

## HOUSING RULES AND REGULATIONS

**KEYS:** YOU WILL BE ISSUED A KEY THAT WILL OPEN THE DOOR INTO THE LOBBY AS WELL AS YOUR ROOM. THE LOBBY DOOR IS THE ONLY WAY IN AND OUT OF THE BUILDING. ALL OTHER DOORS ARE EMERGENCY EXITS ONLY. ALARMS WILL SOUND IF EMERGENCY EXITS ARE OPENED.

**VISITORS:** ALL VISITORS ENTERING THE BUILDING MUST SIGN IN AND OUT AT THE FRONT DESK. NO EXCEPTIONS. ALL VISITORS MUST BE AT LEAST 18 YEARS OF AGE. ANYONE UNDER 18 YEARS OLD MUST BE ACCOMPANIED BY A PARENT OR GUARDIAN. THEY MUST BE PREPARED TO SHOW A PICTURE I.D. FOR PROOF OF AGE. VISITORS ARE ALLOWED TO ENTER THE BUILDING AT 8:00 AM AND MUST BE OFF THE PROPERTY BY 11 PM. THEY CAN ONLY SIGN IN UP TO 11:00 PM. YOU ARE RESPONSIBLE FOR YOUR VISITORS BEHAVIOR WHILE ON THE PREMISES. MAKE SURE THEY SIGN OUT WHEN THEY LEAVE.

**FIRE CODE:** YOU ARE ONLY ALLOWED TO HAVE 4 PEOPLE, INCLUDING YOU AND YOUR ROOMMATE IN YOUR ROOM AT ANY GIVEN TIME.

**FIRE ALARMS:** FIRE ALARMS WILL SOUND IF THERE IS SMOKE OR FIRE IN THE BUILDING. PLEASE EXIT THE BUILDING CALMLY AND SAFELY.

FOR YOUR SAFETY, CANDLES AND INCENSE ARE NOT ALLOWED IN THE BUILDING.

**SECURITY:** OUR LOBBIES, HALLWAYS, AND GROUNDS ARE MONITORED AND RECORDED BY CLOSED CIRCUIT T.V.

**ALCOHOL:** **THE LEGAL AGE TO PURCHASE ALCOHOL IN TENNESSEE IS 21 YEARS OF AGE.** ALCOHOLIC BEVERAGES ARE ALLOWED ONLY IN YOUR ROOM! WE DO NOT ALLOW ANYONE TO HAVE OPEN ALCOHOLIC BEVERAGES IN THE LOBBIES, HALLWAYS, KITCHEN, LAUNDRY OR OUTSIDE THE BUILDING. FAILURE TO COMPLY COULD RESULT IN EVICTION.

**DRUGS:** **NON -PRESCRIBED DRUGS ARE STRICTLY PROHIBITED! IF YOU ARE CAUGHT WITH ILLEGAL DRUGS OR DRUG PARAPHENALIA ON OBER HOUSING PROPERTY, YOU WILL BE EVICTED.**

**DRESS CODE:** SHOES AND SHIRTS ARE REQUIRED AT ALL TIMES IF YOU ARE OUTSIDE OF YOUR ROOM.

**CLEANING:** YOUR ROOM IS TO BE KEPT CLEAN AND FREE OF TRASH AT ALL TIMES. WE DO HAVE ROOM INSPECTIONS ONCE PER MONTH OR AT OUR DISCRETION. WE SUPPLY EVERYTHING YOU NEED TO CLEAN YOUR ROOM AT NO CHARGE. CLEANING SUPPLIES ARE AVAILABLE AT THE FRONT DESK DURING OFFICE HOURS.

**LAUNDRY:** OUR LAUNDRY IS LOCATED ON THE FIRST FLOOR AT THE END OF THE HALLWAY ON THE RIGHT SIDE. THE LAUNDRY IS OPEN 24 HOURS PER DAY.

**KITCHEN:** OUR KITCHEN IS OPEN FROM 8 AM UNTIL 10:00 PM. YOU MUST BE OUT OF THE KITCHEN BY 10:00 PM EACH NIGHT. WHEN YOU USE THE KITCHEN WE EXPECT YOU TO CLEAN UP AFTER YOURSELF AND MAKE IT READY FOR THE NEXT PERSON TO USE. THIS INCLUDES CLEANING OFF THE STOVES, TABLES AND COUNTERS. WASH, DRY AND PUT DISHES BACK IN CABINET WHEN YOU ARE FINISHED. KITCHEN RULES ARE STRICTLY ENFORCED.

TRASH: TRASH DUMPSTERS FOR YOUR TRASH ARE LOCATED OUTSIDE IN THE PARKING LOT IN FRONT OF THE BUILDING.

PARTIES: PARTIES ARE NOT ALLOWED ON HOUSING PROPERTY. WE DO NOT HAVE THE FACILITIES TO ACCOMMODATE PARTIES.

WINDOWS: DO NOT PLACE ANYTHING OUTSIDE YOUR WINDOW ON THE AIR CONDITIONING UNITS AT ANY TIME. ANYONE CAUGHT GOING IN AND OUT OF THEIR WINDOWS WILL BE EVICTED.

COFFEE: COMPLIMENTARY COFFEE IS AVAILABLE FOR OUR RESIDENTS DURING MORNING HOURS. SUGAR, CREAMER, AND CUPS ARE FOR COFFEE ONLY.

QUIET TIME: QUIET TIME BEGINS AT 11:00 PM AND LASTS UNTIL 8:00 AM. YOU ARE NOT ALLOWED TO SIT IN THE LOBBY OR OUTSIDE THE BUILDING DURING THESE HOURS. PLEASE BE AS COURTEOUS TO OTHERS BY BEING AS QUIET AS POSSIBLE DURING QUIET TIME.

PLEASE CLOSE YOUR DOORS QUIETLY WHEN GOING IN AND OUT.

AFTER HOURS EMERGENCIES: MANAGERS LIVE ONSITE. PLEASE INFORM MANAGERS OF REAL EMERGENCIES AFTER OFFICE HOURS.

WE DO NOT CONSIDER THE FOLLOWING SITUATIONS EMERGENCIES:

- CHANGE FOR LAUNDRY
- CLEANING SUPPLIES

THESE ITEMS ARE AVAILABLE TO YOU DURING OFFICE HOURS. PLEASE MAKE SURE YOU ARE RESPONSIBLE ENOUGH TO SEE YOU HAVE WHAT YOU NEED DURING OFFICE HOURS.

CHECK OUT: WHEN YOU ARE READY TO CHECK OUT OF HOUSING, YOU WILL BE ASKED TO WASH AND DRY YOUR SHEETS AND TOWELS THAT WERE ISSUED TO YOU UPON ARRIVAL. PLEASE RETURN YOUR SHEETS AND TOWELS TO THE FRONT DESK. YOU WILL ALSO BE ASKED TO CLEAN YOUR ROOM, LEAVING IT AS IT WAS WHEN YOU FIRST MOVED IN. YOUR ROOM WILL BE INSPECTED. PROVIDING THERE ARE NO ITEMS MISSING OR DAMAGED AND THE ABOVE HAS BEEN COMPLETED DEPOSITS WILL BE AUTHORIZED FOR RELEASE. IF THERE ARE CHARGES AGAINST YOU FOR DAMAGES, MISSING ITEMS, CLEANING AND ANY UNPAID RENT, THIS WILL BE TAKEN OUT OF YOUR DEPOSIT BEFORE IT IS RETURNED TO YOU.