

# UNIVERSITY APARTMENT POLICY HANDBOOK

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## 1. FOREWORD

The Housing & Residence Life staff provides this listing of policies to assist you in understanding our environment and learning about the regulations that impact your life within University apartments. Each policy was developed with careful consideration and in consultation with residents, applicants, and other institutional parties.

We welcome your comments and find your feedback highly valuable. In a diverse community such as ours, open communication is a critical part of working and living together. Please keep this document on file alongside your lease as a reference, and feel free to bring to our attention anything that may be in need of review. Your apartment lease, the *Code of Student Life*, and the *Apartment Newsletter* also contain useful campus policy information.

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## 2. APARTMENT ELIGIBILITY & OCCUPANCY STANDARDS

To be eligible to reside in University apartments, occupants must meet one of the criteria detailed below. These eligibility requirements are established for University Housing purposes only and do not apply to other academic or institutional program requirements. Written permission from the University must be secured before any other person is allowed to reside in the apartment. All occupants who meet the leaseholder requirements must apply for and sign their own lease.

### UND Student Eligibility

- Undergraduate Students: Any undergraduate student who has fulfilled the First-Year Live-On Requirement or falls under an approved exemption. Common exemptions include students who:
  - Have earned more than 24 transferable, post-secondary semester credits following high school graduation or its equivalent.
  - Have a spouse/partner and/or maintain legal custody or visitation rights for children or other dependents.
  - Receive a designated exemption through the Housing & Residence Life Office.

*Note: The first-year live-on requirement obligates students to live in the residence halls until the Saturday before finals week of the Spring Semester. Students may complete the apartment application at any time, but they must meet the enrollment requirements or the above-mentioned exemptions before checking into an on-campus apartment.*

Undergraduate leaseholders must enroll in, maintain, and successfully complete at least nine (9) credit hours each semester.

- Graduate & Professional Students: Any student pursuing a graduate or professional degree. Graduate and professional leaseholders must enroll in, maintain, and successfully complete at least six (6) credit hours each semester.

## Continuous Enrollment & Summer Rules

Student leaseholders must maintain active enrollment each semester until graduation or discontinued enrollment. However, residents do not need to attend summer instructional terms provided they are registered for the following fall semester.

## Non-Student Eligibility

Non-students will not be allowed to live on-campus unless they receive explicit approval from the Associate Vice President (AVP) for Human Resources (or their designee) to occupy a unit on a short-term basis (defined as the current month plus an additional three months).

- Assignments are strictly based on AVP of HR approval and current unit availability. If HR does not grant approval or if an appropriate apartment is unavailable, the employee cannot live on-campus.
- Extensions to these short-term non-student housing agreements are not permitted.
- If an employee living on-campus changes professional positions or leaves university employment, HR will notify the Housing Office of their change in status.
- Specific identified groups (including on-call Housing staff positions, Certified Flight Instructors (CFIs), medical residents, and post-doctoral researchers) are eligible to live in on-campus apartments beyond the short-term timeframe. These agreements may extend up to one year and are renewable based on continued eligibility and space availability. These assignments must progress through the standardized HR and Housing workflow.

## Non-Leaseholder Occupants

Non-leaseholder occupants must meet one of the following designations:

- The legal spouse or partner of the primary leaseholder.
- A child or legal dependent of the primary leaseholder, or of the primary leaseholder's partner/spouse.

## Maximum Occupancy Standards

The maximum occupancy limits for university apartments are strictly enforced as follows:

- One-Bedroom / Studio Apartments: A maximum of two (2) residents.
  - Two-Bedroom Apartments: A maximum of four (4) residents.
  - Three-Bedroom Apartments: A maximum of six (6) residents.
  - Four-Bedroom Apartments: A maximum of eight (8) residents.
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## 3. EDUCATIONAL INTERNSHIP / CO-OP POLICY

Students participating in an internship, co-op, or similar educational requirement are permitted to maintain their apartment unit for up to one academic semester, provided that:

1. They register for and receive at least one (1) academic credit hour per semester for their field work.
  2. Written confirmation of departmental approval is provided directly by their department chair or academic advisor.
  3. The apartment continues to be occupied by the leaseholder's immediate family or established roommates.
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## 4. APPLICATION POLICY & PROCEDURES

The following regulations constitute the official University apartment application policies and procedures:

- Both student and staff/faculty applicants must submit an online application via the appropriate institutional form.

- A non-refundable application fee must accompany the submission. Partial applications (i.e., those submitted without the accompanying fee) will not be processed.
  - Applications are considered complete only when all required application materials are received by the Housing & Residence Life Office. Applicants must be fully eligible before an apartment assignment can be formally executed.
  - Assignment priority on the waiting list is determined strictly by the date and time the non-refundable application fee is received.
  - All changes to an active application (such as apartment type preferences, move-in dates, etc.) must be submitted in writing to the Housing & Residence Life Office prior to receiving an official assignment notification.
  - The applicant is responsible for updating their personal address details in Campus Connection or notifying the Registrar's Office of any changes.
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## 5. ASSIGNMENT POLICY & REGULATIONS

The administration of general apartment assignments conforms to the following guidelines:

- Emergency housing program assignments will only be made within one- and two-bedroom apartment configurations.
- Tulane Townhomes will be prioritized for family placements.
- Notification of an apartment assignment is sent directly to the applicant's official University email address.
- Assignment of an available unit is awarded to the first eligible applicant on the waiting list who has indicated a preference for that specific unit type.
- An eligible applicant is defined as one who meets all foundational criteria for the type of housing requested. The date an apartment is assigned or occupied will coincide with or be later than the requested housing date indicated on the application. An apartment cannot be guaranteed to be available by the applicant's preferred date.
- Applicants are assigned to the first available apartment matching the options listed on their application. Specific assignment preference order is utilized when more than one of the listed choices is simultaneously vacant.

- Applicants who check the option indicating a willingness to accept the "first available apartment" will be assigned to any vacant unit, including configurations not explicitly listed as a preference on their application.
  - All assignments are executed without regard to race, religion, sex, or national origin.
  - A limited number of apartments are available. Assignments are continually processed as official notices to vacate are received and finalized by the Housing & Residence Life Office.
  - Falsifying any information on the application or on any verification documents (such as marriage certificates, birth certificates, etc.) submitted in support of the application will result in immediate cancellation of the application and removal from the waiting list. Referrals may also be forwarded to appropriate campus conduct and legal authorities.
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## 6. CANCELLATIONS & LEASE OBLIGATIONS

- All written acceptances or cancellations of offered apartments must be received by the Housing & Residence Life Office within seven (7) days of the date printed on the assignment letter.
- If an applicant declines an offer for an apartment configuration that matches one of their listed preferences, their application will be canceled and removed from the waitlist. However, if the offer is for a unit type not explicitly listed as a preference, the applicant may decline and retain their current position on the waitlist.
- Failure to accept or cancel the assignment in writing by the deadline indicated in the assignment letter will result in the forfeiture of the assignment and immediate cancellation of the application.
- The lease document, once signed, is legally binding. Failure to return the signed lease within the designated 7-day period will result in the cancellation of the assigned apartment and removal of the applicant's name from the waiting list.
- Once an apartment assignment has been formally accepted and the lease is signed, a written 60-day Notice to Vacate is required to cancel. Rental charges will accrue across the entirety of the 60-day notice window. If a resident provides less than a 60-day notice, liquidated damages fees will be assessed and charged based on the deficit in the notice period.

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## 7. CHECK-IN POLICY & PROCEDURES

The applicant must sign the lease contract and complete all required administrative documentation. Keys will be issued exclusively to the designated leaseholder. The leaseholder's spouse, parent, roommate, or any other third party may not obtain keys to the assigned apartment, nor can they sign the lease agreement on behalf of the applicant.

Upon check-in, the following exact procedure must be followed:

1. The applicant must sign the lease electronically in Housing Self-Service prior to receiving any keys.
  2. If dependents (commonly a spouse or children) are residing in the apartment, the resident is requested to provide their personal information prior to or at the time of check-in. This data must include their exact relationship to the leaseholder, first and last name, and date of birth. Other dependent configurations should be reviewed and approved directly through the Housing & Residence Life Office.
  3. Apartment keys will be issued directly to the primary leaseholder in accordance with the Key Issuance Policy.
  4. An official Inventory and Condition Form for the assigned apartment will be provided to the leaseholder. It is the sole responsibility of the leaseholder to thoroughly review, verify, sign, and return this completed form to the Housing & Residence Life Office within ten (10) days of the lease start date. *Failure to return this form within the 10-day window indicates full acceptance of the apartment and all university furnishings in perfect condition.*
  5. A Resident Manager (RM) will attempt to contact each new resident within 10 days of check-in to assist with the transition.
  6. The leaseholder is strongly advised to secure personal property and liability insurance. The University assumes no liability for personal belongings except as specifically provided by statutory law. Students have the option to utilize GradGuard, a renter's insurance provider tailored specifically to college students. Additional information can be found at (<https://gradguard.com/renters/und>).
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## 8. TRANSFER POLICY & RESTRICTIONS

Residents are permitted to request a transfer to a alternative university apartment unit subject to the following criteria:

### Application for Transfer

- An Apartment Transfer Application must be completed and submitted online.
- A non-refundable application fee must accompany the transfer request.
- Transfer requests are processed and prioritized strictly by the receipt date of the transfer application fee.
- Only residents in good organizational standing (defined as being entirely current with all rental payments and financial balances) will be approved for a transfer.

### Assignment Restrictions

Transfers will be assigned prior to new applicants on the waiting list, except during high-volume transition windows. Due to the influx of new residents and the operational need to stabilize housing assignments prior to the start of new academic semesters, transfers are strictly prohibited during the following annual black-out periods:

- August 1st – August 31st
- December 1st – January 15th
- May 1st – June 15th

When accepting a transfer assignment offer, the resident must submit an official written confirmation of acceptance. Current residents will be granted a maximum of three (3) days to completely move their belongings from their old apartment to the newly assigned unit.

### Transfer Cancellations

- If the transfer apartment confirmation is not received by the deadline date specified in the offer letter, the assignment will be canceled along with the underlying request for transfer.
  - The active Apartment Transfer Application will be automatically canceled if the resident submits a Notice to Vacate for their current unit.
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## 9. LEASE ASSUMPTION & ROOMMATE TURNOVER POLICY

The original leaseholder is defined as the student who submitted the foundational application and was assigned to the apartment unit as a direct result of that application.

### Spousal Lease Assumption

In the event that a primary leaseholder with a residing spouse becomes ineligible for student housing, the lease may be formally assumed by the eligible spouse, provided they are registered as a full-time university student, adhering to the following protocol:

1. The primary leaseholder must promptly report this eligibility change and submit a written lease transfer request to the Housing & Residence Life Office.
2. The eligible spouse must sign a new lease agreement in their own name at the Housing & Residence Life Office.
3. The assuming spouse must submit a standard application for housing.
4. The apartment unit, all associated financial billing, and all policy responsibilities will transfer fully to the new leaseholder.
5. A family housing lease may only be transferred between spouses once.
6. Only residents in good financial standing (current on rent) are allowed to execute a lease transfer.
7. Only residents explicitly listed on the original lease documents are eligible to assume the lease.

### Roommate Lease Assumption

Before an established roommate may assume the lease from a departing leaseholder, each of the following criteria must be fulfilled:

- The student requesting to assume the lease must be a current, authorized roommate of the original leaseholder.
- The roommate must have been explicitly listed on the lease contract at the time the lease was originally executed.
- An original lease configuration may only be assumed via roommate transfer once.

- A formal *Request for Authorization of Lease Transfer* must be submitted, which remains subject to final review and approval by the Housing & Residence Life Office.
- Only roommates in good standing (current with rent and conduct) are permitted to assume a lease.

## Secondary Ineligible Leaseholders

To ensure proper unit turnover and prevent the indefinite continuation of apartment occupancy through successive, rolling roommate changes, the university enforces the following classification standards:

- Original Leaseholder (Eligible): Any resident listed on the lease who moved in when the entire unit was vacant. Original Leaseholders maintain the structural right to have a new roommate move in, and that roommate may remain in the unit after the original leaseholder vacates, subject to eligibility.
- Secondary Leaseholder (Eligible): A resident who officially moved into the unit before the original leaseholder vacated. Secondary Eligible Leaseholders have the right to remain in the unit if the Original Leaseholder vacates.
- Secondary Leaseholder (Ineligible): Any resident added to the unit *after* the secondary leaseholder's move-in date. Secondary Ineligible Leaseholders may occupy the unit, but any accompanying roommates must vacate before or at the exact same time the Ineligible leaseholder departs.
- Vacating Requirement: If all Original and/or Secondary Eligible Leaseholders vacate the unit, any remaining Secondary Ineligible Leaseholders must vacate the premises immediately. Secondary Ineligible Leaseholders do not possess an independent right to continuous, standalone occupancy.

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## 10. CONDITION OF PREMISES & PROPERTY LIABILITY

- The leaseholder accepts the assigned apartment in its current condition and agrees to maintain the premises, including all University furniture and fixtures, in a clean, safe, and sanitary condition.
- No structural alterations, additions, paint changes, or modifications to the premises may be made without prior written approval from the Housing & Residence Life Office.

- The leaseholder is financially responsible for the payment of all repair and cleaning charges made necessary by their negligence, carelessness, or intentional actions, or those of their dependents or guests.
  - All repair and cleaning charges are billed directly to the leaseholder's University account.
  - University furniture, major appliances, and built-in fixtures shall not be removed from the leased premises under any circumstances.
  - The University assumes no responsibility for personal property, including belongings that remain on the premises or in common areas after the termination of the lease or which appear to be abandoned. After property is determined to be abandoned and the statutory 30-day window has expired, it becomes university property.
  - Personal property (renter's) insurance is highly advised. The University assumes no liability, except as specifically provided by law, against personal liability or loss/damages to personal belongings. Students have the option of utilizing GradGuard; more information is accessible on the Housing website.
  - Should a roommate vacate the apartment, the remaining resident(s) assume full responsibility for the physical condition the roommate left the unit in. For any exceptional damages left behind by a departing roommate, residents must reach out to the Apartments Resident Director immediately for a resolution.
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## 11. NOTICE TO VACATE POLICY

- In strict accordance with the lease contract, residents of University apartments must provide an official written 60-day notice to vacate.
- The notice to vacate procedure must be initiated and submitted through the designated form on Housing Self-Service.
- An official letter confirming the date the resident intends to vacate, alongside detailed cleaning and check-out instructions, will be emailed to the leaseholder.
- The leaseholder remains financially responsible for rent until the last day of the 60-day notice window or until the keys are formally surrendered, whichever date is later.
- Specific mandatory dates are established for residents who graduate or discontinue enrollment at the end of an academic term. These individuals must

submit their written 60-day notice and vacate university housing according to the following matrix:

Discontinued Enrollment Term	Must Give Notice By	Must Vacate Premises By
End of Fall Semester	November 1	December 31
End of Spring Semester	April 1	May 31
End of Summer Session	June 15	August 14

- Residents who discontinue enrollment or become ineligible for their apartment midway through a semester must give an immediate written 60-day notice to vacate on the exact date they lose eligibility.
- Failure to give a full 60-day notice before moving out or by the deadlines indicated will result in the assessment of a liquidated damage fee, all accrued rent due, and any additional cleaning or repair charges. Requests for notice or vacate extensions may be considered under strict review for unique academic situations.

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## 12. CHECK-OUT POLICY & PROCEDURES

Each resident must furnish the Housing & Residence Life Office with a written notice to vacate 60 days in advance of their departure date. The resident is responsible for a minimum of 60 days of rent after notification of termination or departure without notification.

The following checkout procedures must be followed:

1. An email confirming the date the resident intends to vacate and detailed instructions for cleaning and check-out will be sent to the leaseholder.
2. Vacating residents may request to check out in person with an apartment staff member. Residents must communicate directly with their Resident Manager (RM) or the Housing & Residence Life Office to schedule this appointment in advance.
3. Vacating residents who do not request an in-person check-out must return their keys using the designated key drop-box outside the Housing & Residence Life Office. Keys must be sealed in the envelope provided. Keys may also be turned in during business hours at the front desk.

4. Each vacating resident is expected to leave the apartment thoroughly cleaned and ready for immediate occupancy. Charges for damages and cleaning are assessed by direct comparison with the original *Inventory and Condition Form*. If this form is not on file, the leaseholder agrees by default that the apartment was in perfect condition upon check-in.
  5. A check-out is considered contractually complete *only* when all issued keys are returned to a housing staff member and the condition of the apartment has been verified.
  6. Hamline Square Residents: Vacating residents must communicate directly with Xcel Energy to close or update their billing address and account information.
  7. The leaseholder will be provided a completed copy of the *Inventory and Condition Form* and the *Check-Out Sheet* following departure if checking out in person or if post-departure damage fees are assessed. Any questions on damage assessments must be directed to the Housing & Residence Life Office.
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## 13. PAYMENT & BILLING POLICY

The University reserves the right to revise rental rates and/or the terms and conditions for any portion of a remaining lease term, subject to a 60-day advance notice to the leaseholder. The following regulations apply to all charges assessed through the Housing & Residence Life Office:

- All rental charges, fees, and maintenance assessments are billed directly to the leaseholder's University account and are payable at Student Account Services or through the Campus Connection portal.
- Rent applies specifically to the timeframe outlined in the lease. Rent is due and payable on or before the first day of each calendar month.
- In addition to physical occupancy, the flat monthly rent includes all utilities explicitly listed on the lease agreement.
- Charges for damages, professional cleaning, key replacements, or miscellaneous infractions will be reflected on the leaseholder's University account.
- Leaseholders will not be mailed paper billing statements; therefore, residents are responsible for regularly reviewing their University financial account through Campus Connection.

- The leaseholder must make regular, consistent monthly rent payments. Payments can be processed in person at UND One-Stop student services, or online through Campus Connection via e-Check or Credit/Debit Card.
  - Failure to make monthly payments as required by the lease may result in the immediate assessment of late fees, termination of the lease agreement, the initiation of formal eviction proceedings, and a requirement to vacate the premises.
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## 14. KEY ISSUANCE POLICY

Leaseholders are issued physical keys according to the following strict criteria:

- Each apartment leaseholder will be issued unit door keys according to the number of occupants listed on the lease, up to the following maximums:
  - Studio / 1-Bedroom: Maximum of 2 keys.
  - 2-Bedroom / 3-Bedroom: Maximum of 3 keys.
  - 4-Bedroom: Maximum of 4 keys.
- Additional keys beyond these limits must be formally requested and purchased.
- A physical apartment key may NOT be issued to any child under the age of 13. Parents or legal guardians are responsible for the management of keys for minors, regardless of age.
- The privilege of securing additional keys for children is extended solely to assist the leaseholder's immediate family members; it is not extended to provide building access to neighboring children. Additional keys for children may be revoked if supervision issues arise.
- University keys are the property of the institution and may not be duplicated under any circumstances. All keys must be returned to apartment staff or the Housing & Residence Life Office at the time of check-out.
- In the event a key is lost, the leaseholder's University account will be billed for a complete lock rekey. New keys will then be issued to the leaseholder.
- Exterior Building Keys: Certain complexes (specifically Carleton Court and Hamline Square) require an exterior door key to enter the building structure. Exterior door keys are the sole responsibility of the leaseholder and may not be

distributed to non-residents for temporary use. Replacement of a lost or broken exterior key will result in a fee.

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## 15. PASSKEY ISSUANCE POLICY & LOCK RECORE FEES

The temporary issuance of a passkey is a privilege extended to residents of University Apartments who find themselves locked out of their units.

- Passkeys may only be issued to documented leaseholders or verified dependents.

### Location of Passkeys

- During Business Hours: Passkeys can be secured directly from the Housing & Residence Life Office.
- After Business Hours: Residents must contact the Resident Manager (RM) on duty to obtain a passkey.

### Passkey Checkout Procedure

1. The resident must formally request use of the key and present valid physical identification (driver's license, student ID, etc.). If no physical ID is accessible, office personnel will match the resident's signature with the original signature on file.
  2. The resident must sign the official Key Receipt.
  3. The resident must agree to return the passkey within 24 hours or by an explicitly agreed-upon time.
  4. Recore Charges: If a passkey is not returned by the designated deadline, or is lost entirely, the university will initiate an emergency recore of the lock to ensure security.
    - The charge for a lost interior key requiring a recore is \$150.
    - The charge for a key replacement due to key damage is \$50.
    - The charge for a lost exterior key is \$50.
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## 16. RIGHT OF ENTRY POLICY

The University's authorized representatives may enter any University housing unit with a passkey or master key under the following specific situations:

- **Emergency:** When a suspected or confirmed emergency exists that threatens life or property (e.g., active fire, smoke, or a broken water pipe).
- **Service:** To complete needed or requested maintenance, physical repairs, inventory audits, or scheduled pesticide spraying.
- **Safety:** To conduct mandated health and safety inspections.
- **Violations:** When an administrative breach of the apartment lease or a violation of University housing policies is reasonably suspected.

*Note: Whenever possible, the University will attempt to give the leaseholder a 24-hour advance notice prior to entering an apartment. A maintenance request formally submitted by a resident serves as automatic prior notice and authorization to enter. University representatives and authorized external contractors are required to identify themselves clearly before entering any unit.*

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## 17. REPAIR & MAINTENANCE POLICY

The University agrees to maintain all University apartments in good working order. Routine maintenance and repairs will be executed during normal business hours.

### Submitting Work Requests

- Residents must submit their own work orders through the electronic maintenance system linked on the housing website. For non-urgent issues, residents may also consult their Resident Manager.
- The formal submission of a maintenance request serves as immediate authorization for staff entry into the apartment to complete the requested work.
- **Emergency & Urgent Repairs:** Urgent repairs (as determined by Facilities Management or Housing personnel) will be completed as soon as possible. To request an emergency repair, residents must call the RM on Duty immediately.

## Resident Responsibilities

- It is the leaseholder's responsibility to replace all burned-out light bulbs within their own apartment unit. This excludes specialized bulbs that are an integrated part of University-owned appliances or built-in ceiling globe light fixtures.
  - Lawn Care: Facilities Management will maintain all exterior lawns, mowing, and landscaping.
  - Damage Billing: Repairs necessitated by negligence, carelessness, or abuse on the part of the leaseholder, their family, or guests will be billed directly to the leaseholder's University account. Appeals of damage charges may be submitted to an administrator in the Housing & Residence Life Office (See Appeal Policy).
  - Outside Water Spigots: Residents' rent only covers water consumed within the privacy of their individual apartments. Outside water spigots are strictly reserved for the use of Facilities Management personnel.
  - Cable TV & Internet: The University is not responsible for the maintenance, troubleshooting, or repair of personal media equipment, external wiring, or uninstalled jacks.
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## 18. GROUNDS UPKEEP & EXTERIOR REGULATIONS

Apartment complex grounds are maintained by University Facilities Management. To maintain pleasant surroundings across all residential sectors, residents must respect the trees, lawns, and shrubbery.

- Children are not permitted to climb trees or play within heavily planted landscapes or garden beds. Charges will be assessed to residents who damage or destroy shrubbery, trees, or grass.
- Preventative maintenance treatments (such as fertilizers and weed control) are regularly applied to lawns, trees, and bushes. Residents will be notified of chemical treatments applied to the grounds when possible. Detailed safety sheets regarding the types of chemicals used are available at the Housing & Residence Life Office.
- Due to the complexities of ground upkeep, mowing, and broadleaf spraying, residents are not permitted to plant flowers or vegetables in the ground around their apartments. Self-contained planters are permitted if placed immediately

adjacent to your apartment, but they must be easily movable in the event that ground crews need to reposition them to mow or weed.

- Feeding wild animals, waterfowl, or stray birds on the property is strictly prohibited.

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## 19. LITHIUM BATTERIES & PERSONAL ELECTRONIC VEHICLES (PEVS)

In strict accordance with University safety policies, Personal Electronic Vehicles (PEVs) are entirely prohibited within University apartments and housing buildings. This prohibition applies to any device containing a lithium-ion battery used for personal transport, including but not limited to e-scooters, hoverboards, e-skateboards, and electric unicycles. Motorized transport vehicles are not allowed on the grass, sidewalks, or common indoor areas of any housing complex.

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## 20. BUILDING EXTERIOR & OUTDOOR STORAGE POLICIES

### Antennas & Satellite Dishes

Television cable hookups are provided in most apartments. Private radio antennas are not permitted to be attached to the exterior of apartments or anywhere on the surrounding grounds. Small satellite dishes may be placed *only* on balconies and patios that constitute private rental space. Satellite dishes cannot be attached, screwed, or anchored to the facade, siding, or roof of the apartment building, nor can they be placed in common areas. The Housing & Residence Life Office must be consulted prior to installing any dish. The leaseholder assumes full liability for any physical damage incurred by dish installations.

### Bird Feeders & Birdhouses

Bird feeders, birdhouses, and wildlife nesting boxes are not allowed anywhere within the apartment complexes.

## Patio, Balcony, and Entry Upkeep

Apartment residents are responsible for the upkeep and sanitary condition of the area directly adjacent to their apartment. All porches, balconies, patios, landings, hallways, and entry grounds must be kept clear, clean, and orderly.

- Prohibited Storage Items: Major appliances, indoor furniture, food items, cardboard boxes, rolls of carpet, unanchored mattresses, hazardous chemicals, trash, recyclables, piles of shoes, personal belongings, and tools cannot be stored in these exterior spaces.
- Patios and balconies are not to be used for drying clothes or hanging laundry lines.
- Children are not permitted to play on balconies, within common indoor hallways, or on exterior stair landings.
- Management retains complete discretion in determining what items are deemed inappropriate or unpermitted outside the apartment. Residents are not permitted to make additions or alterations to the building structure, including driving hooks, screws, or nails into the exterior siding.

## Rummage & Yard Sales

Individual rummage, garage, or yard sales are not permitted in front of or around individual apartments. Residents interested in selling personal items may participate in the collective Apartment Rummage Sales periodically sponsored by the Housing & Residence Life Office.

## Garage Storage Restrictions (Hamline Square)

Items should not be stored loosely within the Hamline Square garage spaces. This includes items such as cleaning supplies, spare tires, and extra furniture. Any unapproved items found stored within the garage common areas or stalls will be treated as abandoned property.

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## 21. FLAGS, SIGNS, AND MEDIA DISPLAYS

The display of flags, signs, posters, banners, and other media items on the outside of apartment buildings, doors, or hung in a public-facing manner through apartment windows is prohibited, except where explicitly protected or provided for by state law.

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## 22. PARKING & AUTOMOBILE REGULATIONS

Parking regulations are strictly enforced by UND Parking Services and the UND Police Department.

- Automobiles must be parked exclusively within the marked pavement spaces provided for that purpose. Driving or parking motorized vehicles on sidewalks, walkways, or grass areas is strictly prohibited.
- The maximum speed limit on all residential apartment streets is 15 MPH unless otherwise posted.
- All vehicles must be registered with the UND Parking Office, which requires the purchase of a valid annual parking permit. Apartment residents should purchase the HAPT parking pass, which is valid specifically for apartment residential lots.
- In general, one assigned parking space is provided per apartment unit. Unassigned or open spaces may be used for residents' extra vehicles, provided that the secondary vehicle displays its own separate, valid HAPT permit.
- Parking lots are reserved for motorized passenger vehicles only. Recreational equipment—including campers, boats, travel trailers, and utility trailers—must be stored off University property. Unauthorized equipment will be towed at the owner's expense.
- Residents are responsible for instructing their guests to park in designated visitor zones. Please consult the UND Parking Office or review official parking maps online for additional data.
- Visitor parking is reserved for guests only. Due to the limited number of spaces available to serve our residential communities, residents who utilize visitor spaces will be ticketed. Furthermore, guests who possess a standard university A/S pass or other campus parking pass are not permitted to park in designated Visitor spots.
- One head-bolt heater electrical outlet is provided for most apartments. Head-bolt heater outlets are tested each fall by maintenance personnel to ensure proper functionality.
- Inoperable & Abandoned Vehicles: If Parking Services identifies an inoperable, unregistered, or abandoned vehicle, a warning citation will be issued. If no contact is initiated by the owner, a formal citation will follow, and after 36 hours, the vehicle may be towed at the owner's expense. All comprehensive University Parking Policies must be obeyed.

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## 23. SUMMER POLICIES (AIR CONDITIONERS, POOLS, & PLAYGROUNDS)

### Air Conditioner Installation

While not prohibited, the use of multiple private air conditioning units is strongly discouraged to promote energy conservation and prevent localized electrical grid overloads. The policy regarding air conditioner installation is as follows:

1. Residents must request permission to install an air conditioner by completing an official Appliance Registration Form prior to installation.
2. The resident is entirely responsible for the physical installation of their private air conditioner. University personnel will not assist with or install private units.
3. No permanent electrical or window structural alterations are permitted. The air conditioner must operate on standard 110-volt power or less.
4. Any window filler panels must be painted cream or dark brown to match the exterior aesthetic of the building. Residents assume full financial responsibility for any physical damages caused by fillers, framing, brackets, or supporting materials.
5. All completed air conditioner installations must be inspected and approved by UND housing staff. Residents remain liable for any personal injury or property damage resulting from installation or operations.
6. The use of tin foil, reflective film, or cardboard on apartment windows to block sunlight is strictly prohibited due to heat retention that can lead to broken window glass. Instead, residents are encouraged to use light-darkening window shades or heavy curtains.

### Wading Pools

The use of personally owned wading pools is permitted during the summer months. Residents who purchase a pool must select a small configuration and abide by the following strict regulations:

- An adult must visually supervise the pool at all times when water is present.
- Wading pools are intended solely to allow children (and adults) a small amount of water to cool off; they may not function as a large swimming area.

- The pool must be completely emptied after each use. Water disposal must occur on the sidewalk or parking lot pavement—never empty pools onto the lawn.
- The connection of permanent garden hoses to buildings is not permitted.
- UND assumes no liability for injury, accidents, or property damages resulting from the use or misuse of wading pools.

## Skateboard Ramps

Due to safety, structural noise, and liability concerns, skateboard ramps and grinding rails are strictly prohibited.

## Playground Guidelines

Long summer days bring an increase in children playing outdoors, which requires parental supervision. Consequences for failing to abide by playground rules may include the temporary loss of playground privileges or being billed for broken equipment or damage to others' property.

- An adult must supervise children under the age of 12 at all times.
  - Encourage children to share equipment and practice taking turns.
  - Be aware of the items and toys children bring into the play area. Sticks, matches, glass, knives, or weapons of any kind are strictly prohibited.
  - Do not allow children to climb on trees, building roofs, trash dumpsters, or fences.
  - Report any damaged or worn playground equipment immediately to your Resident Manager.
  - Threatening actions, physical fighting, name-calling, or inappropriate language is unacceptable behavior.
  - Teach children that trash dumpsters, parked automobiles, active roadways, and parking lots are strictly "OFF LIMITS" as play areas.
  - Monitor noise levels. Remember that neighboring residents are studying, resting, or working night shifts.
  - Rocks, mud, clay, and sand must not be thrown.
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## 24. BARBECUE GRILL REGULATIONS

The use of barbecue grills requires caution to prevent fires. Please adhere to the following precautions:

- All barbecue grills must be actively attended by an adult at all times when hot coals or active flames are present.
  - Be mindful of where your grill smoke is drifting and shift positions to avoid impacting neighboring windows and air intakes.
  - Always barbecue at least 20 feet away from any building structure, entry porch, or vehicle.
  - When cooking is complete, douse charcoal coals with water completely until extinguished. DO NOT THROW HOT OR WARM COALS ON THE GROUND, ON THE LAWN, OR INTO A TRASH DUMPSTER.
  - Never leave lighter fluid unattended where children can access it. Use only fluids designed specifically for barbecues.
  - Gas or propane grills may NOT be stored indoors. Liquid propane tanks and other highly flammable liquids/gases are strictly prohibited inside university housing buildings.
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## 25. WINTER POLICIES (SNOW, HEAT, & WINDOW RESTRICTIONS)

### Snow Removal

The University will remove snow from all primary University streets, parking lots, and public sidewalks.

- Tulane Townhomes Only: Each individual leaseholder is responsible for the manual removal of snow from around their specific apartment doors and from the private walkways leading from their unit to the main public sidewalk.

### Space Heaters

Portable space heaters pose an elevated fire hazard and are strictly prohibited from use within all university apartments.

## Window Restrictions during Freezing Weather

Windows must remain completely closed and latched whenever outdoor temperatures or localized wind chill factors drop below freezing (32°F / 0°C). Open windows in freezing weather cause rapid pipe freezing and catastrophic water burst damages. Any window identified as open during freezing weather will be treated as an immediate emergency situation, authorizing housing staff to enter the unit immediately to close and secure the window. Exceptions for brief ventilation may be requested through housing staff.

## Ice and Snow Buildup

Regional winter weather can cause ice buildup and slippery conditions across parking lots and walkways. The university will take preventative clearing measures and apply salt/sand mixtures to common areas. However, it is the responsibility of residents to exercise caution and report any slick areas or winter injuries immediately to the resident managers.

## Apartment Heating Standards

Facilities Management and Housing personnel will investigate work orders regarding apartment temperatures only if the indoor temperature reads below 62°F (16.5°C) or above 82°F (28°C). Fluctuations within this window are considered normal operation.

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# 26. GENERAL SAFETY & ENVIRONMENTAL HEALTH HAZARDS

The University of North Dakota assumes no liability except as specifically provided by statutory law. Residents are expected to report any obvious safety or health hazards immediately.

## Waste & Chemical Disposal

- Walkways, hallways, stairs, stairwells, sidewalks, and common areas must be kept free of personal bicycles, decor, rugs, garbage, shoes, and other objects.
- Bicycles are not permitted to be chained to light poles, stairwells, or exterior railings. Violating items will be removed at the owner's expense.
- Used motor oil, antifreeze, turpentine, or oil-based paints may not be disposed of on the ground or in University dumpsters. Used motor oil may be taken to the Public Works Building at 724 N. 47th St. and deposited into the container marked

"used oil recycling." Drained oil filters must be placed in the designated container marked "oil filters" at the same facility. Call Grand Forks Public Works (746-2570) to arrange for disposal of other hazardous substances.

- Household cleaning supply containers should be fully emptied and disposed of with standard trash in a University dumpster.
- Do not dispose of prescription medications in University dumpsters. Unused prescriptions may be returned safely to the University Police Department (UPD).
- Medical Waste: Needles, syringes, and lancets must be placed in a puncture-proof, strong plastic container with a secure screw-on cap. They can be disposed of at the outdoor sharps container located at the Grand Forks Withdrawal Management Center (GFWMC) at 207 S. 4th Street (accepts sharps containers up to five quarts in size).

## Severe Weather Shelter

The basement of Swanson Hall (located near the Memorial Union) is the designated severe weather storm shelter location for university students and residential apartment occupants.

## Mold & Mildew Prevention

Mold occurs naturally in the environment, and there currently exist no federal or state standards for permissible residential levels of mold. Residents are required to take proactive steps to control the growth of mold and mildew by keeping their premises clean and well-ventilated, particularly when showering, bathing, or washing dishes/clothes. Residents are contractually required to notify the Housing & Residence Life Office promptly within 24 hours regarding the existence of any water leakage, moisture intrusion, or fixture overflow.

## Harmonious Group Living

Residents agree to respect the rights of others and to conduct themselves in a manner conducive to a harmonious living environment. Domestic abuse against a spouse, partner, child, or guest will not be tolerated. Immediate termination of the housing lease will be pursued if a resident demonstrates an inability to abide by the essential requirements of community living.

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## 27. FIRE SAFETY REGULATIONS

- Leaseholders shall make every effort to minimize the risk of fire loss and agree to comply fully with all rules, ordinances, and orders of the Grand Forks Fire Department. The University assumes no responsibility for property losses due to fire.
  - The University agrees to install and maintain smoke detectors in each sleeping room. It is the leaseholder's responsibility to check the detector indicator light periodically to ensure it is functioning. The University will test all integrated smoke detectors and building fire alarms twice a year.
  - No rubber-backed or foam-backed carpeting is permitted within apartments due to the highly toxic fumes given off by these substances during a fire event.
  - Whenever a building fire alarm sounds, all residents are required to immediately evacuate the building structure. Those who fail to evacuate are subject to disciplinary action and arrest by Grand Forks Fire Department personnel.
  - Tampering with Fire Equipment (Grand Forks City Code): No person shall tamper with, attempt to tamper with, molest, damage, cover, move, or otherwise disturb a smoke detector, heat sensor, or fire product-of-combustion detector. This explicit prohibition includes the unapproved removal of batteries. Any person found tampering with a detector shall be fined for each individual offense. A separate offense shall be deemed committed on each subsequent day during which a violation continues.
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## 28. LEAD-BASED PAINT HAZARD DISCLOSURES

According to the Centers for Disease Control (CDC), lead accumulation in a person's system poses health risks, including fatigue, behavioral changes, abdominal pain, chronic headaches, joint aches, and developmental risks. Buildings constructed or painted prior to the early 1980s may contain lead-based paint. Because common sources of exposure include ingestion of paint chips or inhalation of lead-containing dust, lead paint must be encapsulated or removed by qualified personnel.

Lead-based paint issues at the University are managed by the Facilities Department (777-2591), with the Occupational Safety and Environmental Health Office serving as a technical resource.

## Residential Lead-Based Paint Hazard Reduction Act

Under Section 1018 of the Federal Act of 1992, all University apartment leaseholders occupying pre-1978 housing must be warned of the presence of potential lead-based paint hazards.

- Exceptions: This disclosure does not apply to lease renewals where all information has been previously disclosed and where the University has acquired no new information, or to units that have been certified lead-free by a licensed inspector. Residence halls are exempt.
  - Required Disclosures: Before a leaseholder becomes contractually obligated under a lease, the University must disclose an EPA-approved information pamphlet on identifying and controlling lead hazards, provide any known records concerning specific lead paint locations, and include a formal Lead Warning Statement attachment to the lease that must be signed and dated by both a University Housing representative and the leaseholder.
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## 29. STORAGE RESTRICTIONS & PROHIBITED ITEMS

The storage of the following items is strictly prohibited inside apartments, storage lockers, or adjacent grounds:

- Explosives, blasting agents, gunpowder, or fireworks.
- Flammable or highly combustible chemicals and solvents.
- Motorized equipment powered by flammable liquids or internal combustion engines.
- Containers that previously held flammable liquids, unless explicitly certified free of explosive vapors by the Safety and Environmental Health Office.
- Contraband, illegal substances, or any item that contravenes state or federal laws.
- No combustible materials can be stored within utility equipment rooms, attic crawlspaces, or similar facility maintenance spaces.
- All storage inside buildings must be kept orderly, must maintain a clearance of more than 2 feet from the ceiling, and must be located so as not to endanger or obstruct swift exit from the room or building.

- Household garbage must be promptly disposed of in the appropriate exterior dumpster and may not be stored inside or immediately around a University apartment.
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## 30. WEAPONS & FIREWORKS POLICIES

In strict accordance with North Dakota Century Code (NDCC 12.1-01-04, 62.1-01), the possession, storage, or use of weapons is entirely prohibited on the property of the University of North Dakota.

- **Prohibited Items:** This policy applies to shotguns, rifles, pistols, BB guns, paintball guns, airsoft guns, explosives, switchblade knives, or fixed-blade knives with a blade length of five (5) inches or greater, and any other offensive weapons.
  - This policy applies to all faculty, staff, students, residents, and visitors. The possession of weapons, or the unreported knowledge of such items within university housing, is considered a serious offense subject to immediate lease termination and disciplinary action.
  - **Secure Storage Service:** The University of North Dakota Police Department (UNDPD) offers all students free, secure storage for personal weapons at the police station. For information, contact the Department at 777-3491. Access to this service is provided 24/7, year-round.
  - This policy does not apply to authorized law enforcement officials in the lawful discharge of their duties. Concealed weapons permits are not valid on the property of the University of North Dakota or at university-sanctioned events. Fireworks are illegal within Grand Forks city limits and are prohibited.
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## 31. SEX OFFENDER REGISTRATION INFORMATION

North Dakota state law requires individuals convicted of specified sex crimes to register with local police departments. Residents may access public registry information and search local geographic areas via the official state website at [<http://www.sexoffender.nd.gov/>](<http://www.sexoffender.nd.gov/>).

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## 32. INSECTICIDE SPRAYING & UNIT PREPARATION

Residents experiencing problems with pests or insects must report the issue immediately to their Resident Manager or the Housing & Residence Life Office.

### Mandatory Spraying Protocols

Mandatory pest spraying across an entire building, floor, or section may be executed when a localized infestation is identified. Pests like cockroaches are capable of transmitting diseases, and broad treatment is required to prevent insects from migrating into untreated adjacent units. The University will provide a 24-hour advance notice to residents when mandatory spraying is scheduled. Mandatory spraying requires that each resident fully prepare their unit by completing the following steps:

1. Remove all items, food, and dishes from all kitchen cupboards.
  2. Remove all items from under counters.
  3. Remove all items from under the kitchen and bathroom sinks.
  4. Remove all clothing from closets (applicable upon explicit request only).
  5. Follow all instructions detailed on the specific preparation document sent prior to spraying.
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## 33. PROHIBITED SOLICITATION & COMMERCIAL USE OF PREMISES

University apartments are rented exclusively as private student residential housing and may not be used for any commercial or business purpose whatsoever. A commercial business is classified as any enterprise utilizing the apartment as:

- A showplace, storefront, or advertising headquarters for a product or service.
- A facility for manufacturing or producing a commercial product.
- A storage area for inventory or products intended to be sold.

Door-to-door solicitation, flyers, and commercial sales are strictly prohibited within the apartment complexes. Permission to post advertising on designated community bulletin boards must be requested through the Housing and Residence Life Office. For more information, see the university policy within the *Student Code of Conduct*.

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## 34. ABANDONED PROPERTY POLICY

When vacating, residents are required to remove all personal belongings from their space. Any items left behind after a resident has checked out or ceased living in the unit are considered abandoned property and will be processed according to the following standards:

### Immediate Disposal (Health & Safety)

To maintain a sanitary environment and prevent pest control issues, the University does not store items that pose a health risk or cannot be safely stored.

- **Items Subject to Immediate Disposal:** Perishable food items, opened toiletries, unwashed clothing, soiled bedding, and plain trash will be discarded immediately.
- **No Liability:** The University accepts no responsibility or liability for these items once the resident has departed.

### Retrievable Property & Storage Policy

Clean clothing, electronics, functional furniture, and other non-perishable personal property found in a room after checkout will be handled as follows:

- **Inventory & Labeling:** Staff will inventory and label the items with the student's name and the date of departure.
- **Notification:** The resident will be notified via their official University email on the first day the items are placed in storage.
- **Storage Period:** Items will be stored in the nearest Area Office for a maximum period of thirty (30) days from the date of notice.
- **Removal Fees:** The property owner may be charged a removal fee for large items or an excessive volume of abandoned belongings.
- **Unclaimed Items:** If the property is not retrieved within the 30-day window, it automatically becomes the property of the University and will be liquidated or discarded.

### Items Found in Common Areas

Personal items found left behind in community spaces (such as laundry rooms, lounges, or study rooms) will be turned into the Area Office Lost and Found.

- Identifiable Owners: If the item can be linked to a specific resident, staff will attempt to contact the owner.
- Unidentifiable Owners: If the owner cannot be identified, the item will be held for thirty (30) days. After this period, unclaimed items become the property of the University.

## Liability Disclaimer

While the University will make a reasonable effort to secure abandoned property during the 30-day holding period, the University is not liable for any damage to or loss of property that may occur during storage or transport.

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## 35. PET & ANIMAL ACCOMMODATIONS POLICY

No pets are permitted within University apartment units, buildings, or on the surrounding grounds. Prohibited animals include, but are not limited to, cats, dogs, mice, gerbils, guinea pigs, ferrets, newts, turtles, and reptiles. Visiting pets are strictly prohibited; this includes animals brought onto the premises by a resident's guests or animals cared for by a resident on a temporary basis. Residents are responsible for ensuring their guests strictly follow this policy.

- Permitted Exception: Fish inside a single aquarium are the only permitted animals. Aquariums are strictly limited to a maximum total volume of 15 gallons per apartment unit.

### Assistance and Emotional Support Animals (ESAs)

Emotional Support Animals (ESAs) are not permitted on UND property until Student Disability Resources has formally reviewed and approved the medical accommodation. To apply for this accommodation, residents must complete the accommodation request form on their website.

Once approved:

1. Disability Resources will communicate the approval status directly to the Housing office.
2. Animals must be fully vaccinated and registered with the city of Grand Forks; valid proof of city registration must be uploaded directly into Housing Self-Service.

3. The resident is responsible for providing all necessary animal documentation to the housing office *before* allowing the animal to enter the apartment.

## Enforcement

Violation of any aspect of the pet policy can result in the immediate termination of your housing lease. In general, a first-time pet violation will be processed through the student conduct workflow, and the resident will be required to remove the animal immediately. A second violation will result in automatic termination of the apartment lease.

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## 36. SMOKING & TOBACCO-FREE CAMPUS POLICY

As part of our commitment to a healthy living and learning environment, the University of North Dakota is a designated tobacco-free campus.

### Where the Policy Applies

The use of tobacco products is strictly prohibited across all areas of the university property. This includes:

- Inside all University-owned buildings (including all residence halls and apartments).
- All outdoor areas, including walkways, parking lots, courtyard spaces, and university grounds.

### Prohibited Products

This policy covers all forms of tobacco and nicotine delivery systems. Prohibited items include any product that contains tobacco, is derived from tobacco, or contains nicotine intended for human consumption. This includes cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, and hookahs.

- E-Cigarettes & Vapes: Electronic smoking devices (including e-cigarettes, vapes, and vape pens) are classified as prohibited tobacco products under this policy, regardless of whether the aerosol liquid contains nicotine.

### Approved Cessation Products

This policy does not apply to products explicitly approved by the United States Food and Drug Administration (FDA) for legal sale as tobacco cessation products (such as

nicotine patches or nicotine gum), provided they are marketed, purchased, and used solely for that approved therapeutic purpose.

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### 37. ALCOHOL, SAGE, SWEETGRASS, AND CEDAR POLICIES

- Alcohol Policy: Consumption of alcoholic beverages is permitted within UND apartments only for individuals who are of legal drinking age under state law. Alcohol consumption and the possession of open containers are strictly prohibited in all public or common spaces, including entryways, shared hallways, parking lots, public lawns, and exterior balconies. Overconsumption that leads to disruptive behavior is a policy violation.
  - Sage, Sweetgrass, and Cedar Policy: The ritual use of sage, sweetgrass, and cedar for cultural or spiritual practices is respected. Residents must reference the official university policy on the website to ensure compliance with established campus guidelines and fire safety parameters.
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## 38. CHILDCARE PROVIDERS POLICY

Residents of University housing are permitted to operate home-based childcare within their leased premises, provided they are fully licensed providers. A formal license for a family childcare home is required if early childhood services are provided for three or more children ages twenty-four months and under, or for more than five children at any one time.

Residents are considered to be operating a commercial business and must be fully licensed when one or more of the following thresholds pertain:

- Childcare is provided three (3) days per week or more.
- Childcare is provided four (4) hours or more per day.
- Children are served prepared meals (including sack lunches prepared by a parent).

All caregivers must operate in strict accordance with Grand Forks City Ordinances, North Dakota State Law, and the legal provisions required for licensed childcare providers. Licensing must be obtained through the Grand Forks County Social Services Office. Persons providing childcare in the apartment of a resident must comply with the licensing regulations outlined in this policy.

- All licensed childcare providers operating on-campus must register their business with the Housing & Residence Life Office.
  - Persons managing or participating in babysitting co-ops within University housing must be licensed childcare providers when the childcare provided matches the criteria outlined above. Co-op managers/secretaries must register their operations with the Housing & Residence Life Office.
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## 39. GUIDELINES FOR THE SUPERVISION OF CHILDREN

The ultimate responsibility for the safety, care, well-being, and behavior of dependent children remains entirely with the parent or legal caregiver, whether or not they are physically present to personally supervise them.

The chronological age of the child is not the sole factor that parents should consider when determining if children may be left unattended. Other essential factors include:

- The psychological maturity of the child.
- Emotional health and stability factors.
- The child's physical or mental limitations.
- The length of time the child is left alone.
- The specific time of day or night.
- The presence of other younger children who require supervision.
- The geographic location and current environmental weather conditions.
- The frequency of being left alone, and the immediate accessibility of a parent or another responsible adult.

Residents should review the *Home Alone* safety guidelines and brochures established by the North Dakota Department of Human Services. All children left home alone must be able to confidently demonstrate comprehensive knowledge of emergency procedures, understand exactly where their parents or responsible adults are located, know how to reach them immediately, and understand the duration of the absence.

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## 40. COMPLAINT, VIOLATION, AND STUDENT CONDUCT PROCEDURES

The primary leaseholder is held fully responsible for excessive noise, disruptions, or disturbances that interfere with the rights, comforts, or convenience of neighboring residents, whether caused directly by the leaseholder, their spouse, children, roommates, or guests. The leaseholder is also contractually responsible for all other policy or lease violations that occur within the unit.

### Submitting a Complaint

- A written complaint may be submitted to either the Resident Manager or the Housing & Residence Life Office.
- Complaints must include specifics about the problem (exact dates, times, identified persons, a description of the problem, and respectful video or photographic images as supporting documentation) and must be signed by the complainant. Anonymous complaints will not be actioned. Upon receipt of a valid complaint, a University apartment administrator will determine the appropriate course of action.
- Anyone may submit a complaint concerning alleged lease or policy violations. Apartment staff members encourage residents to deal directly and respectfully with one another on minor complaints whenever possible. In the event that direct peer communication is ineffective, structured mediation with the Resident Manager or the Apartments Resident Director will follow.

### Student Conduct Integration

The behavior of all apartment occupants (leaseholders, residents, and guests) who are registered UND students is subject to the behavioral expectations laid forth in the *Code of Student Life*. Student conduct complaints may be formally referred to the Office of Student Rights & Responsibilities for standard code adjudication.

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## 41. APPEAL POLICY

The following standard procedure is applicable for the appeal of administrative decisions made by University apartment staff with regard to lease disputes or policy violations:

- All appeals must be submitted in writing and must specifically state the comprehensive reasons, facts, and justifications for the appeal.
  - Appeals must be submitted to the Housing & Residence Life Office within seven (7) calendar days of the date the original notification or decision was communicated.
  - The following constitutes the formal appeal routing hierarchy:
    1. Initial staff or Resident Manager decisions may be appealed directly to an Associate Director of Housing.
    2. Final appeals will be reviewed and heard by the Director of Residence Life / Housing.
  - Appeals will be thoroughly reviewed by the administrators indicated in this policy or their explicitly designated representative.
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## 42. POLICY REVISION PROCEDURES

When any University Apartment Policy is scheduled to undergo administrative revision, the following procedures shall be followed:

1. Resident feedback and input will generally be solicited and reviewed prior to finalized policy revisions.
  2. The text of the new or revised policy must be delivered to all current residents and all active waiting list applicants 60 days prior to the official effective date of change.
  3. A copy of the new policy shall be distributed to all incoming applicants until the comprehensive *UND Apartment Policy Book* has been physically or digitally revised.
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## 43. EQUAL OPPORTUNITY STATEMENT

It is the policy of the University of North Dakota that there shall be no discrimination against persons because of race, religion, color, sex, national origin, age, or disability, and that equal opportunity and access to facilities shall be available to all. This foundational policy is the guiding principle of the Housing & Residence Life Office and is

strictly applicable across all policies, assignments, and administrative procedures throughout University housing.

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Last Updated: May 15, 2026