

HERKIMER CC APARTMENTS RULES AND REGULATIONS

1. ROOM ASSIGNMENTS – Only the assigned Student-Residents are permitted to use & occupy each assigned bedrooms.

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2. ROOMMATES – Roommates will be assigned by Management. Student Questionnaire will be used in this process.

Herkimer CCC Apts. is not responsible for conflicts between Roommates. Respect your roommate's rights, property, belongings, food and quiet enjoyment.

3. RESPONSIBILITY – You and your roommate(s) are completely responsible for your assigned apartment and bedroom.

Apartments must be kept clean and sanitary at all times. Charges will be made for all necessary cleaning and for damages to furniture, carpets, doors, ceilings, appliances, fixtures, walls and premises. In the event it cannot be ascertained which Resident is responsible for damages or cleaning, the assessment will be divided evenly between all roommates, or all corridor mates or all Complex Residents, depending upon the situation, including damage to hallways, lounges, stairways, laundries or premises. A Damage Report Form will be provided by Management at the end of each semester for the Residents to claim responsibility for their own damages. You are responsible for keeping the noise in your Apartment and Bedroom at a level that guarantees quiet enjoyment for your roommates and neighbors.

4. MANAGEMENT AND COMPLEX SUPERVISION – reserves the right to enter Apartments and Bedrooms for routine inspections, any maintenance and repairs, or for any other situation which requires Herkimer CCC Apts. Officials involvement. Do not interfere with Management or Complex Supervision basic duties or Rule enforcement procedures. If Management requests a Meeting or Office Visit, you must respond immediately.

5. KEYS – Do not duplicate or loan Herkimer CCC Apts. keys for any reason. Report lost keys to Main Office immediately. Loaner keys are available in Main Office for a 1 week maximum time limit. The lost key charge for all entry doors will be \$20 for the 1st time lost and must be paid within 10 days, \$40 for the 2nd time and must be paid within 10 days and if a 3rd time, will result in changing the locks and making new keys which you will be charged the cost and labor. **Initial** _____

6. VISITING GUESTS – Visiting hours are from 8:00 a.m. morning to 11:00 p.m. at night 7 days a week. It is your responsibility to inform your guest of visiting hours. It is your responsibility to ensure your guests compliance with all Herkimer CCC Apts. Rules and Regulations. You as Student-Resident will be completely responsible for your guest's behavior and damages. Visiting guests must always be accompanied by their host Student-Resident while in the Complex. You are responsible for not allowing anyone who has been banned from Herkimer CCC Apts. Premises into the Complex or your assigned Bedroom or Apartment. Visitors under the age of 16 must always be accompanied by their Parent or Guardian when in the complex. No babysitting allowed at anytime in said apartment Complex. Herkimer CCC Apts. Management and Complex Supervision reserve the right to remove, at any time, for any reason, any Visiting Guest. Herkimer CCC Apts. is not responsible in any way for Visiting Guests. Do not overcrowd your Apartment or Bedroom, with people, over the limits established by Local Codes or State Laws. No visiting animals allowed in Herkimer CCC Apts. **Initial** _____

7. OVERNIGHT GUESTS – are considered a Visiting Guest with overnight privileges from 11:00 p.m. thru 8:00 a.m. Overnight Guests should not be of the opposite sex. It is the Student-Residents responsibility to register his/her overnight guest with the Main Office or Supervisors Office in advance of 11:00 p.m. by using Managements Overnight Guest Form. Overnight Guests are subject to Office approval and roommate(s) approval. There will be a limit of 2 guests per apartment for 2 nights per month. It is the Student-Resident responsibility to ensure their Overnight Guests compliance with Herkimer CCC Apts. Rules and Regulations. Your overnight guest will also be responsible for his/her actions and damages. Herkimer CCC Apts. Management and Complex Supervision reserve the right to remove, at any time for any reason, any Overnight guest. Herkimer CCC Apts. is not responsible in any way for Overnight Guests. **Initial** _____

8. NOISE - Herkimer CCC Apts. is not responsible for noise disturbances. You are leasing a space in a College Student Housing Complex and must realize that, at times, the atmosphere created by students may not be as quiet and comfortable as home. Student-Residents are responsible for controlling noise disturbances. Please respect others residing in Herkimer CCC Apts. You are responsible for keeping the noise in your apartment and Bedroom at a level that guarantees quiet enjoyment for roommates & neighbors. **Music will be turned down by 11:00 pm Mon-Thursday and Sunday, and a reasonable time Friday and Sat.**

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9. VANDALISM AND THIEVERY – It is each Student-Residents responsibility to contact Police and report such incidents. Herkimer CCC Apts. is not responsible in any way for vandalism and thievery. If you are arrested due to vandalism and/or thievery we have the right to evict you immediately. Securing your Apartment and Bedroom is your responsibility at all times. **It is advised that you obtain Renters Insurance.** **Initial** _____

10. FIGHTS AND DANGEROUS SITUATIONS – You will be responsible for your behavior while at Herkimer CCC Apts. If you are arrested due to fighting and/or putting others in a dangerous situation, you may be subjected to immediate eviction. Herkimer CCC

Apts. is not responsible in any way for damage caused by fights. Do not throw or discharge any objects or conduct yourself in any manner which creates damaging or dangerous situations. **Initial**_____

11. ALCOHOL, DRUGS AND PARTIES – Do not bring any alcoholic beverage or prohibited drugs onto Herkimer CCC Apts. Premises, including beer kegs, beer balls and related paraphernalia. New York State Law prohibits person under the age of 21 from possessing any alcoholic beverage. If you are arrested for alcohol, drugs and/or parties, you may be subjected to immediate eviction. Do not host any room or apartment parties, of any kind, which do not comply with Herkimer CCC Apts. Rules and Regulations, Local Codes and State Laws. **Initial**_____

12. SMOKING – No smoking in hallways, lounges, stairways or other common areas of the Complex. Any Student-Resident in violation of the smoking provisions of this Rule will be charged a penalty of \$100. for each incident. **Initial**_____

13. PETS – No dogs, cats, birds, rodents, reptiles or dangerous fish allowed on Herkimer CCC Apts. Premises, for any reason. Any Student-Resident in violation of this Rule shall be charged \$25. per day penalty for each incident. Legal fish will be allowed with maximum tank size of 20 gallons and any water spills will be considered as extreme damage with a \$200. charge. Management reserves the right to remove, at any time, any pets from Student-Resident Apartment or Bedroom and to demand the immediate removal from Herkimer CCC Apts. premises, or Management may do so at its own discretion. No visiting animals allowed in Herkimer CCC Apts. Premises.

14. YOUR BELONGINGS – You are completely responsible for everything you bring onto Herkimer CCC Apts. Premises during move-in, move-out, Apt. openings, Apt. closings, room changes and storage. NO full sized couches or larger furniture allowed-Couches, love seats, futons, measuring 72” will be the largest allowed. You are responsible for packing and unpacking your belongings. Herkimer CCC Apts. will pack your belongings, during Apt. closed times, if necessary and charges will apply at \$30 per hour. Management reserves the right to remove, at any time, anything, unconditionally, from Student-Resident Apartment or Bedroom and to demand the immediate removal from Herkimer CCC Apts. Premises, or Management may do so at its own discretion. Herkimer CCC Apts. is not responsible for your belongings. **It is advisable to obtain a Renters Insurance Policy.** **Initial**_____

15. FIREARMS, OUTDOOR SPORTS WEAPONS, KNIVES, BB-PELLET GUNS, FIREWORKS, ETC. – are not allowed on Herkimer CCC Apts. Premises or complex or in Student-Resident apartments at any time, for any reason. Paint ball guns are to be pre-registered with Main Office at Management’s discretion. Do not discharge such devices on Herkimer CCC Apts. Premises. **Initial**_____

16. CANDLES AND DECORATIONS – Any instruments with open flames are not permitted in rooms or any part of the Complex or on the Premises. Any Student-Resident in violation of the provisions of this Rule shall be subject to a penalty of \$25 for each incident, which shall be deducted from the Security Deposit. All apartment decorations, furnishings and electrical equipment must be UL approved. Live Christmas trees & wreaths, etc. are not permitted.

17. AUTOMOBILES AND PARKING – Herkimer CCC Apts. is not responsible for any automobiles. **PARK IN BACK LOT ONLY. DO NOT PARK IN FRONT PARKING LOT.** Parking is restricted to Student-Residents with Herkimer CCC Apts. Parking Permits. There is a limit to the number of Permits issued and Residents must apply for a permit in advance. A Parking Permit will be issued as a privilege and not considered a benefit of Housing Cost. A Parking Permit may be revoked if Managements updated parking regulations are not followed. There may be no parking available on Herkimer CCC Apts. Premises for vehicles without Parking Permits. Only Residents of Apts. 6 thru 9 are permitted to park in parking spaces directly in front of apts. 6 thru 9. Any unauthorized vehicles or vehicles parked in unauthorized areas, blocking doorways, dumpsters, snow plowing process or other vehicles may be towed away at owner’s expense. A Speed limit of five (5) miles per hour is to be observed in all Parking Lots and driveways.

18. GARBAGE – You are responsible your garbage. You must purchase bags accordingly and take your garbage to designated dumpster area daily. Do not leave your garbage in apartments, hallways, stairways, etc. A \$10 per bag penalty will be charged to your Apartment for removal of garbage. Do not store empty bottles or cans, they will be considered unwanted garbage. **Initial**_____

19. MAINTENANCE AND PROBLEMS – Do not attempt any repairs yourself, you will be responsible. Report required maintenance immediately. Written Forms must be used in all maintenance and problem situations. Forms are available in the Main Office and Supervisors Office. Learn the location of water shut offs for all water fixtures in your assigned apartment, in case of flooding. You will be responsible for any damage caused by your fault flooding. Report any water problems immediately to Main Office or Supervisors Office. Absolutely NO water fights in Herkimer CCC Apts. complex, as water causes extensive and expensive damage that you will be responsible for. If Management requests a Meeting or Office visit you must respond immediately.

20. COMMON AREAS/LOUNGES – Food and legal beverages permitted but you must clean up after yourself immediately or be subject to cleaning and garbage removal charges. Games or Activities will be allowed at Management’s discretion. Do not tamper with Fire Safety Devices, or Security Cameras. You are proportionately responsible for all Common Areas. You must be dressed when outside your room. Wear footwear for your protection. **NO SMOKING. Music will be TURNED OFF at 11pm. Monday – Thursday & Sunday. Friday and Sat. it will be turned off at a reasonable hour, remember we have other tenants living here.** **Initial**_____

21. HALLWAYS – WALKWAYS – ENTRANCEWAYS – No food or beverages of any kind. No loitering or congregating. NO SMOKING. No noise disturbances. No activities that may disturb others or damage property. No Games or Activities. No not tamper with Fire Safety Devices or Security Camera’s. **Initial**_____

22. STAIRWAYS – No food or beverages of any kind. No loitering or congregating. **NO SMOKING**. No noise disturbances. No activities that may disturb others or damage property. No Games or Activities. Do not tamper with Fire Safety Devices or Security Cameras. **Initial** _____

23. LAUNDRY ROOMS – Notify Main Office or Supervisors Office if machines are not functioning properly. Do not tamper with machines. Clean up after yourself. **NO SMOKING**. No noise disturbances. No activities that may disturb others or damage property. No leaving garbage bags in Laundry Rooms. Herkimer CCC Apts. is not responsible for Student-Resident clothing. Do not tamper with Fire Safety Devices, or Security Cameras. **Initial** _____

24. ENTRANCE DOORS – Will be locked 24 hours. Do not unlock doors or put objects in/at doors to keep open. Do not damage or create noise disturbances by pounding, kicking or shaking, attempting to gain access through Entrance Doors. Make previous arrangements for access to an area in which you have no key. **Initial** _____

25. OUTSIDE PREMISES – Do not disturb others, damage property or violate Mohawk Village Codes or any other laws. Absolutely no fires or barbeques without Managements approval. **Initial** _____

26. APT. WALLS & DOORS – Do not discolor walls or doors. Do not use anything larger than a #6 nail or screw anywhere in the apartment. Do not use tape on the walls anywhere in the apartment, this will cause damage to the paint when removed and you will be charged. Lock all doors for your protection. Report inoperative locks immediately. Do not hang anything on outer side of Apt. front doors. **Initial** _____

27. WINDOWS – Do not remove or open window screens. No shouting out windows. Lock all windows for your protection. **Initial** _____

28. SMOKE DETECTORS AND FIRE EXTINGUISHER-FIRE ALARMS –If Smoke Detectors and/or Fire Alarms go off the 1st. time there will be no repercussions, the 2nd. time Student/Resident responsible will be responsible for payments due for response from Fire Department and/or Maintenance Personnel or Owner. Must always be in place in a workable manner. Report inoperative units immediately. It is unlawful to abuse fire safety devices. Do not tamper with Fire Safety Devices. **Initial** _____

29. SPRINKLER HEADS: IF SPRINKLER HEADS DISCHARGE AND IT IS FOUND THAT THE CAUSE WAS DUE TO STUDENTS TAMPERING-STUDENT WILL BE CHARGED FOR ALL DAMAGES AND IT MAYBE EXTENSIVE. **Initial** _____

30. TOILETS – Do not flush anything other than human waste and toilet tissue down toilets. Never re-flush a clogged toilet. Report clogs immediately. You will be responsible for any damage caused by your fault flooding. Plungers are available in Office and Night Supervisors Office. **Initial** _____

31. APPLIANCES AND FURNISHING – Do not attempt repairs. Report problems immediately. No electric heaters, dishwashers, washing machines, waterbeds or additional full size appliances allowed. No air conditioners, unless you are staying year round, you may have one at a charge of \$25.00/month from June to Sept. ONLY. Do not use any extension cords other than a spike protected power strip with ground. Turn off all lights, appliances, radios, TV, etc. when not in use. Conserve energy. Do not use the oven or stove as a heating device, unless Management directs you to do so. **Initial** _____

32. CEILINGS – Do not move or remove ceiling panels or channels. Report problems immediately. Do not place anything above or on top of ceilings. **Initial** _____

33. CLEANING CHARGES – There will be a \$30 an hour cleaning charge after you have moved out if we have to do the cleaning. This includes, stove, refrigerator, shower, toilet, sink, vacuuming, kitchen sink, getting rid of garbage, etc. **Initial** _____

HERKIMER CCC APTS. reserves the right to alter existing Rules and Regulations or incorporate new Rules and Regulations within reasonable guidelines.

The undersigned has read and understands the Rules and Regulations of this Lease and that Herkimer CCC Apts. Rules and Regulations are for the Student-Residents compliance and not for Herkimer CCC Apts. Management will enforce the Rules and Regulations to the best of their abilities. Herkimer CCC Apts. and their Management reserve the right to evict any Student-Resident at any time for Non-Compliance of any Rules and Regulations by Student-Resident of Herkimer CCC Apts. If eviction is made due to Non-Compliance of any Rules and Regulations, Herkimer CCC Apts. reserves the right to all Rental Fees and Security Deposit. Please do not put Herkimer CCC Apts. or its Management in a position where an eviction must take place.

I HAVE READ, UNDERTAND, AGREE, WILL HONOR AND ABIDE BY, AND RESPONSIBLY CONTROL THE RULES AND REGULATIONS OF THIS LEASE AGREEMENT.

SIGNATURE OF STUDENT-RESIDENT

DATE

SIGNATURE OF PARENT(S) OR GUARDIAN(S)

DATE

