WELCOME TO UTM STUDENT HOUSING!

We strive to maintain personalized service for our students in each of the residence halls. In addition, we believe our students should receive a total education while at UTM: the residence hall living experience combined with their academic work. Our mission is to provide a living learning environment that enhances the student’s ability to meet his/her academic purposes and emphasize personal growth on an individual basis at a competitive and justifiable cost.

Mission Statement

Residence Life at the University of Tennessee at Martin seeks to provide the full on-campus living experience while preparing residents to become responsible members of their community. We provide students with an individualized experience and exceptional facilities. We promote individual growth, academic achievement, respect for individual differences, and responsible living.

Vision Statement

To create an environment where students are challenged and supported while becoming mature, contributing global citizens.

Residence Life Staff

Housing and Residence Life employs full time live-in staff known as Hall Directors (HDs). The HDs supervise a team of Desk Attendants, Resident Assistants (RAs) and RA Team Captains. Their primary objective as a team is to support residents through their college experience.

Hall Directors (HD)

Each residence hall has a Hall Director who is a full-time professional with at least a bachelor’s degree living in each complex. The HD manages the day-to-day operations of a complex, supervises RAs, and oversees all programming and conduct issues. Hall Directors also work with the Custodian Supervisor to ensure the building is maintained properly and that damages are taken care of for residents.

RA Team Captains

Each Residence Hall will have a Resident Assistant Team Captain. These are experienced Resident Assistants who will provide mentorship, leadership, help develop community, and be a role model for their peers. This is in addition to their Resident Assistant responsibilities.

Resident Assistants (RA)

RAs are student staff members, employed by Housing & Residence Life, who assist students in their acclimation to the residence halls and the university. RAs provide information about activities, events, policies, and assist students with roommate conflicts, homesickness, and academic concerns. Each RA also plans educational and social programs for students in their hall.

Your Resident Assistant is the best person to go to if you have questions or concerns. Your RA has received training on responding to a variety of concerns and can assist you with many issues that you may be having. In most cases, your RA can help you explore your concerns and refer you to the proper university staff to help you resolve your problem. We are here to help.
Benefits of Being a RA

- Meet new people
- Develop leadership abilities
- Increase organizational skills
- Time management skills
- Earn money for school
- Learn to resolve conflicts

Eligibility Requirements

- Minimum 2.5 cumulative GPA
- Must be at least a 2nd semester freshman
- Clean student disciplinary record
- Ability to pass a criminal and sex offender background check
- Freedom from other job responsibilities including student teaching
- Completed application with three completed reference forms

GENERAL INFORMATION

Application

There is a $50 deposit that is due upon completion of the application. The application fee is refundable if notification of cancellation is received by June 1, 2022, for fall 2022 applications and December 1, 2022, for spring 2023. The University reserves the right to refuse any application for accommodations or to cancel any agreements or leases in the residential facilities.

Proposed Housing Rates

Ellington / Browning Hall Rates

- Academic Year Lease w/ Roommate: $1,640
- Academic Year Lease w/ Private Room: $2,520

Cooper Hall Rates

- Academic Year Lease w/ Roommate: $1,965
- Academic Year Lease w/ Private Room: $2,800

University Village Phase I Rates

- Academic Year Leases: $3,460
- Summer Lease: $1,400

University Village Phase II Rates

- Academic Year Lease for 2, 3, or 4 Bedroom Apartments: $3,295
- Academic Year Lease for 1 Bedroom Apartment: $3,920

University Court Apartments

- 1 Bedroom Apartment: $2,220
- 2 Bedroom Apartment: $2,380
- 3 Bedroom Apartment: $2,808
Housing Requirement

The university requires that students enrolled with less than 45 completed credit hours before the first day of classes sign an academic year lease.

Students who will be 21 before the first day of classes of their first term of enrollment are automatically exempt from the requirement to live on campus.

Students may also be exempt from the requirement to live on campus while they live in the principal residence of a parent or legal guardian within the counties of Weakley, Henry, Carroll, Gibson, and Obion in Tennessee, and the counties of Fulton, Hickman, and Graves in Kentucky. Students desiring this exemption must apply and give supporting documentation.

Requests for exemption to the live-on requirement based on compelling personal circumstances will also be considered. To begin the exemption process, students should first contact Mrs. Teresa Hibbard in the Office of Housing at 731-881-7737 or thibbard@utm.edu.

Students who meet the live-on requirement, have registered for classes, and have not completed a housing application/deposit or been approved for a housing exemption will receive a housing assignment at the lowest residence hall rate.

Room Reservations

After completing the application, room assignments will be made based upon application date and preferences. Students applying for housing, by January 31, 2023, will have an opportunity to use the housing portal to reserve their own room assignments for fall 2023 during the Room Retention and Community Swap weeks.

Contractual Agreements

When a student agrees to the electronic housing contract, the agreement covers occupancy for an entire academic-year period. Students will not be able to check-in before the beginning of the contract period and are expected to check-out by the contract end date. Failure to do so will result in additional charges.

When a student ceases to be enrolled at UTM, they may be required to vacate the premises within 48 hours of withdrawal from the University. Contract penalties will apply, please see your contract for details. All residents must be enrolled as a full-time student unless exempted by the housing office.

Contract Release

The housing agreement may be terminated by the University, if a student meets the following criteria:

I. Upon the completion of graduation requirements, if a student subsequently leaves the university; however, the agreement will not be terminated if a student graduates but remains enrolled in the university;

II. If space is not available in any student housing or temporary student housing;

III. If a student fails to comply with the terms and conditions of the agreement; or

IV. If a student violates the University Standards of Conduct, the policies of the Housing Handbook, or any other University policies or regulations, including, but not limited to Parking Services and
Information Technology policies, which are incorporated into the housing lease agreement by reference.

Termination of the Agreement by University may result in the eviction of a student upon forty-eight (48) hours’ notice, except where university determines that the continued residency of a student would pose a danger to the life, health, or general well-being of the resident or other members of the residential community, in which case a student may receive shorter notice, up to and including immediate eviction.

Residents must also complete an official room checkout with a member of the housing staff before leaving. Be aware that if you do not follow the appropriate steps for checkout, you will be assessed charges in addition to rent.

For full terms and conditions, please refer to the university housing lease.

**Room Assignments and Changes**

The University expects students to continue residency in the room to which they are assigned. Residents are assigned to rooms by housing staff according to their application and availability. However, we realize that changes are sometimes mutually beneficial. Through regularly scheduled procedures, room changes may be made by contacting your Hall Director. We will also hold a moving period during the first week of each semester where you can meet with your Hall Director to check for available room options.

**Check In**

When checking into a room you will be given a key(s) and instructions to complete a digital room inspection form. This room inspection form is very important when charges are assessed at the end of the year. You are agreeing to the condition of the room; it is your responsibility to maintain the current condition. Please inspect your room carefully, list any discrepancies on your copy (include pictures and comments if necessary), and submit the digital copy within 48 hours of checking into your room. Any new damages not on the room inspection form may be billed to you and your roommate(s). Failure to complete your room inspection form will be a waiver of your ability to contest any year-end damage charges.

**Check Out**

Housing expects all students to leave within 24 hours of their last exam. However, all students must be checked out before the building closes after commencement. Students moving into a summer campus housing assignment may remain in their spring housing assignment until their new assignment is ready.

When vacating your room, all residents must complete an express check out envelope. Before a resident can be checked out of their room, it should be clean, and all personal belongings removed. During a checkout, the condition of the room is evaluated by staff and items will be noted on the digital room inspection form. A final walk through of the unit is completed by the Hall Director after all residents have checked out. Damage charges will be assessed at this time (Note: The RA cannot make verbal guarantees of an absence of charges).
Abandoned Property

Residents are responsible for their own personal property at all times. When residents have not vacated their assigned space as scheduled (internal transfers as well as end of contract period) and have not removed personal property, Housing staff will remove personal property. Items left behind will be considered abandoned property. The Office of Housing is not liable for damage to or loss of property that might occur during removal or disposal.

Damages

Residents are responsible for the condition and care of the accommodations to which they are assigned and shall reimburse the University for damages to their assigned spaces. Charges for damages and cleaning will be assessed to the student and should be paid promptly.

Damage Charges

The following damage charges do not reflect the full cost of replacements and repairs. These charges will be assessed to the student when damages are deemed to be accidental. Damages that are deemed to be vandalism or intentional will be charged the full amount for parts and labor once the Office of Housing has been billed for the repairs or replacements. Items deemed to be normal wear and tear will not be assessed damage charges.

### Ellington, Browning, and Cooper Hall Bedrooms

<table>
<thead>
<tr>
<th>Item</th>
<th>Repair</th>
<th>Replace</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walls</td>
<td>$10.00 per wall (nail/strip removal)</td>
<td>$20.00 per wall painted</td>
</tr>
<tr>
<td>Doors</td>
<td>$50.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>Windows</td>
<td>N/A</td>
<td>$75.00</td>
</tr>
<tr>
<td>Screens</td>
<td>$15.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Blinds</td>
<td>$15.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Desk</td>
<td>$25.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>Study Chair</td>
<td>$30.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Bed</td>
<td>$50.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>Mattress</td>
<td>N/A</td>
<td>$100.00</td>
</tr>
<tr>
<td>Mattress Cover</td>
<td>N/A</td>
<td>$25.00</td>
</tr>
<tr>
<td>Desk Drawers</td>
<td>$10.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>Bed Storage Drawer (Browning Only)</td>
<td>$10.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>Closet Door</td>
<td>$25.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Closet Rod</td>
<td>N/A</td>
<td>$15.00</td>
</tr>
<tr>
<td>Closet Shelves</td>
<td>N/A</td>
<td>$15.00</td>
</tr>
<tr>
<td>Curtain Rod</td>
<td>N/A</td>
<td>$10.00</td>
</tr>
<tr>
<td>Mirror/ Medicine Cabinet</td>
<td>N/A</td>
<td>$25.00</td>
</tr>
</tbody>
</table>
### Ellington, Browning, and Cooper Hall Bathrooms

<table>
<thead>
<tr>
<th>Item</th>
<th>Repair</th>
<th>Replace</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bathroom Cleanliness</td>
<td>$25.00 (cleanliness)</td>
<td>N/A</td>
</tr>
<tr>
<td>Toilet</td>
<td>$20.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Bathroom Sink</td>
<td>$25.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>Shower</td>
<td>$50.00</td>
<td>N/A</td>
</tr>
<tr>
<td>Shower Curtain</td>
<td>N/A</td>
<td>$15.00</td>
</tr>
<tr>
<td>Bathroom Floor</td>
<td>$25.00 (cleanliness)</td>
<td>$15 per square ft.</td>
</tr>
</tbody>
</table>

### Cooper Hall Living Room

<table>
<thead>
<tr>
<th>Item</th>
<th>Repair</th>
<th>Replace</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walls</td>
<td>$10.00 per wall (nail/strip removal)</td>
<td>$20.00 per wall painted</td>
</tr>
<tr>
<td>Floor</td>
<td>$25.00 (cleanliness)</td>
<td>$20.00 per tile</td>
</tr>
<tr>
<td>Coffee Table</td>
<td>$30.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>Windows</td>
<td>N/A</td>
<td>$150.00</td>
</tr>
<tr>
<td>Screens</td>
<td>$15.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Blinds</td>
<td>$30.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Modular Couch Sections</td>
<td>$100.00</td>
<td>$600.00</td>
</tr>
<tr>
<td>Ottoman</td>
<td>$50.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>End Tables</td>
<td>$30.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>TV Stand</td>
<td>$30.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Suite Door</td>
<td>$50.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>Electrical Outlets</td>
<td>N/A</td>
<td>$15.00</td>
</tr>
<tr>
<td>Cable Connection/Ethernet</td>
<td>N/A</td>
<td>$15.00</td>
</tr>
<tr>
<td>Ceiling Tiles</td>
<td>N/A</td>
<td>$20 per tile</td>
</tr>
</tbody>
</table>

### University Village Bedrooms

<table>
<thead>
<tr>
<th>Item</th>
<th>Repair</th>
<th>Replace</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walls</td>
<td>$10.00 per wall (nail/strip removal)</td>
<td>$30.00 per wall painted</td>
</tr>
<tr>
<td>Room Door</td>
<td>$50.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>Item</td>
<td>Repair</td>
<td>Replace</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------</td>
<td>----------</td>
</tr>
<tr>
<td>Closet Door (UV I Only)</td>
<td>$25.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Closet Rod</td>
<td>N/A</td>
<td>$25.00</td>
</tr>
<tr>
<td>Closet Shelves</td>
<td>N/A</td>
<td>$25.00</td>
</tr>
<tr>
<td>Desk</td>
<td>$40.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>Study Chair</td>
<td>$30.00</td>
<td>$125.00</td>
</tr>
<tr>
<td>Bed Frame</td>
<td>$50.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>Mattress</td>
<td>N/A</td>
<td>$150.00</td>
</tr>
<tr>
<td>Mattress Cover</td>
<td>N/A</td>
<td>$35.00</td>
</tr>
<tr>
<td>Dressers</td>
<td>$45.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>Light Fixtures</td>
<td>$25.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>Carpet</td>
<td>$50.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>Smoke Detectors</td>
<td>N/A</td>
<td>$35.00</td>
</tr>
<tr>
<td>Electrical Outlets</td>
<td>N/A</td>
<td>$15.00</td>
</tr>
<tr>
<td>Cable/Ethernet Cover</td>
<td>N/A</td>
<td>$15.00</td>
</tr>
<tr>
<td>Windows</td>
<td>N/A</td>
<td>$100.00</td>
</tr>
<tr>
<td>Screens</td>
<td>N/A</td>
<td>$65.00</td>
</tr>
<tr>
<td>Blinds</td>
<td>$10.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>Night Stand</td>
<td>$25.00</td>
<td>$125.00</td>
</tr>
<tr>
<td>Under Bed Storage (UV II Only)</td>
<td>$30.00</td>
<td>$125.00</td>
</tr>
</tbody>
</table>

**University Village Bathrooms**

<table>
<thead>
<tr>
<th>Item</th>
<th>Repair</th>
<th>Replace</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bathroom Doors</td>
<td>$50.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>Bathroom Floor</td>
<td>$25.00 (cleanliness)</td>
<td>$10 per square ft.</td>
</tr>
<tr>
<td>Bathroom Walls</td>
<td>$10.00 per wall (nail/strip removal)</td>
<td>$20.00 per wall painted</td>
</tr>
<tr>
<td>Bathroom Sink</td>
<td>$25.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>Mirror/ Medicine Cabinet</td>
<td>N/A</td>
<td>$50.00</td>
</tr>
<tr>
<td>Bathroom Cabinets</td>
<td>$20.00</td>
<td>$65.00</td>
</tr>
<tr>
<td>Toilet</td>
<td>$20.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Bathroom Tub/Shower</td>
<td>$100.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>Shower Curtain</td>
<td>N/A</td>
<td>$15.00</td>
</tr>
<tr>
<td>Towel Rod</td>
<td>N/A</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

**University Village Common Areas**

<table>
<thead>
<tr>
<th>Item</th>
<th>Repair</th>
<th>Replace</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suite Door</td>
<td>$75.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>Peephole</td>
<td>N/A</td>
<td>$20.00</td>
</tr>
<tr>
<td>Walls</td>
<td>$10.00 per wall (nail/strip removal)</td>
<td>$30.00 per wall painted</td>
</tr>
<tr>
<td>Item</td>
<td>Repair</td>
<td>Replace</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>--------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Carpet</td>
<td>$50.00</td>
<td>$400.00</td>
</tr>
<tr>
<td>Coffee Table</td>
<td>$25.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Windows</td>
<td>N/A</td>
<td>$100.00</td>
</tr>
<tr>
<td>Window Screens</td>
<td>N/A</td>
<td>$65.00</td>
</tr>
<tr>
<td>Blinds</td>
<td>$10.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>Couch</td>
<td>$60.00</td>
<td>$460.00</td>
</tr>
<tr>
<td>Chairs</td>
<td>$30.00</td>
<td>$290.00</td>
</tr>
<tr>
<td>Overhead Lights</td>
<td>$25.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>End Table</td>
<td>$25.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>Electrical Outlets</td>
<td>N/A</td>
<td>$15.00</td>
</tr>
<tr>
<td>Entertainment Bench (UV II Only)</td>
<td>$50.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>Entertainment Center (UV I Only)</td>
<td>$50.00</td>
<td>$180.00</td>
</tr>
<tr>
<td>Thermostat</td>
<td>N/A</td>
<td>$50.00</td>
</tr>
<tr>
<td>Cable Connection/Ethernet</td>
<td>N/A</td>
<td>$25.00</td>
</tr>
<tr>
<td>Washer/Dryer</td>
<td>$100.00</td>
<td>$400.00</td>
</tr>
<tr>
<td>Balcony Doors (UV I Only)</td>
<td>$50.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>Balcony Window Blinds (UV I Only)</td>
<td>$20.00</td>
<td>$80.00</td>
</tr>
</tbody>
</table>

### University Village Kitchens

<table>
<thead>
<tr>
<th>Item</th>
<th>Repair</th>
<th>Replace</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kitchen Floor</td>
<td>$25.00 (cleanliness)</td>
<td>$10 per square ft.</td>
</tr>
<tr>
<td>Kitchen Counter</td>
<td>$75.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>Kitchen Sink</td>
<td>$50.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>Cabinets</td>
<td>$20.00</td>
<td>$65.00</td>
</tr>
<tr>
<td>Refrigerator</td>
<td>$50.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>2-Burner Stove Top (UV II Only)</td>
<td>$25.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Bar Stools</td>
<td>$40.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>Oven/Range (UV I Only)</td>
<td>$50.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>Vent Hood (UV I Only)</td>
<td>$25.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Dishwasher (UV I Only)</td>
<td>$50.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>Dining Room Table (UV I Only)</td>
<td>$50.00</td>
<td>$180.00</td>
</tr>
<tr>
<td>Dining Room Chairs (UV I Only)</td>
<td>$40.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>Pantry Doors (UV I Only)</td>
<td>$25.00</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

**Keys**

Residents are issued keys to their apartment/bedroom. Misuse of keys, such as loss or lending to others, jeopardizes safety and may be grounds for disciplinary action. Loss of keys or damaged keys should be reported to the Hall Director. If keys are lost, the locks will be changed at the resident’s expense. The
cost of replacing these are: room key (Browning, Ellington and Cooper Hall) $30.00, mail key $7.00, Cooper suite doors, University Village and floor doors keys are $55.00 and University Courts laundry room keys are $50.00. Students will also incur key fees for failing to return their keys or to complete an official checkout.

Locked Out

When students are locked out of their room, building, or floor, they should contact their assigned front desk to reach the RA on duty or a housing staff member who will let them back into their room. More than three lockouts in a semester will result in disciplinary action.

Temporary ID Card

Temporary ID Cards may be issued if a resident has lost their Skyhawk card and plans on getting it replaced at the Skyhawk Card Office within 72 hours. Residents will need to contact their Hall Director to issue them a temporary ID. If the resident fails to return the temporary ID, then the card will be replaced at the resident’s expense. Temporary ID Cards are $25 to replace if lost or not returned.

Mandatory Floor Meetings

Mandatory floor meetings will be held at least once per academic year. Residents will be notified by emails to their student accounts about the time and location of mandatory floor meetings. Residents who cannot attend the meeting(s) must contact their RA before the meeting time.

Care of Room

Custodial services are provided by the Office of Housing to clean all public areas of the residence halls. Residents have the responsibility for cleaning their bathrooms, hanging up and putting away their clothes, making their beds, and generally keeping the rooms neat.

Decorations

All residents are encouraged to decorate their living space. We hope that you and your roommate enjoy working together to create a mutually satisfying living environment. As you decorate, remember to follow the guidelines to ensure that your creative efforts do not cause hazards for you or others. State Fire Code Regulations must be always adhered to.

Hanging Items

When hanging items on your walls, doors, or other surfaces remember to use only reusable, non-adhesive putty, and small finishing nails. Command Strips, glue, large nails, screws, duct tape, carpet tape, or double-sided tape may damage surfaces and you will be responsible for repair costs. Stickers, wallpaper, or adhesive-backed shelf paper cannot be affixed to any University property for the same reasons. Nothing should be hung on or around sprinkler system heads or windows. Residents are responsible for damages incurred by hanging items in their room or apartment that do not meet these standards.
Windows

It is not permissible to hang or place anything in the window that may be viewed from outside the building other than blinds, curtains, and university/organization related materials. Window screens should never be removed. If a window screen is missing, it should be reported to a Hall Director immediately. If a window screen is discovered to be missing, the resident(s) will be charged for replacement. Residents should never throw anything from a window. Doing so will result in disciplinary action.

Door Decorations

When decorating your room door, you are not allowed to cover the room number or peepholes. Decorations should allow residents access to the locking mechanism and doorknob. Decorations must not hang from smoke detectors or fire sprinklers. Exterior doors are public spaces and if decorations do not comply with housing policy they may be removed at the discretion of the university.

Repairs and Maintenance

If you have something in your room or apartment that needs repair, please use the online work order request form.

To help us process your work request in a timely and efficient manner, please be as specific as possible in describing the problem. Don't forget to include the location (Building/Room Number) in the request field.
Routine repair needs that you experience with your room should be reported via the Work Order Request form above. Please note: Requests made using the Work Order Request form above are monitored Monday through Friday from 8:00 AM to 5:00 PM. A repair person should respond in 48 hours in most situations.

If a repair person does not show up within 48 hours or the repair person fails to fix the problem, you should report the problem via the Work Order Request form and report, "This is a repeat request." If the repair still does not get serviced within 48 Hours, call the Housing Facilities Office at (731) 881-7928. The 48-hour response time is due to the number of repairs being serviced at the time your request has been submitted. The staff responds to each repair as timely as possible.

For work requests related to telephone or internet service, or with problems you may be experiencing with your computer, do not use this form. Please contact the Office of Information Technology Services Help Desk at (731) 881-7900.

For work requests pertaining to laundry credits, please contact the Housing Office at (731) 881-7754 instead of using the form.

Emergency repairs should be reported to the front desk of the residence hall at any time, 24 hours a day. Residents in University Courts and Grove can contact the Housing Facilities Office at (731) 881-7928 from 8AM to 5PM Monday-Friday or contact the Cooper Hall Front Desk at (731) 881-8900 after 5PM during the week and on weekends. A repair person will respond to the emergency as soon as possible.

Below are some examples of what constitutes an Emergency Repair.

- Fire or Burning Smells
- If there is a fire or burning smell in your room or apartment, please contact UTM Public Safety IMMEDIATELY at 7777.
- Overflowing toilet
- Burst water pipe
- Severe air conditioner leaks
- Elevator "stuck" with someone on board

Emergency - Any condition which left unattended may cause bodily injury or property damage; unbearable environmental conditions in any occupied area; loss of electrical, heating/cooling or water/sewage service to a building or a major portion of a building; loss of essential services or equipment in housing unit areas.

Routine - All other requests are classified as routine and will be completed as soon as scheduling constraints and availability of resources will allow.

**Bed Bugs**

Housing is committed to an effective and efficient response to residents who suspect they may have bed bugs. If residents suspect that they have bed bugs, they should immediately contact the main housing department to submit a repair request at 731-881-7730. If after business hours and on weekends, contact the RA on duty by calling your hall’s front desk. This will ensure that we immediately begin to address this issue through our bed bug protocol.
Occurrence Reports

Occurrence reports are used by a RA to communicate the facts of an incident to the Hall Director and the housing office. Occurrence reports are used to document policy violations, theft, damage, or other emergencies. If you are named in an occurrence report, you may be asked to speak with your Hall Director, Student Conduct Officer, or other university officials. Students found to be responsible for the behavior described in a report may be assigned sanctions.

Break Housing

Residents who intend to stay on campus for break housing must complete the break housing registration form. Residents who do not sign up for break housing will not have access to their residence until the halls reopen. Residence life staff and campus security will continue to be on duty during the break. Before you leave for break, please remember to remove all trash to avoid additional charges. For security reasons, please remember to close and lock windows, lower blinds, and lock all doors. Residents can leave belongings in their rooms during the winter holiday break if they are returning in the spring, but UTM will not claim responsibility for these personal items left during the break period.

Renter’s Insurance

When preparing for beginning your education at the University of Tennessee, we feel it is important for students to fully consider all of their property insurance needs, whether they live on or off-campus. Occasionally, incidents such as fire, theft, flood, and other casualties occur that may result in damage or loss of a student’s property. The University of Tennessee does not carry insurance on residents’ belongings and will not pay to replace them. Therefore, we strongly encourage parents and students to make sure they can cover these unexpected costs or secure insurance protection on personal property.

The most frequent causes of student property loss are theft and accidental damage (dropping, spilling liquids, and similar events). If this were to happen, your out-of-pocket costs to repair or replace will generally run between $500 and $2,000. Some parents choose to rely on homeowner’s insurance to cover such losses. Homeowner’s policies provide some coverage but generally do not cover “breakage” or accidental damage, and usually have high deductibles that effectively leave most student property losses unrecoverable.

To purchase coverage, please visit

www.CollegeStudentInsurance.com

You can view a comparison of renter’s insurance to homeowners’ insurance here. For these reasons, students are strongly encouraged to have a personal property insurance policy for their belongings while living away from home.

If you decide to purchase insurance, there are a wide variety of companies and policies available; so to help with your choice the University of Tennessee has made arrangements with Arthur J. Gallagher & Co., one of our preferred brokers, to offer specialized student property protection insurance. Arthur J. Gallagher has created this property insurance plan especially for students living away from home, either on or off-campus. The coverage afforded by their policy is broader than most renter’s and homeowner’s
insurance policies that are available in the insurance market. Special provisions and benefits of their policy include:

- Replacement Cost Valuation
- Flood and Earthquake Coverage
- Low Deductibles starting at $25
- Worldwide Coverage Territory
- Limited Identity Theft Expense Coverage
- Premiums as low as $69 annually

If you have any questions please feel free to contact the Office of Risk Management or visit collegestudentinsurance.com/faq.aspx.

Please note that Liability Coverage is not automatically included. You will be given the option to purchase Bodily Injury and Property Damage Liability Coverage to pay for damages for which the student is held legally liable (i.e. damages to the dorm room, damage to property of others, bodily injury of another party, etc.)

**Eno Hammocks and Farms**

The Office of Housing provides ENO Hammocks to be checked out at the Cooper, Ellington, and Browning desks. Upon return, ENO Hammocks will be checked for damage. Residents are responsible for any damage incurred to the ENO Hammock while in their possession.

To ensure resident safety, we require residents to follow these guidelines:

1. Use your ENO Hammock on the provided ENO Farm hanging area.
2. Ensure that the hammock is pulled as tightly as possible to minimize slack.
3. Ease into the hammock. Do not fall or climb quickly into the hammock.
4. When you are in the hammock, do not make sudden movements.
5. Distribute your weight evenly in the hammock.

**Telephones**

For calls using a phone plugged into your room/apartment telephone jack, you need only dial the last four digits of the telephone number from an on-campus phone number. Off-campus calls require that you first dial 9, then the 7-digit number. Local calls are free and unlimited. Residents must supply their own phones, but the service is included with your rent.

**Mail Services**

UTM residents in Browning, Ellington and Cooper Hall are assigned a mailbox in their building. Mailbox keys will be issued at the time of check in and will work on both your mailbox in the lobby and your lock drawer in your room. Residents of University Village are assigned a PO Box at the Skyhawk Mail Services office on the first floor of Clement Hall. Mail will be delivered to each complex Monday through Friday. Mailboxes for outgoing mail are in the lobbies of Browning, Ellington, and Cooper Halls or at the Skyhawk Mail Services office in Clement Hall.
Cable and Streaming Services

Cable service is provided to each room, and the cost is included in your semester’s room rent. The cable is operated by UTM Information Technology Services. All televisions used must be able to receive a digital signal to work with our service (QAM tuners). If a problem occurs with your cable service, please contact ITS at 731-881-7900.

SpectrumU TV is a video streaming service that delivers live TV with news, sports, and entertainment in addition to on-demand television shows and movies to iOS and Android mobile devices, tablets, laptops, desktops, and Roku devices over the campus network (Skynet, Skynet PSK, and UTM Guest). This service is free to UTM students and employees.

You can download the app for iOS or Android, watch on a Roku Device using “Spectrum TV” in the Channel Store, or go to [https://watch.spectrum.net/livetv](https://watch.spectrum.net/livetv) or [SpectrumTV.com](http://SpectrumTV.com) to stream TV content.

Front Desk

Browning, Ellington, and Cooper Halls operate desks from 8am to 12pm, 7 days a week. Public safety answers all calls from 12pm to 8am. You can contact the desks to get telephone numbers, leave messages for residents, request assistance from your RA or HD, if you are locked out, need to report a concern, etc. Residents can check out cooking utensils, board games, athletic equipment, and much more at the desk by presenting their Skyhawk card.

University Village Phase I residents who need assistance are asked to contact the Cooper Hall front desk at 731-881-8900. University Village Phase II residents are asked to call the Ellington Hall front desk at 731-881-8930. Browning Hall front desk can be reached at 731-881-8940. University Courts residents who need assistance between the hours of 8am and 5pm, Monday through Friday, will call 731-881-7928. After 5pm and on weekends, University Courts residents should call Public Safety at 731-881-7777 for any assistance.

Internet

Internet service is also available in each room through Ethernet data connection or Wi-Fi. Internet access is free for residents on campus. Gaming consoles and DVRs can also be used with the service if they are registered with the network online. For questions concerning Internet access contact the Help Desk at 731-881-7900.

Laundry

Laundry facilities are in the basements of Ellington, Browning, and Cooper Halls and the use is included in your rent. The University Courts laundry room is located to the west of the Courts C-building. Laundry machines use your Skyhawk Student ID card to access the machines. Laundry facilities in University Village are located within each suite. UTM is not responsible for lost, stolen, or damaged articles of clothing.

All community laundry rooms have the Speed Queen App available for use to track their laundry. You can download the Speed Queen App through iOS or Android. You will need to create an account, add your location using the location pin “MARTIN”, and locate your laundry room to get started. After that,
you will be able to view machine availability, remaining times on units, and receive notification when your laundry is done.

HOUSING POLICIES

Alcohol

UTM is a dry campus. The use, possession, or being under the influence of alcoholic beverages on university owned property is strictly prohibited.

Animals

The only pets allowed in residence halls or apartments are fish, which can be contained in an aquarium of 25 gallons or less, ADA Service Animals, and approved Emotional Support Animals. Emotional Support Animals must be approved by Housing and the Office of Disability Services and the Office of Housing before they are allowed to be on campus. Cleaning and damage fees will be assessed to the owner of the animal in reference to any animal related damages.

Business from Resident Rooms

No private business shall be established or operated on the premises of any university-owned housing facility.

Drugs / Controlled Substances

Unlawful use, manufacture, possession, distribution or dispensing of drugs or controlled substances on university property or during university activities is strictly prohibited.

Elevator

Elevators are available for public use in Cooper Hall and University Village Phase II. Elevators in Browning Hall and Ellington Hall are only to be used by staff members to transport freight. Tampering with, vandalism, or other misuse of elevator equipment in the residence halls is prohibited. Such action will constitute reason for disciplinary action, up to and including eviction from residence halls.

Fire Drills

Each community will have at least one fire drill per semester. Anytime a smoke detector/fire alarm is sounded in a university building, every occupant must evacuate immediately. No one will be allowed to reenter the building until a police officer, fire department official, or university official gives the all clear. Tampering with fire safety equipment is a violation of the state and local fire safety code. Anyone who is responsible for a false alarm may be subject to disciplinary sanctions, arrest, or other fines and penalties.

Garbage Removal and Littering

As a resident, it is your responsibility to place garbage in the trash dumpsters located near each complex. Garbage may not be kept in the hallways, stairwells, or balconies. Please help us keep clean and well-maintained facilities. Residents and visitors to the communities are asked to keep hallways, public areas, stairwells, and landscaping free of trash. Any type of trash left outside of living areas (in hallways, outside of front doors, in stairwells, etc.) will incur charges. One large bag of trash will equal a
Residents must not use common area trash receptacles in the residence halls to dispose of personal trash bags.

**Health and Safety Regulations**

Health and Safety Inspections are a necessary part of on-campus housing to help maintenance and ensuring a safe environment. Health and Safety Inspections will be announced via fliers, email, and/or banners at least 24 hours in advance, so that the residents can be at home if possible.

The following steps must be taken to ensure the health and well-being of the on-campus community:

1. Fire extinguishers should be in proper working order and should not be blocked by any items. Exits and hallways should be unobstructed.
2. Smoke detectors should not be tampered with (including removing the battery, disconnecting, or covering it).
3. All trash must be properly disposed of in a timely manner. Trash left in common spaces will incur a $25 charge per large bag collected.
4. Extension cords must be Underwriter Laboratory approved. Do not put cords under rugs, clothing, trash, books, or near heat sources.
5. Storage of gasoline, fuels, or vehicles containing them is prohibited.
6. Make sure the following banned items are not in your room: candles with wicks, incense, open coil appliances (allowed in University Village), halogen lamps, crock pots (allowed in University Village), and oil-based plug-in air fresheners.

Residents who have been found in violation of one of the above items during health and safety room inspections will be notified and have five (5) business days to correct the issue(s).

Residents are responsible for following all safety rules established by the Department of Public Safety and Housing Department.

1. Students should take extra care to ensure that their entrance doors are always secured/locked and that common doors are not propped.
2. Failure to follow fire evacuation procedures and directives from safety officers or residence life staff is also a violation of safety rules.

**Immunizations**

All UTM students must have immunizations to live on campus. Any student may be turned away from university housing upon arrival without these records. Residents must have received the following immunizations prior to moving onto campus:

- Measles, Mumps, Rubella (MMR)
  - Measles: two doses of measles containing vaccine administered at least 28 days apart and no earlier than 4 days before the first birthday OR laboratory evidence of immunity.
  - Mumps: two doses of mumps containing vaccine administered at least 28 days apart and no earlier than 4 days before the first birthday OR laboratory evidence of immunity.
  - Rubella: two doses of rubella containing vaccine administered at least 28 days apart and no earlier than 4 days before the first birthday OR laboratory evidence of immunity.
• Varicella (Chicken Pox)
  o Varicella: two doses of varicella containing vaccine administered at least 28 days apart and no earlier than 4 days before the first birthday OR
  o Laboratory evidence of immunity OR
  o Verified history of varicella disease documented by a physician, advanced practice nurse, physician's assistant or health department.

• Meningococcal Disease (Meningitis)
  o Required for any student less than 22 years of age who will be residing in on-campus housing. Failure to provide adequate documentation will prevent you from moving into on-campus housing upon your arrival.
  o Adequate proof consists of documentation from a health care provider showing a single dose of conjugate vaccine (Menactra®, Menveo®, and MenHibrix®) given on or after the 16th birthday. If your initial vaccine for meningitis was given prior to the age of 16 years, immunization requirements will not be met unless an additional booster vaccine is given after your 16th birthday. This is in accordance with the "Recommended Immunization Schedule" published by the Centers for Disease Control and Prevention.
  o Meningococcal Serogroup B Vaccine is not currently required but is recommended. The two vaccines currently licensed for use in persons aged 10-25 are Bexsero® and Trumenba®.
  o You can obtain more information regarding vaccination against meningococcal disease at Meningococcal Vaccines for Preteens, Teens.

• Notice of Information for Meningococcal Disease and Hepatitis B
  o The State of Tennessee mandates that incoming students be informed of the risk factors and dangers of meningococcal disease and hepatitis B and the availability and effectiveness of vaccine for the diseases. Students MUST acknowledge they have been informed of the risk factors and dangers by completing the Notice of Information.

Room Inspection and Search Policy

Entry by university authorities into occupied rooms of residence halls is divided into three categories: inspection, search, and emergency.

1. Inspection is defined as the entry into an occupied room or apartment by university authorities to ascertain the health and safety conditions in the area, to check the physical condition of the area, to make repairs on the facility, or to clean an area.

2. Search is defined as the entry into a room or apartment by on-campus authorities for the purpose of investigating suspected violations of campus regulations and city, state, or federal law. University officials shall have, if possible, the Hall Director accompany them on a search.

3. An emergency exists when a delay necessary to obtain search authorization constitutes a danger to persons or property.

Missing Persons

In compliance with the Missing Student Notification Policy (20 USC 1092 C-Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of Housing and Residence Life and the Department of Public Safety to actively investigate any report of a missing student currently enrolled at the university.
Students have the option to provide an emergency person/number to be contacted if they are believed to be (a) missing for more than 24 hours and/or (b) in potential danger.

**Transportation for Emergencies**

Staff members are not permitted to transport students requiring medical assistance. When such assistance is needed, Public Safety should be contacted to transport students. When a resident is transported to the hospital, a Residence Life staff member will meet the resident at the hospital and stay until the resident is admitted or an acquaintance of the resident arrives.

**Tornado Warnings**

In the event of a tornado warning, residents of Cooper, Ellington, and Browning Halls need to seek shelter in the basements of the residence hall. University Village residents should seek shelter on the first floor, if possible, in an interior walled section of an apartment or hallway. If you do not have time, please go to your bathroom, and stay away from all windows. Prior to an issued warning, you may seek shelter in the basements of Cooper, Ellington, or Browning Hall. Ellington F-Side basement is designated as a pet free shelter for those with allergies.

**Building Security**

The University takes extra precautions to ensure the safety and security of its students, including cameras, swipe card access, fire safety, and desk operations. If you see someone tampering with doors, contact the front desk of the residence halls or public safety. You are given keys to your room and ID card access to your floor for your use only. Letting anyone else use either your keys or your ID card is a violation of the Standards of Conduct outlined in your Student Handbook and jeopardizes the security of your floor, room, or apartment. Floor doors are not allowed to be propped open by residents at any time. If you are caught in violation a report will be filed and appropriate action will be taken.

**Armed Intruder Response**

An armed intruder is defined as one or more subjects who participate in, or pose a threat to participate in, a random or systematic shooting spree, demonstrating their intent to continuously harm others. The overriding objective appears to be that of inflicting serious bodily injury/death rather than other criminal conduct. The dynamics of this situation demand an immediate law enforcement response with the primary focus being on neutralizing the threat to stop the ongoing harm to innocent victims.

Students will be notified via multiple communication methods, including RAVE Alerts of the lockdown or shelter in place order. Once a student is aware of the RAVE Alert, they will need to consider their options:

1. **RUN**: Evacuate if a safe route is available.
2. **HIDE**: If you cannot run, hide in an area out of view. Block entry, lock the door, stay behind solid objects. Turn off the lights and computers. Silence cell phones.
3. **FIGHT**: As a last resort, and only if your life is in danger—FIGHT

The campus will communicate through RAVE Alert, Residence Life staff, or emergency personnel when the campus is safe.
University Village Balconies

Residents are welcome to place small plant containers and outdoor patio furniture on the balcony and porch areas, so long as the items do not impede ability to safely exit the apartment building. A clearance should be maintained from doors, breezeways, and stairs. Balconies and porches are not to be used as storage areas or for entrance or exit from the apartment unit.

Due to safety regulations, the following items are not permitted on balconies and porches:

- Indoor furniture
- Bicycles, scooters, or mopeds
- Boxes
- Flammable liquids
- Grills or grilling accessories, such as lighter fluid, charcoal, propane
- Any other item deemed a hazard by your Hall Director may be kept, but not used on the balconies

Quiet Hours

The following hours are in effect seven days a week; from 8:00 pm until 8:00 am. Courtesy quiet hours are 24 hours a day. This means if asked by another resident to lower noise volumes, please do so out of respect. All halls will observe 24-hour quiet hours during finals.

Smoking Policy

The University is a Smoke-Free Campus and smoking will not be permitted on any campus property and includes e-cigarettes. There are no designated smoking areas on campus.

Solicitation Policy

Commercial publicity or solicitations are not allowed on campus. No person or groups are allowed to solicit on campus residential property. If someone comes to your door, ask for identification, and notify the Hall Director of your complex immediately.

Theft

In the event of a theft, contact campus police at 731-881-7777 and then contact your residence life staff.

Vandalism

Individuals are financially responsible for any vandalism. If you see vandalism occurring, report it immediately to a residence life staff member or Public Safety at 731-881-7777.

Visitation of Guests

Guests are allowed to visit during the below approved hours. Please note that there is a difference between a visit and overnight stay. As a courtesy, please make sure notice has been made with all roommates and suitemates. Visitation hours are listed below:

- Type I Visitation - Rooms are available to all single students by request and include no visitation of the opposite sex and is only available in Ellington Hall.
· Type II Visitation - Visitation of the opposite sex is allowed from noon-midnight on Sunday-Thursday and noon-2am on Friday and Saturday. This type of visitation applies to Ellington, Browning, and Cooper Hall.

· Type III Visitation - Designated for University Village A-E and F-H only. Visitation is at the resident’s discretion. Cohabitation is NOT permitted. Residents need to be mindful and respectful of their roommates. Visitation issues occurring in University Village A-E / F-H will be handled by the staff accordingly.

**Overnight Guests**

Residents may have overnight guests, of the same sex only, if they obtain the permission from roommates and suitemates at least one day in advance of the visit. Minors of the same sex who will be staying overnight must be approved by the Hall Director prior to their arrival to campus. Guests are subject to all the University guidelines and are not allowed to stay more than 3 days within a one-week period. Hosts are responsible for guest behavior, and guests must be always escorted by their host.

**Weapons**

The possession of firearms, knives, fireworks, or other types of weapons and explosives are not allowed in the residence halls or other university buildings and will be confiscated. You may however store your firearms at the Department of Public Safety in Crisp Hall.

**Roommate Relationships**

To develop a healthy roommate relationship, it is vital that you begin communicating right away. Living with someone else can sometimes be a challenge. Yet, it is a challenge that can be met successfully with a little work. Approaching your relationship with respect, an appreciation for difference, a willingness to communicate, and flexibility will lead to a successful rooming experience.

**Roommate Conflicts**

If you and your roommate(s) are not able to compromise and resolve the situation, ask a RA to intervene by meeting with all involved roommates. The RAs role is that of a neutral mediator. If the problems persist, you may need to meet with the Hall Director for continued mediation. If problems are not resolved after the above steps have been taken, all residents involved will be given new room assignments. The Office of Housing or Assistant Director for Residence Life may intervene in a conflict if roommates have been unable to resolve at other levels.

**Loft Beds**

Loft beds moved from home by residents are allowed in some residence halls. However, Housing will not inspect these beds. UTM Housing is not responsible for accidents that occur because of these beds. This option is not available to residents in University Village and is only available in rooms with non-attached beds (Ellington Hall and some rooms in Browning).
Disciplinary Process

If a resident is documented for a violation by a housing staff member, the Hall Director will use their discretion to meet with the student to address disciplinary issues or advance the case to the Office of Student Conduct. You may appeal any housing disciplinary decision in the Office of Housing to the Assistant Director for Residence Life. Should the decision be upheld by the Assistant Director for Residence Life, you have the right to appeal to the Assistant Vice Chancellor of Student and Residential Life by observing the following protocols:

1. The request for appeal shall be submitted in writing to the Assistant Vice Chancellor of Student and Residential Life within seven (7) calendar days of written notice of the decision by the Office of Housing. If the seventh day falls on a weekend or holiday, the time is extended to the next regular workday.
2. The request for appeal shall contain:
   a. A statement that the student appeals the decision of the Office of Housing; and
   b. A brief statement of the grounds for the appeal.
3. All appeals to the Assistant Vice Chancellor of Student and Residential Life are written and heard based upon the record made before the Office of Housing.
4. Pending the outcome of an appeal, the penalty specified in the decision of the Office of Housing shall not be imposed.
5. The Assistant Vice Chancellor of Student and Residential Life may:
   a. Affirm the decision of the Office of Housing;
   b. Amend the decision of the Office of Housing;
   c. Return the case to the Office of Housing with instructions for reconsideration of the case; or
   d. Overturn the decision of the Office of Housing.

The decision of any board or administrative officer of the University of Tennessee at Martin is subject to review by the Vice Chancellor for Student Affairs and the Chancellor.

If you have any questions or suggestions to improve on-campus housing, feel free to contact any of the Housing and Residence Life Staff. Again, we look forward to the opportunity to serve your housing needs. Have a great year!