



MARTIN

2025-26

# HOUSING HANDBOOK

731-881-77730



houseme@utm.edu



[www.utm.edu/housing](http://www.utm.edu/housing)

## TABLE OF CONTENTS

<b>SECTION I: WELCOME TO UTM STUDENT HOUSING</b>	
Welcome Message	4
<b>SECTION II: MISSION</b>	
Mission Statement	4
<b>SECTION III: VISION</b>	
Vision Statement	4
<b>SECTION IV: PROFESSIONAL STAFF</b>	
Professional Staff Roles	4
<b>SECTION V: HOUSING STUDENT STAFF</b>	
Housing Student Staff Roles	4
<b>SECTION VI: GENERAL HOUSING INFORMATION</b>	
Application and Deposit	5
Housing Rates	5
Payment Schedules	5
Housing Requirement	6
Room Reservations	6
Contractual Agreement	6
Contract Release	6
Suspension of Lease	7
Housing Refunds for Active Duty Military Withdraw	7
Room Assignments and Changes	7
Early Arrival Request Form	
Check In Process	7
Check Out Process	7
Damage Charges	8
<b>SECTION VII: HOUSING POLICIES</b>	
Alcohol	13
Abandoned Property	13
Animals	13
Armed Intruder Response	13
Arnold Pryor Place Balconies	13
Bed Bugs	14
Break Housing	14
Building Security	14
Business from Resident Rooms	14
Care of Room	14
Decorations	14
Door Decorations	15



Drugs/Controlled Substances	15
Elevators	15
ENO Hammocks and Farms	15
Entry Restrictive Devices	15
Fire Drills	15
Front Desk	15
Garbage Removal and Littering	16
Hanging Items	16
Health and Safety Inspections	16
Immunizations	16
Internet	17
Keys	17
Laundry	17
Locked Out	17
Loft Beds	18
Temporary ID Card	18
Mail Services	18
Mandatory Floor Meetings	18
Missing Persons	18
Motorized Transportation Devices	18
Pest Response	18
Quiet Hours	18
Renter's Insurance	18
Repairs and Maintenance	18
Residence Life Staff Reports	18
Room Inspection and Search Policy	20
Roommate/Suitemate Agreement	20
Roommate Conflicts	20
Smoking Policy	20
Solicitation Policy	20
Surveillance Devices	20
Telephones	21
Theft	21
Tornado Warnings	21
Transportation for Emergencies	21
Vandalism	21
Visitation of Guests	21
Weapons	22
Windows	22
<b>SECTION VIII: DISCIPLINARY PROCESS</b>	
Disciplinary Process Overview	22

## SECTION I: WELCOME TO UTM STUDENT HOUSING!

Welcome to UTM Student Housing! We're excited to have you here. College is more than just classes—it's about the whole experience. Our goal is to provide a living space that supports both your academic success and personal growth at an affordable price.

## SECTION II: MISSION

Our mission is to give you a complete on-campus living experience at UTM. We aim to help you become responsible community members by offering personalized experiences and excellent facilities that support your growth, academic success, respect for differences, and responsible living.

## SECTION III: VISION

Our vision is to create an environment where you're both challenged and supported, helping you become a mature, contributing global citizen.

## SECTION IV: PROFESSIONAL STAFF

**Director of Housing:** The Director of Housing leads our program, overseeing operations, facilities, budgeting, and residence life. They work closely with the Assistant Director for Residence Life and the Assistant Director for Operations.

**Assistant Director for Residence Life (ADRL):** The ADRL oversees daily operations of the Residence Life program and supervises Hall Directors and administrative staff in the Central Housing office.

**Assistant Director for Operations (ADOPS):** The ADOPS oversees department technology needs, contracts, housing maintenance and supervises Custodial and Facilities Supervisors.

**Hall Directors (HD):** Our HDs are full-time staff members who live on campus to support you. Each residence hall has a Hall Director with at least a bachelor's degree. They manage daily operations, supervise RAs and RA Team Captains, handle programming and conduct issues, and work with Custodial Building Supervisors to maintain the buildings.

**Central Housing:** Located in Clement Hall, Central Housing is the administrative hub overseeing all aspects of Housing and Residence Life, including facilities, budgets, personnel, and assignments.

**Housing Facilities:** Housing Facilities handles maintenance and custodial operations. Maintenance services include locks, minor repairs, painting, and carpentry. Other trades are handled by the Physical Plant. Each building has assigned custodial staff and a supervisor who maintain community spaces. In buildings with shared bathrooms, custodians will clean student rooms monthly.

## SECTION V: HOUSING STUDENT STAFF

Our Housing student staff are vital to our residence hall community. They're fellow students selected and trained to support you. Let's introduce the roles within our Housing student staff team:

**Resident Assistants (RAs):** RAs live on each floor or designated areas and assist with campus life, provide information, organize events, and address concerns. They're knowledgeable resources who help foster the campus community.

**RA Team Captains:** Experienced Resident Assistants who guide and support the RAs in their halls. They work closely with RAs and professional staff to enhance the residential experience for all.

**Desk Attendants (DAs):** Friendly faces at the front desks, responsible for greeting residents, dispatching staff to assist residents, and providing general information. They're here to assist you with questions and support building safety.

Get to know our Housing student staff and use the resources and support they offer to make the most of your college experience.

## SECTION VI: GENERAL HOUSING INFORMATION

### APPLICATION

A \$50 deposit is due upon application completion. The fee is refundable if cancellation is received by July 1, 2025, for fall 2025 applications, and December 1, 2025, for spring 2026 applications. The University reserves the right to refuse any application or cancel any agreements or leases in the residential facilities.

### 2025-2026 HOUSING RATES

Ellington / Browning Hall Rates		Per Person / Per Semester
Academic Year Lease w/ Roommate		\$1,827
Academic Year Lease w/ Private Room		\$2,809
Cooper Hall Rates		Per Person / Per Semester
Academic Year Lease w/ Roommate		\$2,190
Academic Year Lease w/ Private Room		\$3,119
Arnold Pryor Place Rates		Per Person / Per Semester
Academic Year Leases		\$3,854
Conner Community Rates		Per Person / Per Semester
Academic Year Lease for 2, 3, or 4 Bedroom Apartments		\$3,665
Academic Year Lease for 1 Bedroom Apartment		\$4,363
University Courts Rates		Per Person / Per Semester
1 Bedroom Apartment		\$2,474
2 Bedroom Apartment		\$2,655
3 Bedroom Apartment		\$3,128

### PAYMENT SCHEDULES

Students are required to have their entire fall semester's housing cost paid or a payment plan set up by September 4, 2025 to prevent being dropped from their classes. Failure to reenroll in classes will result

in eviction from Housing facilities. Administrative Drop date due to Non-Payment for Spring will be scheduled at a later date.

### HOUSING REQUIREMENT

First-time students under 21 must sign an academic year lease to ensure a supportive living environment. Exemptions apply to transfer students, returning students, and those who turn 21 before classes start. Students living with parents or guardians in specific counties in Tennessee and Kentucky may also be exempt. To apply for exemption, complete the **Exemption Access Request** form under **Housing Forms** in the Housing Portal. Students who meet the requirement but haven't applied for housing or been approved for exemption will receive a housing assignment at the lowest rate.

### ROOM RESERVATIONS

Once you've completed your housing application, we begin the room assignment process. Our goal is to ensure fairness while doing our best to accommodate your preferences. Here's how it works:

- **Application Date and Admission Classification:** Room assignments are based on your housing application date and your admission classification. Priority is given to first-time students.
- **Same Room Selection and Room Change Weeks:** Returning students must submit their housing application by **March 31, 2026**, to be eligible for a fall 2026 housing assignment. If you would like to return to your current room, simply indicate this preference on your housing application by the deadline. If you do not plan to return to the same room, you may participate in **Room Change Week**, where you can select a different available room. To secure housing for fall 2026, all returning residents must complete fall class registration before the stated deadline.
- **Priority for First-Time Students:** After the self-assignment period for returning students ends, room assignment priority shifts to first-time students for the upcoming academic year.
- **Self-Assignment is Required for Returning Students:** All returning students must participate in the self-assignment process during the designated weeks to guarantee a campus housing assignment for the following academic year. Be sure to mark your calendar and take advantage of this opportunity.

### CONTRACTUAL AGREEMENT

The electronic housing contract covers occupancy for the entire academic year. Students cannot check in before the contract period starts and must check out by the contract end date to avoid additional charges. If a student withdraws from UTM, they may need to vacate the premises within 48 hours.

### CONTRACT RELEASE

All leases are for an academic year (fall/spring) and remain active if you are an enrolled student at the main campus. When a student ceases to be enrolled at UTM, they are required to vacate the premises within 48 hours of withdrawal from the University. There are no refunds issued after October 1 for the fall term or March 1 for the spring term. The University may terminate the housing agreement if a student:

- Completes graduation requirements.
- Does not have available space in student housing or temporary housing.
- Fails to comply with the terms of the agreement.
- Violates University Standards of Conduct or other university policies.

Termination may result in eviction with 48 hours' notice, except in cases where immediate eviction is necessary for safety reasons. Termination of a Housing Lease may result in loss of housing for the next semester or academic year.

Residents must complete an official room checkout envelope and return keys before leaving. Failure to follow checkout procedures will result in additional charges. Refer to the [university housing lease](#) for full terms and conditions.

### **SUSPENSION OF LEASE**

Students who withdraw from the University or need to live somewhere else to complete part of their academic program (cooperative education, student teaching, internships, or studying abroad), can request to suspend their Housing Agreement for full academic terms. Request to suspend the Housing Agreement can be done by reaching out to the Office of Housing at 731-881-7730 or emailing [houseme@utm.edu](mailto:houseme@utm.edu). Please note that all requests are reviewed on a case-by-case basis and approval is not guaranteed.

### **HOUSING REFUNDS FOR ACTIVE DUTY MILITARY WITHDRAW**

Students called to active duty may request a full refund of housing fees. Present a copy of military orders at the time of withdrawal. Email documentation to [Houseme@utm.edu](mailto:Houseme@utm.edu) or call 731-881-7730.

### **ROOM ASSIGNMENTS AND CHANGES**

Students are expected to remain in their assigned rooms. Room assignments are based on applications and availability. Room changes can be requested through the Hall Director. During the first week of each semester, a moving period allows you to meet with your Hall Director to explore available room options. Anytime after moving period ends, students will have the opportunity to complete a Room Assignment Change Request form. Completed submissions will be reviewed by the Hall Director on a case-by-case basis on availability and concern.

### **EARLY ARRIVAL REQUEST FORM**

For those living on campus in Fall 2025, the Office of Housing will open all residence halls for early arrivals beginning Wednesday, August 13, 2025, at no additional charge. Students wishing to arrive before main campus activities start should complete the [Early Move In Request](#) form for review.

### **CHECK IN PROCESS**

At check-in, you must present either your student ID or a government-issued photo ID to receive your room keys. After moving in, inspect your room thoroughly. Any maintenance concerns or damages must be reported within **48 hours** by submitting a work order. Failure to report existing issues within this timeframe will waive your ability to dispute any damage charges assessed at the end of the year. Please note: You and your roommate(s)/suite(s) may be held financially responsible for any unreported or new damages.

### **CHECK OUT PROCESS**

Students must check out of housing within **24 hours of their last final exam** during the spring term, or the fall term if they are not returning for the spring, unless they are participating in commencement. All students must vacate their rooms before the residence halls close following the conclusion of commencement exercises. Students transitioning to summer housing may remain in their spring assignment until their summer room is ready.

To complete the check-out process:

- Ensure your room is **clean** and **free of all personal belongings**.
- Dispose of all garbage in the buildings respective dumpster.
- Fill out an **Express Checkout Envelope**, available at your residence hall front desk.

Housing staff will evaluate the condition of your room after all residents have checked out. Any damages beyond normal wear and tear will be documented, and associated charges will be assessed to student accounts.

### DAMAGE CHARGES

The listed damage charges are not the full cost of replacements and repairs. Charges will be assessed for accidental damages. Vandalism or intentional damages will be charged the full amount for parts and labor once the Office of Housing is billed. Normal wear and tear will not incur charges.

RESIDENCE HALL BEDROOMS		
Item	Repair	Replace
Walls	\$15.00 per wall (nail/strip removal)	\$20.00 per wall painted
Doors	\$50.00	\$200.00
Windows	N/A	\$75.00
Window Screen	\$15.00	\$50.00
Blinds	\$15.00	\$30.00
Desk	\$25.00	\$250.00
Window Curtain Rod	N/A	\$10.00
Desk Drawers	\$15.00	\$30.00
Desk Chair	\$30.00	\$150.00
Bed Frame	\$50.00	\$200.00
Mattress	N/A	\$100.00
Bed Storage Drawer (Browning Only)	\$15.00	\$30.00
Closet Door	\$25.00	\$100.00
Closet Rod	N/A	\$25.00
Closet Shelves	\$15.00	\$30.00
Mirror/ Medicine Cabinet	N/A	\$50.00
Light Fixtures	\$25.00	\$75.00
Desk Lamps	N/A	\$30.00
Floor	\$25.00 (cleanliness)	\$20 per square ft.
Smoke Detectors	N/A	\$35.00
Thermostat	N/A	\$50.00
Electrical Outlet Cover	N/A	\$15.00
Peephole	N/A	\$20.00
Cable/Ethernet Cover	N/A	\$15.00

### RESIDENCE HALL BATHROOMS



Item	Repair	Replace
Bathroom Cleanliness	\$25.00 (cleanliness)	N/A
Bathroom Door	\$50.00	\$200.00
Toilet	\$20.00	\$100.00
Toilet Seat	\$15.00	\$30.00
Bathroom Sink	\$25.00	\$150.00
Shower	\$50.00	N/A
Shower Head	N/A	\$30.00
Shower Curtain	N/A	\$15.00
Privacy Partition-Curtain	N/A	\$20.00
Bathroom Floor	\$25.00 (cleanliness)	\$20 per square ft.

COOPER HALL COMMON AREAS		
Item	Repair	Replace
Walls	\$15.00 per wall (nail/strip removal)	\$30.00 per wall painted
Floor	\$25.00 (cleanliness)	\$20 per square ft.
Coffee Table	\$30.00	\$150.00
Windows	N/A	\$150.00
Window Screen	\$15.00	\$50.00
Blinds (per set)	\$15.00	\$50.00
Modular Couch Sections	\$100.00	\$600.00
Ottoman	\$50.00	\$250.00
End Tables	\$30.00	\$150.00
TV Stand	\$30.00	\$100.00
Suite Door	\$50.00	\$250.00
Electrical Outlet Cover	N/A	\$15.00
Cable/Ethernet Cover	N/A	\$15.00
Ceiling Tiles	N/A	\$20 per tile

ARNOLD PRYOR (AP) & CONNER COMMUNITY (CC) BEDROOMS		
Item	Repair	Replace
Walls (Sheetrock)	\$25.00 per wall (nail/strip removal)	\$50.00 per wall painted (Extensive repair)
Room Door	\$50.00	\$200.00
Closet Door (AP Only)	\$25.00	\$100.00
Closet Rod	N/A	\$25.00
Closet Shelves	N/A	\$25.00
Desk	\$40.00	\$250.00
Desk Drawers	\$20.00	\$40.00
Desk Chair	\$30.00	\$150.00

Bed Frame: AP	\$50.00	\$250.00
Bed Frame: CC	\$50.00	\$200.00
Mattress: AP	N/A	\$125.00
Mattress: CC	N/A	\$100.00
Dressers	\$45.00	\$250.00
Light Fixtures	\$25.00	\$75.00
Carpet	\$50.00	\$300.00
Smoke Detectors	N/A	\$35.00
Electrical Outlet Cover	N/A	\$15.00
Cable/Ethernet Cover	N/A	\$15.00
Windows	N/A	\$100.00
Window Screen	N/A	\$65.00
Blinds	\$15.00	\$50.00
Nightstand	\$25.00	\$125.00
Under Bed Storage (CC Only)	\$30.00	\$125.00

ARNOLD PRYOR (AP) & CONNER COMMUNITY (CC) BATHROOMS		
Item	Repair	Replace
Bathroom Doors	\$50.00	\$200.00
Bathroom Floor	\$25.00 (cleanliness)	\$20 per square ft.
Bathroom Walls (Sheetrock)	\$25.00 per wall (nail/strip removal)	\$50.00 per wall painted (Extensive repair)
Bathroom Sink	\$25.00	\$150.00
Mirror/ Medicine Cabinet	N/A	\$50.00
Bathroom Cabinets	\$20.00	\$65.00
Toilet	\$20.00	\$100.00
Toilet Seat	\$15.00	\$30.00
Bathroom Tub/Shower	\$100.00	\$300.00
Shower Curtain	N/A	\$15.00
Shower Head	N/A	\$30.00
Towel Rod	\$15.00	\$30.00
Toilet Paper Roll Holder	\$15.00	\$20.00

ARNOLD PRYOR (AP) & CONNER COMMUNITY (CC) COMMON AREAS		
Item	Repair	Replace
Suite Door	\$75.00	\$300.00
Peephole	N/A	\$20.00
Walls (Sheetrock)	\$25.00 per wall (nail/strip removal)	\$50.00 per wall painted (Extensive repair)
Carpet	\$50.00	\$400.00

Coffee Table	\$25.00	\$100.00
Windows	N/A	\$100.00
Window Screen	N/A	\$65.00
Blinds	\$15.00	\$50.00
Curtain Rods (AP)	\$15.00	\$40.00
Couch	\$100.00	\$500.00
Chairs	\$50.00	\$300.00
Overhead Lights	\$25.00	\$75.00
End Table	\$25.00	\$80.00
Electrical Outlet Cover	N/A	\$15.00
Entertainment Bench (CC Only)	\$50.00	\$200.00
Entertainment Center (AP Only)	\$50.00	\$150.00
Thermostat	N/A	\$50.00
Cable/Ethernet Cover	N/A	\$15.00
Washer/Dryer	\$50.00	\$400.00
Balcony Doors (AP Only)	\$50.00	\$300.00

ARNOLD PRYOR (AP) & CONNER COMMUNITY (CC) KITCHENS		
Item	Repair	Replace
Kitchen Floor	\$25.00 (cleanliness)	\$20 per square ft.
Kitchen Counter	\$75.00	\$300.00
Kitchen Sink	\$50.00	\$200.00
Cabinets	\$20.00	\$65.00
Kitchen Walls	\$25.00 per wall (nail/strip removal)	\$50.00 per wall painted (Extensive repair)
Refrigerator (AP)	\$50.00	\$400.00
Refrigerator (CC)	\$50.00	\$550.00
2-Burner Stove Top (CC Only)	\$25.00	\$100.00
Bar Stools	\$40.00	\$80.00
Oven/Range (AP Only)	\$50.00	\$250.00
Vent Hood (AP Only)	\$25.00	\$100.00
Dishwasher (AP Only)	\$50.00	\$200.00
Dining Room Table (AP Only)	\$50.00	\$180.00
Dining Room Chairs (AP Only)	\$40.00	\$80.00
Pantry Doors (AP Only)	\$25.00	\$75.00

UNIVERSITY COURTS		
Item	Repair	Replace

Kitchen Floor	\$25.00 (cleanliness)	\$20 per square ft.
Kitchen Counter	\$75.00	\$300.00
Kitchen Sink	\$50.00	\$200.00
Cabinets	\$20.00	\$65.00
Kitchen Walls	\$25.00 per wall (nail/strip removal)	\$50.00 per wall painted (Extensive repair)
Refrigerator	\$50.00	\$400.00
Pantry Doors	\$25.00	\$75.00
Oven/Range	\$50.00	\$250.00
Bathroom Doors	\$50.00	\$200.00
Bathroom Floor	\$25.00 (cleanliness)	\$20 per square ft.
Bathroom Walls (Sheetrock)	\$25.00 per wall (nail/strip removal)	\$50.00 per wall painted (Extensive repair)
Bathroom Sink	\$25.00	\$150.00
Mirror/ Medicine Cabinet	N/A	\$50.00
Bathroom Cabinets	\$20.00	\$65.00
Toilet	\$20.00	\$100.00
Toilet Seat	\$15.00	\$30.00
Bathroom Tub/Shower	\$100.00	\$300.00
Shower Head	N/A	\$30.00
Towel Rod	\$15.00	\$30.00
Toilet Paper Roll Holder	\$15.00	\$20.00
Common Area/Bedroom Walls (Sheetrock)	\$25.00 per wall (nail/strip removal)	\$50.00 per wall painted (Extensive repair)
Room Door	\$50.00	\$200.00
Closet Door	\$25.00	\$100.00
Closet Rod	N/A	\$25.00
Closet Shelves	N/A	\$25.00
Light Fixtures	\$25.00	\$75.00
Carpet	\$50.00	\$300.00
Smoke Detectors	N/A	\$35.00
Electrical Outlet Cover	N/A	\$15.00
Cable/Ethernet Cover	N/A	\$15.00
Windows	N/A	\$100.00
Window Screen	N/A	\$65.00
Blinds	\$15.00	\$50.00



## SECTION VII: HOUSING POLICIES

### ALCOHOL

The use, possession, or being under the influence of alcohol in university-owned housing is strictly prohibited.

### ABANDONED PROPERTY

Residents are responsible for their personal property. If residents do not vacate their assigned space as scheduled and leave property behind, Housing staff will remove it. Only valuable items left behind will be considered abandoned property. Students will receive confirmation of items inventoried and have 30 days to claim them before they are turned over to the Surplus office. Housing is not liable for damage or loss during removal or disposal. Disposal of items will incur a \$25 charge per trash bag, with larger items charged accordingly and billed to the student's account.

### ANIMALS

Only fish in aquariums of 25 gallons or less, ADA-recognized service animals, and University-approved emotional support animals are allowed in residence halls. Emotional Support Animals must be approved by the Accessibility Resource Center and the Office of Housing. Cleaning and damage fees will be assessed for any animal-related damages. Non-compliant animals must be removed within 24 hours of notification.

### ARMED INTRUDER RESPONSE

An armed intruder poses a threat by participating in or intending to participate in a shooting spree with the intent to harm others. Immediate law enforcement response is necessary to neutralize the threat.

Students will be notified via RAVE Alerts for lockdown or shelter-in-place orders.

- **Lockdown:** Ordered to contain an incident by controlling movement within the affected area. Campus-wide lockdowns are typically impractical.
- **Shelter In Place:** Temporarily stay secure in your location when it's safer than evacuating. This differs from severe weather sheltering, which requires moving to designated safe areas.

Upon receiving a RAVE Alert, consider these options:

- **RUN:** Evacuate if there's a safe route.
- **HIDE:** If you can't run, hide out of view, block entry, lock doors, stay behind solid objects, turn off lights, silence cell phones.
- **FIGHT:** As a last resort, if your life is in danger.

Campus safety will be communicated through RAVE Alerts, Residence Life staff, or emergency personnel.

### ARNOLD PRYOR PLACE BALCONIES

Residents can place small plant containers and outdoor patio furniture on balconies and porches, ensuring safe exit routes. Maintain clearance for emergency evacuations. Balconies and porches are not for storage or entrance/exit from the apartment. Prohibited items:

- Indoor university provided furniture

- Bicycles, scooters, or mopeds
- Boxes
- Flammable liquids
- Grills or grilling accessories (e.g., lighter fluid, charcoal, propane)
- Any other hazard as determined by your Hall Director

### **BED BUGS**

If you suspect bed bugs, contact your hall's front desk immediately. Our bed bug protocol includes:

- Inspection and evaluation by a trained professional.
- Communication via email between the Assistant Director of Operations, Hall Director, and the resident.
- If needed, a treatment plan will be developed and communicated. It's important to follow the instructions promptly.
- Housing will maintain communication until the situation is resolved.

### **BREAK HOUSING**

To stay on campus during breaks, complete the break housing registration form in Roomcompact. Residents not signed up for break housing won't have access until the halls reopen. Residence Life staff and UTM Police will be on duty during the break. Before leaving, remove all trash to avoid additional charges. Trash removed by staff will incur a \$25 charge per bag. For security, close and lock windows, lower blinds, and lock all doors. You can leave belongings in your room during the winter break if you're returning in the spring, but UTM is not responsible for items left during this period.

### **BUILDING SECURITY**

To ensure safety, the University uses cameras, swipe card access, fire safety measures, and desk operations. Report tampering with doors to your front desk or UTM Police. Only use keys and ID card access issued to you. Do not prop open floor doors. Violations of building security rules will result in disciplinary action. Follow all safety rules established by the UTM Police and Office of Housing. Always secure your entrance doors and avoid propping open common doors. Failure to follow fire evacuation procedures and directives from emergency personnel or residence life staff is also a violation of safety rules.

### **BUSINESS FROM RESIDENT ROOMS**

Private businesses cannot be established or operated on any university-owned property.

### **CARE OF ROOM**

Residents are responsible for cleaning their bathrooms, putting away clothes, making beds, and keeping rooms neat. Custodial services clean all public areas of residence halls. Inspections and cleanings of resident bathrooms in Conner Community, Browning, Ellington, and Cooper Halls are conducted monthly.

### **DECORATIONS**

Residents are encouraged to decorate their living spaces. Work with your roommate(s)/suite(s) to create a satisfying environment. Be mindful of damage to the property and potential charges when making decoration choices.

### **DOOR DECORATIONS**

When decorating your door, do not cover the room number or peepholes. Decorations should not obstruct the lock or doorknob. Exterior door decorations must comply with campus policy and may be removed by the university if they do not.

### **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.

### **ELEVATORS**

Elevators are available for public use in Cooper Hall and Conner Community. In Browning Hall and Ellington Hall, elevators are for staff use only to transport freight.

### **ENO HAMMOCKS AND FARMS**

The Office of Housing provides ENO Hammocks for checkout at the Cooper, Ellington, and Browning desks. Hammocks will be checked for damage upon return, and residents are responsible for any damage incurred. Follow these safety guidelines:

- Use hammocks in the designated ENO Farm hanging area.
- Pull the hammock as tightly as possible to minimize slack.
- Ease into the hammock; do not fall or climb quickly.
- Avoid sudden movements while in the hammock.
- Distribute your weight evenly.

### **ENTRY RESTRICTIVE DEVICES**

To maintain the safety and accessibility of all residential facilities, the use of personal portable door locks, door jammers, or any other devices that restrict entry beyond University-provided locking mechanisms is strictly prohibited in all on-campus housing. If there are any concerns about a door securing properly, please submit a maintenance work order request.

### **FIRE DRILLS**

Each community will have at least one fire drill per semester. When a smoke detector/fire alarm sounds, everyone must evacuate immediately. Failure to evacuate or follow staff directives will result in disciplinary action. Reentry is allowed only when a police officer, fire department official, or university official gives the 'all clear'. Tampering with fire safety equipment is against state and local fire safety codes and may result in disciplinary sanctions, arrest, or fines.

### **FRONT DESK**

Browning, Ellington, and Cooper Halls operate desks from 8am to 12am, seven days a week. Public safety handles calls from 12am to 8am. Contact the desks to leave messages for residents, request assistance, get locked-out help, report concerns, or check out items (e.g., cooking utensils, board games, athletic equipment) by presenting your Skyhawk card.

For assistance:

- Arnold Pryor Place: 731-881-8900
- Conner Community: 731-881-8930
- Browning Hall: 731-881-8940
- Ellington Hall: 731-881-8930
- Cooper Hall: 731-881-8900

- University Courts: 731-881-7928

### **GARBAGE REMOVAL AND LITTERING**

Residents must place garbage in the dumpsters near each complex. Do not keep garbage in hallways, stairwells, or balconies. Help maintain clean facilities by keeping hallways, public areas, stairwells, and landscaping free of trash. Trash left outside living areas will incur a \$25 charge per large bag. Do not use common area trash receptacles for personal trash bags.

### **HANGING ITEMS**

Use only reusable non-adhesive putty and small finishing nails to avoid wall damage. Command Strips, glue, large nails, screws, duct tape, carpet tape, or double-sided tape may damage surfaces. Do not affix stickers, wallpaper, or adhesive-backed shelf paper to University property. Do not hang anything on or around sprinkler system heads or windows. Residents are responsible for damages caused by hanging items that do not meet these standards.

### **HEALTH AND SAFETY INSPECTIONS**

Health and Safety Inspections are essential for maintaining a safe environment. Inspections will be announced via email at least 24 hours in advance. Ensure the following:

- Fire extinguishers are in proper working order and not blocked.
- Exits and hallways are unobstructed.
- Smoke detectors are not tampered with.
- Trash is properly disposed of promptly.
- Extension cords are UL, ETL, SCS, CSA, BV, or TUV approved and not under rugs or near heat sources.
- No storage of gasoline fuels or vehicles containing them.
- Banned items (e.g., candles with wicks, incense, open coil appliances, halogen lamps, crock pots, oil-based plug-in air fresheners) are not in your room.
- Only allowed animals (e.g., fish in a 25-gallon tank) are present.

Violations found during inspections must be corrected within five business days.

### **IMMUNIZATIONS**

All UTM students must be immunization compliant to live on campus. Immunization holds may result in denial of check-in to housing. Required immunizations include:

- **Meningococcal Disease (Meningitis):**
  - Meningitis ACWY Vaccines – All new incoming students who are under 22 years of age and will be residing in on-campus housing, must have documentation of the Meningococcal Serogroup A, C, W, and Y Vaccine given on or after their 16th birthday or they will not be permitted to move into on-campus housing.
- **Measles, Mumps, Rubella (MMR):**
  - Measles, Mumps, and Rubella (MMR) Vaccine – Proof of immunizations with two doses at least 28 days apart or positive (+) antibody titers for any student born after January 1, 1957 is required.



- **Varicella (Chicken Pox):**
  - Varicella (Chickenpox) Vaccine – Proof of immunizations with two doses at least 28 days apart, a positive (+) antibody titer, or documented history of disease for all students born after January 1, 1980 is required.

Other recommended but not required immunizations include:

- **Hepatitis B Vaccine:**
- **Human Papillomavirus (HPV) Vaccine**
- **Meningococcal Serogroup B Vaccine**
- **Primary Polio series**
- **Tetanus, Diphtheria, and Pertussis Vaccine (Tdap)**
- **Covid-19 vaccine**
- **Influenza vaccine**

All immunization documentation needs to be submitted to the [Student Wellness Portal](#). More information about Immunization Compliance, exemption criteria, and submission instructions can be found at [UTM Immunization Compliance](#).

#### **INTERNET**

Each room has Ethernet and Wi-Fi internet service included for residents. Internet-connected devices must be registered with the network. For questions, contact the Help Desk at 731-881-7900.

#### **KEYS**

Residents receive keys to their apartment/bedroom. Misuse of keys (loss, lending) jeopardizes safety and may result in disciplinary action. Report lost or damaged keys to the Hall Director. Lost keys will result in lock changes at the resident's expense:

- Room key (Browning, Ellington, Cooper Hall): \$30
- Mail key: \$7
- Suite door key (Cooper Hall, Arnold Pryor Place, Conner Community): \$55
- Laundry room key (University Courts): \$50

Key fees also apply for failing to return keys or complete an official checkout by the deadline.

#### **LAUNDRY**

Laundry is included in your rent with facilities in the basements of Ellington, Browning, and Cooper Halls. University Courts laundry room is north of the Courts C-building. Laundry facilities in Arnold Pryor Place and Conner Community are within each suite. UTM is not responsible for lost, stolen, or damaged clothing.

Use the Speed Queen App (iOS/Android) to track your laundry in Browning, Ellington, Cooper, and University Courts. Create an account, add location pin "MARTIN," and locate your laundry room to view machine availability, remaining times, and receive notifications.

#### **LOCKED OUT**

If you are locked out of your room, building, or floor, contact your assigned front desk to reach the RA on duty or a housing staff member who will let you back in. More than three lockouts per semester will result in disciplinary action.

**LOFT BEDS**

Residents may bring loft beds from home if the room does not have a built-in bed. However, Housing will not inspect these beds and is not responsible for accidents.

**TEMPORARY ID CARD**

Temporary ID Cards may be issued outside business hours if a resident has lost their Skyhawk card and plans to replace it within 72 hours. Contact your Hall Director to issue a temporary ID. If not returned within 72 hours, the card will be replaced at the resident's expense (\$25).

**MAIL SERVICES**

UTM residents in Browning, Ellington, and Cooper Hall have mailboxes in their building. Mailbox keys issued at check-in work for both your mailbox in the lobby and your lock drawer in your room. Arnold Pryor Place and Conner Community residents have PO Boxes at Skyhawk Mail Services on the first floor of Clement Hall. Mail is delivered to each complex Monday through Friday. Outgoing mailboxes are in the lobbies of Browning, Ellington, and Cooper Halls or at Skyhawk Mail Services in Clement Hall.

**MANDATORY FLOOR MEETINGS**

Mandatory floor meetings may be held as needed. Residents will be notified by email about the time and location. If you cannot attend, contact your RA before the meeting.

**MISSING PERSONS**

In compliance with the Missing Student Notification Policy, Housing and the UTM Police will investigate any report of a missing student currently enrolled at the university. Students can provide an emergency contact in the Housing Application to be notified if they are missing for more than 24 hours or in potential danger.

**MOTORIZED TRANSPORTATION DEVICES**

The storage and use of these devices in university residences and all facilities on campus is prohibited.

**PEST RESPONSE**

The Office of Housing conducts proactive measures against pests such as cockroaches, mice, and spiders. Routine preventive treatment includes complete exterior and interior treatments twice a year, and limited treatment of common areas and suite living rooms during break periods. Students must keep their areas free of obstructions or items attractive to pests.

**QUIET HOURS**

Quiet hours are from 8:00 pm to 8:00 am, seven days a week. Courtesy quiet hours are 24/7, meaning you should lower noise levels if asked by another resident. All halls observe 24-hour quiet hours during finals.

**RENTER'S INSURANCE**

It's important to consider your property insurance needs. The University of Tennessee does not insure residents' belongings. We encourage securing insurance to cover unexpected costs like theft, fire, flood, or other damages.

Common causes of property loss include theft and accidental damage. Out-of-pocket costs for repairs or replacements typically range between \$500 and \$2000. Homeowner's insurance may offer some coverage, but it often excludes accidental damage and has high deductibles.

To purchase coverage, visit [College Student Insurance](#). The University of Tennessee has partnered with Arthur J. Gallagher & Co. to offer specialized student property protection insurance with:

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

For questions, contact the Office of Risk Management or visit [collegestudentinsurance.com/faq.aspx](http://collegestudentinsurance.com/faq.aspx). Note: Liability Coverage is optional and covers damages for which the student is legally liable.

### REPAIRS AND MAINTENANCE

To request a repair, use the [online work order request form](#) and be as specific as possible, including your location (Building/Room Number). If you're in a double occupancy room in Browning, Ellington, or Cooper Hall, indicate which side of the room you're on.

Routine repair requests are monitored Monday to Friday, 7:00 AM to 4:00 PM. A repair person should respond within 2 business days. If not, submit a repeat request via the form. If still unresolved, call the Housing Facilities Office at 731-881-7928.

For telephone or internet, contact the ITS Help Desk at 731-881-7900. For laundry credits, contact the Housing Office at 731-881-7754.

Report emergency repairs to the residence hall front desk anytime or call the Housing Facilities Office for University Courts residents. Emergency repairs include:

- Overflowing toilet
- Burst water pipe
- Severe air conditioner leaks
- Elevator stuck with someone on board
- Fire or burning smells (contact UTM Police IMMEDIATELY at 731-881-7777 or 911)

Emergency repairs are those that may cause bodily injury or property damage, unbearable conditions, or loss of essential services. Routine requests are completed as soon as possible based on scheduling and resources.

### RESIDENCE LIFE STAFF REPORTS

Residence Life Staff Reports are used by RAs to document incidents, policy violations, theft, damage, or emergencies and communicate them to the Hall Director and housing office. If you are named in a report, you may be asked to speak with your Hall Director, Student Conduct Officer, or other university officials. Students found responsible for violations may face sanctions.

## ROOM INSPECTION AND SEARCH POLICY

University authorities may enter occupied rooms for:

- **Safety/Maintenance Inspections:** To inspect health and safety conditions, perform maintenance, take inventory, or conduct cleaning. Advance notice will be provided before health and safety inspections.
- **Search Inspections:** Without prior notice if there is reasonable suspicion of policy violations. Authorization from a professional staff member is required.
- **Emergency Inspections:** Without advance notice or prior authorization if delay could pose a significant risk of substantial harm to persons, property, or the premises.

## ROOMMATE/SUITEMATE AGREEMENT

Effective communication is key to a healthy roommate relationship. Approach with respect, appreciation for differences, a willingness to communicate, and flexibility for a successful rooming experience.

Upon arrival, review Roommate and Suitemate Agreements in Roompack. This helps create strong communication and prevent future issues. Hold a meeting with all suite residents before the last day of the move-in month (August or January) to discuss academic and personal needs.

Steps:

1. Designate a representative to document the agreement.
2. Review each item as a group and ensure all residents are comfortable.
3. Include terms regarding visitation of guests.
4. Digitally sign the agreement after review.
5. A residence life staff member will review for reasonable response. Incomplete agreements will be voided and must be redone.

## ROOMMATE CONFLICTS

If you and your roommate(s) can't resolve a conflict, ask an RA to mediate. If issues persist, meet with the Hall Director for further mediation. If unresolved, all involved residents may receive new room assignments. The Office of Housing or Assistant Director for Residence Life may intervene if conflicts remain unresolved at other levels.

## SMOKING POLICY

The University is a smoke-free campus, including e-cigarettes. Smoking is not permitted on any campus property, and there are no designated smoking areas.

## SOLICITATION POLICY

Commercial publicity or solicitations are not allowed on campus residential property. If someone comes to your door, ask for identification and notify the front desk immediately.

## SURVEILLANCE DEVICES

The use of personal surveillance devices, including but not limited to Ring video doorbells, Blink cameras, and other video security systems, is prohibited on campus without express written consent from the Department of Public Safety. This procedure ensures the security and privacy of the campus environment while maintaining control over network and physical security infrastructure.



### TELEPHONES

For calls using a phone plugged into your room/apartment telephone jack, dial 9+1 followed by the 10-digit number including the area code. Local calls are free and unlimited. Residents must supply their own phones, but the service is included with your rent.

### THEFT

If a theft occurs, contact the UTM Police at 731-881-7777 and then notify your front desk.

### TORNADO WARNINGS

RAVE Alerts will be sent for tornado warnings on campus. Sign up for [RAVE Alerts](#) if you haven't already. Seek shelter at any time before a tornado warning in the Cooper, Ellington, or Browning Hall basements.

If a tornado warning is issued while you're in your residence, go to the designated shelter location for your complex:

- Arnold Pryor Place: Interior walled room, stay away from windows
- Conner Community: First-floor interior hallway, stay out of lobby areas and away from windows
- Cooper Hall: Cooper Hall basement
- Ellington Hall: Ellington Hall basements
- Pet-free shelter: Ellington Hall F-Side basement (for severe allergies to animals)
- Browning Hall: Browning Hall basements
- University Courts: Interior walled room, stay away from windows

### TRANSPORTATION FOR EMERGENCIES

Staff members cannot transport students requiring medical assistance. Contact the UTM Police at 731-881-7777 or 911 for EMS transportation.

### VANDALISM

Individuals are financially responsible for vandalism. Report any vandalism immediately to your front desk or Public Safety at 731-881-7777.

### VISITATION OF GUESTS

Guests are allowed in the halls only at the request of residents, who are responsible for their conduct. A guest is any individual without a current housing assignment in that room or residence hall. Residents of a particular hall are considered guests when visiting another student within the same residence hall.

#### Non-negotiable guest terms:

- Guests must remain with their resident host throughout their visit and must be escorted at all times.
- Guests must abide by university and hall regulations applicable to the resident host.
- The presence of guests should not prevent roommates/suitemates from fully utilizing the living unit or cause undue hardship on any other resident of the room, suite, or apartment.
- Overnight guests who are minors require approval from the Hall Director.

### Important Information:

**I. Self-Regulated Visitation:** All residence halls and on-campus apartments have self-regulated visitation, allowing guests if agreed upon in the roommate/suitemate agreement. Each residence hall is designated for self-regulated visitation. This means guests can visit periodically but does not allow for cohabitation.

- A guest is defined as someone not assigned to the residence hall room, suite, apartment, or residence hall in which they are located.
- Visitation determines when and if residents may have guests in their rooms.
- Visitors are permitted during specified hours according to Housing visitation policies and the roommate/suitemate agreement.
- Visitation may be revoked for individuals or groups in living units where continued violations of the agreed-upon visitation limitations occur.

**II. Overnight Guests:** Residents may have overnight guests with the permission of their roommate(s) and suitemate(s). Guests may not stay for more than three days in any 30-day period without written permission from the Hall Director or Assistant Director for Residence Life. Guests exceeding this duration will be considered cohabitating, which is prohibited in any residence hall.

### **WEAPONS**

The possession of firearms, knives, fireworks, or other types of weapons and explosives is not allowed in the residence halls or other university buildings and will be confiscated. However, you may store your firearms with the UTM Police in Crisp Hall.

### **WINDOWS**

It is not permissible to hang or place anything in the window that may be viewed from outside the building, except for blinds, curtains, and university/organization-related materials.

- Window screens should never be removed. If a window screen is missing, an online work order needs to be submitted immediately. Residents will be charged for replacement if a window screen is found missing.
- Residents should never throw anything from a window. Doing so will result in disciplinary action.

## **SECTION VIII: DISCIPLINARY PROCESS**

If a resident is documented for a violation by a housing staff member, the Hall Director will use their discretion to either meet with the student to address disciplinary issues or forward the case to the Office of Student Conduct. Residents may appeal any housing disciplinary decision in the Office of Housing to the Director of Housing within seven (7) calendar days of the written notice of the decision by the Office of Housing. If the decision is upheld by the Director of Housing, residents have the right to appeal to the Assistant Vice Chancellor for Student and Residential Life by following these protocols:

- I. The request for appeal must be submitted in writing to the Assistant Vice Chancellor for Student and Residential Life within seven (7) calendar days of the 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.
- II. The request for appeal must contain:
  - a. A statement that the student appeals the decision of the Office of Housing.
  - b. A brief statement of the grounds for the appeal.
- III. All appeals to the Assistant Vice Chancellor for Student and Residential Life are written and based on the record made before the Office of Housing.
- IV. Pending the outcome of an appeal, the penalty specified in the decision of the Office of Housing shall not be imposed.
- V. The Assistant Vice Chancellor for 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.
  - d. Overturn the decision of the Office of Housing.
- VI. 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. We look forward to the opportunity to serve your housing needs. Have a great year!**