Welcome to BYU-Idaho. This booklet was prepared for single men and women living in on-campus housing units and is a valuable source of information about housing arrangements. It is also part of the housing contract and, therefore, should be read carefully. Questions about housing arrangements should be referred to the head resident or call the Housing & Student Living Office, (208) 496-9220 in 196 Kimball
GENERAL INFORMATION

HOUSING OFFICE
The Housing Office is located in room 196 on the main floor of the Kimball Building and can be of help with questions about contracts, payments, etc. Please don't hesitate to call (208) 496-9220 for assistance with any housing problem. On-campus reservations need to be made separately for each track, block, or semester. They are made on a first-come-first-served basis.

HEAD RESIDENT
Each residence hall has a head resident who lives on the premises and is responsible for the operations and management of that facility.

RETURNING STUDENT DISCOUNT
Students may sign up for an on-campus housing contract for the next school year and pay the same price as their original housing contract provided the student keeps the same contract type, i.e. women's non-cooking continuing with a non-cooking contract.

SECURITY DEPOSIT
All tenants are entitled to a $50 deposit refund provided they (1) have no outstanding debts on their university accounts, (2) follow prescribed checkout procedures, (3) have no damage charges against them, (4) abide by the terms of this agreement, and (5) do not have future contracts. (The deposit will be retained for future contract periods.) Remaining deposit amounts will be sent to the tenant within 30 days following checkout. All tenants will be e-mailed an itemization of deductions to their university e-mail account.

PRIVATE ROOMS
Some private rooms are available in the men's and women's non-cooking residence halls if special arrangements are made with the Housing Office. There is an additional charge for these rooms. In regular rooms (with two beds) that have been designated as a private room, both beds need to remain set up and in the room.

RESIDENCE HALL LEADERSHIP
Residence halls elect or appoint various volunteers. These positions involve residents in a variety of responsibilities, from desk duties, newsletters, and hall activities (where a variety of events are planned each semester, such as: sports competitions, floor/dorm prayers, candle-lightings, firesides, workshops, etc.) to the Housing Advisory Council, etc.

ARBITRATION CLAUSE
(See Page 10)
RESIDENCE HALL POLICIES

The policies contained in this section of the "Residence Hall Guidelines" were developed to give our residents a clearer understanding of what to expect when living on-campus.

Residents are expected to cooperate fully with housing personnel in maintaining order in the residence halls and in living by residence hall policies.

1. BICYCLES: Since residence halls are located close to academic buildings, a bicycle is not necessary for transportation. Winter weather also poses problems for bicyclers for four to six months of the year. Residents may not store bicycles in the residence hall at any time. Outside bicycle racks are available around campus for storage. Off-campus storage is available for a fee. BYU-Idaho will not be responsible for loss or damage to anyone's bicycle. Residents should register their bikes with University Security. This information is also given to the Housing Office as part of the check-in process. (There is no charge to register bikes.) Residents are responsible to remove bikes from campus when leaving BYU-Idaho.

2. CHECK-IN PROCEDURES: Check-in procedures take place with the Housing Office. Residents must check-in at the designated place, date and times. This specific information will be provided for residents prior to check-ins.

3. CHECKOUT PROCEDURES: Checkout procedures will be provided by your head resident. Residents must leave the residence hall immediately after having officially checked out. Those who leave the residence halls without checking out properly will be charged a non-checkout fee of $50.

4. DAMAGES: Residents are liable for any damages to the residence halls. When more than one person is involved, each person will share in the expense. When residents know who is responsible for any damage in public areas, they should furnish such information to the head resident or University Security. The following are typical costs for replacement of the items indicated but individuals will be charged the actual cost including labor charges:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet Repair (minimum charge/sq. yd.)</td>
<td>$25+</td>
</tr>
<tr>
<td>Door (solid core with labor)</td>
<td>250</td>
</tr>
<tr>
<td>Door (hollow core with labor)</td>
<td>75</td>
</tr>
<tr>
<td>Door (closet door with labor)</td>
<td>60</td>
</tr>
<tr>
<td>Door Locks</td>
<td>35 to 150</td>
</tr>
<tr>
<td>Extra Cleaning</td>
<td>25/hr.</td>
</tr>
<tr>
<td>Garbage Disposals</td>
<td>250</td>
</tr>
<tr>
<td>Key (lost)</td>
<td>10</td>
</tr>
<tr>
<td>Light Fixture over Bed</td>
<td>250</td>
</tr>
<tr>
<td>Light Fixture over Desk</td>
<td>55</td>
</tr>
<tr>
<td>Light Shade (over light by mirror)</td>
<td>40 to 60</td>
</tr>
<tr>
<td>Light Shade (4-foot fluorescent fixture)</td>
<td>60</td>
</tr>
<tr>
<td>Mattress Covers</td>
<td>20</td>
</tr>
<tr>
<td>Re-key a door</td>
<td>25</td>
</tr>
<tr>
<td>Screens</td>
<td>30+</td>
</tr>
<tr>
<td>Windows (depends on size)</td>
<td>50 to 100+</td>
</tr>
</tbody>
</table>

(Prices are subject to change without notice)
5. DECORATIONS: Appropriate decorations (posters, pictures, etc.) are encouraged. Since no items may be attached to the wall with tape or nails, a special adhesive will be provided for attaching posters, etc., to the walls. Windows and ceilings should be free from decorations (posters, flags, etc.).

6. DISCIPLINE: Residents who violate university policies are subject to disciplinary sanctions which may include but are not limited to restrictions, fines, service, eviction, probation, suspension, dismissal, or expulsion from the university.

7. DISMISSAL FROM BYU-IDAHO: Residents who are not admitted students or who have been dismissed from BYU-Idaho, must check out of approved housing within seventy-two hours. Those dismissed for disciplinary reasons are not permitted back into the halls at any time unless cleared with the director of housing. Students who have withdrawn from school for personal, medical or other reasons, must also check out of approved housing within seventy-two hours. Please refer to the housing contract for information regarding financial obligation.

8. ELECTRICAL APPLIANCES: Only hot air popcorn poppers (no hot oil poppers) are permitted in the residence halls. Residents should be especially careful in the use of curling irons, electric razors, blow dryers, irons, toasters, crock pots, etc.

9. ENTERPRISES AND BUSINESSES: The operation of a business enterprise in the residence halls is prohibited.

10. EVACUATION PROCEDURES: Students are expected to evacuate the residence hall when a fire alarm is sounded. They should also be considerate of and obey the head resident or other authority in the event of an emergency.

11. EVICTION: Behavior which does not meet the student standards or other BYU-Idaho Housing rules and regulations, including the "Residence Hall Guidelines", may result in a behavioral probation, suspension from BYU-Idaho, and/or eviction from BYU-Idaho housing. In the event of probation, students will be required to contact their parents regarding these infractions and to meet with a Housing officer and possibly an official from the Student Honor Office.

12. FIRE/SAFETY: Decorations should not be attached to the ceiling or near window coverings or radiators. All burning embers, such as incense and open flames are prohibited. Because of the layout of apartments, artificial Christmas trees are preferred. Specific guidelines for fresh-cut Christmas trees are available in the Housing Office. A $200 fine may be assessed for tampering with fire extinguishers or alarms.
13. FIREARMS AND WEAPONS: BYU-Idaho prohibits the possession or use of firearms, weapons, and facsimiles on property owned or controlled by the university, including residence halls. For the purpose of this policy, firearms or weapons include any device which can expel a projectile, and/or other dangerous weapons, including knives, explosives, or other items which, in their intended use, are capable of inflicting serious injury. Because these items pose a clear risk to the persons and property on BYU-Idaho’s campus, violation of this policy will result in appropriate disciplinary sanctions. (See Student Handbook for complete policy.)

14. FURNITURE: Please keep furniture in regularly assigned area. No furniture may be moved out of the room, apartment, or lounge to which it is assigned.

15. GUESTS: No overnight guests of the opposite sex are permitted. All overnight guests (two or three days maximum) should have the permission of roommates and register with the head resident. Immediate family members and other guests of the same sex may stay at no charge (other than at check-in and-out times when no guests may stay). All guests are expected to abide by BYU-Idaho standards and "Residence Hall Guidelines."

16. Visitation Guidelines--Men in Women's Residence Halls
   A. Men and women may visit in apartments of the opposite sex beginning at noon. All must leave in time to arrive at their own apartment by curfew. Visitors need to be in compliance with the following guidelines:
      1. There should always be at least three people in an apartment being visited by a member of the opposite sex.
      2. Drapes and blinds must be left open.
      3. Visitors of the opposite sex are not allowed in bedrooms at any time.
      4. Visitors must have the approval of the roommates before being allowed in the apartment.
   B. All students and guests in the lounge of the women’s residence halls are expected to uphold the university dress standards.
   C. The upstairs lounge is for resident use only.

Visitation Guidelines--Women in Men's Residence Hall
   A. Women visiting male residents are allowed in the main lounge area of the men's residence halls only beginning at noon. When entering the lounge, please use the main lounge door. Women are not allowed in any other part of Biddulph Hall at any time.
   B. Non-residents must be out of the men's lounges in time to arrive at their own apartment by curfew.
   C. All students and guests in the main lounge areas of the men's residence hall are expected to uphold the dress standards of the university.
17. HOUSEKEEPING: Residents are required to maintain order and cleanliness in their living accommodations at all times. There will be a regular room/apartment cleaning check. Residents will supply their own cleaning products to clean their apartment/room. If housekeeping falls below the standard set by the residence hall, any necessary cleaning may be done by the university and the resident or residents responsible may be charged a $25 hourly fee for the cleaning service.

18. KEYS: Keys to rooms or apartments and mailboxes will be issued by the Housing Office during the check-in process. Residents are advised to keep their rooms or apartments locked at all times when not occupied. The university is not responsible for items stolen or any damage done while the apartment is not occupied. No BYU-Idaho keys are to be duplicated by anyone except the university. Key replacement cost is $10 for standard keys plus $25 for rekeying of the apartment door when necessary.

19. LAUNDRY FACILITIES: Coin-operated washing machines and dryers are installed in the laundry room in each residence hall for the exclusive use of residents living on-campus.

20. LINEN: BYU-Idaho provides a mattress cover on all mattresses. Residents need to bring their own sheets, pillows, pillow cases, blankets, bedspreads, towels, and washcloths. All beds in Barnes, Chapman, Lamprecht, Ricks, and Biddulph Halls require extra-long sheets (80 inches).

21. LITERATURE, BOOKS, MAGAZINES, POSTERS AND PICTURES: Because of the unique, wholesome environment we wish to develop within the residence halls at BYU-Idaho, any reading material, posters, or pictures should be consistent with LDS standards.

22. MAIL SERVICE: As soon as possible after arrival at BYU-Idaho, inform parents, friends, etc., of your correct address. The address is:
Name
Building - apartment/room no.
BYU-Idaho
Rexburg, ID 83460-__ __._

Residents should arrange their schedules to be available when luggage or packages arrive.
Packages that are delivered to the residence halls by a parcel service are sometimes stacked in the lounge and their security cannot be guaranteed.
When leaving BYU-Idaho residence halls to go home, be sure to notify friends, family, magazine subscriptions, etc. of a change of address.
23. MAINTENANCE: If a resident notices anything in an apartment or room that requires repair work or maintenance attention, please notify the head resident as soon as possible so a service request can be submitted.

24. MANDATORY MEETINGS: At the beginning and end of each semester or block (rarely at any other time) mandatory meetings are held to explain residence hall rules and procedures that are critical for the resident to know. **All residents will be held accountable for any information discussed or distributed in the meeting whether or not they attend.**

25. OCCUPANCY: Apartments and rooms will not be ready for occupancy before the first day of the contract. If arriving late for semester/block check-in, contact the Housing Office to secure space reservations so they will not be given to someone else. **Please do not expect to be checked in or out of the residence hall at other than posted times.**

All residents must check out and leave the residence halls by the last day of the contract. There are separate contracts for students who stay during summer and/or Christmas breaks.

26. OVERNIGHT TRIPS: If for any reason a resident will be gone from the halls for the night, an overnight pass should be filled out completely. This is strictly a safety measure.

27. PARKING: Residents bringing cars must purchase a BYU-Idaho resident parking decal from Parking Services located in Kimball 150. Residents need to fill out a Vehicle Registration Card from the Housing Office and take the completed card, along with their registration, to Parking Services. This allows overnight parking in the Pioneer lot between the women’s halls and the Biddulph lot for men. (Rexburg City ordinance 975 does not allow overnight parking on City streets from November 1 to March 1.)

28. PROHIBITIONS: Dart boards, Ouija boards, fireworks of any kind, explosives, illicit drugs, alcohol, gambling, open flames (or use of matches, candles, incense, etc.), pets or animals, and vulgarity or any rude and unusual disturbance are not consistent with BYU-Idaho standards and are prohibited.

29. QUIET HOURS: Quiet hours are from 10 p.m. until 8:30 a.m. Monday through Saturday and all day on Sunday. Quiet hours are designed to help students have adequate time for proper study and sleep. Each resident is expected to refrain from disturbing activities such as loud conversation and laughter or loud playing of radios, stereos, etc. Residents do not have the right at any time to be so excessively loud that it is an unfair disturbance to other residents.

30. ROOFS: Residents are not permitted on the roofs of the residence halls. A $50 fine may be levied for violation of this policy.
31. ROOM AND RESIDENCE HALL ASSIGNMENTS: All roommate requests need to be submitted to the Housing Office at least 30 days prior to the contract beginning. Housing makes an effort to honor as many requests as possible when they are assigned to the same hall and there is mutual agreement by all parties. (There is, however, no assurance that all requests can be honored.)

32. SALES PEOPLE AND SOLICITORS: Unless authorized by the housing director, no salesmen or solicitors are permitted in the residence halls.

33. SECURITY: All entrances to residence halls are locked for security during specified evening hours. Residents are counseled to lock doors to their apartments or rooms to protect personal belongings and to provide additional security. It is essential that each resident take responsibility for hall security, such as seeing that doors and gates are properly secured and not propped open.

34. SNOWBALLING: Throwing snowballs in the vicinity of the residence halls is not permitted and is a violation of a Rexburg City ordinance.

35. SOUND EQUIPMENT: Residents are discouraged from bringing powerful or bulky sound equipment such as large stereos, radios, televisions, speakers, etc., because the noise is a disturbance to other residents and space is limited.

If any sound equipment is disturbing to other residents, the Housing Office reserves the right to confiscate the equipment and hold it in storage until the resident has an opportunity to take it home. No outside antennas are permitted.

36. STORAGE: Repair or storage of automobiles, bicycles, motorcycle parts, or similar mechanical devices is not permitted in the apartment, room, or residence hall. There are storage areas in each residence hall where luggage can be stored while attending BYU-Idaho.

Residents leaving for a block or semester should take all their personal belongings with them. Items left in the residence hall after the resident has checked out will be considered abandoned property and will be disposed according to our policy (see contract).

Residents on the spring/fall track may store their belongings (a maximum of five containers) provided they have a contract for both semesters and sign a storage waiver with the head resident. The belongings will be stored at the dorm where the student has a fall contract. There will be a $200 storage fee if the fall semester contract is canceled.

Head residents cannot mail personal belongings. It is the resident's responsibility to see to it that all personal belongings are sent to where the resident wishes them to go.
37. **SUN BATHING:** Sun bathing should be within the courtyard of the women's halls and not during men's visiting hours. Clothing worn for sun bathing must be modest.

38. **TELEPHONES:** BYU-Idaho no longer provides telephones in each apartment. A public telephone will continue to be available in the main lounge of each hall. Calling cards will be required to make long distance phone calls. A card can be obtained from the Accounting Office.

39. **TELEVISION & OTHER MEDIA:** The head resident has the prerogative of changing the channel or turning off the TV if the program being viewed in the common areas is in poor taste. Residents are discouraged from bringing their own televisions to the halls as the living quarters have limited space. Internet access, music, television, or any form of entertainment, including concerts, movies, and videotapes that are vulgar, immoral, inappropriate, suggestive, or pornographic in any way, no matter what the rating, violates the spirit of the Code of Honor and is not acceptable. R-rated viewing is inappropriate and good judgment should be exercised in selecting appropriate movies of other ratings.

40. **TRANSPORTATION:** For information visit the BYU-Idaho website at www.byui.edu, click on Students, and then Travel and Transportation or call University Relations at 496-1150.

41. **UTILITIES:** The university furnishes all utilities. Residents are to be prudent in the use of electricity, hot water, and heat by turning off unneeded lights and keeping windows closed in winter to conserve energy.

42. **VISITATION GUIDELINES - MEN AND WOMEN** (See “Hours” on pg. 4.)

43. **WATER FIGHTS:** Water fights are prohibited. Any disruptive behavior using damaging products is strictly prohibited (see “Discipline” on pg. 3).

44. **WHITE GLOVE:** When residents check out of the residence halls, their room/apartment must be "white-glove" clean. The white glove inspection is part of the checkout procedure. If checkout is not completed properly, all or part of the $50 deposit could be used to cover itemized expenses. Damages beyond the $50 deposit will be billed to the students responsible.
BINDING ARBITRATION: In the event the landlord and the BYU-Idaho student-tenant fail to agree concerning the construction or application of any of the terms, provisions, or conditions of this agreement, and after mediation by the BYU-Idaho Housing Office, either party may present the controversy to the BYU-Idaho Housing Arbitration Board for arbitration. The party submitting the issue to the Housing Arbitration Board shall commence the action by serving a written request for arbitration with the BYU-Idaho Housing Office and upon the other party.

The policies and procedures governing arbitration are contained in the "BYU-Idaho Off-Campus Housing Guidebook," a copy of which is located at the BYU-Idaho Housing Office, and the terms of which are incorporated by reference to this lease agreement and become a part of it. Awards made in arbitration may be confirmed by a court of law and enforced in the same manner as any other judgment or decree. Students who fail to satisfy any judgment of the BYU-Idaho Housing Arbitration Board shall be prevented from registering for school and/or a hold shall be placed on their grade transcripts until compliance with the judgment. If the landlord fails to comply with the judgment of the BYU-Idaho Housing Arbitration Board, BYU-Idaho may withdraw its approval of the apartment complex for student occupancy.

If neither party requests arbitration, or the Arbitration Board refuses to hear the dispute, the parties shall be free to pursue their civil remedies through a court of competent jurisdiction, and the non-prevailing party shall pay the cost of litigation and such amounting for attorney's fees as the court may deem reasonable.
STUDENT SERVICES

CAREER ADVISING CENTER
250 Kimball, second floor, phone 496-1167
Provides:

1. Help with academic planning both here at BYU-Idaho and when transferring to other schools.
2. Reference and resource materials such as college catalogs, directories of schools offering various majors, specialized programs, etc.
3. Help in selecting a career.
4. Extensive information about careers.
5. Computerized career guidance programs.
   Note: A one-credit class, GS 100 -- Career Exploration, is available to help students select careers.

COUNSELING CENTER
200 Student Health Center, phone 496-9370.
Counseling is available to help students with a wide range of problems -- from adjusting to college life to more serious emotional problems. Complete confidentiality is maintained. A number of support groups is offered. Services are only available for full-time (12 credits or more), on-track students.

HEALTH SERVICES
100 Student Health Center, phone 496-9330
The BYU-Idaho Student Health Center offers comprehensive services for BYU-Idaho matriculated students such as: outpatient diagnosis and treatment, laboratory testing, radiology with interpretation, prescription and common over-the-counter medications, immunizations and more.

The Health Center includes a waiting room, examination rooms, X-ray, medical lab, and a pharmacy where you can fill prescriptions from our doctors or your outside doctor. We have family-practice physicians, nurses, a lab technologist, an X-ray technologist, a records specialist, a receptionist, and an insurance clerk. Office hours are 8 to 5 p.m. Monday, Wednesday, Thursday, and Friday. Tuesday hours are 8 a.m. to 2 p.m. and 3 to 5 p.m.

There is a small charge for each Health Center visit. Injections, medications, X-rays, and supplies are provided at a minimal cost.

If a student becomes ill while at BYU-Idaho, please call 496-9330 for an appointment. At other times, care is available at the Madison Memorial Hospital Emergency Room (359-6506) or the Community Care Center (359-1770) on Main Street. For life-threatening emergencies at any time dial 911. An on-campus transport is available by calling 496-3000.

BYU-I requires all students to be covered by private or university health and accident insurance. Please contact the Health Center at 496-9330 or www.byui.edu for questions regarding qualification.

The Health Center staff is bound by the laws of confidentiality. Personal information will not be released to a third party including parents without written permission from the student involved.
CODE OF HONOR

Brigham Young University, Brigham Young University-Hawaii, Brigham Young University-Idaho, and LDS Business College exist to provide an education in an atmosphere consistent with the ideals and principles of The Church of Jesus Christ of Latter-day Saints. That atmosphere is created and preserved through commitment to conduct that reflects those ideals and principles. Members of the faculty, administration, staff, and student body at BYU, BYU-H, BYU-I, and LDSBC are selected and retained from among individuals who voluntarily live the principles of the gospel of Jesus Christ. Observance of such is a specific condition of employment and admission. Those individuals who are not members of The Church of Jesus Christ of Latter-day Saints are also expected to maintain the same standards of conduct. All who represent BYU, BYU-H, BYU-I, and LDSBC are to maintain the highest standards of honor, integrity, morality, and consideration of others in personal behavior. By accepting appointment to the faculty, continuing in employment, or continuing class enrollment, individuals evidence their commitment to observe the Code of Honor standards approved by the Board of Trustees “at all times...and in all places” (Mosiah 18:9).

“We believe in being honest, true, chaste, benevolent, virtuous, and in doing good to all men. . .If there is anything virtuous, lovely, or of good report or praiseworthy, we seek after these things.”

Thirteenth Article of Faith

As a matter of personal commitment, faculty, administration, staff, and students of Brigham Young University, Brigham Young University-Hawaii, Brigham Young University-Idaho, and LDS Business College seek to demonstrate in daily living on and off campus those moral virtues encompassed in the gospel of Jesus Christ, and will:

— Be honest
— Live a chaste and virtuous life
— Obey the law and all university policies
— Use clean language
— Respect others
— Abstain from alcoholic beverages, tobacco, tea, coffee, and substance abuse
— Participate regularly in church services
— Observe dress and grooming standards
— Encourage others in their commitment to comply with the Code of Honor

BYU-Idaho reserves the right to make changes. HSG 6/020.1000