The LANDING
@ MARSHALL UNIVERSITY

COMMUNITY STANDARDS



2026-2027

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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 from 8:00 AM - 12:00 AM

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 Main Office: 1130 14th St, ATTN: Management, Huntington, WV 25701.

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

If a payment is returned due to insufficient funds, all future payments must be made directly to Management using certified funds, such as a money order or cashier's check.

Tenants with outstanding financial obligations may be subject to actions by **Marshall University**, including the withholding of educational records and transcripts, as well as restrictions on class registration and participation in graduation-related events and ceremonies.

EMAIL COMMUNICATIONS: Your **Marshall University email** account is the official method of communication for The Landing. Residents are responsible for regularly monitoring their Marshall University email account and are deemed to have received all notices, updates, policy changes, billing information, and other communications sent to that address.



SERVICES AND AMENITIES

APARTMENT FEATURES

Standard apartment furnishings

- Full-size bed with mattress
- Full size stainless steel appliances (stove, refrigerator, microwave, dishwasher)
- Stacked washer and dryer
- Pre-installed TV Mount
- Hi speed internet/Wi-Fi
- Utilities included (electric, water, sewer, trash

- **STUDIO** - soft seating chair and a kitchen island with two bar stools
- **TWO BEDROOM** - Sofa, desk and chair in each bedroom

COMMUNITY AMENITIES

BIKE STORAGE: Secure indoor bike storage is available in Room 134 on the first floor. Outdoor bike racks are also available at the front and rear of the building. Tenants are encouraged to use indoor storage whenever possible to help protect bicycles from weather and theft

FRONT DESK ASSISTANCE: The front desk is staffed daily from 8:00 AM to 12:00 AM to assist residents with general questions, package pickup, lockout assistance, customer service needs, and welfare checks. Front desk hours may be adjusted during university breaks, holidays, or other periods of limited staffing.

MAIL AND PACKAGES: Mailboxes are located on the first floor and may be used for receiving and sending U.S. Mail. Packages that do not fit in a mailbox will be held at the front desk for pickup. Package pickup is available daily from 8:00 AM to 12:00 AM.

HOUSEKEEPING: Housekeeping staff maintain the cleanliness and appearance of all common areas throughout the community. Tenants are responsible for cleaning and maintaining their apartments. Damage, excessive messes, or conditions resulting from misuse may result in cleaning or repair charges.

FITNESS CENTER: The fitness center is located in Room 154 on the first floor and is accessible by swipe card. Use of the fitness center is limited to current tenants and other authorized occupants listed on the Resident Agreement. All users must have a completed fitness center waiver on file.

ICE/WATER MACHINE: A complimentary ice and water machine is available for resident use in Room 258 on the second floor by the recycling room.

RECYCLING: Recycling containers are located in Room 257 on the second floor. Tenants are encouraged to recycle whenever possible. Additional information about recycling programs can be found on Marshall University's **Sustainability Website**.

COMMUNITY & STUDY SPACES: Study lounges are located throughout the building and are available for tenants to study, meet, and collaborate. Because these spaces are located near occupied apartments, tenants should be respectful of others and keep noise at a reasonable level.

PRINTING: Black-and-white printing is available on the second floor for current tenants. To support The Landing's sustainability efforts, tenants are encouraged to print double-sided whenever possible. Instructions for connecting personal devices to the printer are available in the lobby.

RESIDENT EVENTS/PROGRAMS: The Landing offers a variety of social, educational, and community-building events throughout the year. Event details will be shared through community announcements and tenant communications.

TRASH: The community dumpster is located on the back side of the building near the main parking lot. Tenants are responsible for placing all trash inside the dumpster and keeping surrounding areas clean.

VENDING MACHINE: Vending machines are located on the second floor near the elevator. Purchases may be made using Herd Points, debit cards, credit cards, or cash. Refund requests should be directed to the Memorial Student Center Main Office (Room 2W6) Monday through Friday between 8:00 AM and 4:00 PM.

WIRELESS INTERNET: Wireless internet is available throughout the building and included in your rental rate. Each bedroom is equipped with an in-room wireless access point that includes three Ethernet ports for wired connections. Tenants are responsible for providing their own Ethernet cable. Internet service issues should be reported to the Marshall University Information Technology Help Desk at (304) 696-3200.

PARKING: Resident parking is conveniently located near the building

SERVICES

HOUSEKEEPING: Housekeeping staff maintain the cleanliness and safety of common areas throughout the building. Tenants are responsible for the cleanliness and upkeep of their apartments. Cleaning or repair costs resulting from damage, misuse, or excessive messes may be charged to the responsible tenant(s).

MAINTENANCE/WORK ORDERS: Tenants can submit maintenance requests through the **Work Order System** or by scanning the QR code posted throughout the building. Requests are prioritized based on urgency, with same-day responses provided whenever possible. While many repairs can be completed in a single visit, some may require additional follow-up. For urgent issues or assistance outside normal business hours, contact the front desk or the 24-hour emergency maintenance line.

ON-SITE MANAGEMENT AND MAINTENANCE TEAM: Management and maintenance staff are available Monday through Friday from 8:00 AM to 5:00 PM. Office hours may vary during university closures, holidays, and other scheduled breaks.

ONLINE TENANT PORTAL: Tenants can access the online tenant portal to make rent payments, review lease information, update personal details, complete forms, submit requests, and participate in roommate matching.

SAFETY & SECURITY

CONTROLLED BUILDING ACCESS: All building entrances remain locked 24 hours a day, 7 days a week. Access is restricted to current tenants and authorized individuals with a valid access card. The main entrance on 14th Street is equipped with a doorbell and may be used by guests, delivery drivers, and residents experiencing access issues.

UNIVERSITY POLICE DEPARTMENT: The Marshall University Police Department (MUPD) serves as the primary law enforcement agency for the University community. Officers have full law enforcement authority under state law and routinely patrol The Landing and surrounding campus areas. MUPD is located at 5th Avenue and 18th Street, across from Twin Towers West, with the entrance located at the rear of the building. MUPD is available 24 hours a day, 365 days a year and can be reached at (304) 696-HELP (4357). Safety escort services may be available upon request, depending on officer availability.

ON CALL STAFF: On-call staff members are available outside of normal business hours to respond to building emergencies and urgent tenant concerns.

CAMERA SYSTEMS: Security cameras are installed throughout common areas and parking areas to help promote the safety and security of tenants and the community.

MU ALERT - EMERGENCY NOTIFICATION SYSTEM: Marshall University communicates emergency information to students, faculty, and staff through the MU Alert system. Notifications may be sent via text message, phone call, and email to provide timely updates regarding emergencies, weather events, and campus safety matters.

FIRE ALARM AND LIFE SAFETY SYSTEMS: The community is equipped with a fire alarm system that provides notification to tenants, staff, and emergency responders when activated. Sprinkler systems are installed throughout apartments and common areas to assist with fire suppression. All fire and life safety equipment is inspected and tested on a regular schedule to ensure proper operation and compliance with safety standards.

GENERAL POLICIES

The policies in this Community Handbook are part of your Resident Agreement and apply to all residents of The Landing. These guidelines are designed to help create a safe, respectful, and enjoyable community for everyone while protecting the property and shared amenities.

Residents who are Marshall University students or employees must also follow applicable Marshall University policies, including the Student Conduct Code and employee conduct standards. Violations of local, state, or federal laws may result in action by both the University and Management.

Management may update or revise these policies at any time. Residents will be notified of any changes and are expected to follow the updated policies once notice has been provided.

ELIGIBILITY REQUIREMENTS

To live at The Landing, you must be one of the following:

- A Marshall University graduate student
- A Marshall University undergraduate student who is at least 21 years old
- An employee of Marshall University, Cabell Huntington Hospital, or another approved affiliated organization

Any change to your eligibility status must be reported to Management immediately.

IMPORTANT NOTICE:

The policies in this Handbook replace all previous versions of The Landing's rules, regulations, and community standards.

ABANDONED PROPERTY: Before moving out, remove all personal belongings from your apartment. Any items left behind may result in a removal fee, and Management is not responsible for abandoned property. Items will be held for up to 30 days before being disposed of.

ALTERATIONS AND REPAIRS: Do not make repairs, modifications, or improvements to your apartment without prior written approval from Management. Painting, drilling holes, or making permanent alterations to walls, floors, cabinets, or woodwork is prohibited.

APARTMENT CHANGE FEE: Tenants who request to transfer to a different apartment during their lease term may be charged a transfer fee of $250-$350. Fees do not apply to apartment changes required by Management before move-in.

APARTMENT ENTRY: For privacy and security reasons, only residents listed on the lease may be granted access to an apartment or private bedroom. Written authorization is required before Management can grant access to anyone else.

APPLIANCES AND APARTMENT EQUIPMENT: Tenants are responsible for properly operating and maintaining all apartment appliances and equipment according to provided instructions. Damage caused by misuse, neglect, or unauthorized repairs may result in repair or replacement charges. Tenants should regularly clean appliances and apartment fixtures, including stoves, ovens, drip pans, cabinets, countertops, bathroom fixtures, HVAC return grilles, and dryer lint traps to help prevent damage and maintain proper operation. Appliance light bulbs will be replaced by Management.

AUTOMOBILES/MOTOR VEHICLES:

- All vehicles must be registered, insured, licensed, and in operating condition.
- Vehicles with flat tires, leaking fluids, missing parts, or that appear inoperable are not permitted.
- Residents must register their vehicle with Management and display a valid parking permit.
- Any changes to vehicle information must be reported to Management.
- Vehicles may only be parked in designated parking areas.
- Parking on lawns, sidewalks, fire lanes, or other unauthorized areas is prohibited.
- Motorized vehicles may not be stored inside apartments.
- Vehicle repairs are not permitted on property, except for minor repairs such as changing a tire.
- Unauthorized or improperly parked vehicles may be towed at the owner's expense.
- Parking is first-come, first-served unless otherwise designated.
- Residents may park in approved locations, including the lower parking lot, designated street parking, and the parking garage in accordance with community parking policies.

CEILING TILE AND SPRINKLER HEADS: Do not hang, attach, or place any items on ceiling tiles or sprinkler heads. Sprinkler heads may not be tampered with, covered, or damaged in any way. Tenants are responsible for any damage caused by themselves or their guests.

CONFLICT WITH APARTMENT MATES, TENANTS, OR GUESTS: Living in a shared community requires cooperation and respect for others. Tenants are responsible for resolving everyday roommate and neighbor disagreements whenever possible. While Management may assist when appropriate, it cannot guarantee the prevention or immediate resolution of conflicts, policy violations, or disruptive behavior by other residents or guests.

CONSOLIDATION: Management reserves the right to modify room or apartment assignments when necessary to support occupancy needs, maintenance requirements, safety concerns, or community operations. Consolidation moves must be completed within seventy-two (72) hours of receipt of email.

Apartments must not exceed their approved occupancy limits. If a roommate moves out, remaining residents may be assigned a new roommate or may be required to move to another apartment as directed by Management.

When available, residents may request to occupy a double room without a roommate. Approval is subject to availability and requires payment of the applicable private-room rate.

CONTACT INFORMATION: Tenants must maintain a current phone number on file with Management and be reachable by phone when necessary. Any changes to phone numbers or emergency contact information must be reported promptly to Management.

DECORATIONS: Decorations must comply with fire safety requirements. Combustible materials such as straw, hay, vines, branches, leaves, live cut trees, and similar items are prohibited. Adhesives, decals, and contact paper that may damage surfaces are not permitted. All decorations must remain at least 18 inches below the ceiling and must not interfere with sprinkler heads, smoke detectors, or other safety equipment.

DISTURBANCES, NOISE AND NUISANCE: Tenants and guests are expected to be considerate of others at all times. Noise from conversations, televisions, music, gaming systems, and other activities should not disturb neighboring residents.

COURTESY QUIET HOURS

- Sunday-Thursday: 10:00 PM-9:00 AM
- Friday-Saturday: 12:00 AM-10:00 AM

Noise complaints and violations may result in disciplinary action and/or fines. Tenants may also be responsible for any fines imposed due to violations of local noise ordinances.

DRAIN LINES: Toilets, sinks, dishwashers, and washing machines should only be used for their intended purpose. Do not dispose of food, grease, wipes, sanitary products, paper towels, or other inappropriate items through plumbing fixtures. Tenants may be charged for repairs or drain cleaning resulting from misuse.

EQUIPMENT: Tampering with or altering safety equipment, locks, smoke detectors, fire alarms, security cameras, communication equipment, electrical systems, or plumbing systems is strictly prohibited.

EVACUATION: Tenants must immediately evacuate the building during fire alarms, emergencies, or when directed by emergency personnel or Management. Rent will not be reduced or refunded due to temporary evacuations resulting from emergency situations.

EXTENDED ABSENCES: Tenants who plan to be away from their apartment for more than seven (7) consecutive days should notify Management in writing before leaving. This allows staff to address potential maintenance or emergency issues that may arise during the absence. Tenants may be responsible for damages that occur as a result of an unreported extended absence.

FEES AND FINES: Tenants may be charged fees or fines for violations of community policies. All charges will be communicated through Marshall University email account.

COMMON FEES INCLUDE

- Smoking or vaping in an apartment: **$150 per occurrence**
- Tampering with safety or security equipment, excessive alarms: **$75 per occurrence**
- Unauthorized occupancy of additional bedroom space: **$75 per occurrence**
- Noise violations: $150 first occurrence; **$250 second occurrence**
- Mid-lease apartment transfer: **$250-$350**
- Unauthorized pet: **$150 first occurrence; $250 second occurrence, plus a $300 non-refundable pet fee**
- Late payment service fee: **$50 per month**
- After hours lockouts **- $40 plus overtime for locksmith**
- Apartment rekey: **$75**
- Mailbox rekey: **$30**
- Access card replacement: **$10**

FIRE EQUIPMENT: Fire extinguishers are provided in common areas throughout the building. Tenants are encouraged to keep a personal fire extinguisher in their apartment and should familiarize themselves with the location of building fire extinguishers. Tampering with, removing, or disabling smoke detectors, carbon monoxide detectors, or other fire and life-safety equipment is prohibited and may result in charges, fines, or disciplinary action.

FIRE HAZARDS: To reduce fire risk, the following items and activities are prohibited:

- Candles, incense, and other open-flame devices
- Wood-burning or charcoal-burning devices
- Portable space heaters (unless approved by management)
- Hot plates
- Halogen lamps
- Light bulbs exceeding 100 watts
- Connecting three or more strands of decorative string lights

Residents may not leave stoves, ovens, or microwaves operating while the apartment is unattended.

FURNITURE: Apartment furniture and fixtures may not be removed, disassembled, or altered without prior approval from Management. Furniture located in common areas must remain in those spaces. Cinder blocks and unapproved lofting systems are prohibited. Residents in two-bedroom apartments may only use the furniture assigned to their designated bedroom space, as roommates may be assigned at any time.

HANGING PICTURES AND OTHER ITEMS: To help prevent damage, adhesive products such as 3M strips, stickers, decals, contact paper, and similar materials are not permitted. Pictures and decorations may be hung using a minimal number of small finishing nails only.

INSPECTIONS: Apartments may be inspected periodically by Management, its representatives, or authorized officials to identify maintenance needs, address safety concerns, and ensure compliance with community policies and housing regulations.

If an inspection identifies concerns requiring attention, such as cleaning, repairs, or the removal of prohibited or hazardous items, tenants will be notified and given a deadline to correct the issue. Management reserves the right to remove hazardous materials when necessary to protect the safety of tenants and the building.

MOVE OUT INSPECTIONS

- Move-out inspections are conducted **Monday through Friday between 9:00 AM and 4:00 PM**, excluding weekends and holidays.
- Inspections are completed after the tenant has fully vacated the apartment and returned all keys.
- Move-out cleaning instructions are available on the website or from Management upon request.
- Tenants who fail to vacate by 10:00 AM on their lease end date may be charged for additional costs incurred to reschedule cleaning, painting, maintenance, or other turnover services.
- Additional cleaning charges may be assessed if the apartment is not left in accordance with the Community Guide and move-out requirements.

KEYS/ACCESS CARD(S): All keys and access cards remain the property of Management and must be returned at the end of occupancy.

Tenants may not duplicate, lend, transfer, alter, or share keys or access cards with any other person. Installing additional locks or security devices without Management approval is prohibited.

Tenants may request lockout assistance from the Front Desk. A valid photo ID may be required, and applicable lockout or locksmith fees may apply.

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 found within the community should be turned in to the Front Desk. Tenants who have lost an item may inquire with Management to determine whether it has been recovered. Unclaimed items may be disposed of or donated after a reasonable holding period.

MANAGEMENT APARTMENT ENTRY: Management respects tenants' privacy; however, authorized personnel may enter an apartment when necessary to perform management and operational responsibilities. Except in emergencies, staff will knock and identify themselves before entering.

Reasons for entry may include, but are not limited to:

- Maintenance, repairs, or inspections
- Health and safety inspections
- Verification of occupancy
- Investigation of policy violations
- Response to emergencies or situations that may threaten the safety of residents or property
- Removal of hazardous conditions or prohibited items

NETWORK AND INTERNET USE: Personal routers, modems, or other networking equipment are not permitted, as they may interfere with the community's internet network. Tenants are expected to use internet services responsibly and in accordance with university and community policies.

If internet connectivity issues occur, residents should notify Management and submit a support request through the **MyMU Support Portal**.

OBSTRUCTIONS: Sidewalks, entrances, hallways, stairwells, vestibules, and other common areas must remain clear at all times. Personal belongings, furniture, bicycles, moving carts and other items may not be stored in or block these areas, as they serve as building access and emergency exit routes.

PEST CONTROL: Preventative pest control treatments are performed regularly throughout the building, including common areas and private living spaces. Tenants should report any signs of pests to Management immediately.

- Common areas treated monthly
- Apartments treated every 6 months (cannot opt out of service)
  - Product is safe around pets and humans (BIFEN IT)

Tenants should not attempt to treat pest issues on their own, as improper treatment may affect neighboring apartments or interfere with professional pest-control services.

If bed bugs or other pests are introduced into an apartment through a tenant's actions or belongings, the tenant may be responsible for the cost of extermination and related treatments.

PETS: Pets are not permitted in the building or apartments unless approved through a completed Pet Addendum and registration process. This restriction applies to **ALL** animals commonly kept as pets, including mammals, reptiles, birds, insects, and similar animals.

Tenants are responsible for ensuring that only approved pets reside in their apartment. Unauthorized pets may result in fines, fees, removal requirements, and other disciplinary action as outlined in community policies.

Unauthorized pet violations are subject to the following penalties mentioned under fees section.

Unauthorized pets must be removed immediately upon notice from Management.

Approved **SERVICE** animals are permitted in accordance with applicable laws.

QUIET & ACADEMIC LIVING ENVIRONMENT: The Landing is intended to support a respectful and productive living environment. Tenants and guests may not engage in conduct that disrupts anothers ability to study, sleep, work, or enjoy their living space. Harassment, threats, intimidation, physical altercations, malicious pranks, or any behavior that endangers or interferes with others may result in disciplinary action, fines, or removal from the community.

RENTERS INSURANCE: Tenants are responsible for obtaining and maintaining their own renter's insurance. Management's insurance does not cover damage to or loss of personal belongings.

Tenants are strongly encouraged to carry insurance that provides protection for personal property, liability, and unexpected events such as fire, smoke damage, water damage, weather-related incidents, power outages, theft, accidents, or other losses. Tenants remain responsible for any damages or liability resulting from their occupancy of the apartment.

RENOVATION & REPAIR: Management may enter apartments and, when necessary, temporarily relocate tenants to complete repairs, renovations, or other property improvements. Reasonable notice will be provided whenever possible. Tenants may not withhold rent or other charges due to renovation or repair activities.

REPORTING PROBLEMS AND EMERGENCIES: Tenants must promptly report any fire, water leak, property damage, accident, safety concern, or malfunctioning equipment in their apartment or common areas. Emergencies include situations where there is an immediate threat to personal safety or a risk of significant property damage.

To report an emergency, contact the **Front Desk at 304-696-6004** or the **After Hours Cellphone 304-695-0628** and speak directly with a staff member. Failure to report a problem in a timely manner may result in the tenant being responsible for additional damages that could have been prevented.

SALES & SOLICITATION: Sales, solicitation, canvassing, fundraising, and other commercial activities are prohibited on the property without prior written approval from Management. Tenants may not distribute flyers, advertisements, promotional materials, or other items in common areas or door-to-door without authorization.

SIGNAGE: Signs, posters, banners, advertisements, and other visual displays may not be posted in windows, hallways, common areas, or elsewhere on the property without prior written approval from Management.

SMOKING AND TOBACCO USE: Smoking and vaping are prohibited inside apartments, private bedrooms, common areas, stairwells, and other indoor spaces. Violations are subject to a **$150 fine per occurrence** and may result in additional charges for cleaning or damage caused by smoking-related residue.

SOCIAL GATHERINGS: Tenants are responsible for the behavior of their guests and for ensuring gatherings do not disturb others or damage property. Gatherings may not create excessive noise, obstruct common areas, or interfere with the safety and comfort of others. Hallways, stairwells, entrances, lounges, and other common areas may not be used as extensions of private gatherings. Management or University officials may end any gathering that violates community policies or creates a safety concern.

SPORTS AND RECREATIONAL EQUIPMENT: Sports and recreational activities must be limited to designated outdoor or approved areas. The use of sports equipment inside the building is prohibited, including but not limited to bicycles, skateboards, scooters, rollerblades, balls of any type, Frisbees, lacrosse equipment, field hockey equipment, and similar items. Free weights exceeding **25 pounds** are not permitted within apartments.

Recreational equipment is available at the front desk for checkout.

SUPERVISION OF CHILDREN/MINORS: Tenants are responsible for the safety and supervision of children and minors in their care at all times. Children under the age of 12 may not be left unattended in an apartment, common area, or elsewhere on the property. If an unattended child is found, Management may contact appropriate authorities.

TRANSPORTATION DEVICES: Hoverboards, e-scooters, e-riders, and other similar devices with built-in batteries are prohibited inside the building and may not be used, charged, or stored in apartments. Devices with removable batteries may only be stored indoors if the battery has been removed before the device enters the building. Devices with non-removable batteries are not permitted and must be stored off-site. Gas-powered devices are also prohibited.

Bicycles, skateboards, roller skates, and similar devices may not be used inside the building. Management reserves the right to remove prohibited devices found in violation of this policy.

TRASH, GARBAGE AND RECYCLING: Tenants are responsible for properly disposing of all trash and recyclable materials. All waste must be securely bagged and placed in designated dumpsters or collection containers.

- Do not leave trash, furniture, boxes, or other items outside apartment doors, in hallways, stairwells, lobbies, or other common areas.
- Boxes must be broken down before being placed in the dumpster.
- Overflow waste may only be placed in the designated overflow area when the dumpster has reached full capacity.
- Tenants may be charged for disposal, cleanup, or removal costs resulting from improper waste disposal.

UTILITIES: Tenants are expected to use utilities responsibly and help conserve energy by turning off lights and electronics when not in use and keeping windows closed while heating or air conditioning systems are operating.

When leaving an apartment unoccupied, residents should maintain the thermostat at:

- **October through April: 68°F**
- **May through September: 74°F**

WATER FILLED FURNITURE: Waterbeds, fish tanks exceeding 10 gallons, and other water-filled furniture or equipment are prohibited within apartments.

WINDOWS & SCREENS: Window screens must remain installed and may not be removed, damaged, or altered. Tenants may not throw, drop, or place objects outside windows. Windows, blinds, and window coverings must be maintained in good condition and used as intended.



CONDUCT & LIFE SAFETY MATTERS

ACTS OF THIRD PARTIES: Management is not responsible for the actions or conduct of other tenants, guests, visitors, trespassers, or other third parties.

ALCOHOL POSSESSION: AAlcohol is permitted only within private apartments and living spaces. Open containers are prohibited in common areas and on University-owned property. Kegs and other large-volume alcohol containers are not permitted. Violations may result in disciplinary action and disposal of the alcohol.

CLEANLINESS: Tenants are responsible for keeping their apartments clean, sanitary, and free of health or safety hazards. Trash must be disposed of properly, and unsanitary conditions are not permitted in apartments or common areas. Management will address concerns when complaints are received.

DRUG POSSESSION: Illegal drugs and drug paraphernalia are prohibited.

ENDANGERING BEHAVIOR: Behavior that threatens the health, safety, or well-being of any person is prohibited. Management may require the immediate removal of a tenant or guest and may terminate a lease when necessary to protect the community.

GUESTS: Tenants are responsible for the conduct of their guests and any damage they cause. Guests may not stay more than four (4) consecutive days without prior written approval from Management. Unauthorized occupants may result in additional charges, disciplinary action, or lease termination.

SAFETY: Maintaining a safe community is everyone's responsibility.

- Security cameras monitor common areas throughout the community.
- Violence, threats, harassment, and illegal activity are prohibited.
- Tenants should promptly report suspicious activity, safety concerns, or Community Standards violations to Management.
- For emergencies or immediate safety concerns, contact Marshall University Police at 304-696-4357.

WEAPONS: Weapons and explosive devices are prohibited except as permitted by applicable law.

Prohibited items include:

- Illegal firearms and ammunition
- BB guns, pellet guns, paintball guns, and air-powered weapons
- Slingshots
- Fireworks and explosive devices
- Dangerous chemicals intended to cause harm
- Any weapon used to threaten or intimidate others

Any lawfully possessed firearm must be stored and carried in accordance with state law and University requirements. Improper storage of firearms or ammunition is prohibited.

- 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 be in a safe when in apartment..

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

CAMPUS CARRY: Senate Bill 10, the West Virginia Self-Defense Act or the Campus Self-defense Act (§18B-4-5b), permits individuals with a valid license to carry a concealed weapon in designated areas on the Marshall University campus. 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. For complete information on Campus Carry, visit the **Office of Public Safety** website.

Tenants who bring a pistol or revolver to the Apartments or campus must secure it in a safe, which is available for purchase/rent from Housing and Residence Life or a personal safe approved by Management can be used.

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.

EMERGENCY INFORMATION

Housing and Residence Life and The Landing have trained staff available to respond to emergency situations. During any emergency, tenants must follow instructions from University staff, emergency personnel, or first responders.

Marshall University uses the MU Alert emergency notification system to communicate important health and safety information. Tenants are strongly encouraged to maintain current contact information through MyMU to receive emergency text messages, emails, and phone notifications.

If you experience an emergency, mental health crisis, or need immediate assistance, contact a staff member or call Marshall University Police (MUPD) at **304-696-4357**.

BOMB THREATS AND SUSPICIOUS PACKAGES: If you observe a suspicious package or believe an object may be an explosive device:

- Do not touch, move, or disturb the item.
- Leave the area if directed to do so.
- Immediately contact Marshall University Police (MUPD).

EMERGENCY COMMUNICATION: Marshall University communicates with students, faculty, and staff through the MUAlert 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. Select MU Alert from Quick Links menu on right
III. Follow instructions to complete sign-up

EMERGENCY MAINTENANCE: An emergency maintenance issue is any condition that presents an immediate threat to personal safety or could cause significant property damage.

Examples include:

- Building or apartment lock failures
- Building-wide loss of water, heat, or electricity
- Significant leaks causing damage to floors, ceilings, or walls
- Broken glass creating a safety hazard

To report an emergency maintenance issue, call **304-696-6004** and follow emergency contact instructions.

For fires or life-threatening emergencies, call Campus Police **304-696-4357 or 911**.

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

FIRE ALARMS AND FIRE DRILLS State law requires periodic fire drills and fire safety testing.

- Whenever a fire alarm sounds, immediately evacuate the building.
- Follow directions from Management, University staff, and emergency personnel.
- Do not re-enter the building until you are authorized to do so.
- Scheduled testing and inspections will be communicated in advance whenever possible.

If an alarm sounds and no prior notice has been provided, treat it as an emergency and evacuate immediately.

FIRE EVACUATION: If a fire alarm sounds, all tenants must immediately evacuate the building. Use the nearest exit and proceed to the designated assembly area in the back parking lot, remaining a safe distance from the building. Do not use elevators during an evacuation. Re-entry is prohibited until authorized by University personnel or emergency responders. Tenants who may require evacuation assistance should notify Management upon move-in.

MEDICAL EMERGENCY CONTACT INFORMATION: Emergency contact information is collected from each tenant to assist responders during emergencies. For medical emergencies, call Marshall University Police (MUPD) at **304-696-4357 or 911**. If possible, also notify the Front Desk. Management can help connect tenants with campus and community support resources.

SEXUAL ASSAULT RESPONSE: If you experience sexual assault, seek immediate medical attention and contact law enforcement if you wish to report the incident. Medical care can help protect your health and preserve evidence. All staff members are Campus Security Authorities and are required to report incidents to the University's Title IX Coordinator. Additional information and resources are available through the **TITLE IX OFFICE** website.

TORNADO SAFETY PROCEDURES: When a tornado warning is issued:

- Move immediately to the lowest level of the building.
- Stay in an interior hallway or room away from windows and exterior walls.
- Protect your head and neck.
- Remain sheltered until emergency personnel or official alerts indicate it is safe to leave.

If you are outdoors and unable to reach shelter, move to the lowest available area and protect your head and neck.

VIOLENT INCIDENTS: In the event of an active threat, such as an assault or active shooter situation, follow the **Run, Hide, Fight** principles and any instructions provided by emergency personnel. If it is safe to do so, immediately contact Marshall University Police at **304-696-4357 or call 911**.

For more information, visit The **EMERGENCY MANAGEMENT** website.

WEATHER EMERGENCIES: During severe weather events, monitor University communications and MU Alert notifications for updates, instructions, and any changes to University operations.

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

CAMPUS IT
Campus IT Website for set up instructions and service issues.
(304)696-3200