

University Bluffs Housing Rules & 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 Complex/University of the damage and vacate the damaged Unit. In the event that such damage was not due to or made

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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.
- Any action which endangers the health, safety or welfare of other Residents residing in the building, including but

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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.

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

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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 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.

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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.
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.

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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 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.

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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.

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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, you may NOT paint or install wallpaper or contact paper in the apartment.** 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.

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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.

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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.

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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: _____

State: _____ 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.