

House Rules

To protect your comfort, safety, and enjoyment, as well as that of your neighbors, The University of Nebraska-Lincoln Panhandle Research, Extension and Education Center has the following rules and information.

(Business Hours are defined as 8am-5pm Monday through Friday)

Check-In:

- Please Check-In at the front desk during **Business Hours**
- You will need to sign a key check-out and these rules to acknowledge you read them and understand them.
- It is your responsibility to always keep your assigned keys under your supervision. If you lose your key, there will be a replacement fee of \$25 assessed at the time of the check-out. If you need a new key, please call PREEC main line at **308.632.1230** or come to the front desk.
 - **NOTE:** if you lose your key after business hours, there will be an after-hour fee assessed (minimum of 1 hour) in addition to the replacement fee at the time of check-out.
 - \$50/hour or \$100/hour on holidays

Check-Out:

- Please return your keys to the front desk during **Business Hours** and if you will be leaving after this time, we can make special arrangements with you.
 - **NOTE:** On completion of your stay a representative from PREEC will walk through your living space to ensure that no unreasonable damage or losses have been incurred, and/or any personal items left in the room. As we have walked through each room before renting it to anyone, please expect to be held accountable for any damage or loss that has incurred throughout your stay. Damages to UNL property, PREEC will take necessary corrective action, which can include reimbursement for repairs and/or labor.

Quiet Hours:

- Audio/Video equipment should never be operated at a level that disturbs others. Quiet hours are officially between the hours of 10:00 PM – 6:00 AM.

Parking:

- Please park in the main PREEC parking lot to the North of the housing units.

Guests:

- Please be cognizant of the people you are living with when you invite guests over. Any large gatherings (over 3 guests) is **NOT** advised. See '**Quiet Hours**'.
- Guests must also park in the designated parking lot and follow UNL and PREEC rules.
- Several check-ins may happen during your stay.
- PREEC will **NOT** do arrangements of kind for guests.

Guest Rules

- **Alcohol Policy**

- State law and UNL regulations state that the possession or consumption of alcohol in any building on the property is prohibited regardless of the person's age. It is a policy violation to be in any room where alcohol is present on the premises. Please refer to <https://police.unl.edu/drug-free-campus-policy> Any violations will be handled accordingly with corrective actions.

- **Drug Policy**

- State law and UNL regulations prohibit possession, use, and/or distribution of illegal drugs, drug paraphernalia and/or controlled substances; including marijuana, narcotics, or prescription drugs (intended for use by another individual) in any building on the property. It is a policy violation to be in any room where drugs are present or being used. Please refer to the link above for full policy information. Any violations will be handled accordingly with corrective action.

- **Prohibited Items Policy**

- Weapons, Explosives/fireworks, space heaters, pets (including fish), open flames, wax warmers, any other illegal substances, or paraphernalia. Violation(s) of this policy will result in disciplinary action deemed appropriate by UNL and PREEC. <https://police.unl.edu/weapons-policy>

Smoking

- Beginning January 1st, 2018, the University of Nebraska-Lincoln is **smoke free, tobacco free and vapor free**. As such, smoking is **NOT** allowed inside or outside, and there will be no designated smoking areas. (This includes cigarettes, chewing tobacco, tobacco of any kind, and vape.) Violation(s) of this policy will result in disciplinary action deemed appropriate by the University of Nebraska-Lincoln and PREEC. <https://www.unl.edu/tobacco-free-2018/> <https://police.unl.edu/drug-free-campus-policy> Violation of this will cause corrective actions.

Alterations To Building

- **NO** alterations to the building are permitted without written approval, including but not limited to, nails, tacks, adhesives, furniture re-arranging etc.
- **NO** open flame (candles, incense, or wax burners)
- **NO** damage to property (rooms, common areas, outside of building etc.) PREEC will take corrective action as it seems appropriate on any damage found to property during your stay.

Food

- Clearly mark any food you **DO NOT** want to share.
- Please refer to kitchen for more instructions.
- Please **ONLY** use assigned locker for food storage.

House Information

Amenities:

- Cleaning Service (Once every 2 weeks)
 - Please clean up after yourselves and please take out the trash.
 - Linens will be provided in the linen cabinet next to the laundry room.
- Wi-Fi
 - Wireless access will be provided free of charge during your stay. Please follow the link to register for wireless access: <https://its.unl.edu/sevices/wi-fi/> Any issues with Wi-Fi, please contact Harrison Boateng, during Business Hours at 308.632.1262 or at hboateng2@unl.edu
- Kitchen
 - Dishwasher (detergent provided)
 - Washer & Dryer (detergent provided)
 - Keurig Coffee Maker (provide your own pods)
 - Stove and Microwave
 - 2 Refrigerators
 - Silverware, dishes, and cookware
- Mail
 - Mail will be delivered to the PREEC mailroom and put in your individual mailbox for pickup.
 - If you need to have something delivered to you use

“Occupant Name’

C/O University of Nebraska-Lincoln PREEC

4502 Ave I

Scottsbluff, NE 69361

ADA Compliance Information

Guests with Disabilities

- Housing is committed to providing those with disabilities the accommodation they need. Guests that require reasonable accommodations please let us know in advance to ensure adequate time to plan. There is an ADA room in each housing unit that should accommodate you well.

Landlord Tenant Act

- This does not apply as you are entering into this contract for a residence at an institution, which is incidental to the provision of education services and therefore, this contract is not subject to the Nebraska Uniform Residential Landlord Tenant Act.

Emergencies

- For assistance in a medical emergency dial **911**. An emergency contact list is provided in the Emergency Procedure Booklet in each room that provides all important phone numbers like hospital, ambulance, etc.
- For shelter during a tornado-please seek shelter in the housing crawl space (located in the laundry room) or at the main PREEC building.
- For facility-related emergencies during **business hours** please call the main PREEC line at **308.632.1230** or go to the front desk for assistance.
- For facility related emergencies after **business hours** please see below:
 - Lost key(s) please call Cardinal at **402.705.2446** for assistance.
 - There will be an after-hours fee assessed (minimum of 1 hour) in addition to the key replacement fee at the time of check-out:
 - \$50/hour; or \$100/hour on holidays

Facility Emergencies

- Plumbing, fire alarm, or mechanical issues that should not wait until the next business day please contact Cardinal at **402.705.2446**

Wildlife

- Please also be aware of your surroundings, we tend to have some wildlife (mountain lions, coyotes, etc.) that can be on the property so just make sure you are watching and please contact Cardinal at **402.705.2446** as soon as possible after sighting.

X
