doors and windows must be locked before leaving Unit to prevent damage to Unit from outdoor elements.

5. Residents shall not install, paint on, or expose any sign, notice, advertisement, illumination or projection out of the Unit by attachment to windows or the exterior of the building.

6. All additional telephone or other communication connections must be installed without damage to the Unit. Any damage caused by the installation or removal of such equipment shall be the responsibility of the Resident.

7. Residents shall not place any nails, bolts or screws in walls, floors, doors or trim which may unreasonably damage Unit. Residents will be responsible for any and all costs involved to repair any unreasonable damage.

8. Resident is not permitted to install radio or television aerials, including satellite dishes on, in the building, or to the windows, balconies or fire escapes.

9. Residents shall not use any glue or cement in laying carpets, rugs, or linoleum on the floors. No alternative carpeting may be installed without written permission of the Complex/University. Resident shall be responsible for all floor restoration required if improper products are attached by Residents to Unit floors.

10. No wallpaper or contact paper is permitted on walls. Mirrors may be hung, but not glued to walls. Resident shall be responsible for removal and/or restoration of the wall.

11. No Unit may be used for commercial purposes, including baby-sitting or child care for pay or any other business purpose.

12. Resident must give Complex/University prompt notice of any defects or malfunction of the plumbing, fixtures, appliances, heating apparatus or any other matters in the Unit requiring repairs.

13. No washing machine or dryer is permitted in any Unit unless installed by the complex.

14. Residents shall take good care of the Unit and the fixtures and equipment provided in it. Resident shall promptly report to the Property Manager when any equipment or part of the Unit requires repair. If it is Resident's belief that a repair to the Unit is essential to the habitability of the Unit, the Resident shall report to the Property Manager the needed repair in writing and shall send written notice to the Complex/University as required under the lease.

Otherwise, no requested repair will be considered to be a repair which would affect the Residents ability to inhabit the Unit and enjoy its full use.

15. Resident shall promptly comply with all laws, orders and other requirements of government authorities and any board of fire underwriters or the like.

16. Resident shall comply with the requirements and recommendations of Complex/University's insurance carriers.

17. Resident shall make no alterations to the Unit without prior written consent of the Complex/University.

18. No cooking shall be done in any room except in the kitchen and only in the stove/oven or microwave provided.

19. Use or storage of any type of barbeque or grill on site is prohibited.

20. Nothing may be stored in the common areas or exterior landscaped areas.

21. Nothing shall be placed, hung or attached to the windows or to the outside of the building or on the door of the Unit.

Updated 7/2022

2023-2024 Bluffs Contract

University Bluffs Housing Rules and Regulations

22. Resident shall not permit the accumulation of garbage in the Unit and shall deposit trash and garbage in the areas designated.
23. Resident must keep Unit doors closed at locked at all times. Resident shall not change any locks without the prior written consent of the Complex/University.
24. Resident shall not interfere with or disturb the comfort and rights of other Residents. No annoying sounds, lights or odors shall be permitted.
25. Resident is responsible to observe and control the activities of individuals in their unit, including children, at all times. Resident must follow the University's Child Visitation Policy. Residents will be responsible for any damage done by their children to landscaping or to any other part of the premises. If Complex/University designates certain areas as play areas for children, children are required to confine their play to those designated areas. An adult responsible for any child must be in sight and in physical control of their children while using designated play areas. Baby pools are prohibited.

Health, Safety and Disposal of Refuse:

- Residents must keep their Units in a clean and sanitary condition free from accumulated boxes, cartons, old furniture and garbage. Resident shall comply with all health and sanitary codes.
- Residents should report to the Management Office any case of infectious or contagious disease and the presence of insects or vermin in any Unit or hallway of the building.
- Tenant cannot keep or use any explosives or flammable materials in their Unit.
- Children shall not carry garbage to the designated disposal area for their own safety, and to reduce damage to the building.
- Resident will allow the Complex/University access to Unit for extermination in accordance with a schedule as set forth by the Complex/University.

Use of Utilities:

1. Resident agrees to not waste water or other utilities. Resident may be required to pay additional utility costs if the University, or the staff employed by the University, determines a resident or residents are wasting utilities.
2. Students shall be responsible for the cost associated with any exorbitant electricity bill. Exorbitant electricity usage is equated to consumption that is greater than 1.33 times the average consumption of a student occupied unit. In such cases, the student(s) will be charged the difference between the actual bill and the average bill.
3. Resident agrees to use water only for household use and shall comply with all conservation rules and regulations.
4. Resident shall not use outside water for washing cars or filling hot tubs or water beds or any other purpose.
5. Resident shall not accept unauthorized service from cable, electric, internet or other utilities. Resident acknowledges that unauthorized use of such services is willful damage to the Unit and theft of service.

Parking Area:

- Street parking is regulated by the City of Long Branch. Students found to be violating local parking ordinances may be subject to removal or discipline sanctions under the Housing Contract, Student Handbook or Residential Life Guidebook.
- Residents agree to park in the area designated for them by the University/Complex.

Other Conditions of Residency:

1. Residents agree to all terms and conditions set forth in this document and the Student Handbook, Housing

Updated 7/2022

University Bluffs Housing Rules and Regulations

Contract, and the Residential Life Guidebook.

2. Residents agree to the distributed fee schedule (copies are available in the Bursar's Office located in The Great Hall).
3. Residents agree that any violation of the terms and conditions set forth in this document, as well as the Student Handbook, Housing Contract, Complex Guidelines Addendum and the Residential Life Guidebook will result in disciplinary action.
4. Residents agree to follow all directives of Complex and University Personnel.
5. Residents must follow all parking guidelines.
6. Residents acknowledge that this document may be amended during the course of the academic year.
7. Resident agrees to be relocated or removed from the complex without refund for violation of the rules of this agreement, the Student Code of Conduct, The Housing Contract or law.
8. Residents agree to strictly follow the complex's guest policy, as well as, the University's policy.
9. Residents agree to monitor their Monmouth University e-mail account for announcements and agree that the University may formally communicate via electronic means.
10. Residents agree that any and all expenses associated with unauthorized repairs are the responsibility of the resident.
11. With respect to quality of life at the complex, residents agree to the following:
 - Residents are expected to help maintain the appropriate environment. Consideration of the rights of others and cooperation of the floor residents are necessary in providing the guaranteed lifestyle.
 - The sound level in any room should not be so high as to be heard in the hallway or in surrounding rooms.
 - Doors must be completely closed if any type of sound equipment is being used or if conversation is occurring in the room, regardless of sound level.
 - Noisy electrical appliances may only be used with the door closed.
 - Conversation and activities in the hallway are limited to those that cannot be heard inside.
 - Profanity or lewd behavior is cause for immediate removal.
 - Conversations on the exterior of the building shall be at a level that cannot disturb any resident.

University Bluffs Housing Rules & Regulations

University Bluffs Resident Guidelines Addendum

Alcohol

The University Residential Life Policy on alcohol is the same at the University Bluffs complex. Additionally, if you are 21, you may **not** consume alcohol on apartment stoops, stairways or walkways. Drinking in public could result in your removal from the complex.

Bicycles

Bicycles must be stored on the bike racks or within the apartment. Bicycles are **NOT** permitted to be stored in any stairwells at the complex or locked up to any handrails.

Candles

Candles are prohibited at all times. Any candles found during Health and Safety Visits will be confiscated.

Canceling Housing

The University Housing Contract is for the full academic year, (September through May). The Contract may only be canceled for the following reasons: 1) Withdrawal from the University 2) Transfer to another University 3) Academic Dismissal 4) Graduation 5) Study Abroad. To seek a release for one of these reasons, a request must be made in writing to the Office of Residential Life, accompanied by supporting documentation. If a Housing Contract is cancelled beyond the above reasons, a \$500.00 contract cancellation fee will be assessed.

Comcast & Internet Equipment

Every apartment includes an individual cable and internet account pre-installed by Comcast. Every apartment contains a cable modem, digital cable box and wifi router in the living room, and a digital cable box in the bedroom. You will be provided the username and password for your apartment on move-in day. Do not unplug any of the provided equipment in your apartment. If unplugged, you will lose internet service and cable and you may also be charged a reactivation fee if the equipment is unplugged. You will be charged for any missing or damaged equipment, including surge protectors, power cords, cables and Comcast remotes.

Cooking

When using the stove, stay in the kitchen and never leave any burners unattended. It is expected that you regularly clean your stove top, burners, oven and drip pans. Cooking should always begin on low or medium heat (5/10). It is advised that you reduce the amount of oil in pans to decrease smoke. To increase airflow in the apartment, open the top and bottom kitchen parts of the window, as well as the bathroom window and be sure to close the windows when increased airflow is no longer necessary.

Decorating and Furniture

All residents are responsible for all of the furnishings provided by the University. You are expected to keep the furniture in good condition. Additionally, **you may NOT use nails, tacks, screws, picture hangers or like items that create holes in the walls.** Additionally, anything used to hang posters, etc. (e.g., Funtak) must be removed prior to vacating the apartment. Please keep in mind that **blue or yellow Funtak is NOT permitted** – it stains the walls. If you use Funtak to hang any items on the wall, then you are only permitted to use the **white Funtak**. Please use caution when removing command hooks or sticky tak to avoid wall/paint damage.

Fire Safety

If a building's fire alarm is activated, you must evacuate the building immediately. Fire Drills are conducted in the complex throughout the academic year in conjunction with the City of Long Branch and Monmouth University Police Department. It is expected that you treat each alarm as if there is a fire. A fire extinguisher can be found in the front common area of your apartment. Please report any issues with your fire extinguisher to any residential life staff member immediately.

University Bluffs Housing Rules & Regulations

Grilling

Grills, outdoor cooking, fire pits and barbeques are not permitted at the University Bluffs.

Grounds & Littering

Please keep the grass and walkways clear of trash and debris. Dispose of all trash, including cigarette butts, into the proper receptacles at the north and south ends of the main parking lot.

Inclement Weather

The University will provide basic snow removal within the complex, including shoveling the sidewalks and stairs internal to the complex. It is the responsibility of each resident to remove snow off of and around their own vehicle. All school closing information can be ascertained by calling (732) 263-5900. It is expected that you sign up for the University's Emergency Notification System. This service will contact you in the event of any school closing.

Keys

All residents will be issued an apartment key and front door key. Keys are the property of the University. Keys will be issued by the Office of Residential Life & Campus Living. If you lose your keys, please report this loss to the Office of Residential Life staff immediately. A lock change will be performed and you will incur all charges associated with a lock change and the replacement of the keys. Keys should be carried with you at all times and may not be given to any other student, visitor, or family member for use. At no times should keys be left in your mailbox or accessible to anyone other than you or your assigned roommate.

Laundry

The laundry rooms are located at the end of Building 1 and Building 5. The laundry rooms are locked at all times and can be accessed using your MU ID. At no time should the doors be propped open or left unsecured.

Moving In and Out of the Complex

All students are expected to schedule their move-in and move-out times with the Office of Residential Life. You are not permitted to move furniture or belongings in or out of the apartment after 9pm or prior to 9am. The apartment will be inspected at both your check-in and check-out times. You are responsible for any damages that occur in the apartment, as well as, any cleaning charges if the apartment is not properly cleaned or cared for. All students are responsible for all move-in and move-out conditions as outlined in all University publications. Upon moving out of your apartment, it is expected that you place all furniture back to its original location when you moved in.

Noise

The University Residential Life Policy on noise is the same at the University Bluffs complex. Quiet Hours begin at 10:00pm daily and Courtesy Hours are 24 hours a day. This extends to the parking lot, so please do not play any car stereos loudly. Any noise that disturbs the apartments around you, will be adjudicated through the Student Code of Conduct.

Parking Regulations

All vehicles must be registered with the Monmouth University Police Department in order to park on the University Bluffs property. Any vehicle that is not registered, insured, and/or is in a non-drivable state will be removed at the vehicle owner/operator's expense. No large trucks of any type shall be parked on the property. Students shall not wash or repair students' vehicles on the property. Students may not park on-site if they are on the revoked parking list. The parking lot is ONE WAY traffic and a max of 5 MPH.

Parking Rules

Monmouth University Bluffs Residents must park in their assigned apartment space only. The Bluffs Parking hangtag must be displayed on your rearview mirror at all times you are parked in the University Bluffs parking lot. Failure to comply may result in you being ticketed or towed by the MUPD at your sole costs and expense. One hangtag per resident is distributed at move-in/check-in. Residents are expected to communicate and make arrangements with their assigned roommates regarding the use of the apartment parking space.

University Bluffs Housing Rules & Regulations

Failure to return the parking hangtag at the end of your contract at the University Bluffs will result in a \$15 replacement fee for the parking hangtag. Students must follow all rules and regulations set forth by the City of Long Branch; including, but not limited to, payment of meters when using public street parking.

Pets

Any and all pets are prohibited. Additionally, you may not “pet sit” at any time. Service Animals and Emotional Support Animals must be approved by the Office of Disability Services and the Office of Residential Life prior to their arrival to University Owned housing.

Smoking & Smoke Detectors

New Jersey State Law prohibits smoking in any University Owned housing, which includes the University Bluffs. At no time, should anything inhibit, cover or hang from any fire safety apparatuses, including fire detectors, smoke detectors, strobe lights or sprinkler systems. Any tampering with fire safety equipment will be adjudicated through the Student Code of Conduct and could result in the loss of housing at the University Bluffs.

Trash and Recycling

Students must keep their apartments free of trash and recyclable material and are expected to carry all trash out to the dumpsters on a regular basis. Dispose of all trash into the proper receptacles at the north and south ends of the main parking lot. Trash should not be stored in the apartment. Additionally, all recyclable materials should be placed in the recycling receptacles located next to the dumpsters. Do not place recyclable items in bags; you may dump them directly into the receptacle.

Visitation

All students are allowed to have visitors. Visitors are not to be left alone in the apartment. Additionally, all students must follow the visitation guidelines outlined in the Residential Life Guidebook. University Bluffs residents are responsible for the actions of their guests at all times. At no time shall the occupancy of the apartment exceed 8 persons.

Work Orders

For any maintenance issues or concerns in the apartment, it is the expectation that you file a work order in a timely manner. You can complete a work order at www.monmouth.edu/serviceorder. If you are experiencing an emergency, such as loss of heat or hot water, a water leak, or the smell of gas, please call MUPD immediately at 732-571-4444. Failure to report any issues in a timely manner may result in residents being financially responsible for damages and repairs.

2023-2024 Bluffs Contract

University Bluffs Housing Rules & Regulations

By signing below, I understand and accept all of the terms and conditions set forth in the University Bluffs Housing Rules & Regulations and the University Housing Contract. I understand that I am fully responsible for the entire room fee for the academic year associated with a unit at the complex and a \$500.00 contract cancellation fee will be assessed if a contract is cancelled. I agree to follow the rules, regulations, and policies set forth in this document and the Student Housing Contract. I understand and agree that, if I am under the age of 18, my parent or legal guardian must also sign this document.

NAME (Please Print): _____ ID# _____

Cell Phone: _____ Emergency Contact Name and Phone#: _____

Signature: _____ Date: _____

Apt Number: _____

Key Code #1: _____

Key Code #2: _____

Vehicle Information:

Make: _____ Model: _____

Color: _____ License Plate: _____

Vehicle Type (circle one): 2-DOOR 4-DOOR SUV PICKUP TRUCK

Parking Rules

- Residents must register their vehicle with the Monmouth University Parking Office.
- Monmouth University Bluffs Residents must park in their assigned apartment space only.
- The Bluffs Parking hangtag must be displayed on your rearview mirror at all times you are parked in the University Bluffs parking lot.
 - Failure to comply may result in a ticket or tow by MUPD at your expense.
 - One hangtag per resident is distributed at check-in.
 - Residents are expected to communicate and make arrangements with their assigned roommates regarding the use of the apartment parking space.
 - Failure to return the parking hangtag at the end of your contract at the University Bluffs will result in a \$15 replacement fee for the parking hangtag.
- Students must follow all rules and regulations set forth by the City of Long Branch; including payment of meters, when using public street parking.