Guide to Hillside-Jennings Apartments Living

Welcome to the University of Northern Iowa and the Hillside-Jennings Apartments! We’re glad that you are living with us. This document is designed to provide general information about the Hillside-Jennings Apartments and our regulations and policies. Please refer to your contract and the Terms & Conditions for any questions about contracts (including re-contracting, occupancy dates, rent, etc.) or eligibility to live in the Hillside-Jennings Apartments.

**General Information**
The primary purpose of the Hillside-Jennings Apartments at the University of Northern Iowa is to provide affordable, on-campus apartments for eligible University of Northern Iowa students.

Residents are encouraged to become acquainted with neighbors and to take advantage of the learning that can occur through such diverse interaction. Respect and appreciation for individuals as well as groups is an implicit standard in the Hillside-Jennings Apartment community.

Hillside-Jennings Apartments is staffed with a full-time Residence Life Coordinator (RLC) who has obtained a master’s degree in college student personnel services or a related field. The RLC works with individual students and responds to requests or concerns and reports to the Assistant Director of Residence Life.

Our University-owned apartments are located in two different areas on the University of Northern Iowa campus. These two areas, Jennings Court and Hillside Court, offer many different housing options for UNI students.

**Office Information**
Academic year office hours are Monday – Friday, 8:00 a.m. to 5:00 p.m.
Summer hours are Monday – Friday, 7:30 a.m. to 4:30 p.m.
The office is closed Saturdays, Sundays and holidays
Mailing Address: 3800 Jennings Drive, Cedar Falls, IA 50613
Phone: 319-273-7051
Email: uapartments@uni.edu
Website: dor.uni.edu/housing/hillside-jennings

The Hillside-Jennings Office manages the on-line contracting, apartment assignments and initial check-in procedure for all new residents and handles questions or problems concerning Hillside-Jennings residents. Prospective tenants can take a tour of the four apartment styles by contacting the office and setting up an appointment.

**Moving In and Moving Out**
Information about moving into or vacating Hillside-Jennings is available at the Department of Residence website at dor.uni.edu. The documents “Terms and Conditions” and “Move-Out Guide”, are helpful resources for resident questions.

**Garbage Collection**
Please dispose of garbage by placing it in the large dumpsters located in Hillside and Jennings Courts communities. Garbage will only be picked up when it is placed inside the dumpsters.

Small appliances, electronic equipment, paint, gasoline, motor oil, etc. are not to be placed in the dumpsters. Waste of this kind needs to be placed outside the dumpster or taken to the Cedar Falls Transfer Station on the corner of 15th and State Street. A fine will be billed to any resident responsible for violating this policy.

Yard waste of any kind (grass clippings, leaves, branches, flowers, plants, etc.) must be placed in a biodegradable bag purchased at a local retail store or the Cedar Falls Transfer Station and delivered to the Cedar Falls Waste Transfer station on 15th and State Street. Please do not put yard waste in the university provided garbage containers, as this will result in a fine. The fine will be billed to any resident responsible for violating this policy.

**Recycling in the Cedar Valley**
Cedar Falls does not have curbside recycling. However, you may take recyclables to University of Northern Iowa’s Power Plant, located west of Hudson Rd or the Cedar Falls transfer station, located on the corner of 15th Street and State Street. These stations take tin, clear glass, plastics, milk jugs, newspaper, magazines and cardboard. All plastics, tin, and clear glass must be rinsed out.
The hours for the Cedar Falls transfer station are 7:00 a.m. – 4:00 p.m., Monday through Friday and Saturdays, 8:00 a.m. – noon. For further details call 319-272-8629.

The Power Plant station is available 24 hours/7 days a week.

**Laundry Facilities**

A large central laundry is located next to the Hillside-Jennings Apartments Office. Stationary clotheslines are located in some areas of the Hillside and Jennings Courts apartment. Residents are not permitted to string clotheslines from apartment buildings or trees.

Clotheslines found attached to buildings and/or trees will be removed by University personnel. Children are not permitted in the laundry room unless accompanied by an adult. Parents are cautioned not to let their children use the laundry room key to gain access to the area after hours or on weekends. Hillside-Jennings Apartments and the Department of Residence are not responsible for any damaged or stolen clothes/laundry items. Additionally, if clothes are left in the washer for an extended period of time, custodial staff have the right to dispose of the items as they quickly begin to grow mold if left behind. Remember to stay with your laundry to prevent these issues.

**Laundry Room Key:**

Keys are not to be loaned out or given to persons who do not live in Hillside-Jennings Apartments. If a resident loses a key or fails to return a laundry room key they will be charged $30.00 for key replacement. After office hours and on weekends, laundry room access can only be gained through the back door by the Jennings parking lot. During office hours you are welcome to use the front doors of the Hillside-Jennings Apartments Office to gain access to the laundry room. Each contract holder is responsible for the laundry room key issued to them. Our primary concern is greater security for residents using the Hillside-Jennings Apartments laundry facilities.

**Mail**

Regular U.S. Mail is delivered directly to the apartment. A template of your address is below:

[Your Name]
[Apartment Number and Street Letter]
Cedar Falls, IA 50613

Mail delivery service is provided by the Cedar Falls Post Office and questions concerning mail delivery should be directed to the Cedar Falls Post Office, 221 W. 6th Street, 319-266-4734. Fill out a change of address card when you are moving in or vacating the apartments. These forms are available at the Hillside-Jennings Apartments Office. This form should be placed in your mailbox for the postal service.

**Parking Permits**

Parking permits should be purchased from the Parking Services Office in Gilchrist Hall. **A permit is required to park a vehicle in any apartment community.** Obtain policies brochure and permit immediately upon moving in and be sure to read all material carefully.

Residents are limited to one car per household parked in the spaces on E, F, and G Streets and in the Jennings parking lot. An “M” or “B” sticker or a hangtag must be displayed in order to park in the spaces on E, F, or G Streets. Additional vehicles need to be parked in the overflow lot at the bottom or top of F Street. Visitors must have a current University sticker or display a visitor’s hangtag, which are available at University Parking Services in Gilchrist Hall.

Driving or parking on sidewalks and lawn areas is not permitted. Motorcycles may be parked in the parking lots at the bottom or top of F Street, and the designated motorcycle parking area in the Jennings Court parking lot or in front of Hillside-Jennings Apartments office.

Parking or storing of motorcycles or mopeds in or next to the apartment buildings is not permitted because of the city fire code. It also violates university parking regulations. Boats and other recreational vehicles and trailers of any sort are not to be stored in Hillside-Jennings Apartments communities or elsewhere on campus.

Residents are expected to maintain their vehicles in a licensed, operable condition. Non-operable vehicles are subject to towing by the University Police at the owner’s expense.

**TV Service**

Mediacom provides basic extended cable services to Hillside-Jennings Apartments. Additional digital packages are available by contacting Mediacom at 1-855-412-7466. These additional services are billed monthly to the resident. If you are having
problems with reception, call Mediacom at 319-235-2197 ext. 3036 or 1-855-415-7466. If your television is not cable-ready, you may rent a converter box from the cable company.

Internet Service (ResNet)
Residents have the option of accessing the Internet from their apartments using the provided modem. If you have a computer in your apartment and want to be connected with the residential computer network, sign up at resnet.uni.edu. Please contact ResNet at 319-273-7768 or on their website at resnet.uni.edu with any internet connection issues or questions.

Maintenance
In the interest of health and the general welfare of the community, the University reserves the right to inspect apartments for cleanliness and upkeep. The University also reserves the right to make renovations, reports and alterations in and about the leased premises and may enter the premises at reasonable hours for these purposes.

University personnel perform apartment maintenance. Because of the unpredictable workload, it is not possible for maintenance to be in your apartments at a specified time to perform maintenance work. An effort will be made to do the work as soon as possible, on first come, first serve basis. Emergency maintenance problems will be attended to immediately.

Staff is instructed to lock the apartment’s door upon exiting. For safety reasons, staff will not remove their shoes; even if you have a sign posted requesting this.

Routine maintenance is performed at no cost to the resident. The resident will be charged for expenses if it is determined that the resident caused the damage or problem. If maintenance personnel are called in after hours and it is determined the repair needed was caused by resident neglect, the resident will be charged for parts and labor (3 hours minimum). Examples of when a resident may be charged: plugged toilet caused by flushing un-flushable items, broken windows, electrical outage due to overloaded circuits, holes in doors or walls, a punctured freezer, etc.

Maintenance carries master keys to gain entrance to your apartment to do work that you request and to also enter in the event of an emergency.

Summary of Important Maintenance Information:
• Non-emergency Maintenance Requests submit via Facility Repair Request
• Emergency Maintenance Requests: 319-273-6903
• Utilities Concerns: 319-273-6903
• ResNet questions/problems: 319-273-5555
• Computer questions/problems contact ITS: 319-273-5555

Maintenance Needs:
The following are EMERGENCY situations (a situation, which jeopardized the health and safety of residents, poses an undue hardship, or could result in serious damage to property or the building structure):
• No water (hot or cold) – this means your pipes are frozen in winter or a burst pipe
• Plugged toilet – when plunging does not work
• No heat
• Electrical outage, after unplugging items and trying the breaker/fuse box
• Broken locks where the security of the apartment is compromised
• Uncontrolled water (i.e. broken pipes, overflowing sink, sewer back up)
• Fire in the apartment – notify Cedar Falls Fire Department 9-911, then UNI Police 319-273-2712 and then the Hillside-Jennings Apartments Office 319-273-7051
• Smell of gas, get out of your apartment and call 319-273-6903
• A major roof leak

The following are NON-EMERGENCY situations (considered a minor inconvenience to residents):
• Broken appliances/refrigerator or stove not working
• Smoke detector malfunction
• Broken window
• Light switches and outlets not working
• Dripping faucets
• No hot water
• No hot water
• No air conditioning
• A minor roof leak.
• Removing articles such as contact lenses, rings, etc. from drains
• Plugged sinks or tubs

If it is a **NON-EMERGENCY**, please submit via Facility Repair Request. Process is as follows:
1. Go to the Repair Request Portal – this link can be found on the DOR website: dor.uni.edu/housing/facility-repair-request
2. Click on the “Facility Repair Request” icon
3. Enter your email address and click Submit
4. **If this is the first time** you are submitting a Repair Request, you will be asked to fill out your first and last name; once complete, click on submit
5. **For further information, please see the “Maintenance Process Request link on the Hillside-Jennings Apartments Forms and Guides page:** dor.uni.edu/housing/forms-and-guides

**Pests**
Hillside-Jennings Apartments has a comprehensive bedbug control policy that includes a combination of preventative and treatment measures with an emphasis on sanitation. If a resident finds bedbugs in their apartment, a pest control specialist will treat their apartment and adjacent apartments. More than one treatment may be needed. A resident may be exempt from the spraying for medical reasons. The resident must provide a statement from a healthcare professional to the Hillside-Jennings Apartments Office. If other apartments in the building are treated, the resident not receiving treatment runs a greater risk of cockroach and bedbug infestation. Once an apartment becomes occupied it is the resident’s responsibility to maintain a standard of cleanliness and sanitation. If the resident follows the “Apartment Cleaning and Upkeep Guide,” the “Guide to Apartment Living” and the guidelines below, they should not have a problem with bedbugs. Report any sightings of bedbugs to the Hillside-Jennings Apartments Office immediately 319-273-7051.

Control of pests such as ants, crickets, box elder bugs, ladybugs, and cockroaches is considered the individual resident’s responsibility. If a mouse or other rodent is suspected to be inside an apartment, the resident must provide their own traps. Hornets, wasps and bees that have built nests and are potential problem/concern should be reported by the resident via filling out a Facility Repair Request.

**Plumbing Problems**
Diapers, sanitary pads, garbage, grease, etc. must not be disposed of in toilet bowls or sink drains. Any repairs or damages caused by resident negligence will be billed to the resident.

**Furnace Filters Replacement Program**
Furnace filters are provided at Hillside-Jennings Apartments Office and residents may come into the office anytime and pick-up a filter free of charge. Maintenance staff will change your filter three times a year. Residents will be notified in advance via e-mail address of filter change dates.

**Renters Insurance**
The university will make reasonable effort to protect residents’ property. The resident agrees that the university is not liable for any loss or damage from fire, theft, flood, or other cause to the resident’s property or to any other person’s property, nor for injuries to the resident, family, or guests. The University does not assume any liability for the loss, damage, or theft of any personal property; or for damage or injury resulting from explosion, fire, mechanical failure of water, gas, or defective wiring; or the negligence of any other occupants of the building. Residents should carry personal property insurance to cover such damages. The university cannot assume liability for damage or injury occurring on the premises regardless of the cause.

Residents shall not hold the university responsible for damage or injury that may be sustained by the resident from damage caused by breakage, leakage, or obstruction of pipes, and from other defects not known to the university.

The Resident agrees to render the university harmless from any loss and all loss, including attorney’s fees, by reason of any accident, injury, loss or damage to persons or property while on University property.

Information regarding University liability is listed in the Terms & Conditions of a resident’s current contract.

Renters insurance can be obtained for a reasonable cost by contacting most insurance companies. The insurance agent may ask you a number of questions about the construction of the apartment building. That information is included here. The agent will also want an estimate of the value of your personal belongings.
Renters Insurance information for Hillside Courts
Built in 1972
Building structural materials: wood frame, treated wood siding
Type of roof: flat, asphalt roof
Number of apartments under one roof: 2 to 4
Number of apartments in the complex: 277
Distance to fire hydrant: one block
Distance to fire station: less than 2 miles
Is there a smoke detector and fire extinguisher: yes

Renters Insurance information for Jennings Courts
Built in 1978
Building structural materials: wood frame, aluminum siding
Type of roof: asphalt shingles
Number of apartments under one roof: 8
Number of apartments in the complex: 40
Distance to fire hydrant: one to one and one half blocks
Is there a smoke detector and fire extinguisher: yes

Rules and Regulations
Alcoholic Beverages
All state, federal, local laws and university policies apply to residents and guests within apartments. In accordance with the state law, only residents and guests of legal age may possess or consume alcoholic beverages.

Community Standards
The University of Northern Iowa, Department of Residence is committed to maintaining an academic and social environment conducive to the intellectual and personal development of students. Violations of policies and procedures may lead to disciplinary action and cancellation of a student’s contract by the Department of Residence and/or the university. When such action is necessary, the student may also face civil or criminal prosecution.

Each resident is responsible for becoming familiar with their contractual rights and responsibilities written in this publication and their Hillside-Jennings Apartments Contract. Residents are responsible for knowing the policies of Hillside-Jennings Apartments and the University of Northern Iowa and are not to violate expectations or policies governing the facilities.

Controlled Substances
The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on property owned or leased by the University of Northern Iowa or in conjunction with a university – sponsored activity is prohibited. Violations will result in disciplinary action, possible civil or criminal prosecution, and referral to the UNI Substance Abuse Services program and possible termination of your contract with Hillside-Jennings Apartments.

Gardens/Flowers/Lawns
Residents may plant flowers up to 18 inches from the perimeter of the apartment or in pots. Ground plantings must be bordered with landscape timbers and anchored to the ground.

Flowerbeds bordered by anything other than landscape timbers may be mowed or cut by a weed eater. Flower boxes are not to be placed on balcony railings unless they are anchored securely. Strong winds can blow the boxes off and may cause injury to persons below.

Residents are responsible for keeping the yard area free of items that interfere with mowing. The Department of Residence is not responsible for items damaged by mowing. Only outdoor equipment and furnishings that are weather resistant and commonly sold as lawn or patio furniture may be stored outside the apartment. Furniture on balconies must not block fire exits. No furniture or other items are allowed on roofs.

Harassment
Harassment, defined as any behavior that creates an intimidating, hostile or offensive environment or unreasonably interferes with the educational or work performance of any individual at any time, is prohibited.
• Harassment can be verbal, non-verbal, physical, or written, and includes the use of technology such as the telephone, voice mail, answering machine, e-mail or other electronic communication media.
• Stalking, defined as willfully, maliciously and repeatedly following or harassing another person in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, harassed or molested, is prohibited.
• Physical abuse, unwanted physical advances, and verbal abuse are expressly forbidden. Such behaviors may include conduct that is abusive to other residents or staff or infringes on the rights of others. Such behaviors also include physical or verbal abuse of any person in or about Hillside-Jennings Apartments or conduct that threatens or endanger the safety of others.

• Sexual abuse, sexual assault or sexual harassment as defined by the Student Conduct Code and the University of Northern Iowa Sexual Misconduct Policy is prohibited. For more information about UNI’s Policy, please visit policies.uni.edu/315

• If you feel you have been the victim of harassment, please contact the Hillside-Jennings Apartments Coordinator or the University Police Department as soon as possible.

Keys
One key per contract holder will be issued. Each resident in possession of a key for their Hillside-Jennings Apartment must be listed as a resident on the contract AND must sign the key checkout card for that specific key. All keys must be returned upon checkout of the Hillside-Jennings Apartments to avoid additional charges.

Landlord and Tenant Act
The Hillside-Jennings Apartments Office attempts to comply with the spirit of the Landlord and Tenant Act, although residential communities at any educational institution are not governed by this act.

Lockouts
Residents who are locked out of their apartment during office hours may obtain a loaner key at the office. This key should be returned within 24 hours. If the resident does not return the key within 24 hours, the resident will be charged $95.00 for a lock change. After office hours, a resident may call University Police 319-273-2712 to let them in. University Police requires some form of identification and charges a $10.00 fee for this service.

Noise
Courtesy hours are in effect 24 hours a day. Residents and guests are expected to be respectful of other residents at all times and respect another’s right to sleep, study and not be disturbed by noise, guests, etc.

Courtesy hours imply that the sound level should be such that music and other sounds will be confined to an individual apartment. Residents are encouraged to contact the other party first in regard to noise, privacy and policy concerns in an attempt to resolve the issue and improve relationships. Before talking to your neighbor consider the time of day the noise is occurring. Many noises are tolerable during the day (a loud stereo, doors slamming, etc); however, late at night and into the early morning these noises can be disruptive. If noise becomes a problem after office hours or on weekends, residents are asked to call UNI Police, 319-273-2712. If the situation continues to be unresolved the Hillside-Jennings Apartments Coordinator could be called upon to mediate the situation. Cooperation with staff is expected in addressing problems relative to such issues.

Parental Responsibility
It is the responsibility of parents to closely supervise their children. A primary concern of the Hillside-Jennings Apartments staff is the safety of the children who live here. Parents have a responsibility for and are expected to supervise their children, even when playing in fenced in areas. Parents are expected to know where their children are at all times. Typically 50-75 children reside in Hillside-Jennings Apartments. Potentially dangerous situations can occur when unsupervised children play in the street, around dumpsters, or near the Hillside Courts creek. Access to construction areas and roofs are prohibited.

If a child who is playing outside damages or misuses Hillside-Jennings Apartments property, the parent(s) will be charged for damages.

If a child is locked out of their apartment without a supervising adult available or reported to be lost, the following steps will be taken:
1. The child will be asked if their parent(s) is home or if they have a babysitter. If no person can be located that is responsible for the child;
   • The child will be taken to the Hillside-Jennings Apartments Office. The RLC and/or office staff will attempt to locate the caregiver.
   • If the caregiver cannot be located University Police will be called and the child may be taken into protective custody and a report with the Department of Human Services may be filed.

Children should minimally know their apartment number, home phone number, parent’s name, a work number and/or an emergency number.
Policy Violations
Specific violations which could result in the termination of the resident’s contract include, but are not limited to:
(Please refer to your Terms & Conditions about the process and results of a terminated contract)

- Failure to keep Hillside-Jennings Apartments rent current
- Failure to register for course work towards an academic major
- Failure to make academic progress
- Failure to meet Hillside-Jennings Apartments eligibility requirements
- Housing an unauthorized person (any person not listed on the rental contract)
- Continual documentation of noise disturbances
- Violation of the pet policy
- Reports of unsupervised child(ren) and/or their misconduct and misbehavior
- Failure to maintain acceptable standards of cleanliness in the apartment
- Academic disqualification/suspension
- If the resident makes a false statement or misrepresents themself in order to obtain Hillside-Jennings Apartments housing
- The contract may be cancelled by the University for disciplinary reasons as stated within the Student Conduct Code, this publication or the Hillside-Jennings Apartments contract

Please be aware that this is not an all-inclusive list. The Hillside-Jennings Residence Life Coordinator reserves the ability to evaluate each situation to determine if the resident(s) involved should or should not remain a Hillside-Jennings Apartments resident.

Residential Use and Outdoor Upkeep
Hillside-Jennings Apartments are not to be used for anything other than residential purposes. No commercial business should be conducted from the premises of the Hillside-Jennings Apartments area. When accepting an apartment the resident agrees that they will use and occupy the apartment and the surrounding areas in a reasonable manner consistent with the rights of other residents and in the interest of the University and keep the premises in good condition. More particularly the resident agrees to:

1. Refrain from allowing papers, cans, bottles, or other trash to accumulate in or around their apartment or building.
2. Avoid obstructing stairs, balconies and sidewalks with any property that prevents or hinders persons from entering or exiting the area. This includes appropriate snow removal from sidewalks near the apartment.
3. The University reserves the right to dispose of any obstruction without the liability for doing so.

Right of Entry
Discretion will be used at all times. Under normal conditions, no apartment will be entered without knocking. The University’s authorized representative may enter Hillside-Jennings Apartments units in the following situations:

1. Determine general cleanliness of apartment
2. Determine amount of damage and general misuse of University property
3. To remove items that are not in compliance with Hillside-Jennings Apartments policy
4. To make repairs, to maintain general order, and security of the apartment complex, and to conduct other official business

The university reserves the rights to have authorized personnel enter apartments for the purpose of:

1. Emergency: When a suspected emergency exists (i.e., fire or broken water pipe)
2. Service: To complete needed or requested repairs, maintenance, inventory checks, pesticide spraying
3. Safety: To conduct safety inspections
4. Violations: When a violation of the apartment contract or policies is suspected

Requested maintenance repairs by residents will be considered prior notice. In the event of the resident’s absence, a note will be left on entrance.

Roommates
Being comfortable with a roommate includes respecting their rights and receiving respect for your own rights. You are encouraged to talk with your roommate about expectations and differences before problems develop. Each roommate’s rights have priority over the privileges of a roommate’s guest. In general, roommates have the right to read and study without interference. Roommates have the right to sleep without being disturbed by the other roommate or guests. Each roommate is expected to respect the other roommate’s belongings and privacy.

Safety Services
University Police operate a safety escort service at night. You may inquire by calling 319-273-2712.
School
School-age children living in Hillside-Jennings Apartments attend Southdale Elementary School, Peet Junior High or Cedar Falls High School. Bus service is provided. Additional information may be obtained by calling the Cedar Falls School Administration at 319-277-8800.

Smoking
Please note that all apartments, as well as the entire campus, are smoke free. Hence, you are not permitted to smoke outside or inside your apartments or in your car if it is parked in an apartment lot, since this is also university property. In order to smoke you must go off campus. Please refer to the following link for the entire policy: policies.uni.edu/810

Soliciting
Door-to-door soliciting is not permitted in Hillside-Jennings Apartments. Violators should be reported to University Police 319-273-2712 or the Hillside-Jennings Apartments Office 319-273-7051.

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Speed Limits
Residents and visitors are cautioned to be aware of the 20 miles-per-hour speed limit on Jennings Drive and 10 miles-per-hour on E, F, and G Street and in College Courts. Residents are asked to be especially observant of children at play.

Student Conduct
For more complete information refer to the Code of Conduct Website: policies.uni.edu/302 Residents of Hillside-Jennings Apartments are expected to know and follow all University of Northern Iowa policies.

Visitors
Guests are permitted. A guest may stay up to one week. Exceptions to this one-week policy must be requested in writing and approved by the Hillside-Jennings Apartments Coordinator.

What to Bring
Bicycle, Helmet, Lock
The Cedar Valley has miles of bicycle paths and many residents in Hillside-Jennings Apartments take advantage of these beautiful trails. A map of these trails is available at the Cedar Falls Chamber of Commerce, located on Hudson Road. Also, in good weather, many residents commute to campus by bicycle. A helmet and a mental chain bike lock are strongly recommended.

Cutting Board
It is important that you protect the kitchen counter from scratches or cuts, so bring a cutting board or chopping block.

Shower Curtain
Bring a shower curtain with a plastic liner. You will need to use this (placed inside the tub rim) to prevent damage to the bathroom floor.

Snow Shovel
If you live in a downstairs apartment, you will be responsible for shoveling the front porch area and sidewalk from your front door to the main sidewalk. If you live in an upstairs unit, you are responsible for shoveling the balcony and stairs.

What Not to Bring
Washer and Dryer
Washers and dryers are not permitted due to lack of venting and inadequate electrical wiring. The apartment complex has its own laundry facility.

Pets
Dogs, cats, snakes, rabbits, or other animals, including those belonging to visitors, are not permitted in or on the premises of Hillside-Jennings Apartments. This regulation is strictly enforced, so arrangements for the care of animals elsewhere must be made before moving into Hillside-Jennings Apartments. Small fish in an aquarium are permitted as pets. If an animal is requested as a reasonable accommodation, all paperwork must be filed with the Student Disability Services Office, 319-273-
2332. Report any violations to the Hillside-Jennings Apartments office.

**Guns or Other Weapons**
Possession, manufacture, use, sale, or distribution of firearms, ammunition, BB and pellet guns, paint guns, bow and arrows, knives, martial art weapons, explosives and all other dangerous weapons or materials is strictly prohibited in Hillside-Jennings Apartments owned or controlled property. This policy is to protect the safety of all residents. A resident or resident’s guest, who uses, threatens use or is found in possession of a weapon or potential weapon should expect to be removed from Hillside-Jennings Apartments immediately. This removal could be temporary or a permanent termination of a resident’s contract, depending on the severity of the situation and the outcome of an administrative investigation and/or judicial hearing.

**Large Outdoor Play Equipment**
Swing sets, slides, climbing structures, and other large outdoor play equipment are not permitted on Hillside-Jennings Apartment premises. There is a play area by the Hillside-Jennings Apartments Office for that purpose. Shallow swimming or wading pools and large plastic toddler play furniture (e.g., Little Tikes playhouses or slides) is permitted on lawn areas. Swimming and wading pools are to be emptied when not in use.

**Outdoor Radio, TV Antennas or Satellite Dishes**
All Hillside-Jennings Apartments are connected to Mediacom cable service. Satellite dishes, television antennas, etc. are not permitted.

**Safety Guidelines and Information**

**Candles and Open Flames**
Open flames, including such items as candles, laboratory burners, stoves, torches, etc., cannot be used in any area of the apartment complex. Candles with wicks are not allowed, even for decorative purposes. Additionally, incense may not be burned, as the odor cannot be contained within an apartment and it is considered a fire hazard.

**Fire Safety, Entryways and Miscellaneous**
All apartment fires are to be reported to University Police at 319-273-2712 or 319-273-4000 (emergencies) and to the Hillside-Jennings Apartments office, 319-273-6232. DO NOT wait until the next business day to contact the Hillside-Jennings office. After contacting University Police, please leave a detailed voicemail message at the Hillside-Jennings office by calling 319-273-6232.

**Grills**
Food preparation on charcoal grills and portable cooking equipment **is not permitted on or under any balconies or structural projections (Art. 1, Sec 1.5b Fire Prevention Code)**. Place your grill on level ground at least 5 feet away from any building. Pay attention to the direction of the wind and its velocity when lighting a fire. Smoke can drift into your neighbor’s apartments. Please be considerate. Fires must be attended to at all times. Keep children away from grills. Douse coals with water and cool completely before disposing of them in the dumpster.

**Mold**
The Hillside-Jennings Apartments staff will not clean your apartment in the case of mold. Residents are encouraged to either use the air conditioning or open windows and run exhaust fans (if present) as often as possible to prevent the possibility of mold growth. If mold begins to occur, please use one of the numerous household cleaners that exist to help you clean and kill mold.

**Other Apartment Pests**
Control of pests such as ants, crickets, box elder bugs, ladybugs or cockroaches is considered the individual resident’s responsibility. The resident is responsible for purchasing their own traps. Hornets, wasps, and bees that have built nests and are a potential problem/concern should be reported by the resident via filling out a Facility Repair Request.

**Safety Issues**
Stove fires have occurred in the Hillside-Jennings Apartments. For safety reasons, do not cover the burners or walls around the stove with aluminum foil.

Often fires occur because someone put something on the stove to cook, and then became involved in other activities. **NEVER leave a stove unattended if it is in use.** Another frequent cause of fire is grease buildup in the kitchen. **Keep the stove, oven, kitchen wall and all areas near the stove free of grease.** In case of a stove fire turn the stove off, **DO NOT use water to extinguish the blaze; it will spread a grease fire and may cause electrical shock.** Instead, use the fire extinguisher provided in your apartment.

Multi-purpose fire extinguishers are provided in all Hillside-Jennings Apartments and the laundry room. Instructions for activation and use are printed on the extinguishers. Read safety procedures guide to learn how to operate a fire extinguisher. Report the
use of any extinguisher so that it may be recharged. Check the extinguisher monthly, and report if the needle points to the red discharge area of the dial. A smoke detector is located in every apartment for resident safety. The use of furnace rooms for storage presents a fire hazard. Do not store boxes, brooms, mops, cleaners, and other household cleaning aids in your furnace room. Storage of materials under or on stair exits is also not permitted (Art. 1, Sec. 1.5b Fire Prevention Code).

Halogen lamps are not permitted in the Hillside-Jennings Apartments. The high wattage of the halogen bulbs, usually 300 to 500 watts, can create temperatures ranging as high as 970 to 1200 F degrees. These extreme temperatures create a fire hazard.

Residents are permitted to string holiday lights outside their apartment; however, please unplug them when leaving the apartment or before going to bed.

Residents are responsible for keeping entryways and stairways clear of obstruction. Any obstructions are in violation of the fire prevention code and are subject to removal by Hillside-Jennings Apartments personnel. Residents are expected to maintain the areas inside and outside of their apartment. Residents in ground level apartments are responsible for maintaining the area from their front door to the main sidewalk (i.e., snow removal and litter). Upstairs residents are responsible for removing snow and ice and maintaining the porches, balconies, and stairway areas.

Engine block heaters must be unplugged (prior to snow removal) and extension cords must be removed from sidewalk areas. These cords are dangerous to persons operating snow removal equipment and to pedestrians.

The furnace air intakes should always remain clear. Blocking the air intake with furniture, shelving, etc., will reduce the output of warm air (or cool air, if air conditioned). Residents should not, under any circumstances, restart furnaces or water heaters. Call Cedar Falls Utilities at 319-266-1761 to re-light pilot lights (this is a free service). New furnace filters are provided to residents at no charge through the office.

Tornadoes
An emergency storm kit should be prepared ahead of time: a portable radio, flashlight, batteries, blankets, a simple first aid kit, and water and non-perishable food items.

A tornado watch signifies that atmospheric conditions are such that a tornado may develop. The National Weather Service will issue a tornado watch for a specific time period and geographic area. Although a tornado watch does not represent immediate danger, it should not be treated lightly. In the event of severe weather, you should stay tuned to a local radio or TV station for the latest report on conditions.

Residents will be alerted to tornado warnings by a prolonged blast from a siren located on campus. This means that a tornado has been sighted in the immediate area. Residents should take shelter at once. Never leave your apartment in search of better shelter after a tornado warning has been sounded.

General instructions:
- Upstairs residents should seek shelter with a downstairs resident.
- Move to an interior wall or the bathroom.
- Jennings Courts residents should seek shelter in the hallway or walk-in closet in the master bedroom. The ROTH Complex is also an option for Hillside-Jennings residents if there is time. During Tornado Warnings, All ROTH doors will become unlocked.
- Hillside Courts residents should seek shelter in the hallway or in the bathroom. The Business and Community Services building is also a safe option for Hillside-Jennings residents during business hours if severe weather is in the area.
- Keep away from the windows and if possible cover yourself with a blanket to shelter yourself from flying debris
- Do not leave the area until the warning is over. This will be announced over local radio stations.

The warning siren is tested at 11:00 a.m. the 1st Wednesday of each month.

University Police
The university has its own police force called the University Police. University Police personnel are concerned about the safety and well-being of residents in the Hillside-Jennings Apartments and patrol the areas by car, bicycle, and foot on a regular basis. Additionally, officers will provide lockout assistance and enforce parking policies and speed limits. Report any suspicious activities, vandalism, etc., directly to University Police, 319-273-2712. University Police respond 24 hours a day to emergencies and requests for assistance. Please contact 319-273-4000 or 9-911 with any type of emergencies.