

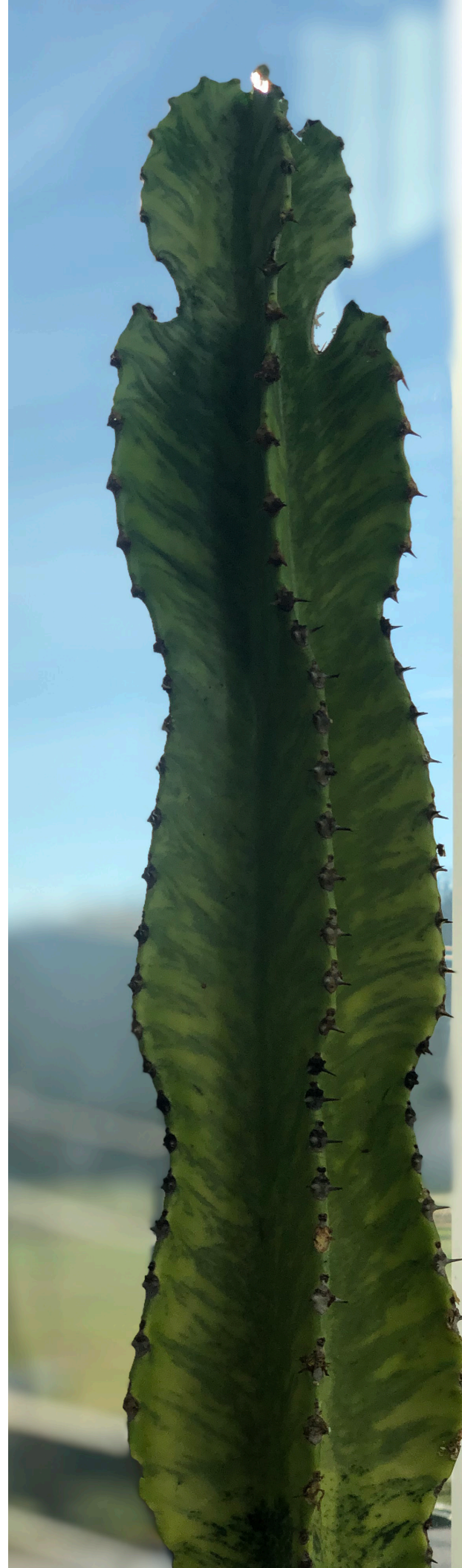
The
LANDING
@ MARSHALL UNIVERSITY

COMMUNITY STANDARDS



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Essential Information

Management Office Hours are 8:00 AM to 5:00 PM
Monday-Friday
Holiday hours may differ
Desk is staffed 24 hours a day/7 days a week

If you have any questions feel free to contact Management or the Front Desk Staff at:

PHONE: 304-696-6004
E-MAIL: thelanding@marshall.edu
WEBSITE: www.thelandingatmarshall.com
ADDRESS: The Landing
1130 14th Street, Office 212
Huntington, West Virginia 25701

RENT PAYMENTS

Rent is due on the 1st of each month and is considered late on the 5th. Payments can be made through any of the following methods: (1) MyMU portal in the Student Account Center; (2) in person, at the Bursar's Office in Old Main on Marshall University campus; (3) directly in person with Management; (4) by mail to the Bursar's Office, One John Marshall Drive, 101 Old Main Building, Huntington, WV 25755-4200.

- Payments made with credit or debit card will a non-refundable processing fee of 2.85% per transaction.

If a check is returned due to insufficient funds, all future payments must be submitted to Management in the form of certified funds, such as a money order or cashier's check. Marshall University ("Marshall or University") is authorized to withhold educational records and transcripts, and may restrict class registration or participation in graduation events or ceremonies of Tenants with outstanding financial obligations.



SERVICES AND AMENITIES

ASSISTANCE ANIMALS: Service and Support animals must be approved through the Office of Accessibility and Accommodations and Management before arrival. Allergies or fear of animals are not valid reasons to exclude a service or support animal from the Apartment. Individuals who anticipate regular contact with an animal and experience medical reactions or have a disability should contact the Office of Accessibility and Accommodations and provide verified medical documentation supporting their claim. Steps will be taken to address the needs of both parties and resolve the issue as effectively as possible.

In cases of unresolved allergy of animal conflicts within the Apartment Building, Management and the Office of Accessibility and Accommodations will work together to develop a solution that prioritizes tenant needs. If no agreeable solution can be found, the first tenant assigned to the apartment will take precedence unless another medical condition or disability cannot be reasonably accommodated elsewhere.

Assistance animals must be housebroken (i.e., trained so that it controls its waste elimination, barring illness or accident) and kept under control by a harness or leash unless this interferes with their tasks. In such cases, control by voice, signals, or other effective means is acceptable. Tenants are responsible for the care and cleaning of their assistance animal. When left unattended in the apartment, all animals must be crated.

SERVICE ANIMALS: Service animals are allowed to accompany individuals with disabilities in all areas of Marshall University's facilities, including The Landing, where employees, faculty, staff, students, the public participant in programs and activities are allowed to access. Marshall University and Management do not require proof of certification, training, or licensing for a service animal.

SUPPORT ANIMALS: Tenants requiring a support animal must first obtain permission from the Office of Accessibility and Accommodations (OAA). Tenants must provide documentation from their physician, therapist, or psychologist to support the need for a support animal. This approval must be renewed from OAA at the start of each lease term. Once OAA has provided Management with approval, Tenants must complete a "Pet Agreement" with Management and provide veterinary documentation. As emotional support animals are not trained for specific tasks, visitors, students not residing in university housing, faculty, and staff are generally not allowed to have support animals in the Apartment Building as a part of any disability accommodation.

BIKE STORAGE: Located on the first floor, room 134. Biking inside the building is not permitted. Bike racks are available at the front and back side of the building, though indoor storage is recommended.

CAMPUS CARRY: Senate Bill 10, the West Virginia Self-Defense Act or the Campus Self-defense Act (§18B-4-5b), signed into law in the Spring of 2023. permits individuals with a valid license to carry a concealed weapon in designated areas on the Marshall University campus beginning July 1, 2024. The bill allows only the concealed carrying of a pistol or revolver.

Concealed weapon licenses are issued by the State of West Virginia under §61-7-4, §61-7-4a or as recognized by §61-7-6a of the WV Code. The law restricts institutions like Marshall University, the West Virginia Higher Education Policy Commission or the Community and Technical College System from enacting policies that would limit concealed carry of a pistol or revolver.

Tenants who bring a pistol or revolver to the Apartments or campus must secure it in a safe, which is available for purchase through [College Products](#) when unattended.

If you are assigned to an apartment where a roommate opts to participate in campus carry and you feel uncomfortable, please contact Management to discuss available apartment change options.

FRONT DESK: The front desk is staffed 24 hours a day to assist tenants with a variety of needs. Services include providing information, customer support, package checkouts, assistance with lockouts, and general safety and welfare checks for tenants. Limited desk coverage may apply during major holidays.

EMAIL: Your Marshall University email account is the official form of communication method for The Landing. Check this account regularly to stay updated with important information.

FURNISHINGS: Standard apartment furnishings include a full-size bed with mattress, stainless steel appliances (stove, refrigerator, microwave, dishwasher), stacked washer and dryer, and pre-installed TV Mounts. Studios are furnished with a soft seating chair and a kitchen island with two bar stools. Two-bedroom units feature a sofa, desk, and chair in each bedroom.

HOUSEKEEPING: Housekeeping maintains cleanliness and safety in common areas but does not cover cleaning or repairs in apartments or common areas due to deliberate or excessive misuse.

GYM: Located on the first floor, room 154, and accessible by swipe card. Only current tenants or other authorized occupants listed on Resident Agreement may use the gym, and all users must sign a gym waiver.

ICE/WATER MACHINE: Available on the second floor, room 258.

MAIL AND PACKAGES: Letter mail is delivered to mailboxes on the first floor, where outgoing U.S. mail may also be dropped off. Packages too large for mailboxes are held at the front desk. Package pickup is available from 8:00 a.m. to midnight daily.

MAINTENANCE/WORK ORDERS: Tenants can submit maintenance requests through the [Work Order System](#) or by scanning the QR code posted on flyers throughout the building. For additional help or urgent issues, contact the front desk. While same-day responses are prioritized, requests are handled based on urgency, and most repairs can be completed in one visit, though some may require multiple visits. If you need additional assistance, or if a situation is urgent, contact the front desk.

RECYCLING: is located on the second floor, room 257. For more information regarding recycling at Marshall University, please visit the [Sustainability Website](#).

RENTERS INSURANCE: Marshall University is not liable for loss or damage to a tenant's personal property for any reason. Marshall University strongly recommends Renters Insurance. Accidents can occur so it is important to protect your items that may be lost or damaged. If your personal belongings are not covered under your parents' homeowner's insurance, we recommend securing renters insurance.

STUDY SPACES: are located on each floor where tenants can meet, study, and collaborate with classmates and friends. Noise levels should be kept at a reasonable level due to close proximity to apartments and other students. When whiteboard markers and erasers are needed, notify the front desk.

TECHNOLOGY: Black and White printing is available on the 2nd floor. To assist in our sustainability goal please print on both sides of the paper. Printing is for current tenants only. Instructions for adding printer to your device are located in the lobby.

For entertainment purposes, to connect a non-computer device to the network tenants should visit the [Campus IT Website](#) for set up instructions.

Wireless Internet is provided in all Apartments and common spaces. In addition, each room contains an in-room wireless access point with three Ethernet ports. Tenants are responsible for providing their own Ethernet cable.

The IT Service Desk can help you with any questions regarding internet connectivity and tech issues. They can be reached by phone at (304)696-3200, or through chat on their website. [Campus IT](#)

Security Measures

To protect the safety and privacy of tenants, Marshall University offers the following services:

- Door alarms
- Marshall University Police Department (MUPD) Campus Patrols
- On-call staff
- 24-hour locked doors
- Camera systems
- Campus ID cards for building access
- MU Alert – Emergency Notification System
- 24-hour staffed front desk

TRASH: Dumpster is located on the back side of the building by the main parking lot. All refuse should be placed in the dumpster unless it has reached full capacity. Boxes need to be broken down before being placed in the dumpster. Do not place apartment trash in common areas, hallways, or lobbies.

UNIVERSITY POLICE DEPARTMENT: The Office of Public Safety/Marshall University Police Department (MUPD) is the law enforcement agency of the University community. University police officers have full law enforcement authority under state law and routinely patrol THE PROPERTY. The Office of Public Safety is located on 5th Avenue and 18th Street across from Twin Towers West. The entrance is located at the back of the building. MUPD is available 24 hours a day, 365 days per year and can be reached at (304) 696-HELP (4357). Escort services are available depending on officer availability.

VENDING MACHINE: located on the 2nd Floor by elevator. Herd Points, Debit/Credit cards or cash can be used to make purchases. Requests for refunds should be reported Monday through Friday to the Student Center main office located in the Memorial Student Center room 2W6 between 8 a.m. and 4 p.m.

WIRELESS INTERNET: All apartments are equipped with wireless internet. In addition, each room contains an in-room wireless access point with three Ethernet ports. Tenants are responsible for providing their own Ethernet cable. Problems with wireless internet should be reported to the Information Technology Help Desk at (304) 696-3200.



GENERAL RULES & REGULATIONS

The Rules and Regulations outlined in the Community Handbook are incorporated by reference and made a part of the Resident Agreement between Management and Tenant. The Community Handbook was established to promote the welfare, safety, and convenience of all Tenants, ensure a fair distribution of services and facilities, and protect Management's property from misuse. Tenants who are Marshall University students and/or faculty are also subject to the Marshall University Student Conduct Code at all times. Unlawful behavior that violates federal, state, or local laws may serve as grounds for disciplinary action at Marshall University or Human Resources, as appropriate.

The Rules and Regulations outlined here may be modified by Management during the term of the Resident Agreement. Tenants are required to comply with any changes upon receiving notice of from Management.

A person is a member of the MARSHALL UNIVERSITY Community and eligible to reside in The Landing at MARSHALL UNIVERSITY if they are:

- A student enrolled at MARSHALL UNIVERSITY in a graduate program;
- An undergraduate student enrolled at MARSHALL UNIVERSITY who is twenty-one (21) years of age or older; or
- An employee of Marshall University, Cabell Huntington Hospital, or another affiliated entity.

Any change in eligibility status needs to be reported to management immediately

THE FOLLOWING RULES AND REGULATIONS AS SET FORTH HEREIN SUPERSEDE ANY AND ALL PREVIOUS RULES AND REGULATIONS.

ABANDONED PROPERTY: When vacating, take all personal belongings. Tenants will be charged a removal fee for any personal belongings left behind, whether intentional or not. This charge is applicable regardless of whether or not the tenant claims property. The property will be held for 30 days.

ALTERATIONS AND REPAIRS: Tenant agrees not to make alterations, additions, or repairs in the Apartment without written consent from Management. No holes shall be drilled into the walls, woodwork, or floors. Tenant shall not paint any part of the living area for any purpose.

APARTMENT CHANGE FEE: Fees will be assessed if the tenant changes the apartment type and moves mid lease. Fees will range between \$250-\$350. Fees will not be assessed for apartment changes made due to apartment availability at the start of a lease agreement.

APARTMENT ENTRY: Individuals not listed in Resident Agreement/Other Occupants will not be permitted to enter Apartment or Private Living Space without written permission.

APPLIANCES AND APARTMENT EQUIPMENT: Tenant and Other Occupants are responsible for reading and complying with any operating instructions, manuals, or other operating use guidelines for the cleaning and maintenance. Tenants who are found to have damaged appliances due to misuse or due to having replaced appliance parts will be charged for the repair and/or replacement of the appliance. Appliance light bulbs will be replaced by Management at Management's sole expense. Tenants should regularly clean the following to prevent damage: stove, drip pans, oven, drawers, cabinets, heating unit return grate, toilet, shower, granite counter top, and lint trap.

AUTOMOBILES/MOTOR VEHICLES: All vehicles must be registered, licensed, insured, and operable at all times. Any car on blocks, with flat tires or leaking fluids shall be deemed not fully operational. Parking passes for lot/garage can be obtained from Management. Changes in vehicle information must be communicated.

- Automobiles and other motorized vehicles should be parked in designated parking areas only. Tenants are not permitted to park on lawns, sidewalks, and other areas not specifically designated for parking.
- Motorized vehicles are not to be stored in the apartment under any condition.
- No vehicle repair (except minor repairs such as changing a tire) is permitted.
- Unauthorized or illegally parked vehicles will be towed at the owner's expense.

CEILING TILE AND SPRINKLER HEADS: Tenants shall not affix any object, or allow water/other liquids to come in contact with the ceiling area or sprinkler heads. Hanging any objects from sprinkler heads or tampering with sprinkler heads is not permitted. Any damage which is the result of a Tenant and/or their guest(s) shall be the responsibility of the Tenant.

CONFLICT WITH APARTMENT MATES, TENANTS, OR GUESTS: Tenants acknowledge that living in shared housing can include potential conflicts with apartment mates, their guests, or violations of the Resident Agreement, rules, or laws by apartment mates or guests. Management does not guarantee that it can prevent or promptly address any such violations. By choosing shared housing, tenants accept the benefits of reduced cost and convenience, understanding that these come with certain risks and potential inconveniences, which tenants assume at their own discretion.

DECORATIONS: Combustible materials and adhesives, including straw, hay, vines, branches, leaves, live cut trees, contact paper, glue, and decals are not permitted. Decorations must be placed at least 18 inches below the ceiling to meet Fire Code requirements and ensure proper sprinkler operation.

DISTURBANCES, NOISE AND NUISANCE: All Tenants, other occupants, and guests must conduct themselves without disturbing others. Noise from activities, voices, radios, electronic devices, televisions, musical instruments, etc., should be kept to a level that does not disturb others. Courtesy Quiet Hours are 10:00 PM - 9:00 AM Sunday through Thursday, and 12:00 AM - 10:00 AM Friday and Saturday. Complaints or violations will be handled according to Management's procedures. If Management incurs fines due to local noise ordinance violations, the responsible tenant(s) will be liable for these costs.

DRAIN LINES: Plumbing fixtures, including toilets, washing machines, and dishwashers should only be used for intended purposes. Items such as rubbish, food, baby wipes, sanitary products, and wrappers should not be disposed of in these fixtures. Tenants are liable for any damage or repairs resulting from misuse of plumbing facilities. Additionally, tenants are responsible for costs associated with unclogging sewer and drain lines they use unless these were found defective before they took possession of the apartment.

EQUIPMENT: Tampering with, altering or changing any safety equipment, locks, fire alarms, smoke detectors, communication equipment in common areas, or plumbing and electrical systems, is strictly prohibited.

EVACUATION: Tenants agree to evacuate the building in case of emergency as directed by Management. Rent will not be reduced or reimbursed for any lengthy evacuations due to emergencies.

FEES AND FINES: Tenants may incur fines and fees for various violations. All charges will be sent to the tenant's Marshall email address.

- **Smoking/Vaping in Apartment:** \$150 per occurrence
- **Tampering with safety and security equipment** (e.g., cameras, smoke detectors, fire extinguishers, misuse of fire doors): \$75 per occurrence
- **Improper occupancy of additional space in two-bedroom unit:** \$75 per occurrence
- **Noise Disturbance:** \$150 for the first occurrence, \$250 for the second occurrence
- **Mid-lease apartment change:** \$250 - \$350
- **Unauthorized pet:** \$150 for the first occurrence, \$250 for the second occurrence - in addition a non-refundable pet fee of \$300 will be charged
- **Service fee:** \$50 per month when rent is not paid by due

Key Fees:

- Room Rekey: \$75
- Mailbox Rekey: \$30
- Access Card: \$10

FIRE EQUIPMENT: Tenants are encouraged to purchase a fire extinguishers for their apartment, as management only provides extinguishers in common areas of the building. It is important for tenants to be aware of extinguisher locations for emergency situations. Tampering with or removing smoke detectors, carbon monoxide detectors, or other safety equipment is strictly prohibited. Any costs associated with reinspecting tampered equipment will be charged to a tenant's account.

FIRE HAZARDS: The use of wood or charcoal stoves, as well as flammable liquid, gas, or electric space heaters is strictly prohibited within the building. Tenants are not allowed to use candles, open-flame devices, hot plates, incense, halogen lamps, or light bulbs exceeding 100 watts. Additionally, connecting three or more sets of string lights (such as Christmas lights) is not permitted. Leaving the stove, microwave, or oven on while the apartment is unoccupied is also prohibited.

FURNITURE: Tenants may not disassemble or remove any existing furniture or fixtures from the apartment without management approval. Furniture from public areas must remain in place. The use of cinder blocks or any unapproved lofting systems is strictly prohibited. In two-bedroom apartments, tenants may only use the furniture designated for their assigned bed space, as a roommate may be assigned at any time.

HANGING PICTURES AND OTHER ITEMS: Adhesive materials such as 3M strips, stickers, decals, and contact paper are NOT allowed. Nails used for hanging pictures or other items must be minimal in number and no larger than a finishing nail.

IMMEDIATE NOTICE OF A PROBLEM: Tenants must immediately notify management of any fire, water damage, accidents, losses, or dangerous/defective conditions in the apartment, its fixtures, appliances, or the common areas.

- Emergencies include situations where danger is present or property damage has occurred or is imminent. To report an emergency, call the front desk directly at **304-696-6004** and speak with a staff member.
- Failure to report an issue immediately may result in the tenant being held responsible for any additional damages that occur.
- If a tenant plans to be away from the apartment for more than a seven (7) days, they must inform management in writing of the time frames of absence. Failure to do so may lead to extensive damages that could have been mitigated if detected earlier. The tenant will be responsible for all damages resulting from an unreported absence.

INSPECTIONS: Apartments are subject to regular inspections by management, its representatives, or government officials. These inspections help identify maintenance needs and ensure compliance with housing regulations. If management determines that an apartment requires additional attention, such as cleaning, repairs, or the removal of hazardous materials, the tenant will be notified in writing and required to address the issue within the specified timeframe. Management reserves the right to remove hazardous materials during inspections if necessary for the safety of the apartment and building.

The following procedures apply to vacate inspections:

- Inspections are conducted **Monday through Friday between 9:00 AM and 5:00 PM** (not on weekends or holidays).
- Inspections occur after the tenant has vacated the premises and returned the keys.
- Cleaning and vacate guidelines are available on website or upon request from management.
- If a tenant fails to vacate by **10:00 AM on the termination date**, they will be charged for overtime costs incurred due to rescheduling cleaners, painters, maintenance workers.
- Additional cleaning fees may apply if the tenant does not follow the cleaning and vacate guidelines outlined in the Community Handbook or on the website.

INSURANCE: Tenants are responsible for obtaining their own insurance to cover personal property loss or damage, as well as liability and casualty protection related to their use of the apartment. Management's insurance does not provide any coverage or compensation for personal belongings, casualties, or other damages.

Potential risks such as fire, smoke damage, weather-related incidents, flooding, sewage backups, rain or hail damage, third-party actions, accidents, power outages, or surges can result in injury, property damage, or loss of apartment use. The risks are **not** covered by management's insurance.

To safeguard against such losses, tenants are strongly encouraged to obtain renter's insurance or other liability and casualty coverage to protect their personal property and potential liabilities to management and fellow tenants.

KEYS/ACCESS CARD(S): Keys remain the property of Management and must be returned at the end of the tenants occupancy. A fee of \$75 per lock will be charged for replacing the apartment entrance lock. If a mailbox key is lost or needs replacement, a fee of \$35 will apply. A fee of \$10 will be charged for any lost or unreturned temporary access cards.

Tenants are prohibited from duplicating any keys or access cards provided by Management, as it is illegal. Keys and swipe cards should not be distributed, loaned, or altered, and tenants must not install additional locks on apartment.

In the event of a lockout, tenants can receive assistance from front desk staff. Tenant may be required to present ID, and the staff member will unlock the apartment door. Tenants should also follow university procedures to replace any lost or stolen student identification cards.

If the apartment key is lost or stolen, the tenant must report it to **MANAGEMENT** or submit a work order immediately. Access will not be granted to individuals not listed as "Other Occupants" on the rental agreement.

LOST AND FOUND: Items that are found at the Landing should be turned into the front desk. The owner must claim lost items from Management.

MANAGEMENT APARTMENT ENTRY: The University and Management respect the tenants' right to privacy within the apartment. However, authorized personnel may enter a unit, after knocking and identifying themselves, to fulfill administrative responsibilities. These include, but are not limited to, inspecting for damages, verifying occupancy, checking for health hazards, addressing hazardous objects, performing maintenance or repairs, and responding to situations where there is reasonable cause to believe university regulations are being violated or where life and personal safety may be at risk.

NETWORK POLICY: Personal routers or modems are not allowed in apartments due to interference with the network. Tenants should use internet access responsibly. In case of any network issues, please notify Management and submit a support ticket on MyMU under the My Support Tab.

OBSTRUCTIONS: Tenant agrees not to obstruct or use sidewalks, entrances, passages, vestibules, stairways, or halls for anything other than entering or exiting building.

PEST CONTROL: Management conducts monthly preventative pest control in common areas and its surrounding areas. Pest control in private living spaces is completed quarterly. Any pest-related issues should be reported to management immediately. (Product used is safe around pets and humans - BIFEN IT)

- If bed bugs are introduced into a private living space, the tenant will be financially responsible for extermination by Managements licensed pest control service.
- Tenants should not attempt to address the issue themselves, as the chemicals used could affect others.

PETS: Pets, or any animals considered pets, are not allowed in private living spaces or the apartment building unless a completed Pet Addendum has been approved. This prohibition includes all mammals, reptiles, birds, spiders, and insects. Tenants and co-residents will be jointly responsible for any non-approved pets found in the common areas.

If a pet a violation occurs, a \$150 fine will be imposed on all occupants of the apartment. A subsequent violation will result in a \$250 fine and Management will declare the lease to be in default. Unauthorized pets must be removed immediately, and Management may remove any unauthorized pet with one day's written notice, possibly turning the pet over to a humane society or local authority.

This policy does not apply to registered service animals or emotional support animals, which are permitted on the property.

PHONE NUMBER: All tenants are required to have telephone access and must provide their cellular and work phone numbers to management. Tenants must notify management immediately of any changes to these numbers, including unlisted ones.

QUIET & ACADEMIC LIVING ENVIRONMENT: Conduct that disrupts others' rights to a quiet, academic living environment is unacceptable and may result in disciplinary action or removal. This includes causing physical harm or the threat of harm, engaging in physical fights, or harassing other in ways that interfere with their academic pursuits, sleep, or personal activities. Malicious pranks and issuing threats are also prohibited.

RENOVATION & REPAIR: Management reserves the right to reassign tenants to another apartment or living space if renovation or repair work is required. If such work is necessary, management will make every effort to minimize inconvenience and provide advance notice whenever possible regarding the nature and timing of the work. Tenants may not withhold rent payments due to renovations or repairs.

SALES & SOLICITATION: Sales, solicitation, and canvassing of any kind are strictly prohibited within the building and on the property. Tenants may not post or distribute pamphlets, flyer, advertisements, or other items in the common areas, on the property grounds, of the building, or on or under apartment doors without prior approval from management.

SIGNAGE: Posting signs, advertisements, posters, flyer, or other visual displays in windows or any part of the building is prohibited without prior written approval from management.

SMOKING: Smoking and the use of tobacco products, including vapor/e-cigarettes, are strictly prohibited in apartments, private living spaces, common areas, and stairwells. Each violation will result in a **\$150.00 fine**.

SOCIAL GATHERINGS: Events in apartments, private living spaces, or common areas must not cause excessive noise, property damage, fighting, or other disruptive behavior. Gatherings should remain within the designated space and should not extend into hallways, stairwells, lounges, entrances, or other common areas. Events promoted through flyers, posters, or other advertisements must comply with established guidelines. If violations occur, management or MARSHALL UNIVERSITY security, may intervene and terminate the event.

SPORTS EQUIPMENT: Sports and recreational equipment may only be used in designated areas. The following items are prohibited indoors, including but not limited to: Rollerblades, scooters, mopeds, bicycles, skateboards, footballs, soccer balls, basketballs, baseballs, volleyballs, lacrosse and field hockey equipment, Nerf balls, weights over 25 pounds and Frisbees.

SUPERVISION OF CHILDREN/MINORS: Tenants and other occupant(s) are responsible for supervising any children or minors in their care. **Leaving children under 12 years of age unattended in an apartment or apartment building is STRICTLY PROHIBITED.** If an unattended child under 12 is found or reported, the authorities will be contacted.

TRASH, GARBAGE AND RECYCLING: All trash, garbage, and recyclables must be securely bagged and placed in designated receptacles. Items must never be left outside apartments, in stairwells, or in unauthorized areas. Tenants may be charged for any disposal costs incurred by management. (only use overflow space behind dumpster when it is full).

UTILITIES: Tenants should conserve utilities by keeping windows closed when heating or cooling systems are in use and turning off lights, appliances, and electronics when not needed. When the apartment is unoccupied

- October to April: Set the thermostat to 68°F
- May to September: Set the thermostat to 74°F.

Electricity and water usage may be monitored, and tenants may be charged for excessive consumption.

WATER FILLED FURNITURE: Water-filled furniture, including waterbeds, fish tanks over 10 gallons, and other water filled items, is prohibited.

WINDOWS & SCREENS: Window screens must remain in place at all times to prevent damage or loss. Throwing, dropping, or placing objects outside windows is strictly prohibited. All windows, blinds, and draperies must be properly maintained.



CONDUCT & LIFE SAFETY MATTERS

ACTS OF THIRD PARTIES: Management is not responsible for the actions, damages, injuries, or harm caused by third parties, including but not limited to other tenants, guests, intruders or trespassers who are beyond Management's control.

ALCOHOL POSSESSION: Alcohol is permitted only within private living spaces and apartment. Possession of an open container in or around University-owned property is strictly prohibited. Any tenants or guests found in violation will be required to discard the alcohol immediately. Kegs and other large-volume alcohol containers are not allowed in apartments or common areas.

CLEANLINESS: While management respects tenants' right to privacy, maintaining a sanitary and clean living environment is essential for health and safety. Tenants are responsible for keeping their apartments clean and free of hazards.

Tenants must not create health hazards in common areas (such as kitchens, lobbies, and study lounges) by improperly disposing of trash or engaging in unsanitary behavior.

DRUG POSSESSION: Illegal drugs and drug paraphernalia are strictly prohibited on Marshall University property. This includes prescription medication that is not prescribed to the tenant or other authorized occupants.

ENDANGERING BEHAVIOR: Management reserves the right to terminate a tenant's agreement before its expiration and require the immediate removal of the tenant and their guests if their behavior poses a serious risk or potential danger to themselves or others.

GUESTS: Tenants are fully responsible for the behavior and conduct of their guests, including any damages they may cause. If a guest's actions become disruptive to the community or neighbors, Management may take necessary action, including termination of the tenant's lease. No guest may stay in an apartment for more than four (4) consecutive days without prior written consent from Management. Unauthorized guests or unapproved changes in residency may result in termination of the lease and additional charges for unauthorized occupancy.

SAFETY: All areas of the facility are monitored by security cameras, and the community operates as a crime-free, smoke-free, and drug-free environment. Tenants and their guests are strictly prohibited from engaging in violent acts, threats, or any other illegal activities.

Ensuring the health and safety of all tenants is a priority. Tenants are encouraged to act responsibly in situations where someone's well-being may be at risk. Tenants also have an ongoing duty to report any suspicious activity, safety concerns, or violations of the Community Handbook. If a tenant witnesses or suspects a violation by an apartment mate, guest, or another tenant, they must report it in writing to Management using the contact information provided in the Community Handbook.

For any illegal, dangerous, or unsafe conditions tenants should take reasonable actions to protect themselves and immediately contact Marshall University Police at **304-696-4357**.

WEAPONS: State law strictly prohibits the possession or use of any weapons, firearms, or explosive devices within tenant's apartment or anywhere on the property. If Management discovers a weapon, law enforcement authorities will immediately notified. Prohibited weapons include but are not limited to:

- Illegal firearms and ammunition
 - Compressed air guns (e.g., CO2 guns, paintball guns)
 - Pellet guns, BB guns, slingshots
 - Explosive or incendiary devices, fireworks, ammunition
 - Dangerous chemicals
 - Knives intended for harm or intimidation
- The improper storage of authorized pistols, revolvers, and related ammunition is strictly prohibited.
 - All permitted pistols or revolvers must remain concealed in public areas and apartment spaces.

A violation does not require criminal charge or conviction but will be determined based on the civil standard of the preponderance of the evidence.

EMERGENCY INFORMATION

Housing and Residence Life, along with The Landing, have multiple levels of trained staff prepared to report and respond to various crisis or emergency situations as outlined in the University Emergency Response Plan. In the event of an extreme emergency, the University will use MU Alert to send text and email notifications to provide critical updates to the campus community. Students, faculty, and staff are encouraged to sign up for MU Alert through their MyMU account or during designated enrollment periods as communicated by the University.

During an emergency, it is essential that tenants follow instructions given by any University staff member. If a tenant experiences an emergency, emotional or mental health crisis, or requires assistance, they should immediately notify a staff member or contact the Marshall University Police Department (MUPD) if urgent help is needed.

Examples of emergency situations include, but are not limited to:

BOMB THREAT OR EXPLOSIVE DEVICE: Due to the serious nature of bomb threats and the potential for physical harm, immediate precautions must be taken. If you suspect an object may be a bomb or explosive device, DO NOT TOUCH IT. Immediately report the location and situation to the Marshall University Police Department (MUPD).

EMERGENCY COMMUNICATION: Marshall University communicates with students, faculty, and staff through the MUAAlert Emergency Messaging System, which delivers notifications via phone calls, text messages, and e-mails.

Emergency notifications are issued for urgent health and safety concerns affecting the university community or disruptions to normal operations due to weather, crime, or other incidents. These alerts aim to increase awareness, promote safety, and help prevent similar occurrences.

University officials determine when to issue alerts based on factors such as timing and nature of the incident. Alerts are sent when a serious crime poses an ongoing threat to the campus community.

How to Sign Up/Update Information:

- I. Log in to MyMU
- II. Click the MU Alert icon in upper left corner
- III. Enter or update your contact information
- IV. Click Save to complete process

EMERGENCY MAINTENANCE/REPAIRS: An emergency is defined as any situation where there is immediate danger or the potential for significant property damage. In the event of a maintenance emergency, please call the office at **304-696-6004** and continue calling until you reach someone.

If the emergency involves a fire or life-threatening situation, you should first contact **Campus Police** before reaching out to Management.

FACILITIES EMERGENCIES

The following are examples of facilities-related emergencies that should be reported immediately:

- Malfunctioning locks on building or apartment entrances
- Electrical outages
- Building-wide loss of water or heat
- Broken glass doors, windows, or similar hazards
- Leaks from equipment or fixtures that result in wet carpet, flooring, or ceilings

- **NON-EMERGENCY MAINTENANCE REQUESTS:** For all non-emergency maintenance concerns, submit a request through the online work order system available at: www.thelandingatmarshall.com

FIRE DRILLS/SCHEDULED ALARM CHECKS: In accordance with state law, periodic unannounced fire drills will be conducted. Anytime a fire alarm sounds, tenants must immediately evacuate as instructed by management and/or fire department personnel.

Scheduled smoke detector tests will be communicated in advance and will occur multiple times throughout the year. If no prior communication is received from Management, the alarm should be considered unscheduled and treated as an emergency.

FIRE EVACUATION: In the event of an evacuation, the fire alarm will sound, and all tenants must exit the building immediately. Move calmly and quickly to the nearest exit and proceed to the back parking lot, maintaining a safe distance from the building.

- Re-entry is prohibited until university personnel issue an official “all clear” signal.
- Elevators must not be used during emergency evacuation.
- Tenants requiring special assistance during an evacuation should notify management of their needs upon check-in.

MEDICAL EMERGENCY CONTACT INFORMATION: Management will collect emergency contact details and relevant medical information from each tenant to ensure timely and accurate responses in emergency situations.

For emergencies, contact the **Marshall University Police Department (MUPD) at 304-696-4357**. If you are able, please also notify the front desk.

MUPD will coordinate with University counseling staff, and Management can provide information about local resources and assistance options.

SEXUAL ASSAULT RESPONSE: Victims of sexual assault are encouraged to seek immediate medical attention for their safety, emotional well-being, and to preserve evidence should they choose to pursue legal action.

All staff members are designated as **Campus Security Authorities** and are required to report incidents of sexual assault to the University’s **Title IX Coordinator**. More information is available on the [TITLE IX OFFICE](#) website.

TORNADO SAFETY PROCEDURES: If a tornado warning is issued, act immediately:

- **Inside the building:** Move to the lowest level and into interior hallways, away from exterior windows. Close doors and use the “drop and tuck” position to protect your head and neck.
- **Outside the building:** Lie in a ditch or low-lying area, or crouch near a sturdy structure. Protect your head and neck using your arms, and cover your face with a jacket, backpack, or other item.

If you see a tornado near campus, call MUPD at **304-696-4357**.

VIOLENT INCIDENTS: Violent situations, include but are not limited to acts of terrorism, assault, or active shooter scenarios, can happen unexpectedly. In an active shooter situation, follow the “Run, Hide, Fight” protocol and remain aware of your surroundings.

For more information, visit The [EMERGENCY MANAGEMENT](#) website.

WEATHER EMERGENCIES: Marshall University generally maintains a normal schedule during inclement weather. However, when changes are necessary, the University will make every effort to communicate updates promptly to students, faculty, staff, and the public.

STUDENT RESOURCES

Student Advocacy and Support: (304) 696-2284

Counseling Center: (304) 696-3111

University Police: (304) 696-4357 (HELP)

Psychology Clinic: (304) 696-2772

CONTACT (Rape Crisis Center): (304) 399-1111 or toll-free (866) 399-7273