
In 1842 French priests arrived at a location on two lakes near South Bend, Indiana. There they founded a University and named it *Notre Dame du Lac* (Our Lady of the Lake). Today the handbook of the University, *du Lac*, takes its name from that location.

At the northwest edge of the campus lakes was a low-lying marsh area upon which student family housing was built 125 years later. Recalling the French heritage of the priests' community, we remember a similar topographical region in Paris where a vibrant *quartier* was built up after monks drained the area during the 13th century. By the 17th century, it had become the city's center for fashionable living and today it is a cosmopolitan, multi-ethnic community.

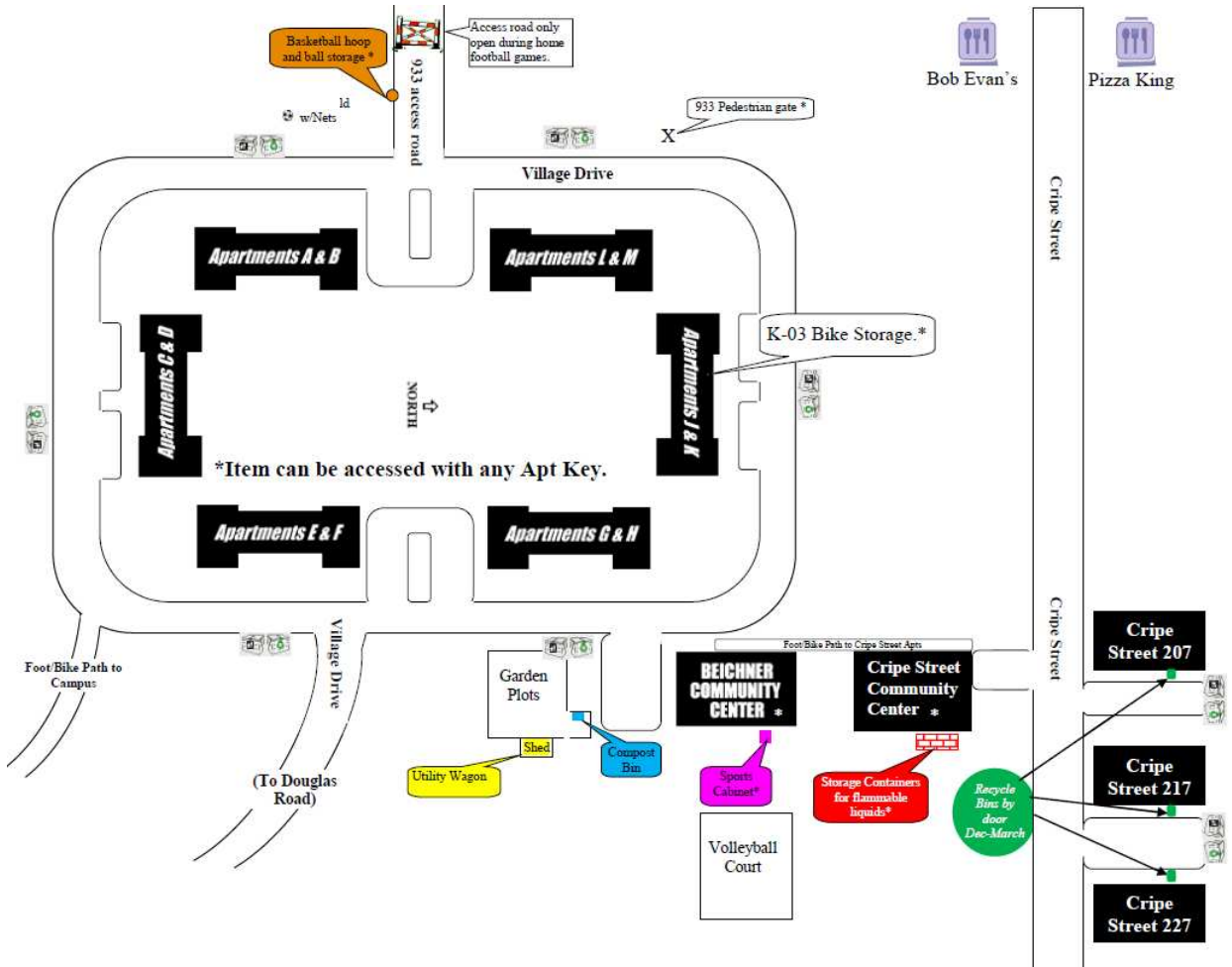
In recognition of a similar international community, rich in diversity, the University Village has named its handbook *du Marais*.

Table of Contents

Table of Contents.....	ii
Introduction	vi
HOUSING INFORMATION	7
Eligibility	8
Assignments.....	8
Contract.....	8
Housing Charges.....	8
Rules and Regulations	9
Registration/Orientation.....	11
Status	11
Termination of Residency.....	12
DAY -TO- DAY LIVING	13
Alcohol Policy.....	14
Appliances.....	14
Bathtubs	14
Building Doors	14
Candles	15
Carpet Cleaning	15
Christmas Trees	15
Cleaning Products	15
Countertops.....	16
Drapes (provided by resident)	16
Electricity.....	16
Exhaust Fans and Filters.....	16
Exterminator.....	17
Fluoride in Water	17
Furnace Room.....	17
Garbage Disposal (kitchen sink).....	17
Guests.....	17
Guest Apartments	18
Hallways, Stairwells and Exits	18
Heating and Air Conditioning.....	18
Housing Charges.....	19
Hot Water Heaters.....	20
Insurance	20
Internal Moves.....	20
Keys	20
Light Fixtures.....	21
Lockouts.....	21
Mail.....	21
Maintenance Calls.....	22
Pets	23
Pianos	23
Picture Hangers.....	23

Quiet Hours	23
Recycling	24
Redecorating	24
ResNet	24
Screens and Windows	24
Smoking	24
Soliciting	25
Sprinkler/Fire Alarm System	25
Setting Off Smoke Detector	26
Storage of Chemicals	26
Storage Space	26
Stoves and Range Hoods	27
Subletting	27
Telephones	27
Telephone Solicitations	27
Television/Radio/Satellite	28
Thermostats (in common corridors)	28
Toilets	28
Trash (removal)	28
Unsupervised Children	29
Waterbeds	29
Washers and Dryers	29
VILLAGE LIFE	31
Bulletin Boards	32
Campus Ministry	32
Directory	32
Newsletter	32
Village Website and Mass Emails	33
Religious Services	33
Village Exchange	33
Village Barter Board	33
Book Exchange, Magazine Exchange, Video Exchange	34
BEICHER COMMUNITY CENTER & 222 E. CRIPE STREET	35
Use of the Beichner Community Center	36
Items to Borrow	37
What the Beichner Has to Offer!	37
What the Beichner Has to Sell!	38
What 222 Cripe Street Has to Offer!	38
MOTOR VEHICLES	39
Registration	40
Driving on the Grass	40
Driving Instruction	40
Enforcement	40
Handicap Parking	40
Parking	40
Speed Limit	40
Sidewalk Along Village Drive	40

Washing of Motor Vehicles.....	42
THE GROUNDS	43
Bicycles	44
Building Walls and Windows	44
Clotheslines.....	44
Flower Beds	44
Garden Plots	45
Grass Mowing Schedule	45
Greenskeeper.....	45
Grills	45
Lost & Found.....	46
Picnic Tables and Benches	46
Plastic Pools, Buckets - Any Container of Water.....	46
"The Sweep" Shuttle Bus	46
Snow Removal	47
Sports.....	47
THE PLAYGROUND.....	49
Rules and Regulations	49
RECTOR AND MAINTENANCE	51
Office Hours	52
Outside Contractors	52
HOLIDAYS.....	53
University Observed Holidays	53
VILLAGE STAFF 2013-2014	55
Village Office	55
Staff Assistants.....	55
Rector.....	55
Assistant Rectors	55
Community Assistants.....	55
Village Websites.....	55
IMPORTANT PHONE NUMBERS	56
Emergency 911.....	57
Computer Information.....	57
University Administration	57
Sacred Heart Basilica.....	57
LaFortune Student Center.....	57
Miscellaneous Numbers	57
Information	58
Transportation Services	58
Shopping Centers.....	58
Grocery Stores	58
Pharmacies	59
Laundry/Dry Cleaning Facilities.....	59
Hospitals/Medical Services	59
Personal Phone Numbers	60
NOTES	61



Introduction

The University of Notre Dame operates 100 two and four-bedroom apartments located about one mile from the center of campus called University Village. It also operates 24 one-bedroom apartments located one block north of University Village in Roseland at 207, 217 and 227 E. Cripe Street called the Cripe Street Apartments. There is a paved, lighted footpath connecting this Complex to campus.

An important characteristic of life at the Village is that it is, first and foremost, a community. It is a community of students and their families who have come from around the world to study and live at the University of Notre Dame. While each resident chooses his or her own level of commitment to community life in the Village, there are some basic issues of respect and consideration that should be practiced by every person who lives in the Village community. This handbook is designed to make residents aware of these issues. Cooperation and consideration are key ingredients in making the living experience happy and healthy for all concerned.

University community living expects all of its members to be responsible in their social conduct and to follow rules and regulations as set forth in *duLac: Student Life Policies and Procedures*. It is also intended that an atmosphere be maintained in which each person's rights are respected and safeguarded.

Please direct questions not covered in this handbook, the Student Family Housing Contract, or du Lac to the Village Rector, Beichner Community Center at 631-9145 or to the Office of Housing, B015 Lewis Hall, 631-5878.

Section I

HOUSING INFORMATION



I. Housing Information

Student family housing has been available at Notre Dame since the end of World War II. The University Village Complex is currently made up of University Village and Cripe Street Apartments.

Eligibility

Residency in University Village is limited to full-time, degree-seeking students and their spouse/children with whom they reside.

Residency in Cripe Street is limited to full-time, degree-seeking students and their spouse with whom they reside.

A minimum of nine (9) credit hours per semester are required to classify a student as full-time for the academic year.

Residency in Married/Family housing is limited to seven (7) years from the date first assigned to campus housing.

Faculty, staff and post-doctoral fellows are not eligible to apply for housing.

Assignments

Apartments are assigned from a waiting list maintained by the Office of Residence Life and Housing. Applications can be submitted on-line once a student confirms his/her acceptance.

Contract

Summer and academic year housing contracts are distributed by the Office of Housing in the spring of each academic year. Apartments are contracted for the entire academic year and summer session. Housing charges are added to the student account at the beginning of each month. Payroll deductions and payment plans can be arranged through the Office of Student Accounts. Notice of termination must be given to the Office of Housing 30 days before departure to insure full security deposit refund.

Housing Charges

Security deposits and rent (including gas [Cripe Street apartments only], trash, water, sewage, Comcast cable, ResNet and NOMAD internet connections, and local phone services) are billed through the Office of Student Accounts at the beginning of each semester. All the fore mentioned services are included in the price of rent. Payroll deductions and payment plans can be arranged through the Office of

Student Accounts. Electricity is not included in the housing charge and must be contracted directly through American Electric Power (AEP) by the resident. Long distance and international calls can be made using prepaid phone cards or VOIP service through a computer. The security deposit is refundable when the apartment is vacated and all keys returned, minus any charges for penalties, cleaning, or damages. Apartment condition reports must be returned to the Village Office no later than one week after move-in. If no apartment condition report is found on file at the termination of residency, the damage deposit may be forfeited.

Rules and Regulations

As part of the housing contract, residents will abide by *du Lac: A Guide to Student Life*; *du Marias: A Guide to Living at University Village and Cripe Street Apartments* and the following rules:

- Pets or animals, including birds, are prohibited in the apartments. However, non-carnivorous fish in an aquarium (less than 30 gallons) are permitted in apartments.
- Outside TV antennas or satellite dishes will not be permitted.
- Residents are not allowed to tamper with or disconnect smoke detectors.
- The furnace room (Cripe Street only) is not to be used for storage of any kind. This constitutes a fire hazard.
- University-supplied light fixtures with bulbs other than 60 watt bulbs may not be changed by individual residents under any circumstances. Ceiling fans may not be installed in the apartments.
- Apartments may not be redecorated or altered in any manner.
- Lost mail keys will be replaced at the rate of \$20 per key.
- Lost apartment keys require a re-keying of the apartment and will be replaced at the rate of \$100 per lock.
- No toll calls may be charged to any University telephone in the apartments, nor may collect or third party calls be accepted from any source. A \$10 penalty will be added to the cost of any such calls and will be assessed to the resident accepting the call.
- Vehicles belonging to residents must be registered with the Notre Dame Security/Police Department.
- Common corridors are to be kept clear at all times.
- All maintenance issues (*i.e.*, clogged tub or toilet, broken garbage disposal, malfunctioning smoke alarm or heater not working properly, *etc.*) must be called in to the Village Office at 1-9145, reported to the University Village Online website or to an on-call Staff member at 876-6787. In case of an emergency (no heat, no hot water, flood, *etc.*) call Security, only if unable to reach Village staff.
- Visitation of overnight guests will be limited. No one guest may stay in the facility for longer than seven consecutive nights, nor may the same guest reside in an apartment for more than a total of ten nights during the academic

year. Exceptions will be made for family visiting from out of the country and due to pregnancy and the birth of a baby. The resident will be responsible for the proper conduct of his or her guest(s).

- Family members acting as caregivers are permitted to reside in the apartment for a period of time not to exceed nine (9) months. Visiting family members must be registered with the Rector.
- Residents are not permitted to use any part of the apartment or residence facility for any commercial purposes.
- Residents must vacate their apartments within 30 days of graduation, completion of studies, or change in student/family status.

University Village: Village apartments have two bedrooms. However, a limited number of double, four-bedroom apartments are available for families with three or more children. Couples expecting their first child are permitted to move into the Village during the established move-in time at the beginning of each semester. In the case of pregnancy loss, residents are eligible to live in University Village until the end of the current academic year.

Kitchen	6' x 10'
Living room	13' x 13'
Large bedroom	10' x 11'
Small bedroom	8' x 11'

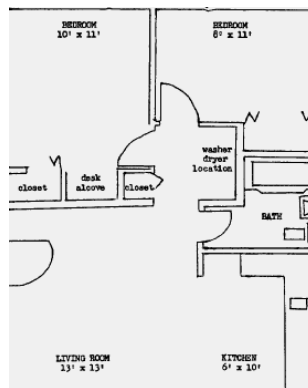


Figure 1: University Village Apartment Layout

Cripe Street: For married students without children, one-bedroom apartments are available on Cripe Street.

Living/dining room	11' X 14''
Bedroom	11' X 12'



Figure 2: Cripe Street Apartment Layout

A copy of a marriage certificate is needed as proof of marriage. If unmarried at the time of application, the student may move into an apartment one month before the wedding date after signing an addendum to the housing contract at the Office of Housing.

Registration/Orientation

All students residing in the University Village Complex are required to register annually. An activity fee of \$25.00 will be collected at that time. Participation in registration assures the resident's personal entry in the University Village Housing Complex Directory; *du Marais* Handbooks are available through the University Village Online website.

In order to promote communication, offer information, and enhance the possibility for greater harmony and understanding, the University requires all new residents to participate in a special orientation program, which will be offered once in the fall.

Participation in fall orientation is mandatory for all students who wish to have on-campus housing at the University Village Complex. NON-PARTICIPATION WILL RESULT IN THE IMMEDIATE TERMINATION OF THE HOUSING CONTRACT.

Status

Residents who achieve faculty or postdoctoral status must terminate their residency within thirty (30) days thereafter.

If a student's family relocates before studies are completed, the student is allowed sixty (60) days thereafter to relocate.

Residency in Student Family Housing is limited to seven (7) years from the date first assigned to campus housing.

Termination of Residency

Students who graduate or conclude their studies in good standing are allowed thirty (30) days thereafter to relocate. In all cases of termination of the Housing Contract, the resident must notify the Office Housing at least 30 days before departure from University Village and sign off of their housing contract or forfeit the security deposit. Residents who want to cancel their housing contract, must submit a webform to the Office of Housing by going online to <http://housing.nd.edu/contract>.

Residents must turn in all apartment and mail box (Village) keys to the Village Office upon departure. It is the responsibility of the resident to notify American Electric Power of the exact date of departure and the address to which the final bill is to be sent. Residents should provide the Village Office with a forwarding address to guarantee future mail delivery. This address should also be reported to the Registrar's Office and the Notre Dame Federal Credit Union (if a member) by the resident.

When notice of termination of residency is given, Village Office staff will provide the resident with a checklist of move-out responsibilities to help avoid unexpected expenses. Charges to residents for damages, cleaning, or repair in vacated apartments will not be limited to the amount of the security deposit. Residents will be charged for labor, material, and replacement costs in excess of their deposit necessary in order to place the vacated apartment in proper condition for the next resident. The Office of Student Accounts will refund any remaining deposit.

Residents will be assessed \$75.00 for each day they remain in the apartment after their contract has expired.

Section II

DAY -TO- DAY LIVING



II. Day -To- Day Living

Certain rules and regulations must be observed in any University community. These guidelines help maintain an open and hospitable environment for student families.

Alcohol Policy

Residents must be familiar with and abide by the University's Alcohol Policy as stated in the student handbook, *du Lac: A Guide to Student Life*, <http://orlh.nd.edu/dulac/>.

Appliances

University-issued appliances cannot be replaced with personal appliances at any time.

University Village: An electric range, kitchen exhaust hood, refrigerator, washing machine and dryer, air conditioner, garbage disposal and light fixtures in the kitchen, hallway and bathroom are furnished.

Cripe Street: A gas range, kitchen exhaust hood, refrigerator, garbage disposal and light fixtures in the kitchen, dining area, and bathroom are furnished.

Bathtubs

Residents are encouraged to use bathtub mats to avoid injury from slippery surfaces. Adhesives of any kind in bathtubs are prohibited. Do not attempt to remove or replace bathtub stoppers.

Building Doors

In accordance with Notre Dame Security/Police Department guidelines, **doors are never to be propped open with any item(s)**. It is to the residents' advantage to make certain that all doors and windows in hallways are kept closed during the winter months. If doors and windows are left open, heat will be lost, and field mice, attracted by the heat, may enter the buildings.

Secure Exterior Doors automatically lock during evening hours and unlock in the early morning. During locked hours, residents may enter the building by pressing specific codes on the key pad at the front entrance of the building. A variation of the code will allow residents to enter back doors at University Village. Visitors may call the apartment from the intercom system located at the front entrance of each building. For the safety of all residents, DO NOT give out private entrance codes to anyone.

Candles

With the exception of brief birthday or religious celebrations, **the use of lit candles in apartments is always prohibited.**

Carpet Cleaning

Apartment carpets are steam cleaned by University housekeeping staff between residents. After residents have lived in their apartment for one year they may request a steam cleaning by contacting the Village Office. Residents may request steam cleaning of their carpets once a year

Christmas Trees

The use of natural evergreen trees (fresh cut and potted) and/or branches is prohibited in campus buildings since they dry easily and are very flammable. The use of fireproof artificial trees and trimmings where such decorations are desired is suggested.

Other traditional decorations, such as lights and paper goods, constitute increased fire hazards. Care and discretion must be used by all members of the University community regarding use of such decorations. These are important safety measures that need to be respected in order to avoid a tragic loss of life, property or personal injury.

Cleaning Products

The following non-abrasive cleaning products are suggested for use in kitchens and bathrooms.

- Kitchen: Soft Scrub, Lime Away
- Bathroom: Lysol Bathroom Tub/Tile, Shower Power, Soft Scrub, Clean Shower, Tilex
- Toilet: Sno-Bol
- Windows: Windex
- Oven (inside): Dow Oven Cleaner
- Burners: Hot soapy water after spills occur, Orange Clean
- Stovetop: 409, Fantastic, Orange Clean

Products should be thoroughly rinsed from all surfaces.

Countertops

Avoid placing hot pans or skillets directly on the countertop. Too much heat applied in a concentrated area will cause it to blister or peel. Use of pot holders or trivets is recommended.

Avoid cutting directly on the countertops since this will leave cut marks and damage the counters. Use of cutting boards is recommended.

Avoid draining dishes directly onto the countertop. Excess water laying on the countertop will cause it to swell and separate. Use of a draining mat to direct water into the sink is recommended.

The cost of repair to countertops will be deducted from the resident's security deposit.

Drapes (provided by resident)

Resident-installed draperies must be at least eight inches above the baseboard heaters in order to prevent a possible fire. For apartments with air conditioner/heat window units, drapes should not extend beyond the windowsill.

Electricity

The University pays for electricity in the apartment between residents. Residents must notify American Electric Power at 1-800-311-4634 within 48 hours of move-in to establish an account. When establishing a new account, expect to pay a security deposit. At the time of move-out, the resident must provide AEP with a forwarding address for final billing.

Exhaust Fans and Filters

The kitchen exhaust fan filter located directly above the stove-top should remain installed. Requests for new filters can be made through the Village Office.

Residents are responsible for cleaning the heater/air conditioner window units and filters in above ground apartments in the Village. Filters can be removed from the front for cleaning, and a degreasing agent should be used. Residents should also clean and wipe lint from the bathroom exhaust fans to make sure air maintains proper circulation.

Cripe Street furnace filters are replaced by Maintenance.

Basement apartment air conditioner filters should be cleaned by the resident.

Exterminator

An employee of Rose Exterminators and a member of the Village staff visit each University Village apartment six times per calendar year and each Cripe Street apartment four times per calendar year. These routine checks normally take place on the 4th Friday of each month. Rounds begin at approximately 1:00 p.m. and end at 4:00 p.m. Residents need not prepare for these visits, and it is not necessary that someone be in the apartment when the house call is made. A voice mail message reminder will be sent out to residents before the inspection. If a resident has need of an exterminator between visits, he/she should call the Village Office to request a home visit.

Fluoride in Water

University Village: Water comes from wells on the Notre Dame campus and **does not contain fluoride.**

Cripe Street: Water comes from South Bend and **does contain fluoride.**

Furnace Room

Cripe Street: The gas water heater/gas furnace room may not be used for storage of any kind, nor should anything block the entrance to the furnace room. This constitutes a fire hazard.

Garbage Disposal (kitchen sink)

Turn the cold water on whenever using the garbage disposal. Allow water to run a few seconds after food has gone down the drain. Food scraps should be fed in slowly. Do not place bones, corn husks, onion skins, celery, paper, cardboard, plastic, glass, wood, grease, oil, foil, or any type of metal material in the disposal. A good rule of thumb is: *If you can eat it, your garbage disposal can eat it.* Chlorine bleach or baking soda work well to alleviate odors. Ice is useful for cleaning the disposal. Never put fingers or utensils in the disposal while it is running. Placing a strainer designed for garbage disposals (can be purchased at stores like Walmart or Target) in the drain hole will prevent unwanted items from falling into the disposal.

Guests

All residents of University Village and Cripe Street Apartments are responsible for their guests' behavior. All visitors are expected to abide by University regulations. Visitation of overnight guests will be limited. Guests staying for more than one week must be approved by the Village office. Family members acting as caregivers are permitted to reside in the apartment for a period of time not to exceed nine (9) months. Visiting family members must be registered in the Village Office. Long-stay

(registered) family members may receive mail at the resident's mailbox, but their mail will not be forwarded after their stay.

Guest Apartments

The Village maintains three (3) guest apartments D-3, F-1, and L-2, for use of resident's family/guests. For a fee of \$25.00 per night, these two-bedroom, fully-furnished (including washer/dryer) apartments are available on a first-come first-serve basis with rentals limited to seven (7) consecutive days per month. Exceptions include Thursday through Tuesday on home football game weekends, Commencement weekend and Reunion weekend. On those occasions, the Office of Housing conducts a lottery to determine who may have use of the apartments. Call the Village Office to find out if an apartment is available.

Hallways, Stairwells and Exits

Hallways, stairwells, and exits, in addition to serving the normal purpose of allowing people to travel in and about buildings, also provide a means of escape in the event of fire or other emergency which may require evacuation of the building. If hallways and stairwells are blocked with personal items, strollers, or other materials, escape could become difficult or impossible for the occupants.

Personal possessions and materials may never be left in the hallways. Stairwells and exits must be kept clear at all times.

Residents found in violation of the Hallway, Stairwell and Exit Obstruction policy, will be issued a violation notice which constitutes a first warning and will be given 24 hours to remove the items. Any subsequent violations will result in a \$20.00 fine to be paid at the Village Office. If the fine is not paid within 7 days, or if the items are not removed, the matter will be referred to the Office of Community Standards for possible disciplinary action.

Never sweep dirt into corridors or rear outside stairwells where it can block drains. Spills on stairs should be cleaned up immediately. Children should not throw anything into the rear outside stairwells. If drains in these areas are blocked, basement apartments will flood during a heavy rain.

Common areas of Village buildings are cleaned on a regular basis by members of the Building Services Department.

Heating and Air Conditioning

University Village: Each apartment is equipped with an air conditioning unit in the living room. No additional air conditioners may be installed. Basement apartments are equipped with an air conditioner cover the help keep out wind and cold in the winter. The resident is responsible for the cover, which should be stored when the

unit is in use. Apartments are electrically heated and thermostatically controlled. Care should be taken in regulating the heat. The switch on the wall of the living room and each bedroom must be in the down position to activate the heat, which can then be regulated by the thermostat. Usually these switches are marked with an "S" (for summer) on top and a "W" (for winter) on the bottom. However, not all apartments are equipped with identical switches and thermostats. All bathrooms and kitchens have baseboard heaters controlled by knobs located on the units. When the apartment is vacant during cold weather for an extended period of time, adjust all thermostats to 65 degrees.

Curtains and electrical cords should never be near baseboard heaters. Check these heaters periodically for any toys or small objects which may have accidentally fallen inside, since they may be a fire hazard.

- **Heat Pump/Air Conditioner Window Units:**

Never place anything on the window sill above the unit which could fall into or short-circuit the unit. Examples include: house plants, beverages, decorating items, children's toys.

- **Thermostat Setting for Window Units in Above-Ground Apartments:**

Turning the thermostat control clockwise will provide a cooler room temperature; turning it counterclockwise will provide a warmer room temperature. Adjusting the thermostat to the mid-setting (vertical) will set the room temperature at approximately 75 degrees. Residents should not attempt to alter operation in any way.

- **Filters:**

Filters in all heating/air conditioning units should be cleaned regularly by residents. Call the Village Office if instructions are needed.

Cripe Street: Central air conditioning is provided, and the resident pays the electric bill for this. In order for the air conditioner to operate efficiently, it is imperative that the large intake unit on the wall never be blocked by furniture or decorative items. No additional air conditioners may be installed in windows. Apartments are heated with gas. University Maintenance staff change filters regularly.

Housing Charges

Housing charges are billed to the resident's student account at the beginning of each semester. Payroll deductions and payment plans can be arranged through the Office of Student Accounts. Residents are encouraged to check the Office of Housing website for current housing charge rates (see: <http://housing.nd.edu>).

Hot Water Heaters

University Village: Hot water heaters are located under the kitchen countertop next to the sink.

Cripe Street: Hot water heaters are located in the furnace room.

Residents should always leave the water heater switch in the circuit breaker box in the “on” position. Turning the switch on and off on a daily basis is hard on water heaters and can burn out the heating element prematurely. However, if the apartment is left vacant for an extended period of time, hot water heaters may be turned off to reduce use of electricity. Temperature in the hot water heater is preset by the factory.

Insurance

The University assumes no financial responsibility for damages to, or loss of, personal property of students, or for negligence of any other occupants of the Complex. Personal property insurance is recommended. Upon request, Notre Dame Security will mark any valuable items in the apartment with social security numbers or other identification for retrieval in the case of loss. Contact Office of Housing or Risk Management to receive information on a University-approved personal property policy.

Internal Moves

In instances where there are medical concerns and documentation is approved by the Office of Housing, a resident is allowed to move within the Complex. In cases of pregnancy, Cripe Street residents may move into the Village during the established move-in time at the beginning of each semester. Village residents expecting a third or fourth child may move the following semester into a four (4)-bedroom apartment. **The timeline for moves from one apartment to another is limited to one week at the beginning of each semester.**

Keys

Two keys are provided for each apartment. Each opens the apartment door, storage closet, Beichner Community Center, 222 E. Cripe Street, BCC sports cabinet, basketball court ball bin lock, flammable liquid storage cabinets, bike storage apartment (K03) and the locked gate in the west fence. For University Village residents, two mail keys are also provided. For Cripe Street residents, the door key also opens the mailbox located outside the building. Lost keys can be replaced by calling the Village Office. Every mail replacement key costs twenty dollars (\$20.00). Lost apartment keys require installation of a new door lock at a cost of seventy-five dollars (\$75.00) Residents who fail to turn in all proper keys upon vacating their apartments will be charged accordingly.

Light Fixtures

University-supplied light fixtures with unusual bulbs may not be changed and/or altered by residents. Residents may change standard light bulbs using only 60 watt bulbs. Any fluorescent bulbs, appliance (refrigerator) bulbs or floodlights will be replaced by Maintenance. When residents move out, all fixtures must have working bulbs in them.

Because of the extreme danger of fire, halogen lamps may NOT be used in apartments.

Ceiling fans may not be installed in any apartment.

Do not remove, replace, or attempt to repair any electrical fixture, including switches or lights supplied by the University.

Lockouts

In the event of a lockout between:

8:00 a.m.- 4:00 p.m.

1. phone the Village Office at 631-9145;
2. phone the on-call staff member at 876-6787; or
3. phone Security at 631-5555.

4:00 p.m.- 8:00 a.m.

1. phone on-call staff member at 876-6787
2. phone Security at 631-5555.

Mail

Mail which has an incorrect mailing address will be treated as undeliverable.

University Village: U.S. Postal Mail and Campus Mail are delivered to the Beichner Community Center Village Office. Each University Village apartment is assigned a mail box in the community center. The box is for use of the apartment residents ONLY (the signer of the housing contract plus his/her spouse and/or children). Non-residents MAY NOT receive mail at this box. If mail for a non-resident comes to your box, you will get one warning via telephone from the office (that piece of mail will be held until you respond and then delivered). After that all mail for that non-resident will be returned to sender. Campus mail and inter-Village communications to residents are also distributed through these mailboxes.

Village residents who will move out should complete a permanent mail-forwarding form at the Village Office (included in the move-out packet). Residents who will be gone an extended period of three or more weeks should complete a temporary mail-

forwarding form at the Village Office. The US Postal Service website forwarding form does not work for Village addresses. Only the form available at the Village Office will forward mail properly.

All mail and packages received at the Community Center mailbox must have the correct address, including building letter and apartment number. The mailing address should be written as follows:

Resident's Name
100 University Village, Apt. Letter-Number
Notre Dame, IN 46556-5664

Cripe Street: U.S. mailboxes are located in front of each apartment building. Apartment keys open those boxes. The address should be written as follows:

Resident's Name
Bldg. Number Apt. Letter E. Cripe St.
South Bend, IN 46637

Campus mail and inter-Village mail is delivered to Cripe Street apartment mail slots located on the first floor of each building.

Cripe Street residents who move out should complete a permanent mail-forwarding form with the US Postal Service (usps.gov) and with the Village Office (included in the move-out packet). Residents who will be gone an extended period of three or more weeks should inform the US Postal Service and fill out a temporary mail-forwarding form at the Village Office. Informing the Postal Service forwards the mail delivered directly to the mailbox outside the apartment building. Informing the Village Office forwards the mail delivered to the mail slot located inside the apartment building.

Maintenance Calls

All Maintenance issues (*i.e.* clogged tubs, toilets, garbage disposals; malfunctioning smoke alarms; heaters not working properly; holes in screens; *etc.*) must be reported to the Village Office at 1-9145 or online through the University Village Online website. Work orders are sent out daily to the Department of Facilities Operations. From there, requisitions are distributed to the appropriate office for completion.

Maintenance does not loan out tools. A tool kit may be borrowed for a 3 day period from the Village office.

For emergencies (*i.e.* no water, refrigerator not working, no heat in the winter, *etc.*) when the Office is closed, phone the on-call staff member at 876-6787. If a staff member cannot be reached, phone Security at 1-5555.

Residents should never attempt to make any maintenance repairs on their own. All repairs should only be made by University maintenance personnel. If a repair call is made to University trades or contractors without prior notification to the Rector, the resident is responsible for all costs and fees incurred.

Pets

Pets or animals, including birds, are prohibited in the apartments. However, non-carnivorous fish in an aquarium (up to 30 gallons) are permitted in apartments. This prohibition applies to all guests in the apartment as well.

Pianos

Because of weight and noise considerations, pianos are prohibited in apartments. A piano and practice room are available in the Beichner Community Center. Reservations for the practice room can be made by calling the Village office at 1-9145 or by completing a Community Center Reservation Form on the University Village Online website.

Picture Hangers

One- to ten-pound size nail wall hangers are the only acceptable fixtures for hanging articles on apartment walls. Do not use cellophane tape, adhesive fixtures, plastic or metal molleys or screws. Upon departure from apartment, all holes must be filled with spackle.

Quiet Hours

Quiet hours in the buildings and on the grounds extend from 9:00 p.m. to 7:00 a.m. During these hours residents must avoid running vacuum cleaners, washing machines, and dryers; the volume on televisions and stereos must be kept low; children should refrain from loud, raucous play; and social gatherings must be tempered. In the event of a late night gathering, however small, it is recommended that residents reserve and use the Beichner Community Center.

Continued violation of quiet hours could result in a fine.

Music practice can pose unique problems. If regular practice of a musical instrument is required, it would be polite to check with neighbors about practice habits/schedule and work out a mutually-agreeable compromise. There is a music

practice room in the Beichner Community Center which can be reserved if necessary.

Recycling

Recycling bins are located adjacent to the garbage dumpsters. Recycling dumpsters are available on Cripe Street next to the garbage dumpsters. The University has implemented single-stream recycling of cardboard, glass, plastic, aluminum, polystyrene, and paper. A composting bin is located on the north end of the Village Garden.

Redecorating

Apartment walls may not be redecorated. This includes stenciling, wallpaper, paint, etc.

Residents may not paint the outside of apartment doors facing the hallways. Apartment hallways, doors, and stairwells are repainted on a regular basis by the University.

ResNet and NOMAD

Internet connections (ResNet) are available in all apartments (bottom portal of the phone jack). In the Village, one jack is located in the living room. Cripe Street Apartment jacks are located in the living room and bedroom. The Beichner Community Center is equipped with wireless internet access (NDSecure) and also has jacks in each room. Wireless internet (NDSecure) is available in all Village and Cripe Street apartments. At 222 Cripe Street, ResNet jacks are located in the main area. For help getting started or with other concerns, contact the OIT Help Desk at 631-8111.

Screens and Windows

Windows should not be used to enter or exit apartments. For health and security reasons, residents are not permitted to remove window screens at any time. For their safety, children should never stand on the windowsills or lean on the screens. The screens are made to be easily pushed out in case of fire and are only meant to prevent insects from getting into the apartments. For questions about how to clean the windows/screens, call the Village Office. Residents are responsible for damaged screens. Replacements are \$75 per screen and will be charged to the resident's student account.

Smoking

Smoking is prohibited in all buildings at the University of Notre Dame including the University Village and Cripe Street Apartment Complex. Smoking is permitted no closer than at the end of the sidewalk in front of University Village buildings and at the picnic table outside of Cripe St. apartment buildings. Failure to abide by these rules could result in a fine of up to \$50.00.

Soliciting

Because the University Village and Cripe Street Apartments are located on the campus of Notre Dame, they are considered private property. No soliciting or peddling is allowed. Any caller who attempts to sell or interest you in something should be reported directly to Security at 631-5555 and to the Village Office or Rector. Children who live in the Village may sell from door to door only if they are participating in a fund-raising campaign for their schools or organizations.

Sprinkler/Fire Alarm System

IN CASE OF FIRE, the sprinkler and fire alarm system in the Village buildings or Cripe Street buildings will activate the Notre Dame Fire Department response automatically.

Never hang items (hangers, plants, electrical wires, etc.) from the PVC pipes running along apartment ceilings leading to the smoke alarms and sprinklers, nor have anything pressing on those pipes in storage closets. Do not block sprinklers. Leave 18 inches of clearance between personal items and sprinkler heads.

Tampering with or misuse of fire alarm and safety devices and system components will result in disciplinary action against all persons involved and may include suspension or permanent dismissal from the University.

University Village: Each apartment is equipped with smoke detectors in each bedroom and a heat detector in the kitchen connected to the building alarm. An additional smoke detector not connected to the building alarm is in the laundry hallway. If the hallway alarm goes off when cooking, fanning it with a towel will temporarily shut it off. Shut the bedroom doors to avoid activating the building alarm. Fire Extinguishers are located in the common corridors of each building.

Cripe Street: Each apartment is equipped with smoke detectors in the bedroom and living room connected to the building alarm. An additional smoke detector is located in the living room above the furnace vent. A fire extinguisher is located just inside the front door. These should never be removed from the hook except when used to extinguish a fire.

For Village and Cripe Street: When the building alarm is triggered, it will immediately activate a response from the Notre Dame Fire Department. To avoid triggering the building alarm, try fanning smoke detectors with a towel. Never

tamper with a detector. If a detector in your apartment is malfunctioning please contact the Village Office.

What to do if a building fire alarm sounds:

- **Leave the apartment closing the door behind you;**
- **Exit the building immediately.**

Setting Off the Smoke Detector

Humidifiers: At times residents use humidifiers when their children have respiratory issues. The smoke alarms are very sensitive to humidity. Residents who wish to use humidifiers should do the following:

1. Call the Village Office to notify us that you are using a humidifier. Residents will need to provide the Village Office the range of dates they will use a humidifier along with the particular bedroom in which they will be using the humidifier. The Notre Dame Fire Department will turn off the detector in that room from 8am to 10pm each day in the date range provided by the resident. The detector will be turned on from 10pm until 8am.
2. Residents will need to supply a doctor's note to the Village Office requiring the use of the humidifier.
3. If it is necessary to use a humidifier when the detector is turned on residents should set it on a low setting, move it as far away from the detector as possible and leave the door to the room open. To avoid setting off the building alarm it is preferable to not use the humidifier from 10pm-8am.

Storage of Chemicals

The storage and use of solvents or other toxic material including, but not limited to: kerosene, gasoline, naphtha, lighter fluid, benzene, or other flammable or explosive materials is strictly prohibited in any apartment or storage space.

A storage shed for flammable materials is located on the east side of 222 E. Cripe Street.

Residents should place all properly labeled personal flammable materials in this container. Apartment keys will open this shed.

Storage Space

A storage closet is provided for each apartment. Apartment keys will open the storage closet door.

University Village: Storage closets are located in the hallway.

Cripe Street: Storage closets are located outside at the north end of the apartment building.

Stoves and Range Hoods

Kitchen areas should be wiped clean after each cooking use. Trying to remove built-up grease on appliances, walls and countertops can remove paint and damage these surfaces. Residents may not place newspaper, foil or plastic of any kind on any surfaces surrounding cooking areas (including walls, counters, cabinets, or range hoods), since they can become coated with grease and cause a fire. The stove top lifts open for cleaning. Knobs can be removed for washing.

Subletting

Renting your apartment to someone else, or subletting, is prohibited. This includes sharing the apartment with any unrelated persons or any unapproved long-term guests.

Telephones

The University provides a telephone with a voice mail feature in all apartments. Residents are encouraged to use these systems because Village staff and University administration frequently use voice mail to communicate with students. This phone system is included in the cost of rent. Each apartment is assigned a telephone number with a 634 prefix. To call an on-campus phone, dial the last 5 digits; to make an off-campus call, dial 8 and then the phone number.

Long distance and international calls can be made using prepaid phone cards or VOIP service through a computer.

All questions or concerns about telephones can be directed to the OIT Help Desk at 631-8111.

Telephone Solicitations

The following are suggestions and do not guarantee they will stop calls.

When an unwanted call is received the recipient should do the following:

- note the date and time of the call;
- note the name of the caller, the name of the company, the address and phone number of the company; and

- clearly state: “I am not interested. Please remove my name from your call list and place it on your – DO NOT CALL – list immediately. Please do not call back.”

If called again by the same company, make a report to the Indiana Attorney General’s Office by calling 1-800-382-5516 and follow prompts for filling out a complaint form.

In order to register for the Indiana Privacy List (no-call list) call 1-888-834-9969 anytime, seven days a week, 24 hours a day. Basic information regarding phone number, name, address, *etc.* is requested.

Television/Radio/Satellite

Notre Dame’s basic Comcast cable service is included in the price of rent. No outside antennas or satellite dishes are permitted. Installation of additional cable outlets is prohibited. Additional features and channels are available through Comcast at additional charge. Contact Comcast directly if interested.

Thermostats (in common corridors)

University Village: There are thermostats in the hallways of each building to regulate heaters in the common corridors. Do not change the settings or tamper with thermostats in any way. Call the Village office if hallway heat is not working.

Toilets

The following items may **NOT** be flushed down toilets: diapers, paper towels, feminine hygiene products of any kind, disposable wipes, Q-tips or cotton swabs, dental floss. Low-flow toilets often require several flushings for removal of waste.

Trash (removal)

Residents are responsible for disposing of their trash in outside dumpsters which are emptied on a regular basis.

- All trash must be placed inside the dumpster with the lid properly closed.
- Couches, mattresses and other large items should not be placed in dumpsters.
- Any large items that do not fit in dumpsters should be placed next to dumpsters on Wednesday evenings. University personnel sweep through the complex on Thursdays to collect any large items outside dumpsters.

The playground is equipped with small trash cans intended for playground litter. Following a picnic or barbecue, large quantities of garbage should be disposed of in the dumpsters provided on the OUTER perimeters of the Village.

Unsupervised Children

Never leave children under 14 years of age unsupervised in an apartment, on the playground, or in the Beichner Community Center. An adult must be responsible for children at all times.

Waterbeds

Waterbeds are prohibited.

Washers and Dryers

University Village: University-owned clothes washers and dryers are installed in all Village apartments and may not be replaced with personal machines. Always be sure to keep lint filters in the dryers clean in order to reduce drying time and prevent fire hazard. University Vending provides service for machines when necessary. Contact the Village Office with any service issues.

Cripe Street: Residents have use of coin-operated washers and dryers located at 222 E. Cripe Street. Call the Village Office with any maintenance problems. No washing machines or dryers may be installed in Cripe Street Apartments.

Section III

VILLAGE LIFE



III. Village Life

Information that is unique to the University Village Complex is included in the following section. Residents are encouraged to take advantage of all resources described herein.

Bulletin Boards

Bulletin boards are located in each apartment building. There are also bulletin boards in the Beichner Community Center and 222 E. Cripe Street. These may be used for posting upcoming events, job positions, items for sale and other notices. Please date all notices. This will help others know when to remove the notice to make room for others.

Campus Ministry

The University Village Complex Campus Ministry team consists of the Rector and chaplain (both of whom reside at the University Village Complex), and a member of the University Campus Ministry staff. Residents are urged to contact them any time when they may be of assistance, and especially in cases of personal emergencies. Their names and phone numbers are listed at the beginning of the Complex Directory. Campus Ministry also provides a library that utilizes a self-checkout system and is located in the Beichner Community Center chapel. It contains personal, family, and spiritual resources, to name a few.

Directory

A University Village Complex Student Housing Directory is published each semester and is delivered to each household. It lists residents' names, names of children, year of arrival in the community, phone numbers, course of study, U.S. state or country of origin, and address.

Newsletter

A Newsletter is published and delivered to each household every month. It is, first and foremost, a communication tool. All residents are encouraged to read these carefully, as they contain news of upcoming events, various policies of which residents may need to be reminded, job announcements, community services, *etc.* Residents may also contact the Newsletter Editor to post announcements in the Newsletter.

Village Website and Mass Emails

Useful information can be found on the Village Website, uvillage.nd.edu , and in weekly email messages sent by the Rector. The Village Website has helpful links, including a link to the University Village Online website – the residents only website that has the online maintenance request form, community center reservation form and even more helpful information!

Religious Services

The Village chaplain celebrates a Catholic Mass on Sunday mornings at 10:00 a.m. in the Beichner Community Center. All are invited, and children are particularly welcome. All religious groups are welcome to schedule services in the Beichner Community Center. A chapel is available in the Beichner Community Center for all residents.

Village Exchange

Located at 222 E. Cripe Street, the Village Exchange is a cooperative service for all residents. All items are free. The Village Exchange may not to be used as a dumping ground for broken toys and other unused household items. It is designed so that clean used clothing, in good condition, can be recycled for use in the Village by other families. Small household items such as pots, pans and dishes can also be donated to the Village Exchange.

Larger items in usable condition may be posted on the Village Barter Board (see below) or placed in the Goodwill and St. Vincent de Paul bins on campus and around town.

It takes a great deal of work to sort the clothing for the Village Exchange. All residents can help by making sure clothing items are clean and folded when brought to the Exchange. When looking through clothing, please refold items and put them away as found. This is not a play area for children.

Those residents wanting to help sort clothing are welcome to do so. Please contact the office with further questions.

Village Barter Board

The Barter Board is an online posting board where residents can post items and services they would like to give away, exchange or sell. This posting board is only open to Village residents. All residents are sent an invitation to the email address they have provided to the Village Office. Residents in need of assistance getting access should contact the Village Office.

Book Exchange, Magazine Exchange, Video Exchange

These are all located in the Beichner Community Center. Residents may leave and take books (near entrance to study room), magazines (near entrance to study room) and videos (in baskets on Lounge TV stand).

Section IV

BEICHNER COMMUNITY CENTER & 222 E. CRIPE STREET



IV. Beichner Community Center & 222 E. Cripe Street

Built in the Spring of 1997, the University Village's Beichner Community Center is intended for the use and enjoyment of families living at the University Village Complex. Gatherings and parties can be scheduled and reserved through the Village Office or online through the University Village Online website.

The University also maintains a house located at 222 E. Cripe Street. A private residence for the Village chaplain, it also houses a laundry facility for Cripe St. residents, the Village Cooperative Exchange, TV viewing, and a fitness center for residents over the age of 18. The house can be approached by car via State Route 933 north and Cripe Street, or by foot using the walking path from the Beichner Community Center.

Never remove furnishings or items from either the Community Center or 222 E. Cripe Street for private use. They are strictly for communal use. Residents' keys unlock entrances to both buildings.

If you are using the Beichner Community Center, advise your guests to park only in the spaces designated for visitors. Visitors to 222 E. Cripe St. should park on Cripe Street. The parking lot at the Beichner Community Center is available to those attending a function at the Center. Extra cars or visitors' cars should seek a spot in visitor parking spaces located on the east and west sides of the Village.

Use of the Beichner Community Center

Some basic issues of respect and consideration govern life in the Village community. The following rules are necessary for the safety and well-being of all who use the Community Center:

- At least one parent or an adult who is the designated guardian must accompany all children under the age of 14.
- No child under the age of 14 may use a key to enter the Center without a parent present.
- The Center is intended for family and extended family/friend use only.
- The Center should always be left clean, with tables and chairs placed as found, dishes cleaned and put away, and carpet vacuumed, if necessary (vacuum cleaner located in the unlocked storage closet in the main room).
- Before scheduling an event check the calendar on the Village website. Reservation agreements are available outside the Office door for residents to complete. Reservations can be made either online through the University Village Online website or by completing a form which can be found outside the Village office door. Paper forms should be turned in during normal office hours or in the rector's mailbox after hours.

- Possession/consumption of alcoholic beverages is only permitted during registered events and only in compliance with state law. Alcoholic beverages brought in by residents must be removed upon departure.
- The building is open from 6:00 a.m. -12:00 p.m. Sunday-Thursday and until 1:00 a.m. on Friday and Saturday nights.
- The piano room should be used for practice only.
- When more than one group is using the Center, be sensitive to the needs of each group with regard to noise, sharing the kitchen and bathrooms, and children playing.
- The Beichner Community Center parking lot should never be used by residents as regular parking spaces.

Items to Borrow

A variety of items listed below are available to borrow from the Village Office. Stop in the Office to inquire.

What the Beichner Community Center Has to Offer!

FREE USE OF:

- Barbeque
- Boardgames
- Book Exchange
- Bulletin boards
- Bright Light Therapy Lamp (checkout from office)
- Campus & US mail drop off box
- Chapel
- Computer/printer
- Copy machine
- Dining room with seating for 12
- Fax machine (574-631-0144)
- Fully-equipped kitchen
- Furniture hand-cart (checkout from office)
- Handicap bathroom, parking and door access
- Healthworks Museum pass (checkout from office)
- Lending library
- Lost & Found
- Lounge with TV/VCR/DVD
- Main room (8 tables & 60 chairs)
- Magazine Exchange
- Newspaper and Magazine subscription (Chicago Tribune and Time)
- Notre Dame wireless internet connection (NDSecure)
- Piano
- Picnic tables and chairs
- Playroom with toys

- Quiet study room (6 study carrels and 1 lounge chair)
- Recycling
- Resident mailboxes
- ResNet highspeed internet Ethernet ports
- Secure Document Shredding Service
- Scanner
- Sewing machine (checkout from office)
- Sports equipment (Cabinet opens with apartment key)
- Stereo
- Table tennis
- Telephones (2)
- Tool kit (checkout from office)
- Utility Wagon (In garden shed)
- Vacuum cleaner (checkout from office)
- Volleyball courts

What the Beichner Has to Sell!

- Stamps (\$.46 or current U.S. rate)
- University Village and Cripe Street Apartments T-shirts (\$15.00)

What 222 Cripe Street Has to Offer!

FREE USE OF:

- Bulletin board
- Children's play area
- Coin-operated washing machines & dryers for Cripe St. residents
- Fitness Center
- Magazine subscription (National Geographic)
- ResNet highspeed internet Ethernet port
- Notre Dame wireless internet connection (NDSecure)
- Telephone
- TV/VCR and stereo
- Village Exchange (Clothing and Small Household Items)

Section V

MOTOR VEHICLES



V. Motor Vehicles

The following University and Village regulations are necessary for the safety of all individual residents and the community at large. Residents are required to comply with regulations at all times.

Registration

All motor vehicles belonging to residents of the University Village and Cripe Street Apartments must be registered at the Campus Security Office within seven (7) days of apartment occupancy. The Parking Office is located in the Campus Security Building. University identification and vehicle information is required. Failure to comply with this regulation can result in a substantial fine. For information about parking fees, please contact the Parking Office at 631-5053. The University Village parking sticker (a "V" sticker) is free of charge. Vehicles must maintain proper state registration and be maintained in running condition. Residents planning to be away during the fall semester are required to obtain the proper parking sticker before leaving campus. Storage of vehicles is not permitted in lots. A "C" parking sticker is required to drive/park on all other University streets and parking lots. Parking regulations on campus are strictly policed by Notre Dame Security/Police. Residents should be familiar with the regulations issued and follow them closely.

Driving on the Grass

Driving or parking on the grass is not permitted except when moving in and out of an apartment. In order to reduce damage to grass, residents' vehicles must have at least one set of wheels on the sidewalk during moves. Parking on the sidewalks or curbs is always prohibited.

Driving Instruction

It is common at the University Village for families to use Village Drive as a place to stroll or ride bikes. Please help keep members of the community safe. **Residents, regardless of age, should leave the Village property when learning to drive a vehicle.**

Enforcement

Notre Dame Security/Police enforces regulations for handicap parking, yellow lines and speed limits. They regularly patrol the Village and issue violation tickets when necessary.

Handicap Parking

There is one handicap parking space at the Beichner Community Center. Only those with a handicap parking privilege may park in that space. It is not available as a temporary parking space for residents visiting the Community Center.

Parking

Vehicles should never be parked hanging over the sidewalks or grass. Lawn mowers and snow blowers must be able to pass within a safe distance from vehicles.

University Village: Residents in buildings A-B, E-F, G-H and L-M should use the parking areas which have been assigned at the side of these buildings. All assigned spaces are marked with the corresponding apartment number. Residents in buildings C-D and J-K are requested to park in the areas that have been allocated directly in front of their buildings. Do not park in the “visitor” parking in front of the building. These are specifically designated for maintenance vehicles, emergency vehicles and visitors. In the event that you own two cars, one should be parked in the large parking lots in a visitor space. Under no circumstances is parking permitted on the outside perimeter of Village streets. Visitors and guests should park only in the spaces designated “visitor.”

Cripe Street: One reserved parking space is allotted to each apartment and is marked with the apartment letter. These spaces are located in front of each building. There are two unassigned spaces at the north end of each lot for guests. Cars may not be parked on the grass in front of buildings. Please respect neighbors on Cripe Street. Do not drive or park on their property.

Speed Limit

The speed limit in the Village is 15 miles per hour, a pace which allows for optimal awareness of pedestrians, especially young children.

Pedestrian Entrance to University Village

Because it was created with safety in mind, all pedestrians and bicyclists should use the bike/pedestrian pathway to enter the University Village. Village Drive is not designated a city street.

Washing of Motor Vehicles

Motor vehicles may not be washed or waxed on the grass or on the streets in front of buildings. Motor vehicles may be washed in residents' assigned parking spots or in the Beichner Community Center parking lot, as long as it does not interfere with current use of the parking lot. A water key for the Beichner Community Center faucet may be obtained from the Village office.

Section VI

THE GROUNDS



VI. The Grounds

As Notre Dame's only "family" housing option, Village residents are asked to help maintain its "community" atmosphere. All residents will ultimately benefit from compliance with these guidelines.

Bicycles

Bicycles are the number one theft item in the Village. Never leave bikes unlocked, even for a minute. All bicycles should be secured with good kryptonite U locks. Registering bikes with the Notre Dame Security/Police Department will facilitate their return should they be lost or stolen.

Bicycles are not allowed in the hallways under any circumstances. Bicycles and other items, such as strollers, may never be attached to trees, shrubs, fence, handrails, light poles, *etc.* They should not be leaned up against any building **EVEN FOR A SHORT TIME**. Bicycle racks are provided for resident use in front of apartments and at the Beichner Community Center.

Winter bicycle storage is available for all residents. Call the Village Office for information.

Apartment K03 is available year-round for bicycle storage. The K03 door opens with Village and Cripe Street apartment keys. Contact the office for a door code.

Building Walls and Windows

Residents may not permanently attach anything to outside walls of buildings. For questions about how to clean the windows/screens, call the Village Office.

Clotheslines

Outdoor clotheslines are provided by the University, and residents may use any available lines. Children should not hang, climb, or swing on lines. Be courteous and collect personal belongings promptly so others may use the lines. Clothing baskets should not be left in the yard near clotheslines at any time. Do not use hangers on the clotheslines as this will cause them to break.

Flower Beds

Flower beds outside basement windows are reserved for small, annual flowers, not consumables, bushes, or trees. Residents are responsible for keeping flower beds weeded and grass trimmed around flowers. All weeds and refuse from flower beds should be placed in trash bins, not on the lawns. Flower beds must have small prefabricated decorative borders to prevent the flowers from being mowed. Since

they pose a danger if picked up and thrown by the lawn mower, the following items may not be used as borders: rocks, timber, bricks, ceramic or wire. When vacating an apartment, the resident must remove any flowers planted.

Garden Plots

Each apartment can reserve a small plot in the community garden to grow plants and vegetables for personal use. The University Village Garden Committee organizes an annual garden kickoff event. Garden plots are assigned at that meeting. Residents may also contact the Village Office to find out which plots are available.

All trash from gardens should be placed in dumpsters. This includes plastic bags, weeds, grass, rocks, *etc.*

Grass Mowing Schedule

During the season when grass is growing, all lawn areas (front yards and playground area) are mowed on Tuesdays.

It is important to keep all personal items such as toys, bikes, strollers, *etc.* off the grass while it is being cut.

The clothesline areas will not be mowed on Thursday if laundry is present.

Greenskeeper

A Village resident is hired by Landscape Services to spend approximately seven hours weekly to care for the grounds and communal flower beds at the Village.

During the year “green-up/clean-up” events are planned, and all residents are encouraged to participate.

Grills

Both hot and cold grills are a potential hazard to all residents. When in use, grills should never be left unattended. Never empty charcoal on the ground. Douse charcoal with water to be sure the fire is out, then dispose of it in the dumpster. Do not leave cans of lighter fluid in the yard or corridors. These items must be stored in the flammable liquid storage shed. Large grills, when not in use, should be stored on the splash blocks at the base of gutter down spouts. Community grills outside of the Beichner Community Center and Cripe St. apartments are available for residents to use; however, they must be cleaned out after each use by the residents.

Lost & Found

There is a “lost & found” basket on top of the refrigerator in the Community Center kitchen. Please place any “lost & found” items in that basket. Bring any valuable items to the Village Office so staff can try to find the owner.

Picnic Tables and Benches

University Village: Picnic tables and benches must remain in back of the buildings in the fenced-in area at all times.

Cripe Street: In-ground picnic tables are provided near grills at the south end of the property.

Beichner Community Center: Permanent picnic tables are located on the north patio near the permanent grills.

Plastic Pools, Buckets - Any Container of Water

Plastic pools must be emptied and put away immediately after each use. Unattended pools and buckets filled with water pose a danger for toddlers. They also ruin the grass. No open containers of liquid may be left on the ground anywhere in the University Village Complex.

Shuttle Bus “The Sweep”

A shuttle bus provides service Monday through Saturday during the academic year between Notre Dame, Saint Mary’s College and University Village. Current schedules and routes are located in the Village office. Shuttle service is not provided on holidays. Students and Spouses use their campus ID card for free service and bus passes are provided by the Village Office for dependents 5 years of age and older. To replace lost passes, contact the Village Office.

Snow Removal

There are times during the year when snow removal becomes a community issue.

Residents can assist Maintenance in the removal of snow on sidewalks:

- by not parking in front of sidewalk entrances (yellow curb);
- by keeping sidewalks clear of bikes, sleds, and other objects; and
- by not parking too close to sidewalks (both the sides and front of cars, depending on the parking space).

Each building is supplied with a University-owned snow shovel for residents' use in removing snow from around cars and steps. These shovels are marked for each building. They should be kept inside the front door on the wall opposite the heater. Call the Village Office to replace missing or broken shovels. Salt is also provided and should be used for ice on steps, not snow on sidewalks. Please use sparingly. Building Services refills the salt containers as needed.

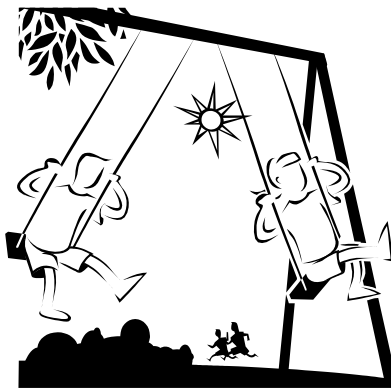
Bicycles in racks should not extend onto the sidewalk where they risk being hit by the snow blower.

Sports

Softball, baseball and soccer can be played on the fields to the south and west of the Village complex. Basketball hoops are located on the west side of the Village opposite the parking lot between buildings A and M. Because of the danger to small children and possible breakage of windows, organized sports of any sort are not permitted except in designated areas. Golf practice is never permitted on the playground. Nothing may be thrown against the buildings.

Section VII

THE PLAYGROUND



VII. The Playground

The Village has a large fenced-in playground area for children. Children should be supervised according to their level of maturity. Children who are left unsupervised for an extended period of time place a burden on other parents who are outdoors with their children.

Residents' cooperation is essential to keep picnic tables, park benches, sand-filled areas, and playground equipment in good, usable condition.

Bike racks in the playground area are available for children's bikes. This enables residents to lock possessions, prevent theft, and assist mowing of the playground. Do not attach anything to fences, handrails, trees, or light posts.

Sand and gravel may not be transported into apartment buildings or drainage areas in the stairwells behind each building. Fire Department safety regulations require that these stairwells be kept clear at all times.

Rules and Regulations

In the interest of fun and order, parents should make children aware of the following rules:

- Playground equipment should be used only for the purpose for which it was designed. No other equipment may be installed. Residents should take care to put their personal portable equipment (chairs, grills, tables, toys, bikes, *etc.*) away after use to guarantee safety from damage or from loss by theft.
- Younger children should be given priority when using playground equipment.
- Any type of organized hardball game should be played in the fields south and west of the Village. Golf is not permitted. Balls may not be thrown against the buildings.
- If University property is damaged, the responsible party should immediately inform the Village Office.
- Children's toys should be permanently marked with apartment number and/or family name.
- Village residents should feel free to intervene in situations where unsupervised children are misbehaving or where conflicts arise among children.
- Use of obscene language will not be tolerated.
- All playground litter (candy wrappers, Kleenex, *etc.*) should be disposed of in the trash receptacles at either end of the playground.
- When not in use, all personal grills must be kept on the cement walls next to stairwells or on the splash blocks at the base of downspouts.

- All flammable materials must be stored in the approved container shed (see pg. 25).
- Due to the negative example it gives children, use of tobacco products is prohibited. Refer to smoking policy for acceptable smoking areas.
- Remember to use the restroom in your home.

Section VIII

RECTOR AND MAINTENANCE



VIII. Rector and Maintenance

The Rector resides in a University Village Complex apartment and is readily available to help meet residents' needs.

Office Hours

Regular office hours are posted on the Village Office door in the Beichner Community Center. Whenever possible, use these hours for normal business matters. **DO NOT** phone Maintenance staff for repairs; call the Village Office. Phone calls are monitored all day. If the phone is not answered when a call is made, residents should leave a voice mail message, or in the event of an emergency, call the on-call staff member at 574-876-6787.

Outside Contractors

The University provides for all Maintenance needs. This service is included in the housing charge. Residents may not employ their own plumber, electrician, or any other trade representative. The University will not pay for work that residents contract out.

Section IX

HOLIDAYS



IX. Holidays

The Village Office and Maintenance staff observe the same holidays as all University employees. If residents have Maintenance emergencies during these holidays, phone the on-call Village staff member.

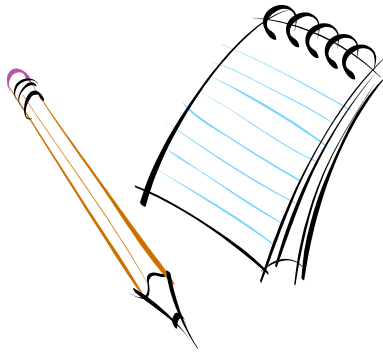
University Observed Holidays

- Good Friday (Friday before Easter)¹
- Memorial Day (last Monday in May)
- Fourth of July (actual day)
- Labor Day (first Monday in September)
- Thanksgiving Day (4th Thursday in November) and the following Friday
- Christmas Eve through New Year's Day (December 24-January 1)

¹ FYI - Easter Sunday in the west is the first Sunday after the full moon which happens upon or after the equinox (when the length of a day and a night is the same) in March (the 21st or 22nd of March). If the full moon occurs on a Sunday, Easter Sunday is the Sunday after. Easter Sunday can therefore fall on or between March 22 and April 25.

Section X

VILLAGE STAFF



X. Village Staff 2013-2014

Please contact the following Office or Community Staff members for requests or inquiries. Staff members also welcome any and all residents' suggestions.

Village Office

unduv@nd.edu 631-9145

Staff Assistants

Pam Piechocki 631-9145

ppiechoc@nd.edu

Heather Marshall 631-9145

Hmarsha1@nd.edu

Rector

Nathan Elliot 631-9145 (office)

Apt. H-10 876-6787 (emergency cell)

nelliott1@nd.edu 631-9530 (apt.)

Assistant Rectors

Katrina Hauck 634-4724 (apt.)

Apt. J22

Katrina.a.hauck.5@nd.edu

Christy Green 634-4644 (apt.)

Apt. L11/12

cgreen12@nd.edu

Community Assistants

Victor Maque 634-4639 (apt.)

Apt. E10

vmaque@nd.edu

Miriam Richards 634-4779 (apt.)

Apt. F12

mrichar9@nd.edu

Sushma Adhikari 634-4631 (apt.)

Apt. J12

sadhika1@nd.edu

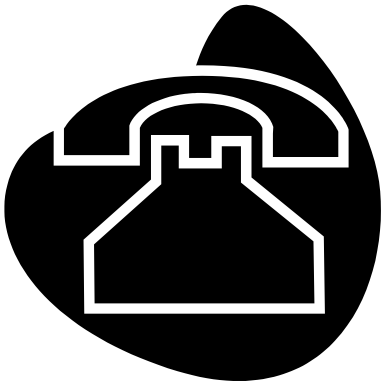
Village Websites

University Village website (Public Access): uvillage.nd.edu

University Village Online website (Residents Only): sites.google.com/site/thevillageatnotredame

Section XI

IMPORTANT PHONE NUMBERS



XI. Important Phone Numbers

The following phone numbers are intended to assist Village residents in daily life. Please let the Office know of other phone numbers/offices which could be of help.

Emergency 911
Campus Fire (non-emergency) 631-6200
Campus Police (non-emergency) 631-5555

Computer Information

OIT Help Desk 631-8111

University Administration

Business School 631-7236
Financial Aid 631-6436
Graduate School 631-7706
Immigration Services 631-5243
International Student Services 631-3825
Law School 631-6627
Lost and Found 631-5036
Multicultural Student Programs
And Services 631-6841
Registrar 631-7043
Office of Housing 631-5878
Student Accounts 631-7113
Undergraduate Admissions 631-7505

Sacred Heart Basilica

Notre Dame Campus 631-7091
Mass Schedule:
Monday-Friday 11:30 a.m. & 5:15 p.m.
Saturday 5:00 p.m.
Sunday 10:00 a.m. & 11:45 a.m.

LaFortune Student Center

Anthony Travel 631-7080
Barbershop 631-7624
Copy Shop 631-2679
Hairstylist 631-5144

Miscellaneous Numbers

Burke Memorial Golf Course 631-6425
Driver's License (So. Bend) 233-2149
Food Services 631-7253

Hesburgh Library	631-6258
Joyce ACC	631-7537
Loftus Center/Meyo Field	631-5020
Notre Dame Bookstore	631-6316
Notre Dame Post Office	631-7304
Rec. Sports (Rolfs Center)	631-6100
Rockne Athletic Center	631-5297
Warren Golf Course	631-4653

Information

Amtrak	288-2212
Area Event Information	674-0900
LaFortune Campus Information	631-8128
Michiana Regional Airport	233-2185
Michiana Taxi	233-4040
Performing Arts Center (tickets)	631-2800
South Bend Directory Assistance	8-1-411
South Shore Train	233-3111
Sports Information	631-7516
Telephone Help Desk	631-9000
Ticket Office (sports)	631-7356
Time and Temperature	234-7121
Transpo Bus	233-2131

Transportation Services

United Limo (airport office)	234-6600
Yellow Cab	233-9333

Shopping Centers

University Park Mall 6501 North Grape Road	277-2233
---	----------

Town & Country Shopping Center 2400 Miracle Lane	259-2580
---	----------

Grocery Stores

Martin's Supermarket 2081 South Bend Avenue	272-6922
--	----------

Wal-Mart Super Center 316 Indian Ridge Road	243-9188
--	----------

Meijer 5020 Grape Road	273-3506
---------------------------	----------

Pharmacies

CVS Pharmacy
2051 South Bend Ave. 273-0080

Walgreen Drug Stores
52482 State Rd 933 271-0215

CVS Pharmacy
2210 Ironwood 272-3236

Laundry/Dry Cleaning Facilities

Burton's Laundry
720 Edison Road 255-2001

St. Michael's Laundry
Douglas Road 631-7803

Ziker Cleaners
207 S. Dixie Way 272-8093

University Laundry & Tanning
1813 South Bend Avenue 271-7675

Hospitals/Medical Services

Ask-A-Nurse 288-9977
Med Point (Main Street) 647-1500
Memorial Hospital of South Bend 234-9041
St. Joseph Regional Medical Center 335-5000
University Health Services 631-7497

Personal Phone Numbers

Dentist _____
Eye Doctor _____
Family Doctor _____
Local Emergency Contact _____
OB/GYN _____
Pediatrician _____

Others:

Student's ND Dept. _____
Babysitter _____
Family/Friends _____

NOTES