



# Alumni Village

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### Abandoned Property

Abandoned Property will be disposed in accordance with Section 705.018 Florida Statutes. All personal belongings should be removed from the apartment by resident prior to checkout. Any items, regardless of value, left in apartments when occupancy is terminated will be considered abandoned property. Items abandoned by residents at the time of checkout will be stored for 30 days. Residents will be sent written notification advising them of the property left, the deadline of the 30 days and how to claim their property. Items not claimed by the end of the 30 day period will be sent to Surplus Property for auction or to the city landfill for disposal. Paper products, cleaning supplies, food items or any other paper products will not be stored. Only the leaseholder may claim abandoned property. Personal property sold to other residents must be transacted before final checkout. **Residents will be charged a minimum of \$13.43 per hour labor, per staff member to pack, tag and remove the items from the apartment, either for disposal or to a storage area.** Florida State University and Alumni Village are not responsible for the damage or loss of any items left in apartments beyond the checkout date.

### Abandoned Vehicles

Abandoned Vehicles will be subject to Florida State University Parking and Traffic regulations rule no: 6c2-2.009 which states *vehicles....abandoned on campus, deemed as a safety hazard by FSU public safety or environmental health and safety, or failing to display a current and valid permit or decal shall be towed away and placed in commercial or university storage. Towing and storage charges, and any appropriate university fines, will be borne by the vehicle owner and must be paid before the vehicle will be released.*

### After Hours Emergency Maintenance Problems

After hours emergency maintenance problems (i.e. flooding, inoperable plumbing, gas leaks etc.) may be requested by calling the on call Resident Manager at 443-7045. Please wait until the next working day to report routine maintenance problems such as leaky faucets, running toilets, etc.

### Air Conditioners

All apartments in the Alumni Village are equipped with University owned air conditioning units. Air Conditioners are maintained by the Alumni Village maintenance office. Under no circumstances should residents attempt to repair or tamper with the air conditioning units. Additional air conditioning units may not be used or installed in windows or sliding glass doors. University-owned air conditioners cannot be moved to accommodate individual financial considerations or other individual preferences.

### Apartment Cleaning

For many people cleaning house is a real chore. Consequently, "The Chore" is put off until it becomes overwhelming. The following chart is one way of organizing house cleaning tasks so they stay manageable. There are rewards other than just getting it done – it also helps eliminate any health or pest problems (especially roaches) and will possibly save you time and money at checkout.

#### Useful Cleaning Supply List

- Ammonia: Electric stoves
- Baking Soda: Refrigerators, stovetops
- Toilet Bowl Cleaner
- Liquid Bleach (Clorox): Mildew, NO FLOORS
- Dawn Dish Detergent: Walls, floors, etc.
- Comet Powdered Cleaner: Tubs, etc.
- Oven Cleaner
- Mean-Green Multipurpose Cleaner
- Greased-Lightning: Greasy stovetops, walls
- Windex /Glass Cleaner: Crayon marks
- Soft-Scrub Cleaner (gel)

#### Useful Cleaning Schedule

##### Daily

##### 1. Kitchen

- ☐ Dispose of trash
- ☐ Wash and dry dishes
- ☐ Wipe table, countertops, and stove
- ☐ Sweep and wipe up any spills



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### 2. Bathroom

- ☐ Wipe sink and mirror
- ☐ Dispose of trash
- ☐ Put clothing and other items away

### 3. Throughout Apartment

- ☐ Sweep and straighten up rooms

### Weekly

#### 1. Kitchen

- ☐ Thoroughly clean stove and oven (especially grease build-up.)
- ☐ Clean outside of refrigerator
- ☐ Wipe up spills inside refrigerator and dispose of spoiled food.
- ☐ Wipe down cabinets
- ☐ Sweep and mop floor
- ☐ Clean screen

#### 2. Bathroom

- ☐ Scrub tub and sink
- ☐ Clean mirror
- ☐ Disinfect toilet
- ☐ Mop floor

#### 3. Throughout apartment

- ☐ Dust
- ☐ Sweep floors
- ☐ Mop floors
- ☐ Wipe smudges from the walls

### Occasionally

#### 1. Kitchen

- ☐ Wash inside of refrigerator and freezer
- ☐ Clean out cabinets and drawers

#### 2. Bathroom

- ☐ Wash rugs and shower curtain
- ☐ Clean out medicine cabinet

#### 3. Throughout apartment

- ☐ Wash windows
- ☐ Clean light fixtures
- ☐ Clean out closets

### Appliances

Appliances (i.e. stove and refrigerator) are provided in each apartment. Instructions for the use and care of your appliances (stove, refrigerator) are included below. If you need additional information, call the Alumni Village Main Office. Corrosive stove cleaners should not be used. They damage stove equipment. Because of the fire hazard, **aluminum foil should never be used anywhere on the stove to line burner pans, rings, or oven.** Under no circumstances should you attempt to adjust internal mechanisms of your appliances. Individually owned washers, dryers, garbage disposals, dishwashers, refrigerators or freezers are not allowed in apartment units.

### Appliance Care

#### Gas and Electric Ranges

#### Care of Porcelain Enamel Surfaces

The enamel on the range is a form of glass, fused on metal, but unlike ordinary glassware it is subjected to greater heat and stains from food spilled and splattered on it. Reasonable care will keep porcelain enamel looking new; but once its luster has been dulled it cannot be restored.

- After use each day, it is advisable to wipe off the enamel of the range top with cloth while the range is still warm but NOT HOT. If further cleaning is necessary, wait until the range is cool.
- Use only mild, light soap.
- Wash, rinse and dry as you would a dish.



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- If you have any difficulty in operating your range contact the office.

### How to clean top burners

- Wipe burners with a damp cloth after every meal or at least once a day.
- Frequently wash burner tray and top grates.

### How to clean broiler

- Remove broiling pan from compartment as soon as food has been cooked.
- When cool, wash as you would any cooking utensils.
- Wash sides of broiling compartment frequently with soap and water.

### How to clean oven

- If boil-overs occur during baking, allow oven to cool before cleaning. Use a good cleaner and scouring pad. Then wash with soap and water.
- Wash sides, bottom, door and racks of oven with soap and water frequently.
- The use of low and moderate temperatures in roasting meat reduces spattering of grease and minimizes oven cleaning.

### Refrigerators

- Clean the refrigerator with a solution of water and baking soda.
- Do not use abrasive cleaners.
- All refrigerators are frost free.

### Sink, tub and toilet

It is of primary importance that the sink, tub, and toilet be cleaned regularly in order to prevent accumulation of yellow rings. Soap or high-quality non-gritty powders are the only cleansing agents which should be used. Under no circumstances are gritty powders or acids to be used. The tile wall around the bathtub or shower should be washed frequently to prevent the build up of film and mold.

Garbage, coffee grounds, grease, hair and other refuse will clog a sink, just as rags, sanitary products, newspapers and empty cigarette packages will clog a toilet bowl. Garbage must not be put in the toilet bowl, because it will cause stoppage of sewer lines under the buildings and sewage water to back up throughout the building.

### Floor Care

- Particular attention must be given to the maintenance of the floors. They should be washed frequently with mild soapsuds, rinsed, and wiped dry. Wax of the proper type for the maintenance of floors is provided in the Maintenance Office.
- Care must be exercised in the application of wax. Too frequent use will build up a dirty yellow film of wax especially along the edges and in corners of the room where traffic does not keep it worn down. It is better to apply wax in thin coats to the most-used paths as often as it is needed, and only very occasionally in corners and along edges. Under this method of application, buffing the entire floor will give all of it the same appearance.
- Oil and grease dropped on the floor should be wiped up immediately since they damage tile.

### Bicycles

Bicycles may be locked only to rails provided under the stairwells in Area I. In Areas II and III, bicycles may be locked only to eyelets on concrete slabs at the end of the building or bars attached to the end of the building. Bicycles may not be chained to clotheslines. Bicycles may not be chained to stair rails in Area I by order of the fire marshal. Bicycles may be engraved and registered with the FSU Department of Public Safety to aid in recovery if lost or stolen.

### Bounce Houses (see [“Inflatables”](#))

### Breezeway lights

Breezeway lights in Area I are controlled by a photo cell. Report any malfunctioning of the lights to the Alumni Village Maintenance Office.

### Brick walls

Brick walls in selected apartments may not be utilized to hang room decorations.



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### Bulletin boards

Bulletin boards in all the laundry rooms are available for advertising items for sale, services, etc. Please date all notices and remove those outdated. The boards at the front entrance or at the end of Herlong Drive are not available for resident use.

### Bus Routes

The City of Tallahassee offers city wide bus transportation. FSU, FAMU and TCC students ride free of charge with their student IDs. Please review their website for routes serving Alumni Village. All rides are FREE with a valid FSU ID. *It is strongly recommended that residents ride the bus at least once before classes start, so they are familiar with the route and its stops.* Additional information can be obtained by calling 850-891-5200 or at <http://www.talgov.com/starmetro/index.cfm>

### Cabinets and Countertops

Cabinets and Countertops can be damaged by draining dishes directly on the surface. To avoid charges for damages use a drain board that drains directly into sink or a dish rack that is made for use inside the sink.

### Cable

Television cable hookup may be purchased through the Local Cablevision company at residential rates. Access to cable hookup is provided in each apartment; therefore, no additional holes may be drilled to accommodate individual location preferences. Cable may not be installed in upstairs areas of apartments.

### Candles

Candles may not be used in the Alumni Village.

### Car Maintenance

Car Maintenance, including the removal or changing of vehicular fluids, is not allowed in Alumni Village.

### Checking out (also see "[Vacating Procedures](#)")

Checking out of Alumni Village apartments requires residents to file an Intent-to-Vacate form thirty days before they plan to leave their apartments. Copies of procedures to be followed in the cleaning and final check-out are available in the Alumni Village Main Office as well as in the exit packet and check-in packet. Checkouts are not done on Saturdays and Sundays. A minimum of 24 hours notice is required to reschedule a checkout appointment. There will be a \$10.00 charge for **each** rescheduled checkout appointment requested with less than 24 hour's notice. Rent continues until the apartment key(s) are returned. The resident is responsible for contacting the Alumni Village Main Office during regular office hours to check on the status of the checkout if not present during the final inspection. **Failure to file an intent to vacate upon graduation or withdrawal, or staying beyond the intent date may result in a \$25.00 administrative fee.** Residents who are not able to follow the normal check out procedures (i.e. be present at the checkout appointment to turn in the apartment key(s)), may elect the option of an express checkout. To do an express checkout the resident must (1) sign an express checkout form which waives the opportunity to be present at the checkout appointment and (2) drop apartment key(s) in the mail drop box at 157 Herlong Drive, Apt. #1. If the resident has any question about the condition of the apartment following checkout, the normal checkout procedure is recommended.

### Children

Children must be supervised at all times including while using any public areas, playgrounds, parks, and breezeways.

### Clotheslines

Clotheslines are provided near apartment buildings, but are not to be used for hanging large rugs or other heavy items. Hanging clothing in the breezeways or draping it on shrubbery or fencing is not permitted. Clotheslines are available on a first come, first serve basis and may be used by any Village resident.

### Cohabitation

Per Florida Law unmarried couples are prohibited from living together. As a state institution University Housing must follow this law, therefore coed roommates, common law spouses, etc are prohibited.

### Disputes

Disputes among household members and/or neighbors that are not resolved between the conflicting parties themselves or with the help of staff, will be resolved through administrative action. This action could require one or both conflicting parties to move within Alumni Village or vacate entirely. A three-step procedure is followed when a dispute is reported. First, the conflicting parties are asked to make sincere efforts to work out the conflict between themselves. If the efforts are unsuccessful, the community aide will assist the parties in coming to a



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resolution. If no resolution is reached and if there continues to be conflict, the matter is then referred for administrative action.

### **Drapes**

Drapes are provided by the University only in apartments with sliding glass doors. Venetian blinds/Mini Blinds are provided in all other windows. Some apartments in Area I have attachments for curtains, drapery rods or combinations. These are standard attachments, and residents must furnish their own rods to fit. The installed attachments are not to be removed. Residents are responsible for any damage beyond the normal wear and tear expected for any window treatments.

### **Drugs**

No illegal drugs or drug paraphernalia are permitted in the Alumni Village.

### **Electrical outlets or plugs**

Electrical outlets or plugs may not be in anyway adjusted, rewired, or tampered with. The use of multiple plugs is a safety hazard and is not permitted.

### **Eligibility**

Eligibility Requirements for residence in Alumni Village require an individual to be a fee paying, degree-seeking student at Florida State University, registered for classes and making reasonable progress toward obtaining a degree AND one of the following:

- Graduate student
- At least 23 years old as an undergraduate
- Married
- Have children

Only immediate family members of the registered student are eligible for occupancy. After completing graduation requirements or withdrawing from the University, a resident is no longer eligible to reside in University Housing and must vacate the apartment by the first business day following the last day of final examinations or the first business day following withdrawal. Exceptions to this policy cannot be granted. Resident who are leaving are required to file an intent to vacate form at least thirty days prior to graduation or withdrawal.

### **Fans**

Ceiling Fans are allowed to be installed in the apartment with the exception of bathrooms and in any room with wooden beams or concrete slabs on the ceilings. The maintenance department can install the fan for a \$30.00 installation fee. Maintenance must **FIRST** approve installation for safety standards. The fan must be completely assembled before placing a work order for installation. The maintenance department will **NOT** assemble the fan. Standing fans are also allowed in the apartments. Fans, of any kind, may not be placed or installed in windows as this is a fire/safety hazard.

### **Firearms**

Firearms are not allowed in the Alumni Village. Possession or use of a firearm or other weapon is a violation of the FSU Student Code of Conduct.

### **Fireworks, gasoline, propane**

Fireworks, gasoline, propane or any material which may be hazardous to the health or safety of other residents may not be stored, even temporarily, in or around Alumni Village apartments.

### **FSU Cash to Card Machines**

There are cash to card machines located in each laundry room to allow residents to add money to their FSU Card to use the washers, dryers, and vending machines in the Village and on campus. Alumni Village does not maintain the cash to card machines. If there is a problem with the cash to card machine please contact Card Services at 644-7777 or

<http://www.fsucard.fsu.edu>

### **Furniture**

Furniture assigned to individual apartments is owned by the University. Florida law requires an annual physical inventory, so the property must be available in the location shown on the property records. Furniture, therefore, may not be transferred or moved. The furniture assigned to individual apartments will be checked for type and condition both when the apartment is first occupied and when it is vacated. Alumni Village apartments are furnished apartments; therefore, staff are not able to accommodate residents' requests for removing individual pieces of University furniture. Requests for unfurnishing an apartment must be done at the Alumni Village Main Office. Residents must read and





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sign the furniture policy before placement on the waiting list for furniture removal. There is no guarantee furniture removal requests can be honored as it is done on a space available basis, first come, first serve. Should University furniture need repair, call the office and request repair; residents are not permitted to make repairs. Second and third bedrooms are not furnished. University furniture may not be placed outside, on second story screened ventilation areas, or on breezeways. Residents will be assessed the cost of replacement and/or repair and may be referred to the Alumni Village Judicial Board for failure to comply with this policy. For residents who use their own furniture, please place casters under the legs to prevent damage to the tiles.

The [Furniture Removal policy](#) and form may viewed and accessed on this website or obtained in the Alumni Village office.

### Garbage

Garbage collection fees are included in the resident's monthly rent bill. Dumpsters are located at the end of each parking lot. Put all garbage in the dumpster located near the apartment. Should the nearest dumpster be full, please put garbage in another dumpster. Garbage is collected twice each week. To prevent attracting flies and other pests, please put all garbage in sealed bags and place inside the dumpster. DO NOT place hot coals, grease or cigarette butts in the dumpsters.

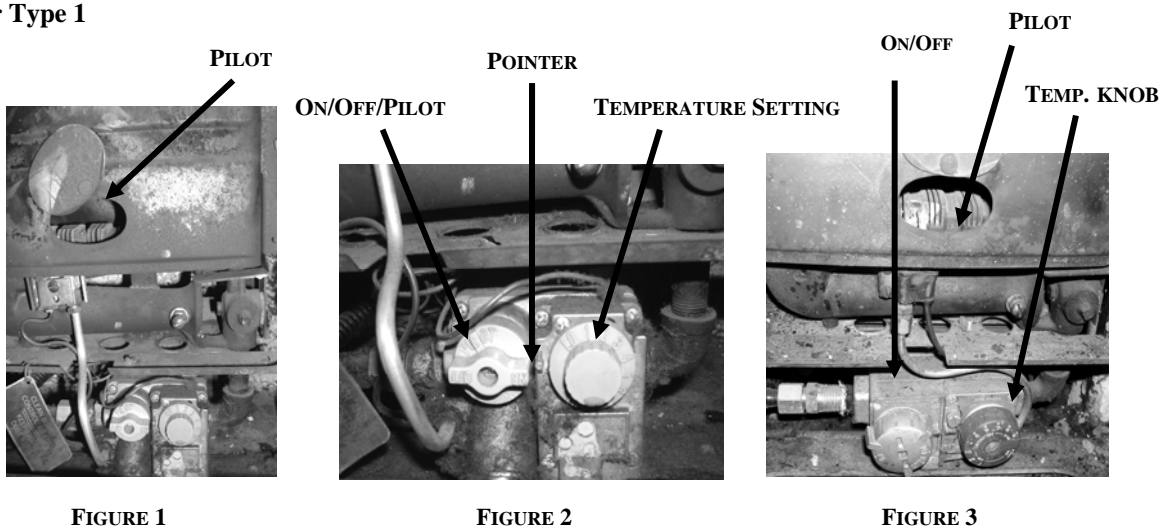
### Gardening

Gardening is not allowed in Area I (Bldgs 150-167). Potted plants may not be kept in the breezeways. Gardening in Areas II (Bldgs 171-190) and III (Bldgs 301-359) is available to residents up to 18 inches from their building, in both front and back. Climbing vines or any plants that may damage any University property may not be planted. Plants found growing on apartment screens or any other part of the building will be removed by grounds staff members.

### Gas Heaters

Instructions for lighting gas heaters are included here. Residents who need help in lighting the heater can call the maintenance office at 850-644-2035. Never attempt to adjust or repair any part of the heater. For safety's sake, do not store any items in and around the heater. They pose a fire hazard.

#### Heater Type 1



- Step #1:** Turn the "On/Off/Pilot" knob until the "PILOT" option is next to the pointer (metal protrusion located between the "On/Off/Pilot" knob and the "Temperature Setting" knob).
- Step #2:** Push the "On/Off/Pilot" knob in while holding a flame to the pilot (indicated on Figure #1).
- Step #3:** After the pilot is lit, turn the "On/Off/Pilot" knob until the "ON" option is next to the pointer. The "Temperature Setting" knob (ranges from "LO" to "HI") can be used to adjust the heat.

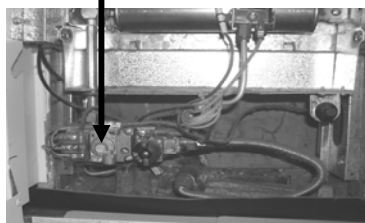


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**HEATER TYPE #2**

**ON/OFF/PILOT KNOB**



**FIGURE 4:  
HEATER PILOT #2**

**RED BUTTON**



**FIGURE 5:  
CLOSE-UP OF HEATER PILOT  
#2**

**Step #1:** Turn the “On/Off/Pilot” knob until the “ON” is next to the pointer.

**Step #2:** Push the “RED” button to light the pilot. The temperature can be adjusted using the thermostat on wall.

### Gas Meters

Nothing may be attached to or block gas meters.

### Grills

Grills may be used following the safety guidelines listed below:

Per NFPA Fire Prevention Codes Chapter 3, the following applies to all resident use of grills.

- *Open fires and cooking fires shall be constantly attended by a competent person until such fire is extinguished. This person shall have a garden hose connected to the water supply or other fire extinguishing equipment readily available.*
- *No charcoal burners shall be kindled or maintained on combustible balconies or within 10 ft (3m) of combustible patios on ground floors.*
- *Cylinders having water capacities greater than 2 ½ lb (1kg) [nominal 1 lb (0.5 kg) LP-Gas capacity shall not be located on balconies above the first floor that are attached to a multiple family dwelling of three or more living units located above the other.*

Area I (buildings 150-167): Grilling is not allowed. Gas and charcoal grills are not allowed in any part of Area 1.

In Areas II (buildings 171-190) and III (301-359), grills may be used following the safety guidelines listed below:

- Grilling is not allowed inside the apartments, recreation hall, breezeways or screened porch areas.
- All grilling must occur at least 10 feet away from the building and shrubs surrounding the buildings.
- Grills that are in use **MUST** be supervised at all times.
- Grills may not be locked or chained to any part of the buildings, including handrails, stair rails, bicycle lock bars, gas meters, or electric meters.
- Any grill attached to prohibited areas or that present a fire or safety hazard will be removed by the Alumni Village staff.
- Grills do not obstruct stairways or any egress.
- Grills are stored outside apartments
- Grills are properly secured to prevent tipping.
- Any ashes or residue are disposed in a safe manner i.e. ashes of charcoal must be allowed to cool before disposal. Hot coals and ash are not to be disposed of in the dumpsters.
- Charcoal lighter fluid and instant or minute light charcoal may not be stored on the inside of the apartment or outside. The recommendation is to purchase only in quantities that can be used immediately.
- Lighters and matches may not be stored outside of the apartments.
- Grills may not be stored on the screened porch areas.
- Gas/Propane tanks may only be attached to the grill. Additional tanks are not allowed on the premises.
- Propane grills must be maintained in good condition to prevent any leakage—i.e. no rusting parts and all connections in proper





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working order.

- No propane tanks may be stored inside the apartment.

### **Guest Keys** (also see [“Keys”](#))

Guest Keys may be issued only to registered guests. Guests must register with the Main Office at Alumni Village. In order to receive a guest key, both the leaseholder and guest **MUST** be present with photo-identification to complete the Guest Key Card. The Leaseholder must sign guest key card authorizing use by guest. Guest keys will be issued up to a 2-week period of time per semester. More than 3 failures to return guest keys on time will result in loss of privilege of check out keys for guests.

### **Halogen Lamps**

Halogen Lamps are not permitted.

### **Heating**

Residents may not use any additional equipment for heating without prior written consent of the university.

### **[In Village Move](#)**

The [Request to Move within the Alumni Village](#) policies and procedures may viewed and accessed on this website or obtained in the Alumni Village office. Forms along with additional documentation must be submitted in person at the Alumni Village office.

### **Inflatables**

Inflatables (bounce houses, slides, fun houses, etc) are not permitted in the Alumni Village.

### **Intent to Vacate** (see [“Vacating Procedures”](#) and [“Checking Out”](#))

### **Inventory Sheets**

Inventory is done by an Alumni Village staff member before residents move in. Residents are strongly encouraged to check the inventory sheet carefully for their own protection and to report any discrepancies immediately by noting them on the inventory sheet. The inventory sheet must be turned in within 10 days to be valid. Residents are encouraged to keep their signed copy in a secure place.

### **Keys**

Keys are issued one per apartment. Extra keys are not issued. Only duly eligible residents may be issued an apartment key. Keys may not be duplicated. Additional keys can be issued to family members, babysitters, guests and for older children. Only authorized individuals who are registered at the Alumni Village Main Office will be allowed into apartments.

Upon request, by the Alumni Village staff, picture ID must be presented by the individual and/or resident requesting apartment access, to verify identity. Alumni Village staff will determine when and by whom ID is required. The Alumni Village reserves the right to request any keys be returned to the office or the right to refuse issuing a key to preserve safety or prevent misuse of the keys. The loss of a key or failure to return a key will result in a charge of \$25.00 for the necessary lock change.

Babysitter keys are issued to authorized babysitters only. Only one key will be issued. Babysitters must register with the Main Office at Alumni Village. In order to receive a babysitter key, both the leaseholder and babysitter **MUST** be present with photo-identification to complete the Babysitter request Card. The Leaseholder must sign the request authorizing the use of the key by the Babysitter.

Keys issued to children is done on a case by case basis. As a general rule keys are not issued to children under the age of 12. Keys will only be issued to a child who is registered as living in the apartment. The parent/guardian leaseholder will be required to complete a release form prior to a key being issued to the child.

Roommate keys are only issued to authorized roommates. The leaseholder must complete an application to register a roommate. These forms can be obtained in the Alumni Village office. (See [Roommates](#) for procedure and additional information)

Spouse keys are only issued to authorized spouses. Cohabitation (living together without being married) is prohibited by Florida Law. Keys will not be issued to boyfriends/girlfriends or common law spouses. The leaseholder must provide a marriage certificate or J2/F2/H4 visa prior to receiving a spouse key. If the marriage certificate is not in English, it must be translated. (Also see [“Spouses”](#))



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### **Laundry Rooms** (see also "[FSU Cash to Card Machines](#)")

Laundry Rooms are located at 168 Crenshaw Drive and 317 Pennell Circle. FSU card-operated washing machines and dryers are available and reserved for the use of residents only. Apartment keys open the laundry rooms. The machines do not accept coins. The registered spouse of the leaseholder may obtain a "Spouse FSU Card" from Card Services on campus by presenting their pink copy of the Apartment Key Card. If the washer or dryer has stopped, residents may remove any laundry left in machines. Do not leave laundry untended in the washers or dryers. Clothes left longer than 7 days will be processed as abandoned property. Alumni Village does not maintain the washers, dryers, or card access machines. Problems with washers, dryers, vending machines or card access machines should be directed to campus services at 644-4843 (8:00 A.M. - 4:30 P.M. weekdays), or 657-8147 4:30 to 9:00 P.M. or Voice Mail 644-4843. Weekends and holidays 9:00 A.M. – 9:00 P.M. 657-8147. **Washing machines and dryers are not allowed in Alumni Village apartments**

### **Lead Based Paint**

In 1992 Congress passed the Residential Lead-Based Paint Hazard Reduction Act (known as Title X), which directed the Environmental Protection Agency (EPA) and the Department of Housing and Urban Development (HUD) to require disclosure of lead-based paint and lead paint before the sale or leasing of housing built before 1978. Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessees must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention. Alumni Village was built in three stages beginning in 1959 and completed in 1965. Since Alumni Village was built before 1978 there may be lead-based paint or lead-based paint hazards. Residents who are pregnant or have small children, are encouraged to follow the precautions suggested in the booklet University Housing has no knowledge of the presence of lead-based paint or lead-based hazards in Alumni Village. University Housing has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in Alumni Village.

Booklet: Protect Your Family From Lead In The Home

[http://www.pueblo.gsa.gov/cic\\_text/housing/finlead/leadhelp.html](http://www.pueblo.gsa.gov/cic_text/housing/finlead/leadhelp.html)

### **Leon County Schools**

Tallahassee and Alumni Village are served by the Leon County Public School System. Locate and get information on the Elementary, Middle and High Schools that Alumni Village children are zoned to attend at the website below. Leon County Schools offer a Choice Program to children, which allow parents to choose a school other than the one they are zoned for. Additional information can be obtained by calling 850 - 487-7100 or at

<http://www.leon.k12.fl.us>

### **Lease Agreement**

The Lease Agreement or [Terms & Conditions](#) is a mutual agreement between the student and the University Housing office. It is the resident's responsibility to read and understand the terms and conditions of their lease and to ensure that guests, roommates and household members follow the terms.

### **Lease Takeover/Lease Transfer Requests** (also see "[Pre Inspections](#)")

The Lease Takeover Request policies and procedures may viewed and accessed on this website or obtained in the Alumni Village office. Forms along with additional documentation must be submitted in person at the Alumni Village office.

### **Light bulbs**

Light bulbs, including fluorescent tubes, are supplied by the resident. There will be a minimum charge of \$5.00 for light bulbs replaced by the maintenance department.

### **Lighting**

Lighting such as table lamps and floor lamps are supplied by the resident.

### **Locks**

Locks are repaired only by Alumni Village staff. Under no circumstances should residents attempt to repair or adjust door locks. Residents may not use padlocks or change locks already in use. No individually owned locking mechanism(s) are permitted.

### **Lock Outs**

The Alumni Maintenance office and After Hours Resident Managers provide lock out services for a fee. Residents who are locked out of



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## Community Standards and Expectations Handbook

their apartment and need a staff member to open it will be charged \$5.00 during office hours and \$10.00 after office hours. Residents will be charged for ANY lockout including those in which the staff locks doors left unlocked when they entered to do repairs/work requests. Staff will wait a maximum of 15 minutes for residents to be let into their apartment. If the resident does not present themselves for the service in that period of time, the charge for the call out will still be assessed to the resident's housing account. During regular operating hours (i.e. 8:00 - 5:00) call 644-1874. After-hours, call the cell phone 443-7045. Only those eligible residents, roommates, family members, guests or babysitters who are registered at the Main Office will be allowed into apartments. Upon request, the registered resident and/or family member, babysitter, roommate, or guest must present picture ID to verify identity. Alumni Village staff will determine when and by whom ID is required.

### Mail Delivery and Mailbox keys

Mail Delivery is provided by the US Postal Service. Mail is delivered to the mailbox clusters near the apartment buildings. It is the resident's responsibility to notify the US Postal Service well in advance of any address change. Residents should make sure to include their mailing address, including both building and apartment numbers, is reported to their correspondents (See sample below). New mailbox keys are requested by the Alumni Village staff at check-in. A postal worker will deliver keys to the Alumni Village office. Neither the postal carrier nor Alumni Village staff may collect or deliver campus mail. When mailbox keys are lost, contact the US Postal Service at 1-800-275-8777 to request that the locks on the mailbox be changed. The US Postal Service charges to replace lost mailbox keys. Mail addressed to previous residents or incorrectly delivered should be placed at the back of the resident's mailbox marked "not at this address". Unwanted or incorrectly delivered mail should not be placed on top of the mailbox or left in and around the mailbox. Discard any junk mail in the proper disposal unit.

Sample address:

Mr. or Ms. J. Doe  
156 Herlong Drive, Apt. 2  
Alumni Village  
Tallahassee, FL 32310

**Married Couples** (see "[Spouses](#)")

### Mattresses

Mattresses should be turned frequently to insure even wear. Mattress protectors are provided for all University beds.

**Mini Blinds** (see "[Window Blinds](#)")

### Motor Traffic and Parking

Alumni Village will adhere to Florida State University Parking and Traffic Regulations rule no: 6c2-2.009 (copies available at Parking Services). Because of the extreme fire hazard, mopeds or motorcycles must not be parked inside apartments or in breezeways. Recreational vans/buses, boats, and trailers may not be parked in the Village even on a temporary basis. The Alumni Village decal must be visible in the back window on the driver's side for the vehicle to be officially registered for parking. Vehicles that do not display a valid tag may not be parked in Alumni Village

**Moving within the Village** (also see "[Pre Inspections](#)")

The Request to Move within the Alumni Village policies and procedures may viewed and accessed on this website or obtained in the Alumni Village office. Forms along with additional documentation must be submitted in person at the Alumni Village office.

**Noise Complaints** (See "[Disputes](#)")

### Packages

Residents are expected to make arrangements with delivery companies to receive packages and express mail. The Alumni Village Main Office does not accept mail, packages or flower deliveries.

### Painting

Painting the walls with any paint other than that provided will require a charge to repaint upon vacating. If the walls are discolored or damaged beyond normal wear during occupancy, the resident will be required to pay for repainting.

**Parking** (see "[Motor Traffic and Parking](#)")



# Alumni Village

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### Parking Decals

Parking Decals are issued at check-in. FSU decals are not required to park in Alumni Village. Alumni Village car decals are to be attached in the rear window, driver's side.

### Pay Phones

Pay Phones are located near the laundry rooms at 317 Pennell Circle and 168 Crenshaw Drive.

### Pets

EXCEPT FOR SMALL, CAGED BIRDS AND FISH, PETS MAY NOT BE KEPT IN ALUMNI VILLAGE EVEN ON A TEMPORARY BASIS. Please ask guests not to bring pets to the apartment, and do not feed any stray animals that roam the grounds. Aquariums larger than 50 gallons capacity are not permitted.

### Pest Control

Pest Control is provided, at no cost to residents. Alumni Village is currently using a gel bait system applied quarterly. Residents are not required to remain out of the apartment for any length of time. In some extreme cases, other chemicals may need to be used that will require that the resident remain away from the apartment while the chemicals are being applied and while the spray residue is drying. The technician will inform the resident when it is necessary to remain out of the apartment. All apartments will be treated unless the resident provides documentation from a physician requesting an exception for medical reasons. Contact the Alumni Village office at 644-2035 or 644-1874 if the apartment requires additional extermination.

### Pest Control Tips

Pest Control is provided, at no cost to residents. In between treatments, here are some things that you can do to help us keep pests under control:

- Check grocery bags for roaches before you place food in your kitchen storage areas.
- Dispose of boxes as soon as possible after moving in.
- Keep shelves, refrigerators, stoves, and ovens clean and free of grease and spilled food.
- Store food in sealed containers, such as cans and jars.
- Rinse dirty dishes immediately after use, and wash them as soon as possible
- Products such as roach traps, boric acid (which you can purchase at the drug store), and over-the-counter bug sprays (non-petroleum based) may be used if you need additional pest control. If you spray, direct the spray around the perimeter of your apartment and also spray around electric sockets and light switches.

Non-toxic pest controls:

#### ANTS

- Spray ants with a strong mint tea in a squirt bottle
- Spray ants and their trails with a biodegradable soap inside and outside the apartment
- Sprinkle powdered chili pepper, paprika, dried peppermint, or damp coffee grounds at the place where the ants are coming in.
- Squeeze lemon juice at the entry spot and leave the peel there

COCKROACHES are destructive and a potential health hazard. They can transmit a variety of illnesses. Cockroaches can eat fabrics, book bindings, paper, starchy materials, leather, hair, and food. They live and breed in dark, damp areas such as kitchens, storage closets, and bathrooms, hatching their eggs every 7 to 10 days.

Here are some things you can do to avoid having cockroaches in your apartment:

- Check grocery bags for roaches before you place food in your kitchen storage areas.
- Keep shelves, refrigerators, stoves, and ovens clean and free of grease and spilled food.
- Store food in sealed containers, such as cans, jars or plastic ware.
- Rinse dirty dishes immediately after use, and wash them as soon as possible.
- Ask your neighbors to cooperate with you, submit a work order requesting that the building be sprayed or baited.

Staff will spray or bait free of charge as often as once a month at the resident's request.

- After spraying, maintain good sanitary practices.
- Careful use of products such as roach traps or boric acid powder can help prevent their return.

Other remedies include:

- Mix equal parts of powdered oatmeal or flour with plaster of Paris. Spread on the floor of infested area



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- Use cucumber rinds in infested areas.
- Use bay leaves in infested area.
- House flies Fill a few cheesecloth-mesh bags with sweet clover and hang them around the room.

With all of us working together, we will be able to keep the pest population under control.

### Plaster walls

Plaster walls are easily damaged. Wall tape picture holders will damage the paint, despite manufacturers' claims. Please use only tack rails for pictures, mirrors, and hanging decorations.

### Play Equipment

Play Equipment owned by the University is located in the areas between some buildings and in the recreation areas. Be sure to keep play areas free of sharp objects that can cause injury to children. Also, make sure that small toys and other objects are not left in the grass. These become dangerous "missiles" when hurled from a lawnmower. Play equipment may not be attached to trees or other University property. All resident-owned children's toys must be stored inside the apartment when not in use.

### Pre Inspections

Pre- Inspections are performed on all [Lease transfer requests](#) and [In Village Moves](#). **Pre Inspections are not conducted for those residents who are moving out of the Alumni Village.** The following check list, lists some of the items that will be inspected during the Pre-Inspection appointment.

### PRE-INSPECTION & FINAL CHECK OUT LIST

Entire Apartment	Left clean and dust-free. Before the final inspection, all personal property should be removed prior to check-out. Any personal property left after the apartment key is turned in will be considered abandoned property and will be discarded. Any deficiencies that are found at the time of the Final Inspection will be billed to the resident's Housing account at the prevailing wage scale plus the cost of materials used in cleaning the apartment.
Furniture	Cleaned thoroughly. Dust, grease or mildew should be cleaned off. No damage.
Windows, Window Covering (curtains, blinds), Screens	Cleaned thoroughly. Dust, dirt, grime, mildew and bugs should be cleaned off. No damage.
Doors	Cleaned thoroughly. Dust, grease or mildew should be cleaned off. No damage.
Light Fixture	Cleaned thoroughly. No damage or holes.
Bookcases	Cleaned thoroughly. Dust, dirt, grease, mildew and grime should be cleaned off. No damage.
Walls	Cleaned thoroughly. Dirt, grime, grease and mildew should be cleaned off. Free of marks. No damage or holes. There will be a charge of \$1.00 per nail hole; Large gashes/holes in wall from damages or large nails may result in additional charges. Paint and/or Spackle is not provided by the maintenance department.
Floors	Cleaned thoroughly. Dirt, grime and grease should be cleaned off. No damage. All marks removed. If floor stains are unable to be removed, floor cleaning charges will be assessed.
Stove/Oven	No corrosive cleaners should be used; hot water and soap for the top of the stove and oven cleaners are recommended. Grease or food build up should be cleaned. Burners, area under burners, and grates cleaned. Rings and Pans cleaned. Oven walls and trays cleaned thoroughly. Broiler walls and trays cleaned thoroughly. Outside surface, including doors, knobs, and sides cleaned thoroughly.
Refrigerator	Baking soda and water is a good cleaning/deodorizing agent. Clean rubber seal around door with bleach to remove mildew. Clean top, sides and inside. No mold or mildew in seals. No damage. Before the final inspection, be sure to remove food products from refrigerator and freezer, clean and dry (inside and out) of the refrigerator and leave the door open and unit unplugged.
Sink (Kitchen and Bathroom)	Cleaned thoroughly. Dirt, grime, food, soap scum, and mold/mildew should be cleaned. No damage. Work orders should be turned in on any leaks, etc., so they may be repaired.





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PRE-INSPECTION & FINAL CHECK OUT LIST	
Cabinets & Shelves	Cleaned thoroughly. All shelf paper removed. Dirt, dust, grime, grease, mildew or food build up should be cleaned. No damage.
Counters	Cleaned thoroughly. Dirt, dust, grime, grease, mildew or food build up should be cleaned. No damage.
Stairway	Cleaned thoroughly. Dirt, dust, grime, and mildew should be cleaned. No damage or holes.
Toilet	Cleaned thoroughly (back, top, inside bowl and down sides). Mold/mildew build up should be removed. Floors around and behind cleaned. No damage.
Shower, Tub & Fixtures	Tile cleaners are recommended. Cleaned thoroughly. Dirt, grime, soap scum and mold/mildew build up should be cleaned. Walls and floors scrubbed with a detergent. Fixtures cleaned. Rinsed thoroughly.
Linen Closet	Cleaned thoroughly. Shelf paper removed. Dirt, grime and mold/mildew build up removed. No damage or holes.
Fan	Cleaned thoroughly. Dirt, grime and mold/mildew build up should be cleaned. No damage.
Heater	Outside area of heater and grates should be cleaned thoroughly. Area around pilot light should be cleaned.

### Quiet Hours

Quiet Hours are observed between 8:00 p.m. to 8:00 a.m. daily for the benefit of all residents. Please keep noise to a minimum during these times.

### Radio Aerials

Radio Aerials are not permitted.

### Recreational Hall & Facilities

- Use of Hall is available free of charge to FSU students living in the Alumni Village.
- Activities sponsored by University staff take priority.
- Recreational facilities, such as the tennis courts, racquetball courts, volleyball courts, and soccer area are available on a first come, first serves basis and may not be reserved.
- Only University sponsored events may reserve the courts for tournaments, etc.
- There is a 90-minute time limit on the use of the tennis courts, racquetball courts, volleyball courts, and soccer area.
- University facilities, including the green areas, may not be used by non-residents without prior approval from the Alumni Village Office.

### Reservations

- Reservations are made on a first come, first serve basis.
- Only the authorized leaseholder may reserve the recreational facilities.
- A copy of the Recreational Hall & Facilities Policies must be read.
- A reservation form must be completed and signed, and on file in the Alumni Village office.

### Reservation Days and Times

- Contact the main office in Alumni Village for openings.
- Reservations must be made no less than a minimum of two (2) working days in advance and no more than two weeks (14 days) in advance of the event date.
- Only one reservation may be made at a time.
- Individuals and groups may not reserve the facilities on a regular basis (i.e. every Saturday)
- Both time blocks on Saturday or Sunday may be reserved no earlier than the Friday preceding the reservation, in order to give other residents the opportunity to make a reservation.
- It is the sponsor's responsibility to contact the Alumni Village office to see if the recreation hall is available for all day use.
- It is the resident's responsibility to inform the Alumni Village office of any cancelled reservations prior to the event.

### Keys

- Keys are to be checked out during normal hours of operation.





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- Keys are to be returned to the Resident Manager at the check out appointment.

### Leaseholder's Responsibilities

- for understanding that a copy of this form is given to the FSU Police.
- for preparing the building for the event. This includes setting up of tables and chairs and/or checking out equipment. No maintenance is provided.
- for the building, the equipment, and the conduct of his or her guests.
- for adhering to all parking rules. Sponsor and guest may not drive or park on grass or grounds areas.
- for abiding by University policies that prohibit the use of alcoholic beverages at all times in a public facility such as the recreation hall.
- for ensuring that all activities observe existing and applicable housing regulations. Closing time is 12:00 Midnight.
- for the cleaning of the building and the restoration of the furniture. If the building is not properly cleaned, or if damages occur, the sponsor will pay any bills received from the University for cleaning, repairs, or equipment replacement.
- for locking all doors and turning off the lights and the stove before departure.
- for cooperating with the Resident Manager who completes the check out assessment.
- for understanding that failure to follow rules and procedures will result in the withdrawal of reservation privileges.

### Check out appointment

- Sponsor must schedule a recreation hall check out appointment at the time the recreation hall is reserved.
- The recreation hall must be a cleaned and empty of guests at the time of check out.

### Charges

- Failure to pick up the key prior to event resulting in Resident Manager opening the hall: \$25.00 charge
- Failure to return the key or the loss of the key resulting in change the locks on 6 doors: \$150.00 charge
- Parking and Driving violations: \$25.00 charge per car charged to the leaseholder
- Failure to notify Office or Resident Manager of cancelled event: \$10.00 charge
- Failure to be present or prepared for the scheduled check out appointment: \$10.00 charge
- Damages, missing items, cleaning: charges will be assessed for the replacement of items or damaged items and/or the cost of materials and labor.

### Recyclables

Recyclables such as newspapers, plastics, glass, and aluminum cans may be placed in the appropriate sections of the drop off recycling centers located on Herlong Drive. Residents are responsible for transporting the recyclable materials to the drop-off center.

### Renter's Insurance

*"The University shall not be liable for damage to or loss of personal property, failure or interruption of utilities, or unforeseen accidents/injuries. The University only provides liability for damages or injuries caused by negligence on the part of the University or its employees while working within the scope of their employment. Students are strongly encouraged to secure their own health and personal property loss insurance."* - Florida State University Housing Agreement Residents are strongly encouraged to secure their own health and personal property loss insurance. Renter's insurance is defined as "replacement cost coverage on improvements and betterment's" and the coverage is usually anywhere from \$5,000 up to \$20,000 with a cost of \$100 - \$350 per year. Some policies are subject to a \$250 deductible.

There are several different types of insurance that a renter may want to talk with their insurance agent about. Cash-value coverage is generally less expensive, but also accounts for depreciation of property value. Thus, if a \$1000 sofa is destroyed by fire, the renter may only receive \$500 (less deductible) to replace. Replacement coverage, however, insures that the renter's property will be replaced for the exact amount for which it was purchased.

Before taking out an insurance policy, the renter should try to determine how much insurance will be needed on personal property. The most effective approach is to take a complete inventory of all possessions, listing each item, and its purchase price or estimated current value. Then total up the amounts. This will result in a rough idea of what the property is worth. The insurance agent should also be able to help estimate the value of the property. Many companies have established formulas for approximating the value of a renters possessions based on the size or number of rooms in the dwelling.

Still, it is helpful for the renter's claim, should the need arise, if the renter has accurate records, including purchase dates and photographs. Keep all records in a secure place away from the apartment, such as a safe-deposit box or with the insurance agent.



# Alumni Village

## Community Standards and Expectations Handbook

Renters may also want to look into liability insurance. For example, if a waterbed leaks, it can do a lot of damage to an apartment. If a renter owns a waterbed and it leaks, the renter may be responsible for the cost of repairing damage caused from the waterbed leak. Renter's insurance can help protect against that type of liability. Some insurance companies recommend that a renter's insurance should protect the renter for a minimum of \$100,000.

Contact an insurance agent to learn about the exact coverage and rates. *Information about Renter's Insurance can be found in the yellow pages of the phone book.*

### Repair Requests

The Alumni Village crews maintain and repair only University property. The work is done at no cost to residents unless damage is the result of negligence, in which case the resident is billed for the cost of repairs. Some repair work is charged to the resident for the cost of materials and labor. These items are noted in the Alumni Village Handbook.

Repair Requests may be made in several ways.

In person: 157-02 Herlong Drive during regular office hours (8:00 A.M. - 4:30 P.M. weekdays)

By Phone: 644-2035

By email: [dispatcher@admin.fsu.edu](mailto:dispatcher@admin.fsu.edu)

Please request needed repairs as soon as possible since a minor correction made immediately may prevent a major failure later.

Work crews have keys to the apartments, so it is never necessary to leave apartment doors unlocked. The work crew enters an apartment for repairs if no one answers after repeated knocking. If the work crew comes at an inconvenient time, ask for them to come back at another time. Repeated refusals to allow workman to enter the apartment for repairs will result in charges made to the resident's housing account for costs incurred, including any damage to the apartment or apartment equipment and furnishings as a result of delay in repairs.

In order that prompt response is made to repair requests, requests for appointments (i.e. specific times) to do the work cannot be honored.

### **Residency for Out-of-state residents**

Out-of-state residents who wish to obtain residency must go to the Registrar's Office, 3414 University Center or call 644-3403.

### **Resident changes** (See [Lease Takeover Requests](#))

### **Roommates** (also see "[Keys](#)")

Roommate keys are only issued to authorized roommates.

The [Roommate Request](#) form, policy and procedure may viewed and accessed on this website or obtained in the Alumni Village office.

Forms along with additional documentation must be submitted in person at the Alumni Village office.

### **Satellite Dishes**

Satellite Dishes are not permitted.

### **Security Systems**

Residents may not install their individually owned security systems.

### **Shower curtains**

Shower curtains must be used for all showers and are supplied by the resident. Any damage that results from the failure to use shower curtains beyond normal wear during occupancy, the resident will be required to pay for repainting or any other damages.

### **Smoke Detectors**

Smoke Detectors may not be dismantled or rendered inoperable. A fine of \$50.00 will be assessed for violation of this policy.

### **Smoking**

Smoking is not permitted inside University apartments or indoor public areas of the community. On October 1, 1992 the Florida Clean Air Act became effective. The Act prohibits smoking within any State University System educational facilities, specifically including university classrooms, faculty offices, administrative offices, dining facilities, student residential facilities or any other building owned or leased by a



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university. For residents who do smoke and have any questions about permissible areas, please call the Alumni Village office at 644-1874.

### **Solicitation**

Solicitation is not permitted in Alumni Village. Please report any unauthorized solicitation to the Alumni Village Office.

### **Spouses** (also see "[Keys](#)")

Cohabitation (living together without being married) is prohibited by Florida Law. The leaseholder must provide a translated marriage certificate or J2/F2/H4 visa prior to register a spouse living in the apartment or to receive a spouse key.

Spouse FSU Cards are available at the FSU Card Center on campus (located in the Parking Garage on Woodward Ave., across from the Student Union. To obtain the card the spouse should present a picture identification and the pink copy of the Apartment Key Card. This card will work to operate the washers and dryers in the Alumni Village's Laundry facilities, campus run vending machines, and ride access to FSU bus shuttles.

### **Storage**

Storage is limited to the inside of Alumni Village apartments. Fire extinguishers and stairwells must not be obstructed in any way. There should be no personal belongings outside the apartment including breezeways and screened ventilation areas, even on a temporary basis. This includes mops, brooms, plants in pots, etc. Charges of \$25.00 per day will be assessed for ANY items left outside the apartment until items are removed. Screened areas outside the glass doors in Areas II and III are designed to increase apartment area during mild weather; they are not to be used as porches or storage areas.

### **Telephone and Telephone service**

Telephone outlets may not be installed in the upstairs areas of the apartments. Additional phone lines may not be installed. Telephone Service is provided by the Local Telephone company. Subscribers are billed for installation and monthly service charges. Phones can only be plugged into the outlets provided. Wall phones may not be installed. Residents choose their own long distance telephone service carrier.

### **Telephone Calls to Alumni Village Main Office**

Telephone Calls to Alumni Village Main Office are limited to University business use only. Staff will deliver messages only in emergencies. If the staff member cannot reach the resident, he or she will post a message on the resident's door.

### **Television** (see "Cable")

### **Television antennas**

Television antennas are not permitted.

### **[Terms & Conditions](#)** (see "[Lease Agreement](#)")

### **University Utilities**

University Utilities (i.e. gas, water and electricity paid for by the University) may not be used by residents.

### **[Utilities](#)**

Apartment utilities are to be connected and remain current during the entire occupancy of the resident. The City of Tallahassee provides utilities (i.e. electricity, gas, sewage and water) in Alumni Village. Consumers are required to pay initial deposits and are billed monthly.

### **[Vacating Procedures](#)**

When moving out of the Alumni Village it is important that residents follow the procedures listed below. Please call the Alumni Village office at 644-1874 with any questions. It is the leaseholder's responsibility to FILE A FORMAL NOTICE OF INTENT TO VACATE. The leaseholder (leaseholder) must submit an official University NOTICE OF INTENT TO VACATE FORM with the Alumni Village office AT LEAST 30 DAYS PRIOR TO VACATING the apartment. The [Intent to Vacate form](#) may viewed and accessed on this website or obtained in the Alumni Village office. The form must be submitted, in person by the leaseholder, signed by an Alumni Village staff member, and time/date stamped to be valid. This will prevent the resident from being billed for any period beyond the actual occupancy.

### **Vending machines** (soda/drink machines)

Vending machines (soda/drink machines) are located in the Crenshaw and Pennell Circle laundry areas. Alumni Village does not maintain



# Alumni Village

## Community Standards and Expectations Handbook

the washers, dryers, or card access machines. Problems with vending machines should be directed to campus services at 644-4843 (8:00 A.M. - 4:30 P.M. weekdays), or 657-8147 4:30 to 9:00 P.M or Voice Mail 644-4843. Weekends and holidays 9:00 A.M. – 9:00 P.M 657-8147

### Verbal Abuse

Verbal Abuse of other residents or staff is unacceptable.

### Village Gram

Village Gram is published monthly by the Alumni Village Office. The information, conveyed via e-mail, is considered adequate notification of activities, policies and procedures, including any information about rent increases. Residents are responsible for all information published whether the choice is made to read it or not. Residents are also responsible for informing the Village Office of any changes in their e-mail address.

### Violations

The policies and fines regarding Community Standards Violations can be found in the lease agreement and this publication. Any violations that are observed by the Community Staff or other University staff both outside or inside the apartments will be noted and fined. Violations incur a \$25.00 per day fee (unless otherwise noted) from the time the violation is observed until the resident contacts the office reporting that the violation is in compliance with the lease and community standards. A re-inspection will be completed following contact from the resident. Charges will be added to the leaseholder's Housing account and can be paid at the University Housing office. It is the leaseholder's responsibility to notify the Alumni Village office (for identification and/or removal) of any items that do not belong to them that are stored outside or inside the apartment.

### Visitors (also see "[Guest Keys](#)")

Guests should be registered with the Village Office prior to arrival and are permitted to stay for reasonable lengths of time, usually up to TWO weeks during any academic semester.

### Voice in the Community

Your Voice in the Community can be heard in various ways. Town meetings are held each year as noted in the [Village Gram](#). The people you may talk with include your resident managers, your community coordinator or any Alumni Village staff member. The yearly satisfaction surveys conducted in the spring semester and the exit evaluation survey conducted when you leave give you formal opportunities to give feedback. Letters are accepted anytime, as are e-mail messages.

### Window Blinds or Mini-Blinds

Window Blinds or Mini-Blinds are provided in the one bedroom and two bedroom flats, and in the downstairs part of the townhouses. Upstairs apartments in Area II do not have mini blinds, nor do upstairs bedrooms in townhouses

To operate the blinds:

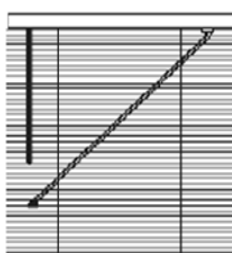
Mini-blind slats can be opened or closed by operating the plastic tilt wand - turn clockwise or counter clock wise.

- When raising or lowering the mini-blind be sure the slats are in the open position.
  - Please note (Illustration #1) that the pull cord activates a lock-pin in the head rail.
  - To release this pin (Illustration #2) pull the cord down and toward the center of the blind. The blinds can now be raised or lowered.
- To lock (Illustration #3) move cord to the outer side of blind. This action locks blind at desired height.

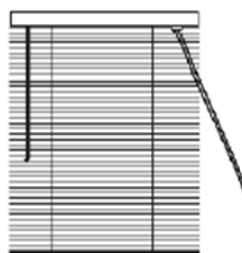
#1



#2



#3





THE FLORIDA STATE UNIVERSITY

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### **Wallpaper or wallpaper borders**

Wallpaper or wallpaper borders may not be applied to any apartment walls, cabinets, or university furnishings. Residents will be assessed the cost of replacement or repair to damaged university-installed wallpaper. Leaving windows open during inclement weather is especially damaging and should not be done. Residents will be charged for all damage to University installed wallpaper due to leaving windows open or other actions that result in damage to University property.

### **Water Beds**

Water Beds are allowed only in downstairs flats.

### **Water heaters**

Water heaters are provided in each apartment. Under no circumstances should residents attempt to adjust. Report any problems to the Alumni Village Main Office.