Meredith College’s commitment to an inclusive living/learning environment provides the motivation for community building that serves students and offers opportunities for intellectual, physical, social, emotional, spiritual, and professional growth. The Residence Housing Association provides the structure for the governance of the residents on campus and is instrumental in planning and monitoring campus communications as well as special programming. The Apartment Manager and Community Assistants (CAs) assess and respond to the particular interests and needs of students living in the Meredith Apartments and select interesting, challenging, informative, and entertaining programs, speakers, and events.

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**We’re Here to Help**

Apartment tenants at Meredith College enjoy many opportunities while living on campus. Enjoyment of these opportunities depends upon personal involvement as well as personal commitment to the welfare and needs of students living together. Each tenant must take personal responsibility to abide by the rules and regulations, so the group as a whole can function effectively and benefit from the creative interaction of apartment community members.

The apartment staff provides a program of student services designed to enrich the quality of life for Meredith College students. Apartment residents have the opportunity to seek assistance from the Director of Residence Life, Apartment Manager, Apartment Community
assistants, and the Residence Housing Association.

**Director of Residence Life**  
Heidi LeCount  
1st Park Center 919-760-8633  
reslife@meredith.edu.

**Apartment Manager**  
Stephanie Webb  
1001 The Oaks 919-760-8506  
oaks@meredith.edu

**Administrative Assistant**  
Donna LaHaye  
1st Park Center 919-760-8633  
reslife@meredith.edu

**Community Assistants**  
Oaks community assistants are members of the apartment community. They are supervised by the Apartment Manager. Their primary responsibilities include:

- To be accessible to students living in the apartments for assistance and counsel.
- To assist with administrative tasks in the apartments.
- To host and encourage tenant participation in campus activities.
- To facilitate campus communication and connections with various offices on campus.
- To create a positive living/learning environment in the apartments that will enhance and facilitate maximum community interaction and encourage accelerated personal growth.

### 2014-2015 Community Assistants:

<table>
<thead>
<tr>
<th>Community Assistant</th>
<th>Apartment</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swannatha Smith</td>
<td>Oaks</td>
<td>(919) 760-2761</td>
</tr>
<tr>
<td>Taylor Dorsey</td>
<td>Oaks</td>
<td>(919) 760-2765</td>
</tr>
<tr>
<td>Ali Santiago</td>
<td>Oaks</td>
<td>(919) 760-2763</td>
</tr>
</tbody>
</table>

**Green Features**  
The College built the apartments in an environmentally-friendly manner and was awarded LEED Silver certification for the building. The Leadership in Energy and Environmental Design (LEED) Green Building Rating System™ is the nationally accepted benchmark for the design, construction and operation of high performance green buildings. The LEED certified building practices being used to construct the apartments translate to quality of life features such as superior air ventilation and water purification systems, and non-toxic paints and carpets.
Getting Involved in the Apartments

Residents Housing Association
Tenants are encouraged to become active and contributing members of the apartment community by helping their neighbors, joining the Residents Housing Association, attending building or floor meetings, supporting the Honor Code, and attending programs and activities.

One of the best ways apartment tenants can meet people and become active in their community is to join the Residents Housing Association. The Residents Housing Association will assist with the governance of the campus housing as well as plan social and educational program opportunities. The Residents Housing Association is a branch of the Student Government Association Executive Board.

Home Improvement

Apartments
Each apartment resident is provided a standard full-sized bed, 5-drawer dresser, desk, chair and closet in her bedroom. In the main living area shared by all apartment mates, there is a kitchen table and chairs, living room furniture, and a television stand. Appliances are also furnished in each apartment and include the following: washer and dryer, full-sized refrigerator, stove, microwave, and dishwasher.

Decorating an apartment can be a creative undertaking. The key to apartment decorating is learning to incorporate existing furniture with flexible items like area rugs or free-standing shelves. Posters and personal knick knacks can warm up a room. Just remember to keep it safe (no candles or possessions that are fire hazards—see Fire Emergency Procedures for complete fire hazard information) and keep it temporary (you’ll want to leave the room as you found it).

Tenants are not permitted to drill or use anchors in the walls, paint or otherwise deface or alter ceilings, floors, windows, cabinets, woodwork, furnishings, or any other part of the Apartment or make any alterations, additions, or improvements in or to the Premises without written authorization from the College. All alterations, additions, and improvements upon the Premises, made by either the College or Tenant, shall become the property of the College and shall remain upon and become a part of the Premises at the termination or expiration of the Agreement. Alterations such as painting walls or furniture may result in Tenant’s loss of the $200 Tenant Security Deposit and/or the imposition of substantial fines billed to Tenant’s College account.

Darts and dart boards are not allowed in the apartments. Residents are not permitted to plant gardens or flower beds. Residents shall not hang mops, rugs, and the like from windows or railings or place them outside the apartment. Tenants may use nails smaller than 1 inch in length, but excessive nail holes may result in repair costs. Tenants should not use nails in any door or kitchen cabinets.

Have fun and make it feel like home!

Common Spaces
The Meredith College apartments are a unique building that offers many common space areas for the residents living in the building.

On the first floor, there is a large common room that has moveable furniture and may accommodate large gatherings.

The second floor offers a large community room, small gathering locations with tables and chairs, and a conference room. Residents may reserve the large community room by contacting the Apartment Manager. The conference room can be reserved by signing up on the calendar located on the conference room door.

The third floor has a quiet seating area and a study room area that may be utilized for accomplishing class work.

Furniture should be returned to the original location after use. Common space furniture should not be removed from the common areas.

The back patio of the building is a tranquil escape for all apartment residents. The area is outfitted with Adirondack chairs, tables and chairs, two pond areas, a walkway, and a view of the wooded greenway area. Residents are not permitted to move extra tables and chairs to the patio.

Residents and their guests shall be considerate of others and the living/learning community while using these spaces.

Residents and/or their guests are prohibited from sleeping in any common spaces. Community space furniture cannot be used in individual apartment units.

**Apartment Mates**

**Apartment Mate Bill of Rights and Responsibilities**

- The right to read and study free from undue interference in one’s room and apartment (unreasonable noise and other distractions inhibit the exercise of this right).

- The right to sleep without undue disturbance from noise, guest(s) of an apartment mate, etc.

- The right to expect that an apartment mate will respect one’s personal belongings.

- The right to a clean environment in which to live.

- The right to free access to one’s room, apartment and facilities without pressure from an apartment mate.

- The right to personal privacy.

- The right to address grievances.

- The right to be free from fear of physical and/or emotional intimidation.

**Apartment Mate Agreements**

An Apartment Mate Agreement is an optional contract among the tenants living in an
apartment regarding certain features of community living including: guest visitation, guest behaviors, alcohol possession and consumption, cleanliness, study time, buying food and supplies for the apartment, and sharing of personal items. This agreement will ask that tenants be up front and honest about any concerns that will help the discussion process of figuring out what will work best in each shared space.

The Apartment Mate Agreement will be available throughout the academic year on the The Oaks Apartments web site, or you may ask the Apartment Manager for a copy.

**Apartment Procedures**

**Check-In Procedures** Each apartment tenant must secure a key that will give access to the apartment door and bedroom door. The tenant must also complete both an Apartment Condition Report and an Emergency Contact Information card upon check-in. *The $200 Security Deposit must be paid prior to obtaining keys.

**Check-Out Procedures**

Tenants will be responsible for scheduling a check-out appointment with the Apartment Manager. Check-out appointments must be scheduled and confirmed at least 24 hours in advance. Tenants will be responsible for following the guidelines outlined in The Oaks Check-out Cleaning Guide located on The Oaks Apartments web site.

**Tenant Duties Upon Termination**

Upon the termination of the Rental Agreement, whether by the College or tenant and whether for breach or otherwise, or upon the expiration of this Agreement, tenant shall:

- vacate the apartment, removing from there all tenant’s personal property of whatever nature; (include items both in the bedroom and common spaces)
- properly sweep, vacuum and clean the apartment, including plumbing fixtures, refrigerators, stoves and sinks, and remove all rubbish, trash, garbage and refuse;
- pay for such repairs and other acts that are necessary to return the apartment, and any appliances or fixtures furnished in connection therewith, in the same condition as when tenant took possession of the apartment; provided, however, tenant shall not be responsible for ordinary wear and tear;
- fasten and lock all doors and windows; and
- return to the College keys to the apartment and mailbox.

If tenant fails to sweep out and clean the apartment, appliances and fixtures as herein provided, tenant shall become liable, without notice or demand, to the College for a cleaning fee, in which fee will result in forfeiture of part or all of the Tenant Security Deposit. Upon vacating the apartment, the apartment will be inspected by the College (the “Inspection”). After the Inspection, tenant will be notified of any deductions to the Tenant Security Deposit. If tenant shall leave personal property on the premises after the termination or expiration of this Agreement, then such personal property shall be deemed abandoned 5 business days after tenant has vacated the apartment, and the College may thereafter remove such personal property from the apartment and donate it to any kind of charitable institution or organization without liability to tenant.
**Student Grievance Procedures Apartment Problems** A tenant who experiences an apartment problem during the academic year should discuss the problem with a member of the student staff or the Apartment Manager. If the problem cannot be resolved through discussion with the student staff or the Apartment Manager, the tenant may make an appointment with the Director of Residence Life for further consideration.

**Apartment Assignments** The College reserves the right to move a tenant to a different apartment at any time if a reassignment is deemed appropriate by the Apartment Manager, Director of Residence Life and/or the Dean of Students.

**Insurance Claims**
Because the College does not provide property insurance, tenants are encouraged to secure their own renter’s or personal property insurance. The College shall assume no responsibility, and the tenant or other party to the Rental Agreement shall, to the maximum extent permitted by law, release, indemnify, hold harmless and forever discharge the College and its agents and employees, for any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, theft, property damage or personal injury, including death, whether such losses occur in tenant’s room, the apartment, or elsewhere in or around the premises.

**Keys**
Tenants will be issued one key to the apartment that will access the main apartment door and the tenant’s bedroom door. Tenants will also be issued a separate mailbox key. Keys are the responsibility of each tenant and they are not to be duplicated or used by guests to access the apartments. Lost keys are to be reported immediately to the Office of Residence Life with a request for a lock change. Apartment and mailbox keys are property of the College and must be returned when Tenant moves out of the apartment. A charge will be assessed for a lock replacement and new key(s).

List of prices: $90 for 2 bedroom, $150 for 4 bedroom.

**Lock-outs**
Tenants should keep their doors locked and carry their keys at all times. When a tenant is locked out of the Apartment, tenant should contact the following people accordingly: Monday- Friday from 8 a.m. – 5 p.m.: A loaner key can be picked up from the Office of Residence Life, 1st floor Park Center. There is no charge for using the loaner key if it is returned within 60 minutes. If the key is not returned, the tenant will be charged for a lock change and new keys. Monday-Friday from 5 p.m. – 8 a.m., on weekends, and when the campus is closed: Contact Campus Police at 919-760-8888. A $10 fine may be charged each time a master key must be used to open a locked door and will be added to a tenant’s account. A tenant will be required to show her Meredith CamCard before the door will be unlocked. At the time of entry, tenant will need to locate and display her key. For repeat lock-outs a tenant can be charged a higher fine.

**Rental Agreement**
A tenant who lives on campus in the apartments signs a Rental Agreement for apartment-style housing for the upcoming year and pays a $200 security deposit that will be returned upon successful vacancy of the apartment. The Rental Agreement is for a 12-month period consisting of fall, spring, and summer terms. Tenants are responsible for meeting all terms of the Rental Agreement, and rent will be charged to the student’s Meredith account.
Please refer to the Rental Agreement document for further information.

**Responsibility for Damage** Tenants will be held responsible for damages to the apartment furniture, bedroom, living area and building and will be charged cleaning and damage fees where they have caused damages to their own room or other areas. If multiple tenants are responsible, the fees will be divided. Any tenant who steals or vandalizes is referred to the Honor Council.

**Withdrawing**
A student who is withdrawing from the College should make an appointment with the Dean of Students to complete a withdrawal form. A tenant not planning to return to Meredith College following the semester break must remove all belongings before leaving for break. A tenant who, during the semester break, decides not to return to Meredith College must remove all belongings prior to the date students return to campus.

If a student living in the apartments wishes to terminate her Rental Agreement, to become effective at the end of the Fall semester, she must submit the written request and documentary evidence to the Apartment Manager prior to November 1st to avoid the $500 late cancellation charge. (If a student wishes to terminate the lease prior to occupancy and will continue to be enrolled at Meredith, her $200 security deposit will be forfeited and $500 late termination fee may be applied (depending upon when the Apartment Manager is notified).

**Apartment Policies**

**Alcohol** North Carolina State law prohibits the use or possession of alcoholic beverages if you are under 21 years of age. The possession and/or consumption of alcoholic beverages by those of legal age on campus or in any College building is prohibited except in individual apartments. Tenants and guests are not permitted to consume alcoholic beverages in hallways and outside the building.

Tenants who choose to possess and consume alcohol are encouraged to do so responsibly and not in a manner that will disrupt the living community or one’s health.

Tenant shall recycle or dispose of all empty alcoholic beverage containers in a timely manner.

**Apartment Health and Safety Inspections**
The apartment staff will conduct inspections once a semester in each apartment and at other times as necessary. The inspection will include a check for health and safety hazards such as:

1. Electrical, heating, halogen lamps, and lava lamps.
2. Combustibles.
3. Housekeeping, health hazards, excessive and perishable trash.
4. Extension cords, non-surge protector power strips, and electrical adapters with multiple plugs.
5. Surge protector extension cords plugged in to one another.
6. Candles and incense.
7. Items hanging from or secured to the ceiling, sprinklers, or attached to the wall.
8. Electric holiday lights.
9. College-owned common area furniture.

Each violation of these policies will result in a $15 fine, Residence Hearings Committee action, or the total cost of reimbursement of the damaged item. A second violation of the same type will result in a $25 fine. Possession of candles will result in a $15 fine per candle.

Also see Security, Safety and Emergency Procedures for other fire safety regulations. The apartment staff may confiscate items found in violation of College policies.Inspectors entering a student’s room will leave a notification of the inspection. Violations are to be corrected within two working days. Fines issued for violations will be added to a student’s account. Follow-up inspections will be conducted to determine if corrective action has been taken. Failure to correct safety violations will result in disciplinary action, and item(s) will be confiscated.

Unauthorized access and/or use of empty bedrooms is prohibited and will result in a $100.00 fine for each room accessed or used.

**Alcohol and Drug Policy**

North Carolina State law prohibits the use or possession of alcoholic beverages for persons under 21 years of age. The possession and/or consumption of alcoholic beverages by those of legal age on campus or in any College building is prohibited except in individual apartments. Tenants who choose to possess and consume alcohol are encouraged to do so responsibly and not in a manner that will disrupt the living community or one’s health. Tenants shall recycle or dispose of all empty alcoholic beverage containers in a timely manner. See College Policies

**Apartment Regulations**

- Each room will be inspected by the apartment student staff before the tenant moves into the room. If a student’s apartment is changed during the year, the proper check-in/check-out procedure must be followed.

- Tenants may not be destructive of College property when decorating rooms. They may not paint furniture or rooms, or mar walls or doors with paint. (see Responsibility for Damage for more information).

- Tenants are permitted to have pets that permanently live in tanks/aquariums that do not exceed 10 gallons.

- One tank/aquarium is permitted per bedroom.

- Visiting pets must remain outside.
• Tenant will be responsible for any charges incurred from pet damages, cleaning or replacement of furniture/carpet.

• Ceiling fans are not permitted.

• Using any common space furniture or other college furnishings in an apartment is prohibited.

• Entry or exit through windows is prohibited, including moving items in through a window or having a guest announce his/her arrival by knocking on a window.

• Tenant’s dependents and spouses are not permitted to reside in the apartment.

• Each apartment is furnished. A student may bring in additional furniture; however, she must keep all College supplied furniture in the apartment.

• The College does not provide storage of apartment furniture.

• Each apartment includes a stove, microwave, refrigerator, dishwasher and washer and dryer.

• Tenant is not permitted to throw anything from a balcony such as keys, trash, etc.

• Tenants must meet with the Apartment Manager to discuss the possibility of a room change.

• Solicitation is not permitted within the apartment building including organization advertisements. Nothing should be placed under apartment doors.

• CamCards and keys are not to be used by guests to gain access to the building.

**Rental Agreement Turnover**

• The Rental Agreement may be assigned by tenant to an eligible current Meredith College undergraduate student under the terms and conditions set forth below and only after written approval by the College.

• The Rental Agreement may be assigned only under certain conditions which may include, but are not limited to:
  
  • Participation by the tenant in a study abroad program sponsored by the College or other approved study abroad experience;
  
  • Participation by the tenant in an internship, practicum or co-op experience that is not within a reasonable driving distance to campus (greater than 45 miles);
  
  • Participation by the tenant in another educational experience, approved by the Dean of Students, such that continued residence in the apartment would be unduly burdensome, unreasonable or cause undue hardship, as determined by the College.
  
  • An eligible student to whom the Rental Agreement is assigned (the “New Tenant”) must sign a Rental Agreement and shall assume full financial responsibility and all other tenant obligations for such term. The term of the assignment may only be for a
specific academic term, i.e., fall semester, spring semester or summer. Tenant’s right to renew the Agreement is not assignable and remains the sole right of the tenant.

- Only a student who is currently enrolled as an undergraduate at Meredith College and who has earned at least 60 credit hours or has been enrolled at Meredith College for at least four (4) semesters is eligible to become a New Tenant for the fall or spring semester.

- Current Meredith College undergraduate students who are rising sophomores, juniors or seniors and have been enrolled at Meredith in the previous spring semester and will be enrolled for the following fall semester are eligible to become a New Tenant for the summer term.

- Transfer students who meet the eligibility requirements as stated in their transfer application for admission are also eligible to become a New Tenant.

- Tenants who transfer or assign any portion of the Rental Agreement will not have access to the apartment or tenant’s room during the period of time the agreement is assigned to the New Tenant.

- Tenants who wish to assign any portion of the Rental Agreement are required to obtain advance consent from and meet with the Apartment Manager to complete the process.

- An eligible student may be assigned to an open space within an apartment at any time throughout the year.

**Baby Sitting Policy**
Baby sitting is not permitted on campus regardless of the age of the child. The apartments are not an appropriate community for young children, especially infants, and includes children in the MAP program and the Ellen Brewer House.

**Bicycle Policy**
Bicycles are to be registered with the Campus Police. There is no charge for this service. Bicycles are to be stored in the bike racks outside of the apartments unless they can be disassembled and stored in the tenant’s apartment in such a way as not to create a fire hazard or infringe on an apartment mates’ space. Bicycles found anywhere other than in the bike rack or in the tenant’s apartment will be impounded by Campus Police to be returned to the tenant at the end of the semester. The penalty for violation of this policy is a $15 fine.

**Fire Safety Rules**

- HVAC closets cannot be used to store items and access to this space will result in a $50 fine.

- Tampering with fire safety equipment including smoke detectors and sprinklers is prohibited and will result in a $50 fine and/or disciplinary action.

- Tenant shall not hang items from sprinkler pipes or sprinkler heads.
• Maximum occupancy for an individual apartment is up to 4 guests per resident (a total of 20 people are permitted in a 4-bedroom apartment and 10 people are permitted in a 2-bedroom apartment).

• In the event of a fire alarm sounding in the apartments or premises, tenants and their guests are required to evacuate the premises. Individuals should gather in grass locations past the parking lot areas on the front and sides of the apartment building.

• Candles, incense, oil warmers, or any open flames are prohibited in the apartments. No flammable chemicals are to be kept in the apartments.

• Electric holiday lights or decorative string lights (with the exception of battery-operated lights) may not be used anywhere in the apartments. All decorations must be nonflammable or treated with fire retardant chemicals.

• Fresh holiday trees are not permitted.

• Metal trash cans are recommended.

• All hallways and exit ways are to be kept clear of obstructions with complete access to be available at all times. Tenants who leave items in the hall may be fined. “Welcome mats” outside the apartment are prohibited.

• All individuals must exit the building immediately when fire drills are conducted.

• Smoking in the apartments is prohibited. Smoking is permitted 30 feet away from the building, according to the campus policy and electric cigarettes should be disposed of properly. Smoking is not permitted in the patio area or balconies.

• No tissue paper or other flammable materials may be placed on walls or doors.

• Posters and notices cannot be placed on exit doors, stairwell doors or walls.

• Draperies must be made of fire resistant material.

• Tenants are not permitted to hang or affix any items to the ceiling.

• All types of extension cords are prohibited in the apartments. Only UL-approved surge-protector power strips with circuit breakers may be used. No electrical adapters of any kind may be used in the apartments. All power strips need to be plugged into the wall. A power strip cannot be plugged into another power strip.

• Electrical appliances of any kind (i.e., hair dryer, curling iron, curlers) must be Underwriters’ Laboratories (UL) approved. Tenants are expected to use all appliances with utmost safety, and turn off appliances after use.

• Halogen and lava lamps of any kind are not allowed in the apartments.

• Use of gas or charcoal grills on premises is not permitted.

• Each door is equipped with an automatic door closure for fire safety. These closures are not to be tampered with at any time. Dismantling the closure is tampering with fire
equipment and will result in a $50 fine.

Each violation of these rules will result in a $15 fine. A second violation of the same type will result in a $25 fine.

Each fire safety violation for candles will result in a $15.00 fine.

A fire safety violation for unattended lit candles will result in a $50.00 fine.

**Guests**

A “guest” is defined as any person (including a current student) who has not signed a Rental Agreement for The Oaks. Overnight guests are permitted to stay up to three consecutive nights in any seven-day period. Seven days must pass before the same guest can stay again.

Tenants who host guests for longer than the permitted period will be referred to the Residence Hearings Committee.

Tenant is responsible for her guest’s behavior. If a guest is disruptive to the living community, he/she may be asked to leave the premises.

Tenant must complete an Extended Stay form for any guest wanting to stay more than three consecutive nights, and tenant must turn the form in to apartment staff in advance of the guest’s stay. Tenants are responsible for the behavior of their guests. Guests are not permitted to use keys or CamCards to gain access to the building.

**Health Center**

Tenants who wish to use the services of the Carroll Health Center are responsible for paying the Health Center fee. This fee is not included in the apartment rent. Information about the Health Center fee may be found on the Health Center web site: [http://www.meredith.edu/on_campus_services/health_services](http://www.meredith.edu/on_campus_services/health_services).

**Honor Council**

The Honor System is a long-cherished tradition and a basis for all life at Meredith. It is essential that each student commit herself to abide by and uphold Meredith’s Honor Code and system of self-government. A student violating College policies included in the Apartment Guide to Community Living or the Meredith College Student Handbook will be obligated to report herself. Cases may be heard by the Residents Hearings Committee or the Honor Council. See detailed information about the Honor Council on the Honor System page. Ignorance of a rule or regulation shall not be accepted as a defense by the Honor Council.

**Married Tenants**

Married tenants who meet the College residence requirements may live in the Meredith apartments under the following conditions:

- No dependents or spouse of a tenant may reside in the apartments.
- On-campus housing for a married tenant must be approved by the Director of Residence Life.
- All student government regulations apply to married tenants according to their academic classification.

- All apartment policies and regulations apply to married students.

**Meal Plan**
Tenants are not required to purchase a campus meal plan. Meal plans options, including Dining Dollars, are available to tenants through Campus Dining: www.meredith.edu/student-life/dining.htm

**Miscellaneous Apartment Safety Prohibitions**
Apartment Tenants should refer to the Security, Safety and Emergency Procedures section of the Meredith College Student Handbook for more complete information.

- Use of sporting equipment such as skates, skateboards, roller blades or other similar items within the apartments is prohibited.

- Running in hallways is prohibited.

- Tenants and guests are not permitted to bring animals into the apartments unless necessary for an individual requiring the assistance of service animals.

- Sleeping in any common area is prohibited.

- Climbing on any campus roof or ledge is prohibited.

- Throwing any item(s) off of or up to a balcony or window is prohibited.

Violation of any of these policies will result in a $15 fine.

**Noise**
Individuals shall use discretion where and when noise is concerned both in and around the premises. Courtesy hours are always in effect, and both tenants and guests shall be considerate of others’ rights to study and sleep, especially between the hours of 10:00 p.m. and 10:00 a.m. daily. Excessive noise or large parties are not acceptable. Tenants in violation of courtesy and quiet hours may be fined $15 for the first offense and $25 for the second offense.

**Parking**
Tenant must have a parking decal in order to park on the premises. An apartment parking decal may be obtained through Campus Police. The cost will be $200.00. The parking decal should be displayed at all times while the vehicle is parked on campus. Apartment residents will display the decal in the top corner of their front windshield on the driver’s side. The permit is only for the parking areas adjacent to the apartments.

Guest parking is for individuals living off campus. Current students living in the residence halls may be ticketed if found in the apartment parking areas for tenants and guests.

**Rent Payments**
Tenants shall pay rent to the Accounting Office, located on the first floor of Johnson Hall or through the student's electronic bill. Rent must be paid in full according to the due dates.
provided on the billing statement. There will be three billing cycles: Fall, Spring, and Summer.

**Residence Requirements**
Only undergraduate female students of Meredith College who are currently enrolled full-time and have earned at least 60 credit hours or have been enrolled at Meredith College for at least four (4) semesters shall be permitted to lease an apartment on the premises. Exceptions must be approved by the Dean of Students. Dropping to part-time status does not automatically terminate the Rental Agreement. Undergraduate Transfer and adult students are eligible to reside in The Oaks if they have graduated from high school at least two years prior to moving in.

**Right of Entry**
Meredith College reserves the right to enter the apartment or grant others permission to enter the apartment on its behalf, at reasonable hours and in a manner without notice for the following reasons: to respond to an emergency, to make needed repairs, to perform maintenance, to conduct health and safety inspections and as necessary to maintain Meredith College rules and regulations.

Meredith College also may conduct a search of a vehicle should suspicion be presented.

**Smoking Policy**
All apartments at Meredith College are a smoke-free environment including balconies. Individuals who smoke must do so outside in designated areas, which is a distance of 30 feet from the building. If an individual is found to be smoking inside, the action will result in the tenant being referred to the Residence Hearings Committee for disciplinary action. See College Policies, for more information on the smoking policy. Tenants are responsible for the behavior of their guests.

**Tenant Duties Upon Termination**
Upon the termination of the Rental Agreement, whether by the College or tenant and whether for breach or otherwise, or upon the expiration of this Agreement, tenant shall:

- vacate the apartment, removing from there all tenant’s personal property of whatever nature;
- properly sweep and clean the apartment, including plumbing fixtures, refrigerators, stoves and sinks, and remove all rubbish, trash, garbage and refuse;
- pay for such repairs and other acts that are necessary to return the apartment, and any appliances or fixtures furnished in connection therewith, in the same condition as when tenant took possession of the apartment; provided, however, tenant shall not be responsible for ordinary wear and tear;
- fasten and lock all doors and windows; and
- return to the College all keys to the apartment.
- complete facilities requests for any items in the apartments needed repair.

If tenant fails to sweep out and clean the apartment, appliances and fixtures as herein provided, tenant shall become liable, without notice or demand, to the College for a cleaning fee, in which fee will result in forfeiture of part or all of the Tenant Security Deposit.
Upon vacating the apartment, the apartment will be inspected by the College (the “Inspection”). Tenant may be present for the Inspection if desired. After the Inspection, tenant will be notified of any deductions to the Tenant Security Deposit. If tenant shall leave personal property on the premises after the termination or expiration of this Agreement, then such personal property shall be deemed abandoned 5 business days after tenant has vacated the apartment, and the College may thereafter remove such personal property from the apartment and donate it to any kind of charitable institution or organization without liability to tenant.

**Tenant Obligations**

Tenant shall:

- only use the apartment as a residence;
- use all electrical, plumbing, sanitary, heating, ventilating, air conditioning, and other facilities and appliances, if any, furnished as a part of the apartment in a proper and reasonable manner;
- clean tenant’s room, bathrooms and common living spaces within the apartment;
- not deliberately or negligently destroy, deface, damage or remove any part of the premises (including all furnishings, appliances and fixtures) or permit any guest or agent to do so; be responsible for and liable to the College for all damage to, defacement of, or removal of property from the apartment whatever the cause, except such damage, defacement or removal caused by ordinary wear and tear;
- promptly notify Facilities Services of any damaged, broken or malfunctioning appliance or portion of the apartment;
- conduct herself and require all of her guests or agents on the premises to conduct themselves in a reasonable manner and so as not to disturb other tenant’s peaceful enjoyment of the premises;
- not abandon or vacate the apartment prior to the Expiration Date; and be liable to the College for any repairs necessitated by tenant’s intentional or negligent misuse of the premises.

**Theft of Personal Property**

Students living in the apartment who experience a theft or loss of personal property should alert Campus Police as soon as possible. Meredith College is not responsible for the personal property of students. Families are encouraged to make sure that homeowner’s insurance policies cover the student’s property in the apartment or consider purchasing renter’s insurance. If a student has evidence that another student is responsible for the theft, the student should alert the Campus Police and the solicitor general of the Honor Council. Campus Police can be reached by calling 919-760-8888.

**Trash and Recycling**

Tenants shall remove their own trash and recycling. Trash should be disposed of in a clean and safe manner. Containers for trash and recycling are located outside of the premises, and are emptied regularly. Trash should not be left in the hallways or common spaces, even for a short period of time. Trash bags area to be placed inside the dumpster and not left on
Facilities & Services

Appliances
Each apartment is furnished with the following appliances: washer and dryer, full-sized refrigerator, stove, microwave, and dishwasher. Safety precautions should be observed at all times, and residents are responsible for cleaning their appliances after using them. Food being cooked should not be left unattended. Washers and dryers should not be used to wash and dry shoes, bedspreads or rugs. Washers and dryers are to be used by tenants only. If a machine malfunctions, Facilities Services should be called at 919-760-8560.

Maintenance Requests
Requests for maintenance, housekeeping, and grounds-keeping may be made to the Facilities Services office, 919-760-8560, or by completing a work order form on the Meredith College Facilities Service web site:

http://www.meredith.edu/on_campus_services/facilities_services/service_requests

Students shall notify Facilities Services of the malfunctioning of any equipment or appliances or potential damage to the premises.

Tenants should contact Campus Security immediately if there might be potential damage to the apartment because of malfunctioning appliances or equipment.

Postal Delivery and Services

Each apartment is assigned a mailbox that corresponds to the apartment assignment. These mailboxes will be located in the apartment mailroom which is adjacent to the first floor foyer area. The number will change if a tenant moves to an alternative location on campus. Apartment mates gain access to the joint mailbox with the mailbox key issued at check-in. Mail will be delivered to the apartment mailboxes Monday through Saturday, except during student holidays. Tenants who receive packages by U.S. Mail or United Parcel Service (UPS) will receive package slips telling them to go to the Willie J. King Postal Center window to pick up their packages. Tenants are required to bring their CamCards in order to receive packages. Only the Tenant to whom the package is addressed may pick up the package. If an apartment resident has outgoing mail, she may place it in the outgoing mail slot in the apartments, and it will be picked up when the mail is delivered to the apartments each day. In addition, there is a final outgoing mail pickup at 5:00 p.m., Monday through Friday, in the Cate Center.

The Willie J. King Postal Center is located on the first floor of Cate Center. Although the mail room is not an official U.S. Post Office, stamps are available for purchase, and packages that do not require special handling will be accepted. These services are available between the hours of 8 a.m. and 4:30 p.m., Monday through Friday, while classes are in session. Outgoing mail that requires special handling may be taken to the Method Road branch of U.S. Post Office, which is located within walking distance of the campus.

The following example shows the proper format for Tenant’s mailing address: Name, Meredith College Apartment ####, 3800 Hillsborough Street Raleigh, NC 27607-5298
Students are responsible for mailbox keys and a lost mailbox key will result in a $25 replacement fee.

Storage
Storage is not available in the apartments. Student’s belongings should be kept inside the apartment. If additional storage is needed, there are private commercial storage facilities available nearby.

Technology Services
A campus-wide network provides e-mail and Internet access. All apartments have wireless technology for access to the campus network. For information concerning apartment hook-up to the campus network, contact Technology Services at 919-760-2323.

Cable Services
Meredith College provides cable television to each residential college room and to The Oaks. Students should come to campus with HD/digital-ready televisions (720p or any variety of 1080i) to receive all the available campus television channels. If you do not have a HD/digital-ready TV, you may only receive up to 30 of the more than 120 channels available on campus. Students who have older TVs or who will need to purchase a set top box for television reception should call the Cable Administrator for advice at 919-760-2346.