



2020-2021

# WELCOME TO CRIMSON VILLAGE!

Your address is:

\_\_\_\_\_

Pittsburg, KS 66762

Mailboxes are located near the dumpsters on your street.

## CRIMSON VILLAGE STAFF

Area Coordinator: Elizabeth Gier  
Office: 620-235-4235

Apartment Manager: Jourdan Bridgette  
1903 Tucker Terrace  
jbridgette@gus.pittstate.edu  
Phone: 620-235-6059

## IMPORTANT PHONE NUMBERS

Manager's Office Phone	(620) 235-6059
University Housing Office	(620) 235-4245
University Police (Shirk Hall)	(620) 235-4624
Area Coordinator Duty Phone	(620) 235-2398
Emergency Number	911

## HELPFUL INFORMATION

Community Development and Housing Office (HUD):  
(620) 232-1210 <http://www.pittks.org>

Pittsburg Post Office: (620) 231-6000

Cox Cable: (620) 308-6302

The purpose of this Guidelines Manual is to provide general policies, rules, regulations, and information to the residents of Crimson Village. Residents are responsible for all policies and regulations within the Guidelines Manual, University Housing Crimson Village Lease, and the Student Code of Rights and Responsibilities, and any other information forwarded to you from the Crimson Village Staff or University Housing Office. We hope that this information will assist in making your stay more comfortable. Our goal is to establish an environment based on mutual respect and consideration for others. Our policies and procedures reflect this belief.

All policies are subject to change.

## AIR CONDITIONER/FURNACE

A gas furnace and an electric air conditioner control your apartment's temperature. The thermostat located in the main hallway controls both of these units. The gas furnace in your apartment is equipped with an electric igniter for the pilot light. If you feel comfortable using this feature, you may re-light it if the flame dies. If you don't feel comfortable with this process, or if another problem arises, please contact the Manager. The Manager will send a work order to have it repaired.

If there is a problem with the air conditioner, please contact the Apartment Manager to send in a work order to have it repaired. If you are away from your apartment during cold weather (Winter Break, for example), you must leave your furnace thermostat at 60° F or above.

Twice a year, the apartments will be scheduled for routine maintenance on your furnace. The furnace filter will be changed at this time. The manager will contact you to let you know when this work will be done.

## ALCOHOL

The use of alcohol shall not interfere with the educational goals of the University and the educational environment of CVA. Its use shall be compliant with state and federal laws; in accordance with the State Board of Regents policy; consistent with principles of common courtesy; and be respectful for the rights and privacy of all others within the community.

Only cereal malt beverages (beverages containing not more than 5% alcohol by weight) may be possessed and consumed within CVA by those who have reached their 21<sup>st</sup> birthday. The possession or consumption of alcohol is strictly prohibited by persons of any age in open areas including but not limited to building exteriors, playgrounds, driveways, and yards.

## RANGE AND REFRIGERATOR

Refrigerators and range are standard equipment in each kitchen. Normal care will result in excellent performance and long life from these appliances. Occupants who have difficulty in automatic operation of the range should call the Manager. Clean the oven frequently to eliminate baked on, hard-to-clean, accumulation. The ovens also have a "self-clean" feature that may be used to provide routine cleaning. Cooking with grease or oil is prohibited!

## GRILLS

Only charcoal grills are permitted. Grills that use propane or other combustibles are not allowed. Grills must be away from the buildings when in use. Charcoal, lighter fluid, matches and other devices that are flammable must be stored properly. Used charcoal from grills is considered garbage once cooled.

## CABINETS & FEATURES

No linings with adhesive backing may be used to line shelves in the cabinets, closets, etc. You may not drill holes into doors and closets. Paint damage caused due to the removal of these items will be deemed as damage, and you will be responsible for the maintenance costs required to repair these items.

## VISITATION

No persons other than members of the immediate family (as listed on the lease) shall permanently occupy the apartment. **Overnight guests are not allowed to stay for more than three consecutive nights.** Leaseholder assumes complete responsibility for the actions of their guests. Leaseholder shall make their guests are aware of the policies and procedures of CVA.

## CONTACT INFORMATION

The Manager will live on-site at the apartment complex and will be available by office phone and email. You are welcome to contact the University Housing Office (UHO) (between 8:00am and 4:30pm, Monday thru Friday) if you have questions or concerns. The UHO staff can advise you of the Manager's contact information if you lose your copy.

The University Housing staff will also carry a cell phone for emergency purposes. The phone is not for your convenience in contacting staff; it is for those situations requiring immediate and necessary attention.

**An emergency is any event that includes water leaks, backed-up drains, smoke, fire, electrical problems, medical concerns, or other general safety concerns.**

## INSTRUCTIONS FOR CALLING THE DUTY PHONE:

For all serious emergencies, please call 911.

For lesser urgent matters, follow these steps:

1. Dial 620-235-2398. If the Area Coordinator on Duty is able to answer, they will do so.
2. If the AC is unable to answer, leave a message on the voicemail system.
3. If the Area Coordinator has not returned your call within 10 minutes, please call again.

## CHILDREN

Parents assume full responsibility for their children at all times. Children must not be allowed to climb on trees, utility units, fences, mailboxes, or other such items. Sidewalk chalk is permitted, but only on the sidewalks and driveway areas (not on the sides of the buildings or playground, equipment, etc.) **Supervision of children is the responsibility of the leaseholder, apartment occupants, and/or parents/guardians.** Children should never be left unattended!

## BICYCLES

We encourage student use of bicycles. However, they are not to be left in the driveway, chained to posts, left in grass, or in the street. If bikes are found/chained, the bike will be cut loose and impounded at a fee.

## COSTS/PAYMENTS/BILLING

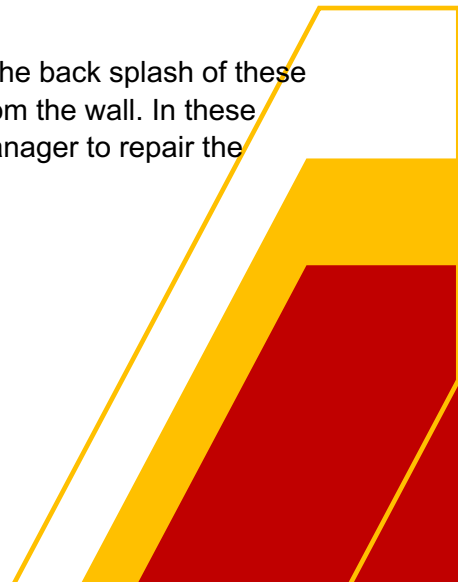
Monthly rental payments and the utility charges are due on the fifth of each month. Payments are to be paid to the University for housing accommodations, utility charges, and properly billed charges in accordance with the rate and payment schedule specified in the lease and/or payment terms. The Cashiers and Student Accounts office will maintain and publish tuition, housing and fees billing for all students enrolled at Pittsburg State. Billing will be produced each month and notification is then sent to the student's official campus e-mail address. Students will access their e-bills through their GUS portal. Visit the Cashiers and Student Accounts website: <http://www.pittstate.edu/office/cashier> to view payment dates, billing cycle, late fees and other related payment policies.

A late fee will be charged if payment (monthly and properly billed charges) is not received by the fifth of each month. If charges remain unpaid, procedures to evict the leaseholder from apartment may be initiated. The lease will be terminated if leaseholder fails to make the rental payments on time. If charges remain unpaid, past due accounts will be sent to a collection agency and/or the state set-off program for collection. Timely payment in accordance with established schedules is not dependent upon receipt of statement.

## COUNTER SURFACES

Formica is resistant to many ordinarily destructive elements, but a certain amount of care is needed to avoid permanent damage to these surfaces. Please use hot pads, trivets, and other protective coverings between hot containers and Formica tops. Use cutting boards for slicing meats and breads, etc. Care should also be used to keep these surfaces clean of pest-attracting food particles.

Occasionally, over time, the back splash of these surfaces will pull away from the wall. In these situations, contact the Manager to repair the countertop.



## ELECTRICAL ISSUES

All apartments are equipped with a circuit breaker panel to control the individual circuits in each apartment. If you have a problem with your electricity, go to the electrical panel and look for a tripped breaker. The breaker switch will appear to be halfway between the off and on positions. To reset the breaker, turn it completely off, wait a few moments, and then flip it back on. This will reset the breaker and restore electricity to the circuit. If the breaker will not reset, you may be overloading the breaker. If the breaker continues to trip after rearranging the circuits, please contact the Manager for a work order.

## EXTERIOR CONDITION

The sidewalks, driveways, storage areas, and carports on the outside of the apartment shall not be blocked or obstructed in any manner, nor may these areas be used for storage of flammable or combustible objects including non-functioning motor vehicles or their parts. Leaseholders agree not to place any rubbish, garbage, waste paper, or other disposables in the parking area, grounds, or building exterior. These items shall be carried to the central disposal site. No outside antenna or wiring (of any type) is permitted. Bicycles must be stored. Chairs specifically manufactured for lawn use and barbeque grills may be used. Grassy areas may be utilized for playing, but all items must be removed and stored daily. A University landscape crew will maintain all grounds, including mowing, and items may be confiscated and subject to impound fees. Entrance doors and windows are considered public viewing areas and residents are encouraged to be considerate of other community members with displays. Reports of inappropriate or offensive items will be reviewed by the Manager.

## EXTENDED LEAVES

If your apartment will be vacant for one week or more, please notify the AM. Safety checks may be done to make sure the apartment is in safe working order while you are away. During cold weather the thermostat must be kept higher than 60°F to prevent the water pipes from freezing. The AM will reset the thermostat to at least 60°F if it is found to be below this setting and any damages will be charged.

## PLUMBING & WATER FIXTURES

CVA sinks are not equipped with garbage disposals. Please do not dispose of food, grease, or other such items in the sinks or any other apartment drains. Sharp or heavy objects will damage sinks. The toilet is not designed for disposal of materials such as paper towels, tampons, diapers, trash, or food. Do not use drain cleaners, they seldom work and may cause damage. Leaseholder will be responsible for plumbing charges if it is due to their negligence. Please report water leaks or slow drains as soon as possible to the Manager. Occupant will be responsible for charges associated with delay in reporting. Sinks, bathtubs, toilets, and other water apparatus, shall be used only for the purpose of which they were built, no alterations are permitted.

## GARBAGE

Students are responsible for emptying their own garbage into the dumpsters located nearest their apartment. Fines may be imposed for personal garbage found in any other area. **Dumpsters are for CVA residents only.**

## WATER HEATER

The gas water heater in this apartment has a pilot light. If the pilot light goes out, you may re-light the pilot light by following the instructions on the water heater or contact the AM to come and re-light it for you. If the heater will not re-light, the AM will submit a work order to have it repaired.

## HEALTH & SAFETY INSPECTIONS

University Housing staff will complete four inspections in each apartment throughout the course of the year. They will be checking the apartment for general cleanliness, maintenance issues, and policy violations. This inspection may include entering each individual bedroom as well as the shared space. A schedule will be distributed at the beginning of each semester.

## HOLIDAY DECORATIONS

Live greenery and live trees are not allowed at CVA. Artificial trees should be flameproof. Caution should be used when using lights on artificial trees and/or window frames because of the increased potential for electrical shock and/or fire.

## INFORMATION

If you have questions in regards to your apartment, billing, or other questions, please feel free to contact the Housing Office or the Manager. Most information may also be found in this manual, your lease, or the Crimson Village website:

<https://www.pittstate.edu/house/crimsonvillage>.

## KEYS & LOCKS

Security of individual apartments is the responsibility of each tenant. You will be issued two apartment keys upon check-in. Responsibility for key loss belongs to you. If the tenant loses a key, you will be charged \$25 per key and a \$50 re-core fee. Apartments are automatically re-cored when keys are lost. Duplication of any University key is prohibited. Locks that prevent University personnel from entering into your apartment are also prohibited.

## LAUNDRY

**Only Liquid Laundry Detergent is allowed in the machines.** You must clean out the dryer vent after each use. Report all problems encountered with machines to the Manager.

## MAINTENANCE

**All maintenance repairs are to be completed by the Housing Maintenance staff. All requests for maintenance must be made through the University Housing Office or Manager.** Maintenance personnel will enter the apartment to perform assigned work, according to their schedule. When you request work to be done in your apartment, expect someone from maintenance to come to make the necessary repairs. Maintenance strives to complete work orders in a timely manner. Your apartment will always be locked when maintenance staff leave your apartment, even if you have left the apartment unlocked.

Upon final checkout of your apartment, staff will assess your apartment for maintenance and custodial charges. Even if the staff does not issue charges at checkout, other staff may identify problems and charge you for the associated repairs.

## NOISE

Occupants shall not engage in any conduct that will disturb the quiet and peaceful enjoyment of neighbors, nor shall occupants permit guests to disturb the peace. Consideration regarding noise should be practiced 24 hours. **Quiet Hours are from 9pm to 7am.** On occasions when others are being too loud, please notify staff. If the noise can be heard outside of your apartment, it is too loud. You are responsible for the noise and actions of your visitors.

## PARKING

All residents of CVA will be assigned two parking spaces per apartment. One space is under the carport and one space is in the driveway associated with the apartment. Parking is only allowed in these areas. You may not park on the city streets, tickets will be issued. All parking is reserved for operating CVA vehicles only, not a repair station or storage of inoperable vehicles. It is **never acceptable** to park in the grass.

## PEST CONTROL

University Housing will provide pest control spraying of the general areas of each apartment. Severe pest infestations may be sprayed more than once per month, but additional charges will be assessed to the leaseholder. Leaseholders are required to maintain sanitary conditions to standards that deter pest infestation.

## PETS

NO PETS are permitted in Crimson Village Apartments. Keeping or harboring animals on the premises is prohibited, except for fish (in a tank not to exceed 20 gallons). This applies to any visitor to the apartment regardless of length of visit. If you choose to ignore this policy, the animal may be confiscated. You may be charged for damages and will face possible eviction from Crimson Village Apartments.

## **SAFETY**

CVA is intended to be a very safe and comfortable living environment. In order to maintain this status, we ask for you to alert officials when safety issues arise. While University Housing staff, Pittsburg Police, and University Police are responsible for enforcing University policies and regulations along with state and federal laws, we are not numerous enough to be in all places at all times. Please help maintain a safe environment by reporting any violations of policies, regulations, or laws and/or acts of violence or vandalism immediately to the Manager, University Housing Staff, or Pittsburg Police. Call 911 for emergencies!

### **SMOKE DETECTORS**

Smoke detectors must remain installed and powered at all times. Any tampering with the fire safety equipment is a violation of state and local laws, and criminal charges could apply. If smoke detectors are found not in place at any time, replacement fees will be charged. They should be tested regularly. If your smoke detector indicates the battery is low (beeping or any other unusual activity) please alert the Manager who will send Maintenance to replace or repair the unit. Batteries are required at all times.

### **SMOKING**

PSU, including CVA is a tobacco free campus. The use or sale of tobacco products on PSU property is prohibited. In addition to cigarettes, this policy applies to smokeless tobacco, cigars, clove cigarettes, and e-cigarettes. This policy includes all buildings, university grounds, parking areas, and walkways.

### **THEFT & DAMAGE TO PROPERTY**

The University does not insure the property of residents and cannot be held responsible for student property that is lost, damaged, or stolen. Students are strongly urged to carry insurance on their personal property. More information may be obtained from the Housing Office or your personal insurance agency.

## **MAIL**

Receiving your mail is an important function. The University is not responsible for your mail; mailboxes are property of the USPS. Upon check in, you are issued a key to your mailbox. Before you move in, and when you check out, you should fill out a "change of address" card at the post office. You should also send notification to all organizations you associate with. University staff is not permitted to open mailboxes. Difficulties with mail should be directed toward the local post office. Lost mailbox keys are a \$22 fine.

## **INTERIOR**

Occupants shall not do self-repairs, but must notify the Manager of Housing Office for service. Tenants will be subject to charges as deemed appropriate. Occupants shall not alter the apartment's interior construction, including paint. Small or light pictures or other personal items may be attached to walls by use of small nails. Do not use screws, bolts, or large nails in the walls, ceilings, or woodwork. Do not use double stick tape, adhesive squares, or contact paper on any area of apartment. Items cannot be attached to any ceiling area. Use only soap and water to clean walls.

### **SEVERE WEATHER AND FIRE PROCEDURE**

In the event of a fire:

1. Call Pittsburg Police at 911 and provide as much information as possible.
2. Inform a member of University Staff.
3. Exit the building immediately.

In the event of a tornado or severe weather:

1. Move to the central portion of the building and close all doors to protect yourself from windows. Move to the lowest possible level. Protect your head.
2. Monitor local weather information.
3. Follow directions of local emergency management response teams.

## **WEAPONS, HANDGUNS, FIREWORKS, & COMBUSTIBLES**

PSU's full weapons policy is available online at [pittstate.edu/weaponspolicy](http://pittstate.edu/weaponspolicy). Pittsburg State complies with the state of Kansas and the Kansas Board of Regents' regulations regarding handguns. Pittsburg State does not provide handgun storage containers. Your safety is our primary concern. In order to reduce the likelihood of injury, we ask that you observe the following policies and practices.

Residents who are 21 years of age or older, and meet state requirements, may carry a handgun if it is concealed on their person, or concealed in a bag/backpack that is in their control. Long guns, such as shotguns and rifles, are prohibited.

Handguns must be stored in a storage container that meets state guidelines. The container must:

- Fully enclose the weapon while secured in an approved holster
- Have a combination or digital locking device (no key locks)
- Be sturdy and non-flammable
- Be constructed specifically for weapon storage

Additionally, possession of fireworks, combustibles such as propane tanks and gasoline canisters, long knives or any item that can deliver projectiles (such as bows, air guns and paint guns), are prohibited. Failure to comply may result in confiscation of the item and disciplinary action.

## **VACATIONS AWAY**

As mentioned before, if you are planning to be away from your apartment for a week or longer, you must notify the Manager of your absence. The Manager will monitor your apartment while you are away (checking plumbing, temperature, or for unauthorized persons around the apartment, etc.). If you plan to have a friend or neighbor check your mail while you are gone, please alert the Manager of this also. Under no circumstances shall another person be allowed to stay in your apartment while you are away.

## **REASSIGNMENT AND/OR VACATION OF APARTMENT**

The University may reassign a tenant or ask them to vacate, for health or safety reasons, should the apartment become uninhabitable because of damage or destruction by fire or other casualty, or if the student loses status as an enrolled full-time student for any reason.

## **CANCELLATION OF LEASE**

Cancellation prior to move-in will result in the assessment of a \$250 cancellation fee. Cancellation prior to the end of the lease will also result in the assessment of a \$250 cancellation.

If there is less than a 30-day written notice, an additional cancellation fee of \$50 will be assessed.

The cancellation fee will be waived for a student who: will graduate, is student teaching, or leaves campus for training authorized through an academic department's training program. Notarized documentation will be required in these cases (prior to the cancellation process.)

## **CHECKING OUT**

Upon cancellation of the lease contract, the leaseholder must schedule a time (at least 48 hours in advance) to complete proper checkout procedures with the Manager. During check-out, the Manager will record the condition of the apartment for the purpose of assessing cleaning and damage charges. This assessment is considered preliminary, as additional charges may be added later (after a more thorough custodial and maintenance inspection is completed). Failure to complete proper checkout procedures will result in a minimum fee of \$25.

## **DEPOSIT FEE**

A non-refundable processing fee of \$45 will be required with the signed copy of the lease. A security deposit of \$250 will also be taken at this time. Under usual circumstances, this deposit fee is returned to the leaseholder upon vacating the apartment (minus all outstanding fees and charges).

## PRIVACY & APARTMENT ENTRY

Occupants agree to provide entry for maintenance, custodial services, the Manager, for monthly pest extermination procedures, and periodic apartment checks. Staff may enter without notice in emergencies where imminent danger to life, safety, health, or property is feared. University Housing staff may also seek access to a student's apartment without advance notice in cases of a community disruption, such as loud music, unattended alarm clocks, etc. Access to student apartments will not be granted to friends, relatives, or other students by University Housing staff.

University staff may conduct a search of a student's apartment to determine compliance with rules of the institution, or with federal state and local criminal law, and in connection therewith may obtain evidence, where there is probable cause to believe that a violation has occurred or is taking place.

"Probable cause" exists where the facts and circumstances (within the knowledge of staff and of which they have reasonable, trustworthy information) are sufficient in themselves to warrant a person of reasonable cause to believe that an offense has been or is being committed.

- The Director of University Housing or designee shall determine the existence of "probable cause".
- A dated, written statement asserting that "probable cause" has been determined, signed by the Director of University Housing shall be presented to the occupant or to the Manager, Area Coordinator or other University Housing officials and apartment entry shall take place not later than 24 hours after "probable cause" has been determined.

Since the University and the apartments are not sanctuaries, there are occasions when outside agencies will desire to search a student's apartment and when operating under a legal search warrant, staff and tenant(s) are expected to cooperate.

When in University Housing facilities, all students and guests of students are subject to the rules, regulations, and policies appearing in the Guide to Hall Living, the Housing and Dining Service Contract, Crimson Village Lease, the Code of Student Rights & Responsibilities, as well as the provisions of the Judicial Code.

Any member of the University community may file written complaint of alleged violations to the Assistant Director of University Housing (or designed, i.e., CVA Manager or Area Coordinator). Alleged violations will be addressed, depending on circumstances relative to the situation, through an informal discipline meeting, a formal discipline hearing, or referral to the University Discipline Officer/Committee.

Copies of the University Housing Guide to Hall Living are available at the University Housing Office on the second floor of Horace Mann.

## ELIGIBILITY

Eligibility for occupancy is contingent upon the leaseholder being enrolled as a full-time student for each semester and must meeting Housing and Urban Development (HUD) income eligibility requirements. A full-time student is defined as those students enrolled in ten hours or more of undergraduate credit or seven hours or more of graduate credit and paying full tuition and fees at PSU. Exceptions will be handled on an individual basis. Our lease agreement is between Pittsburg State University and one adult who is a full-time student.

Assignment preference is given to families composed of married or single parent students that meet the above qualifications. Other non-traditional age students may be considered depending on qualification, overall occupancy and demand by the above groups. All apartments are reserved for families, which include children.

Leaseholders who have occupied an apartment for the spring semester and who are pre-enrolled full-time for the upcoming fall semester may be permitted to live in apartment during the summer sessions (even if the leaseholder is not enrolled in summer session classes).

