General Information for College Owned Off-Campus Apartments

The information provided below is intended to give students who have been selected for an off campus apartment a general idea of what to expect as a tenant in a college owned off-campus apartment. Selected apartment groups (tenants) are required to meet with Doug Atkins (representative landlord for the college) and/or Julie Crisafi prior to occupancy to discuss in full the details and expectations of apartment living, and to sign lease agreements.

It should be understood by all applicants that the lease agreement is for one academic year. If one or more residents leave the college or the apartment space, either prior to or during, the academic year, the college reserves the right to fill the space.

Move in date: Monday, September 9, 2013 (If you need to arrive on campus prior to this date for a college related activity such as OL or pre-season sports, we will provide a temporary housing assignment for you on campus until your apartment is available). Keys to the apartment will be distributed at returning student check-in.

Occupancy throughout the year: Tenants must vacate off campus apartments during the holiday shutdown period between the fall and spring semesters. Tenants may remain in off campus apartments during other vacation periods throughout the year, but may not house other Colby-Sawyer students as guests during this time. Campus Safety will do checks and report any issues to Citizenship Education.

End of Year: Tenants will be expected to move out of the apartments following the same schedule as on campus residents. Non-seniors must move out within 24 hours of their last final, or by 10:00 am on Tuesday, May 6, 2014. Seniors must be moved out by 7:00 p.m. on Saturday, May 10, 2014.

Applicant groups for each apartment must be single gender. However, the building as a whole(with the exception of the Yellow House) may be co-ed.

Eligibility: All rising Sophomores, Juniors and Seniors who are currently resident students may apply. If all other factors are equal, preference will be given to groups with greater seniority and experience in living in an independent environment.

Once you do move in, you should expect to find the following:

- Basic furnishings are provided by the college, to include: beds, mattresses, desks, chairs, table, sofa and/or loveseat, etc. You may bring your own additional furniture, however basic furnishings cannot be removed from the apartment.
- Cable television service, with one television provided with basic furnishings.
- Wireless internet service through Comcast. Technical support will be provided by the college.
- One land-line telephone provided for each living space. Numbers will be provided at the time you take residency.
- Kitchen with range and refrigerator.
- Each apartment will have access to a washer and dryer, either within the apartment, building, or to an on-campus hall.

As the “landlord:”

- The college will take care of the grounds. Snow removal will be done by the college, provided that the residents of the apartments coordinate to have the parking area cleared for plowing. Otherwise, residents will be responsible for clearing the area of snow.
- The college will provide pick-up for trash that it is securely bagged and accessible on the established pick-up days.
- The college will pay all of the utility charges associated with the house, to include a local phone line, basic television service, wireless internet, electric, heat, water, sewer, taxes, as well as building and liability insurance.
- The college will provide mailboxes and the delivery of mail through the regular campus address. Students in off campus housing do not have separate mailing addresses.

Your responsibilities as “tenants:”
• To keep the apartment in good, clean condition.
• All housekeeping of the interior of the apartment.
• To notify Campus Facilities at 526-3699 of any items in need of repair. If an immediate or emergency repair is needed after regular hours, contact Campus Safety at 526-3300.
• To notify Campus Safety and/or call 911 in case of emergency.
• While you certainly may have guests, no additional people may reside in the apartment on a continuing basis.
• Student behavior occurring in college owned residential properties which violate the Code of Community Responsibility is addressed by Campus Safety and adjudicated by Citizenship Education; New London Police may also respond to complaints and violations of the law. Violations could result in loss of housing.
  ➢ Tenants will be expected to complete Social Registration forms with Campus Safety, prior to any gathering where alcohol will be consumed;
  ➢ Further details of this aspect of off-campus apartment living will be outlined at the mandatory Tenants Orientation meeting prior to occupancy.
• If desired, insurance covering your personal belongings.
• No pets are permitted.
• No smoking in any part of the building.

Cost: Included in comprehensive fee. Any single rooms incur an additional charge of $700 per year.

Meal Options: Each one of you will receive a bill that includes the meal plan. Since you will be living off-campus, you may have the option of selecting not to participate in the meal plan at the college dining hall. If you elect that option, you must notify Julie Crisafi by e-mail or in writing (contact info below). If you elect out of the meal plan, an $800 credit will be issued against your account per semester. This fee cannot be pro-rated, so you must decide before classes begin (September 10th, 2013). You may change your election for the spring semester with notification done by January 21st, 2014.

Parking: There is limited parking on site and it is recommended that you bring your vehicle only if necessary. In most cases, it is a “stacked” parking situation, especially if many residents plan to have a car. Parking is not permitted on the lawn.

As an off-campus student, you are eligible to receive a commuter parking decal. This will permit you to park in lots B and D when on campus. In addition, tenants with a commuter decal have permission to park overnight (7 pm through 6am) weekdays and 24 hours Saturday and Sunday) in the lot behind Sawyer Arts Center. Please contact Donna Brennan in Campus Safety at 526-3675 for further details.

Access to on-campus Residence Halls: Residents of Colby-Sawyer off-campus apartments have access to all residence halls: Sunday – Thursday from 7:00am to 9:30pm and on Friday – Saturday from 7:00am to 7:00pm.

Access to Lease Property: In order to provide a safe academic and living environment, a Colby-Sawyer College Authorized College Representative has the right to inspect College owned property at any time for the proper operation of the facility, for reasons of health, safety, security, and if they have reason to believe that a violation of College policy, state, or federal law is occurring. Normal, requested, and emergency maintenance will be accomplished from time to time without prior notification. At all other times, Authorized College Representatives may enter upon twenty-four (24) hours advance notice for the purposes of making repairs, decorations, alterations, and improvements. In addition, Authorized College Representatives may make an inspection upon twenty-four (24) hours advance notice once a semester to determine the general condition of the residential property.

Contact person: Julie Crisafi
Parent and Community Partnerships Coordinator
(603) 526-3978
jcrisafi@colby-sawyer.edu (recommended)