# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELCOME HOME</td>
<td>2</td>
</tr>
<tr>
<td>STAFF</td>
<td>4</td>
</tr>
<tr>
<td>FACILITIES</td>
<td>5</td>
</tr>
<tr>
<td>APARTMENT</td>
<td>6</td>
</tr>
<tr>
<td>APARTMENT MAINTENANCE</td>
<td>8</td>
</tr>
<tr>
<td>AMENITIES AND POLICIES</td>
<td>12</td>
</tr>
<tr>
<td>PROCEDURES</td>
<td>15</td>
</tr>
<tr>
<td>PAYMENT</td>
<td>15</td>
</tr>
<tr>
<td>CONTRACT OPTIONS</td>
<td>16</td>
</tr>
<tr>
<td>ROOMMATES</td>
<td>16</td>
</tr>
<tr>
<td>MOVING IN</td>
<td>17</td>
</tr>
<tr>
<td>CONTRACT RENEWAL</td>
<td>17</td>
</tr>
<tr>
<td>CONTRACT RELEASE</td>
<td>18</td>
</tr>
<tr>
<td>MOVING OUT</td>
<td>19</td>
</tr>
<tr>
<td>KEYS</td>
<td>20</td>
</tr>
<tr>
<td>OFFICE CLOSED</td>
<td>21</td>
</tr>
<tr>
<td>SERVICES</td>
<td>22</td>
</tr>
<tr>
<td>MAIL</td>
<td>22</td>
</tr>
<tr>
<td>CABLE</td>
<td>23</td>
</tr>
<tr>
<td>COMPUTER INFO.</td>
<td>23</td>
</tr>
<tr>
<td>TELEPHONE</td>
<td>24</td>
</tr>
<tr>
<td>TRANSPORTATION</td>
<td>25</td>
</tr>
<tr>
<td>RECYCLING BINS</td>
<td>26</td>
</tr>
<tr>
<td>PROGRAMS</td>
<td>26</td>
</tr>
<tr>
<td>HOUSING CENTER STUDENT ASSOCIATION</td>
<td>26</td>
</tr>
<tr>
<td>RESIDENT STUDENT ASSOCIATION</td>
<td>26</td>
</tr>
<tr>
<td>CONDUCT</td>
<td>26</td>
</tr>
<tr>
<td>STUDENT CODE</td>
<td>26</td>
</tr>
<tr>
<td>RESIDENT POLICIES</td>
<td>27</td>
</tr>
<tr>
<td>SAFETY AND SECURITY</td>
<td>31</td>
</tr>
<tr>
<td>BLUE PHONES</td>
<td>31</td>
</tr>
<tr>
<td>COMMUNITY SERVICE OFFICERS</td>
<td>31</td>
</tr>
<tr>
<td>MEDICAL</td>
<td>32</td>
</tr>
<tr>
<td>FIRE</td>
<td>32</td>
</tr>
<tr>
<td>WEATHER</td>
<td>33</td>
</tr>
<tr>
<td>CLUBHOUSE RESERVATIONS</td>
<td>34</td>
</tr>
<tr>
<td>ADDITIONAL INFORMATION</td>
<td>35</td>
</tr>
<tr>
<td>DELIVERIES</td>
<td>35</td>
</tr>
<tr>
<td>REMINDERS</td>
<td>35</td>
</tr>
<tr>
<td>CHARGES</td>
<td>35</td>
</tr>
<tr>
<td>APARTMENT FURNITURE</td>
<td>35</td>
</tr>
<tr>
<td>APARTMENT FIXTURES</td>
<td>36</td>
</tr>
<tr>
<td>CLEANING</td>
<td>36</td>
</tr>
<tr>
<td>CONTACT INFORMATION</td>
<td></td>
</tr>
<tr>
<td>General Questions</td>
<td></td>
</tr>
<tr>
<td>Traditions Square Clubhouse – East</td>
<td></td>
</tr>
<tr>
<td>Traditions Square Clubhouse – West</td>
<td></td>
</tr>
<tr>
<td>OU Main Housing Office, Walker 126</td>
<td></td>
</tr>
<tr>
<td>University of Oklahoma Police Department</td>
<td></td>
</tr>
<tr>
<td>Physical Plant (Emergency Work Orders)</td>
<td></td>
</tr>
<tr>
<td>E-mail: <a href="mailto:TraditionsSquareInfo@ou.edu">TraditionsSquareInfo@ou.edu</a></td>
<td></td>
</tr>
<tr>
<td>(405) 325-4040</td>
<td></td>
</tr>
<tr>
<td>(405) 325-1900</td>
<td></td>
</tr>
<tr>
<td>(405) 325-2511</td>
<td></td>
</tr>
<tr>
<td>(405) 325-2864</td>
<td></td>
</tr>
<tr>
<td>(405) 325-4421</td>
<td></td>
</tr>
</tbody>
</table>
WELCOME TO OU TRADITIONS SQUARE.
PLEASE KEEP THIS BOOK FOR EASY REFERENCE.

This booklet contains information to help familiarize you with the OU Traditions Square communities, staff, facilities, procedures, amenities, services and programs; inform you of your rights and responsibilities as a community member; and serve as a general reference guide during your stay.

OU Traditions Square is an outstanding place to live! We offer 24-hour maintenance, University of Oklahoma Police Department security, low deposits, programming and diversity. We care about you and want to help you have a positive community living experience.

UNIVERSITY OF OKLAHOMA MISSION STATEMENT
The mission of the University of Oklahoma is to provide the best possible educational experience for our students through excellence in teaching, research and creative activity, and service to the state and society.

OU HOUSING AND FOOD SERVICES MISSION STATEMENT
We bring life to the university experience.

ELIGIBILITY
To live in OU Traditions Square, residents must be enrolled at the University of Oklahoma and also must be a full-time student. Audit courses, correspondence courses (Independent Study), CLEP, Advanced Standing, Intersession and courses taken at other schools that are taught on the Norman campus do not fulfill class requirements for living in OU Traditions Square.

COMMUNITY LIVING CREED*
The University of Oklahoma and Housing and Food Services are dedicated to personal and academic excellence. Choosing to join the community obligates each member to a code of civilized and responsible behavior. As a student and member of the University of Oklahoma apartment community that code is:

1. I will practice personal and academic integrity.
2. I will respect the dignity of all persons.
3. I will respect the rights and property of others.
4. I will discourage bigotry, striving to learn from differences in people, ideas and opinions.

Allegiance to these ideals obligates each student to refrain from and discourage behaviors which threaten the freedom and respect all OU community members deserve. The issues of human dignity, equality and safety are non-negotiable.

*The Community Living Creed was developed by the University of South Carolina, Division of Student Affairs, Department of Student Development.
ROOMMATE BILL OF RIGHTS AND RESPONSIBILITIES*

Sharing a room with someone is like any other relationship: to be successful it requires openness, flexibility, respect and compromise. Right from the beginning, it is very important to communicate openly with your roommate. Learning to live with another person, to acknowledge and respect each other's differences, and to allow one another the space to grow is one of the most valuable parts of the campus living experience. This declaration outlines basic rights and responsibilities that will help healthy roommate relationships develop.

As a roommate, you have the following RIGHTS:

• To read and study free from undue interference in one's room.
• To sleep without undue disturbance from noise, roommate(s), guest(s), etc.
• To expect that a roommate will respect one's personal belongings.
• To a safe and clean environment in which to live.
• To free access to your room and facilities without pressure from a roommate.
• To personal privacy.
• To host guests in accordance with the guest policy who respect the rights of your roommate and other community residents.
• To be free from fear of intimidation and physical and/or emotional harm.
• To expect reasonable cooperation in the use of furniture and appliances (refrigerator, etc.) and a commitment to honor agreed upon procedures.

As a roommate, you have the following RESPONSIBILITIES:

• To keep your door locked.
• To observe quiet hours, keep your TV, stereo and voice at a reasonable volume in the apartment community and to remind others that you expect the same of them. In support of the academic mission of the university, OU Traditions Square does have established quiet hours. More information on this policy can be found on page 27.
• To let your roommate know of your wishes and preferences for hours of sleep, study and guest visitation, and to work through any differences you may have in a peaceful manner.
• To listen to your roommate’s wishes and respond appropriately.
• To read and follow the rules and regulations established to support the educational purposes of the university (provided for you by Housing and Food Services in the Community Living Guide) and to sustain a safe and comfortable living community. You are responsible for what happens in your apartment.
• To examine your own behavior when confronted by another and work toward resolving conflicts. You also have the responsibility to interact with others in a non-aggressive and non-threatening manner.
• To notify a staff person of your problem in a timely manner and to cooperate with the staff as they work with you to resolve your problem.
• To participate in community meetings and to adhere to and enforce community policies and guidelines.
• To be a positive member and influence in your community.
• To recognize that community cannot exist if any individual is excluded. Any action, direct or covert, that discriminates on the basis of race, gender, religion, handicap, national origin, age or sexual orientation cannot be tolerated in a community based on mutual respect and cooperation.

This university is in compliance with all applicable federal and state laws and regulations and does not discriminate on the basis of race, color, and national origin, sex, age, religion, disability, political beliefs or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid and educational services.

*As adapted for the University of Oklahoma Housing and Food Services from similar documents from University of Massachusetts Amherst in Amherst, Mass and Eckerd College in St. Petersburg, Fla.
RIGHTS and PRIVILEGES OF STUDENT RESIDENTS

University Perspective and In Loco Parentis

The University of Oklahoma does not replace your parents or guardian (the act of replacing a parent or guardian is referred to as in loco parentis). Instead, the university presents opportunities to nurture your intellectual and personal growth and recognizes you as an adult responsible for your actions.

Occasionally, students fail to view themselves as adults involved in a contract with the university. Such students are prone to resort to destructive, irresponsible and juvenile behavior. In lieu of rebelling against parents, these students rebel against a new authority figure, the university. However, since the university is not a parent, students will be accountable, legally if necessary, for their actions.

The Buckley Amendment

The Family Educational Rights and Privacy Act of 1974 (referred to as the Buckley Amendment) grants you the right of privacy toward your records, both academic and disciplinary. With this right exists a responsibility to behave and act in a manner appropriate to community standards. Failure to act responsibly and/or accept responsibility for actions may result in administrative action.

Rights of Privacy

As a student you have the same rights of privacy as other citizens in their homes. Entry into your room is authorized only:

1. By your permission.
2. By your roommate’s permission.
3. For repairs, room inspections or maintenance after reasonable notice has been given or you requested the service.
4. To turn off unattended TVs, loud stereos or radios, persistently sounding alarm clocks or telephones or other noise producing devices, after unsuccessfully attempting to contact you or your roommate.
5. During fire drills or alarms.
6. During emergencies where danger to life, safety, health or property is reasonably feared.
7. Upon authority of a search warrant issued by a university official pursuant to the Student Code of Responsibilities and Conduct or by a court of competent jurisdiction.
8. For facility inspections during all closings and prior occupancy.
9. If it is reported that an unoccupied room is being used by current occupants of the apartment for storage or to allow guests to stay/live in.

STAFF

Your OU Traditions Square staff is a team composed of an area coordinator, two community managers, four resident directors and student assistants. Their offices are located within each OU Traditions Square clubhouse. Our clubhouses are open Sunday from noon to midnight, Monday through Wednesday from 9 a.m. to 10 p.m., Thursday from 9 a.m. to midnight, and Friday and Saturdays from 9:00 am to 1:00 am. Specific staff hours are posted within each clubhouse. We reserve the right to close our clubhouse offices at any time. Below is a brief overview of our positions and how they can help you.
Area Coordinator:
The area coordinator is a full-time professional staff member with a twelve-month appointment. The AC oversees both OU Traditions Square East and West employees, residents and operations. Areas of responsibility include selection, training and supervision of full-time and graduate staff, administrative duties, counseling, discipline, requests for contract releases and programming.

Community Manager:
The community manager lives on-site and serves in the Traditions Square on-call schedule. The CM is responsible for the day-to-day operations including but not limited to maintenance, apartment checks, occupancy and discipline.

Resident Director:
The graduate resident directors/resident directors live on-site and serve in the Traditions Square on-call schedule. The GRD/RD is a 12-month graduate assistantship. GRD/RDs assist the community managers in day-to-day operations. The GRD/RDs are responsible for each complex’s weekly newsletter, community programming, advising the complex Resident Student Association and supervising student staff. In addition, GRD/RDs also meet with students for first time in the event of minor policy violations and roommate mediations. The GRD/RDs work 20 hours each week in their respective complex office.

Student Assistant:
Student assistants work the main desk at each clubhouse. They answer the phone, assist the staff with various clerical duties and answer resident questions.

Our entire staff wants you to know that we are here to help guide and assist you with any questions or problems you may have throughout the year. We will communicate with you through the U.S. mail, “Four Corners” (a bi-weekly newsletter), fliers delivered to your mailbox and posting notices on unit doors. Please read all OU Traditions Square communications thoroughly to stay informed of actions that may impact you.

FACILITIES

Each complex is composed of a centrally located clubhouse and eight buildings, housing 1,152 residents with two bedroom/one bath, two bedroom/two bath and four bedroom/two bath units. Each unit is equipped with a refrigerator, oven, microwave, dishwasher, garbage disposal and washer/dryer units. All units come furnished with a couch, chair, coffee table, end table, bar stools (except Americans with Disabilities Act units which include a dining table and two chairs) and an entertainment cabinet with TV and DVD player in the common area. Individual rooms are outfitted with a full-size bed, dresser, desk, desk chair and in ADA rooms, a freestanding armoire.

Each centralized clubhouse includes the following amenities: 24-hour workout facility, computer lab, laptops for checkout, pool, basketball court, volleyball court and putting green. In addition, DVDs and vacuums also are available for checkout. Each clubhouse has a pool table, game tables and a large-screen television. Additionally, residents can reserve the clubhouse for private events. Please contact your respective Clubhouse staff for more information.

Our staff is available during regular clubhouse hours to assist you with your maintenance needs. You also may e-mail your maintenance needs through the Housing and Food Services Web site at www.housing.ou.edu. For emergencies after hours, please call OU Work Control at (405) 325-4421.
NOTE: OU Work Control reserves the right to attend to the problem the next business day.

Your attention to your unit’s maintenance needs and keeping it clean will result in fewer maintenance problems overall. Here are a few helpful pieces of information to keep your unit in top form.

**Apartment Care**

**Appliances**
A refrigerator, oven, microwave, dishwasher, garbage disposal and washer/dryer units are provided for resident use in each unit. Residents may not make any alterations and/or repairs. They may not replace or remove any of the appliances in the apartment. Fill out an online maintenance request if you have any appliances in need of repair. All residents of any given apartment are expected to share provided appliances with their roommates.

Do not install appliances that require the adaptation of existing water pipes or electrical outlets. This includes washing machines, dryers and air conditioners. Each unit is wired for 110-volt electrical service and the wiring may not be altered for any appliances that require greater voltage.

Each unit at Traditions Square is equipped with a fire extinguisher. This extinguisher is located in your kitchen, under the kitchen sink. Please take the time to familiarize yourself with where it is located and how it is used. If you discharge your extinguisher due to a kitchen fire, please notify your respective Traditions clubhouse immediately so your fire extinguisher can be refilled or replaced.

**Bathroom**
- Do not use sinks, tubs and toilets for anything other than their intended purpose. Should drains or toilets become clogged, please contact Work Control at housing.ou.edu during regular business hours, or for emergencies after hours call OU Work Control at (405) 325-4421. *Do not use commercial products to clear the drain yourself. These products could physically harm maintenance workers who may need to unclog the drain at a later time.*
- Make certain you are using a shower curtain. Failure to use a shower curtain could result in serious water damage to your apartment.
- Do not flush disposable diapers, sanitary pads or similar products, garbage or other related articles down the toilet bowl. It could result in a clogged toilet.
- Leave your bathroom door open after showering to allow for the moisture to escape preventing unwanted bacterial growth.
- Turn the bathroom vent on during and after showering to assist with the removal of moisture.
- Make certain to regularly clean your bathroom, including bathtub. Regular cleaning reduces the likelihood of bacterial growth.

**Kitchen**

*Garbage Disposal*
Do not put coffee grounds, cigarettes, grease, corncobs, bones, metal objects or any other hard objects in your garbage disposal. Should drains become clogged, please contact the clubhouse. After hours you can contact OU Work Control at www.housing.ou.edu or (405) 325-4421. *Do not use commercial products to clear the drain yourself. These products could physically harm maintenance workers who may need to unclog the drain at a later time.*
**Dishwasher**
Rinse your plates, dishes and utensils before placing in dishwasher. Use soap made for the dishwasher, not hand soap. Use the dishwasher at least once weekly to prevent the development of rust.

**Refrigerators**
Your refrigerator is frost free. This means you do not need to defrost it. If you and your roommate(s) are going away during a break period (winter break, spring break), we suggest that you raise the arm over your icemaker to stop the production of ice.

**Ranges and Stoves**
- Do not cover the stovetop or sides with aluminum foil; this can cause a fire.
- Do not pour water in or on the stove. All stoves are electric or have an electric ignition, which may short out.
- Clean grease splatters and spills as they occur. Grease build-up can cause a fire.
- Clean stove top at least once a month with a cleaner made specifically for this purpose.
- Clean oven at least once a month by pressing the self-cleaning button on the control panel. The oven will automatically lock and not reopen until the process is complete. *Do NOT cook anything on the stove top while the stove is cleaning.* Also, remove any objects from the stove top, as the stove top itself does become hot during cleaning. The process takes about six hours.

**Hot Water Tanks**
Do not store anything near your hot water tank. This includes newspapers, cardboard boxes, plastic or paper bags, rags, mops or flammable products.

**Washer and Dryer**
- Do not try to do all your clothes in one load. Separate clothes according to color and based on the care label instructions. Most clothes have care procedures on a tag behind the size tag. Be sure to carefully read all care procedures before you begin washing your clothes.
- Between each dryer load, make sure to check the lint filter. Remove any build up of lint to reduce the chance of fire.
- Wash and directly dry your clothes to prevent having to rewash.
- Only laundry soap and fabric softener should be used in your washer.
- Again, refer to your clothes care label instructions before drying. Some clothes must be hung up to dry.
- Read the back of all laundry supplies for complete and proper cleaning instructions.

**Wallpaper, Borders and Contact Paper**
Hanging wallpaper or border print paper is not permitted. Do not put contact paper on walls, furniture, windows or other surfaces. Removal of these items is costly, and you will be charged to return the apartment to its original state.
Apartment MAINTENANCE

Some wear and tear is bound to occur in an apartment during the course of living; however, residents must take care of their apartment and grounds. You can reduce the likelihood of damage/cleaning charges by keeping your apartment clean and by promptly reporting any maintenance problems you might be experiencing. For repairs to your apartment, please contact OU Work Control at www.housing.ou.edu or (405) 325-4421. For your safety, maintenance workers will always wear an ID badge. If someone enters or attempts to enter your apartment, claiming to be an OU staff member, and does not immediately produce an ID badge, contact the campus police department immediately.

Emergencies

*Emergency repairs include: broken water line, clogged toilet, water leaking through ceiling, no heat, no electricity, etc.*

Emergencies should be reported immediately. If there is an emergency maintenance problem please contact OU Work Control at (405) 325-4421. Please be aware that if you report an emergency request, it will be addressed as soon as possible, even when reported during non-business hours.

Housekeeping

Residents are responsible for cleaning their own apartments. Garbage must always be placed in dumpsters. Do not leave garbage in stairways, breezeways or community trash receptacles. Make sure that open food containers are not left out in your apartment and your cabinet and shelves are kept clean. Food containers also need to be sealed properly. Cabinets should be wiped clean after using the surface to prepare food. Good housekeeping and clear breezeways help prevent pests and general health concerns.

Trash Removal

Dispose of your trash in the dumpsters, which are located throughout our complex for your convenience. Please do not set trash around the dumpster or outside your apartment. If a dumpster is full either put your trash in another dumpster or inform the clubhouse staff that the dumpster is full. Please do not use the dumpsters for disposal of furniture. To prevent pest problems and to keep your community looking nice, please do not leave trash outside your apartment door.

Lawns/Landscaping

OU maintenance cares for all landscaping at Traditions Square East and West. To keep our lawns attractive, residents are asked to walk on sidewalks and walkways. Please do not throw your cigarette butts on lawns or sidewalks they will not biodegrade and could cause a fire. Any damages done to the landscape may result in a repair charge to the resident and/or termination of his/her contract. All residents are responsible for the actions of their guests and will be charged for any damages done by their guests.
Outdoor Grills
All personal outdoor grills are prohibited within and surrounding the OU Traditions Square community. OU Traditions Square provides natural gas outdoor grills for tenant use. Please be courteous when using the grills and make sure you clean up after you use them. Any damages to the grills outside of normal wear and tear will result in a repair charge to the resident and/or disciplinary action. If there is inclement weather, the grills may not be available for use.

Pest Control
Pest control will be handled by OU Traditions Square. We schedule spraying inside and outside all apartments each month. You will be notified of upcoming spray dates through the biweekly newsletter “Four Corners” as well as a postcard placed in your mailbox.

If your apartment has an infestation problem with insects, mice or some other pest, contact the clubhouse. In the case of a cockroach problem, neighboring apartments also must be treated. A notice will be delivered to your door with instructions concerning preparation procedures. We request that you cooperate fully so that treatment can be completed in a thorough and timely manner. Prompt reporting of these problems helps to keep infestation problems at a minimum and provides for a better environment. Any resident who is scheduled for treatment and cancels or has not properly prepared their unit for treatment may be assessed a charge and will be assigned another treatment date. To minimize cockroach infestation, tenants should properly clean appliances and apartments, dispose of garbage promptly in the dumpsters and put food away immediately and properly.

What You Can Do To Help Keep Pest Problems Under Control
- Call the clubhouse if you have a problem with pests.
- Take trash to dumpster daily.
- Do not store newspapers, paper sacks or empty cans in or around your apartment.
- Do not allow grease to build up around your stove or refrigerator.
- Do not leave uncovered food sitting out in your apartment.
- Store food products properly in your freezer or refrigerator, or sealed in your cabinets.
- Do not leave trash outside your apartment door or in the breezeway.

Furniture
Do not remove window screens or furniture without permission from the community manager. The TV/DVD player included in the apartment is a resource for all residents of the apartment and must remain in the common area/living room. Furniture, whether belonging to the university or the resident, should not be placed in the breezeway. Furniture belonging to the university can be rearranged but should not be moved into different rooms. The common room furniture, for example, should remain the common room for all residents to use.

Preventing Frozen Pipes
To keep pipes from freezing during the winter, especially when you are gone for an extended period of time follow these steps:
- Leave the thermostat set at a minimum of 60 degrees.
- Leave cabinet doors that house pipes open to allow the heat in the apartment to keep the pipes warm. This would include your bathroom and kitchen sinks.
- As soon as you notice you do not have water, call Work Control at (405) 325-4421. If the problem is caught immediately, pipes may be thawed before they burst, preventing flooding.
Flooding
Never leave a running faucet unattended. If the water is turned off for repairs, be careful not to leave a faucet in the opened position. This could cause flooding when the water is turned back on.

Preventing Mold and Mildew
Mold and mildew grow in areas that are dark, warm and moist. These tips will help prevent growth.
- Keep your bathroom clean and dry.
- Make sure to use a shower curtain.
- Leave the bathroom door and shower curtain open to allow walls to dry after showering.
- Make use of the bathroom vents when showering.
- Regularly clean your shower and use cleaning products designed to prevent mold and mildew.
- In units with ADA bathrooms, residents are supplied with a longer than standard shower curtain. Please do not remove this curtain from your bathroom. It will help protect your bathroom walls from moisture damage.

Damage Charges
If necessary, residents will be charged for any costs associated with repairing damage in the apartment or associated landscaping. The apartment should be kept clean during occupancy and left clean upon checkout. If a apartment presents a pest problem, the residents will be asked to vacate and assume the cost of cleaning and pest removal if deemed to be resident fault. In order to assure accurate records, it is important for you to fill out and return a Unit Assessment Form as soon as possible after checking in.

Electrical Service
Each apartment is wired for 110-volt electrical service. The wiring may not be altered to provide service to any appliance that may require greater voltage.

Water Heater
If an emergency arises due to hot water leaking from the relief valve or the heater itself, please contact OU Work Control at www.housing.ou.edu or (405) 325-4421.

Air Conditioning/Heating
Each apartment has an air conditioning and heating unit. Your temperature control can be found in the common area of each apartment NOTE: This is the only temperature control within the entire apartment so please discuss your personal preferences with your roommate(s).

Breaker Box
Each apartment has its own breaker box located on the wall at the apartment’s entrance. In each common area, there is a breaker panel box. Located inside is a series of switches that controls the electrical function of various portions of your apartment. If you find that electricity is unavailable in a certain section of your apartment (for example, an entire bedroom or hallway) it is possible that the breaker corresponding to that area has been flipped and needs to be reset. This is a very simple process that you may complete.
Inside the box, there are two vertical rows of switches. All switches should be aligned, facing towards the center of the box. If any switches are not aligned in this way, it is likely the cause of your power outage. To reset, first press the switch firmly towards the outside of the box and hold it for two seconds. Then firmly pull the switch back toward the center of the box, aligning it with all of the others. If this does not restore power, you still have questions or if the breaker flips again, please call the clubhouse at 405-325-4040 (east) or 405-325-1900 (west).

**Cable Connection Box**
Each apartment has its own cable box located on the wall at the apartment entrance. Do not tamper with cable connection box under any circumstance. Please contact Cox Communications for expanded cable at (405) 800-6262.

**Exterior Lighting**
The exterior lighting within the breezeways and throughout the complex will turn on and off according to the amount of light outside. If lights do not come on when it is dark, call the clubhouse.

**Interior Lighting**
Be sure that all lights are working when you move into your apartment. Traditions Square will replace all light bulbs within our provided lighting fixtures. To replace any lights throughout the year, please report via the e-mail maintenance system (www.housing.ou.edu). OU Traditions Square will not replace lights in resident-owned fixtures.

**Entranceways**
All residents are responsible for keeping their apartment areas free from fire and safety hazards. Also, storing items in breezeways is prohibited. Keep entranceways clear of obstacles, such as bicycles and carts, which impair normal passage. Do not store combustible items and/or motorized vehicles in entranceways because they may create a fire hazard. This includes refrigerators, freezers, mattresses, bikes, old furniture, washing machines, dryers, bricks, tires, etc.; they create fire, safety and pest hazards and detract from the general appearance of the areas. If such hazards exist, the resident will be cited and asked to correct the situation immediately.

**Maintenance Inspections**
Maintenance inspections are performed in each Traditions apartment one time per semester. Life safety equipment, bathroom inspections, checking empty bedrooms (if applicable), and general inspection of the facility are the focus. Inspections will be conducted by two OU Traditions Square staff members, who will be wearing photo ID badges. Notification of the inspections will be made the week prior to room entry. Additionally, you and your roommates will receive a form to complete that will alert staff members to any maintenance needs you have in your apartment.

If you or your roommates are not home at the time of inspection, an apartment entry notice will be left.
OU Traditions Square is proud of the amenities we offer to students. We want to make your experience with us as enjoyable and memorable as possible. Please familiarize yourself with our policies regarding our amenities. If you have any questions, please speak with a member of our staff.

**Basketball Court**

- The basketball court is open from 10 a.m. to 10 p.m., seven days a week (weather permitting).
- The basketball court is restricted to OU Traditions residents and their guests who are at least 18 years of age. Guests must be accompanied at all times.
- Proper attire and rubber soled shoes required.
- Do not hang on basketball goals.
- The use of in-line skates, skateboards or bicycles is not allowed on the court.
- Court surface is slick when wet.
- Music is to be played softly so as not to disturb others.
- Appropriate behavior will be expected at all times.
- No pets allowed on court.
- Littering of trash or debris is not permitted.
- No alcoholic beverages, glass containers or smoking allowed at or around the court.
- Please report any damages to management immediately.
- The University of Oklahoma is not responsible for any accident or injury resulting from the use of the basketball court.
- The University of Oklahoma is not responsible for any lost or stolen personal items.
- Management may deny the use of the basketball court to anyone without notice.

**Fitness Center**

- The fitness center is open 24 hours a day, seven days a week, for residents only. The center is accessed through a card swipe system operated by your OU student I.D.
- Proper workout attire is required. No flip-flops.
- Machines may only be used as intended.
- Televisions are available for all residents to use.
- Music is to be played softly so as not to disturb others. Headphones are encouraged.
- Littering of trash or debris is not permitted.
- Appropriate behavior will be expected at all times.
- No food allowed. Water bottle must have secured cap.
- Please report any equipment malfunctions to a staff member immediately.
- Please do not use any equipment that has an “out of order” sign posted.
- The University of Oklahoma is not responsible for any accident or injury resulting from the use of the fitness center or the equipment. Please consult a physician prior to starting any exercise program.
- The University of Oklahoma is not responsible for any lost or stolen personal items.
- Management may deny the use of the fitness center to anyone without notice.
**Free Weights**
- Free weights are available for use 24 hours a day, seven days a week for residents only.
- Free weights are for use in the fitness center only.
- Using free weights may be dangerous, even when used properly. Use at your own risk.
- A spotter is highly encouraged when using free weights.
- Please report any equipment malfunctions to a staff member immediately.
- The University of Oklahoma is not responsible for any accident or injury resulting from the use of this equipment. Please consult a physician prior to starting any exercise program.
- Management may deny the use of the fitness center to anyone without notice.
- Please return free weights to the provided rack after you have finished using them.

**Pool**
- The pool is open from 10 a.m. through 10 p.m. Monday-Thursday, 10 a.m. until midnight on Friday and Saturday, and noon-10 pm on Sundays. Management may elect to close the pool with limited notice for maintenance or severe weather.
- Proper swimwear is required.
- The pool is restricted to OU Traditions residents and their guests who are at least 18 years of age. Only two guests allowed per resident. Guests must be accompanied at all times.
- Swimmers should shower before entering the pool.
- Swimmers with open sores or wounds are not allowed in the pool.
- Running is NOT allowed within or around the pool.
- Safety equipment is to be used only in the event of an emergency.
- Music is to be played softly so as not to disturb others.
- Appropriate behavior will be expected at all times.
- No pets allowed in the pool area.
- Littering of trash or debris is not permitted.
- No alcoholic beverages, glass containers or smoking allowed at the pool. All beverages must have a secured cap. Please keep food out of the pool.
- Please report any damages to staff immediately.
- The University of Oklahoma is not responsible for any accident or injury resulting from the use of the pool.
- The University of Oklahoma is not responsible for any lost or stolen personal items.
- Items that are left in the pool area may be turned into the clubhouse.
- Diving into the pool is prohibited.
- Management may deny use of the pool area to anyone without notice.
- There is no life guard on duty. Use the pool area at your own risk.

**Putting Green**
- The putting green is open from 10 a.m. to 10 p.m. Monday-Saturday and noon to 10 p.m. on Sundays (weather permitting).
- The putting green is restricted to OU Traditions residents and their guests who are at least 18 years of age. Guests must be accompanied at all times.
- Appropriate behavior will be expected at all times.
- Shoes with turf/golf spikes are not permitted.
- PUTTING ONLY! The use of any club other than a putter is prohibited.
- No pets allowed.
- Littering of trash or debris is not permitted.
- No alcoholic beverages, glass containers or smoking allowed at or around the green.
- Please report any damages to staff immediately.
- The University of Oklahoma is not responsible for any accident or injury resulting from the use of the putting green.
- The University of Oklahoma is not responsible for any lost or stolen personal items.
- Management may deny the use of the putting green to anyone without notice.
**Volleyball Court**

- The volleyball court is open from 10 a.m. to 10 p.m., seven days a week (weather permitting).
- The volleyball court is restricted to OU Traditions residents and their guests who are at least 18 years of age. Guests must be accompanied at all times.
- Proper attire is required.
- Music is to be played softly so as not to disturb others.
- Appropriate behavior will be expected at all times.
- No pets allowed.
- Littering of trash or debris is not permitted.
- No alcoholic beverages, glass containers or smoking allowed at or around the court.
- Please report any damages to management immediately.
- The University of Oklahoma is not responsible for any accident or injury resulting from the use of this facility.
- The University of Oklahoma is not responsible for any lost or stolen personal items.
- Management may deny the use of the volleyball court to anyone without notice.

**Picnic and Grill Area**

- Residents can show their OU ID at the clubhouse to check out a grill. A staff member will accompany the student to the grill and unlock it for them.
- The grills and picnic area may be used during Clubhouse hours, (weather permitting), or between 9 a.m. – 9 p.m. nightly, at the discretion of TS staff.
- The grills and picnic area are restricted to OU Traditions residents and their guests who are at least 18 years of age. Guests must be accompanied at all times.
- Appropriate behavior will be expected at all times.
- Music is to be played softly so as not to disturb others.
- No pets allowed in the grill and picnic area.
- Food must remain within the picnic area.
- Littering of trash or debris is not permitted. Residents are responsible for disposing of all food in the trash cans provided.
- No alcoholic beverages, glass containers or smoking allowed near the grills or within the picnic area. Consumption of alcohol or smoking near the grills will result in an immediate citation and disciplinary action.
- The gas valve used to fuel the grill MUST be switched off after use.
- Please report any damages to staff immediately.
- The University of Oklahoma is not responsible for any accident or injury resulting from the use of the picnic and grill area and equipment.
- The University of Oklahoma is not responsible for any lost or stolen personal items.
- Management may deny the use of the grills or picnic area to anyone without notice.

**Hot Tub**

- The hot tub is open from 10 a.m. to 10 p.m., Monday-Thursday, from 10 a.m. to 12 a.m. Friday and Saturday and from noon to 12 a.m. on Sundays (weather permitting).
- Proper swimwear is required.
- The hot tub is restricted to OU Traditions residents and their guests who are at least 18 years of age. Only two guests allowed per resident. Guests must be accompanied at all times.
- Swimmers should shower before entering the hot tub.
- Swimmers with open sores or wounds are not allowed in the hot tub.
- Diving or jumping into the hot tub is not allowed.
- Safety equipment is to be used only in the event of an emergency.
- Music is to be played softly so as not to disturb others.
- Appropriate behavior will be expected at all times.
• No pets allowed in the hot tub area.
• Littering of trash or debris is not permitted.
• No alcoholic beverages, glass containers or smoking allowed at the hot tub. All beverages must have a secured cap. Please keep food out of the hot tub.
• Please report any damages to the staff immediately.
• The University of Oklahoma is not responsible for any accident or injury resulting from the use of this facility.
• The University of Oklahoma is not responsible for any lost or stolen personal items.
• There is no life guard on duty. Use the hot tub at your own risk.
• Management may deny the use of the hot tub to anyone without notice.

Pool Table
• Pool table is restricted to OU Traditions residents and their guests who are at least 18 years of age. Guests must be accompanied at all times.
• Pool table equipment is to be used ONLY within the clubhouse.
• Pool table equipment may only be used as intended.
• No food or drink is allowed on the pool table.
• Littering of trash or debris is not permitted. Please help us keep the area neat and clean for the enjoyment of all residents.
• Appropriate behavior is expected at all times.
• Please report any equipment problems to staff immediately.
• The University of Oklahoma is not responsible for any accident or injury resulting from the use of or the equipment.
• Management may deny the use of the pool table to anyone without notice.

PROCEDURES

PAYMENT
You will find our apartments quite economical with only a $200 deposit required ($100 is non-refundable) and a $30 application fee. You will find our rates and amenities to be very competitive, plus we have the advantage of offering alternate payment schedules for students receiving financial aid.

Deposit
Each resident is required to pay a $200 deposit ($100 is non-refundable) when he/she signs a contract. As stated in the Terms and Conditions of the OU Traditions Square Contract Agreement, “One-hundred dollars ($100) of this deposit is not refundable and will not be returned to the student. The remaining one-hundred dollars ($100) will be refunded to the student when student permanently vacates OU Traditions Square.”

Deposit returns are processed after a resident properly checks out of his/her assigned unit and all required items are returned and paperwork completed. Deposits are refunded to residents, minus damage and any other applicable charges, through the OU Bursar’s Office within 90 days after a completed cleaning and damage assessment.
Rent
Rent is due by the first day of each month. Rent becomes past due if not paid by the 15th day of the month and residents will be assessed a $25 late charge after that date (section one of the Terms and Conditions of the OU Traditions Square Contract Agreement).

Rent may be paid at or mailed to the following office:
Office of the Bursar
Buchanan Hall, 101
Norman, OK 73019-4071
Or you can also pay online at http://pay.ou.edu.

Returned Checks
If your bank returns a check, a $35 charge will be assessed, plus any additional late fees. Failure to pay rent can result in termination of your contract. Transcripts are held until all accounts are paid.

Rental Rate Changes
OU Traditions Square apartments are self-supporting. Therefore, periodic rate increases may be necessary. The Board of Regents approves all rate changes. Should a rate increase become necessary, changes are usually effective July 1. Residents will be given a minimum of 45 days notice of any increase.

CONTRACT OPTIONS
Traditions Square offers two contract terms: 9-month and summer. Contracts are completed at the main Housing and Food Services office, Walker Center, Room 126 or online by visiting the Housing and Food Services website at housing.ou.edu. Call the main Housing and Food Services office with further questions at (405) 325-2511.

ROOMMATES
Only residents listed on signed contracts are allowed to reside in OU Traditions Square apartments. Allowing someone not listed on your contract to live in your apartment is a violation of your contract and could be grounds for termination of the contract.

Adding a Roommate
When the resident(s) of an apartment want to add someone to the contract, the prospective resident must fill out an application, pay the application fee and deposit, and sign and complete a contract at the Housing and Food Services office in Walker Center, Room 126.

Housing and Food Services reserves the right to move a resident into a vacant bedroom within an apartment without permission or consulting the resident(s) already residing within the apartment. Residents who are not paying for an entire apartment should be prepared to get a roommate at any time. Whenever possible, Housing and Food Services will give 24 hours advance notice to a resident(s) so they can prepare for their new roommate.

Residents are expected to treat new roommates in a positive and respectful manner. Residents who refuse a roommate and/or display an unwelcoming attitude towards the prospective roommate may be charged for the entire apartment and face disciplinary action.
Vacant bedrooms are to remain locked. It is a violation of housing policy to tamper with and/or pry open doors. Vacant rooms cannot be used for the storage of items and breaking into or using vacant rooms will result in a contractual review.

**Guests**
Traditions Square professional staff encourage roommates to talk and approve any overnight guests. Allowing persons not listed on the contract to reside in the apartment for more than three consecutive days or more than six days out of any month constitutes a violation of the contract. Residents found violating this policy will be subject to disciplinary action. Please see the community manager if you have a guest who needs to stay for more than three consecutive nights. *Guests must be accompanied at all times.* Under no circumstances should a resident loan or give their apartment key to someone.

**MOVING IN**
*Residents must do the following to move into OU Traditions Square:*
- Sign a contract and pay $200 deposit ($100 is non-refundable) and a $30 application fee
- Show student I.D. or other personal verification to an OU housing official
- Fill out your contact information card
- It is very important that you move into the room that you have been assigned to because you may be charged $75 for knowingly moving into the wrong room

**CONTRACT RENEWAL**
Each fall and spring semester, current residents of OU Traditions Square will have an opportunity to complete an OU Traditions Square contract for the next upcoming academic year. Notice will be shared via flyers, posters, postcards and newsletters about a “same room sign-up deadline.” Same room sign-up is an opportunity for current residents to request their current apartment and room as their housing assignment for the next upcoming academic year. Requests for same room sign up received after the posted deadline may not be honored.

**Inspection and Inventory**
When you move into the apartment, inspect it thoroughly, noting any damages on the unit assessment form. Return the signed form to the clubhouse within 24 hours. Any damages noticed at resident move-out that were not noted on the initial unit assessment form may be assessed to the current resident. Please take the time to be thorough when completing this form. If you need assistance in completing the form, the Traditions Square staff is available to help you.

**East Community**
Once all items are completed, each resident will be given one apartment key. Apartment keys work the apartment’s entry door and your assigned bedroom door only. One mailbox key per resident will also be issued once a room inventory has been completed, signed and returned by the resident.

**West Community**
Once all items are completed, each resident will be given one apartment key. Apartment keys work the apartment’s entry door, your assigned bedroom door, as well as your mailbox. Parking permits will be issued once a room inventory has been completed, signed and returned by the resident.
**Apartment Move-Around**

Current residents may request to move to another apartment. The following guidelines have been established for moves:

- Residents will be eligible to move around if their rent payments are current.
- Residents will be charged $75 per move.
- Residents will be responsible for any damages to apartments for which they have been assigned.
- Residents will be allowed 48 hours to complete the move starting from the date their move is approved. Keys must be returned within this time frame to avoid additional charges.

Residents who renew their OU Traditions Square contract may opt to move, free of charge, at the beginning of their contract renewal. Only one move will be allowed at no additional cost.

**CONTRACT RELEASE**

There are several reasons why an OU Traditions Square contract might be terminated. Here are a few examples:

- Term of contract expires and a resident does not wish to remain
- Graduation from the University of Oklahoma
- Failure of resident to be enrolled
- Emergency situation

**Early Contract Termination/ Termination**

You may request to terminate the contract before the end of the specified terms, but the granting or denial shall rest within the sole discretion of the university. “The contract is binding upon execution, provided, and only if, the student is enrolled in classes at the University of Oklahoma during the contract period. Students may request University to terminate this contract when a documented condition of emergency exists, but the granting or denial of such request for terminations shall rest within the sole discretion of the University. Request for such termination must be made in writing to the University Housing and Food Services Office thirty (30) days prior to anticipated departure date stating the reason for request.” (Terms and Conditions of the OU Traditions Square Contract Agreement)

OU Traditions Square residents are required to complete a contract release request 30 days prior to their request to leave date. Failure to give proper notice could result in the resident being charged for additional rent or other fees. The area coordinator reviews and approves all requests for contract release. **We are unable to grant contract release requests to move into a sorority or fraternity house, or to live elsewhere in Norman.** If you move out without being released from your contract, you may be charged for the duration of your contract.

**When you are ready to move out of your apartment, please make sure you complete the following:**

- Submit a contract release request at least 30 days prior to the day you wish to leave. Request forms can be obtained in the clubhouse. The area coordinator must then approve the request. Completing the form for a contract release does not guarantee you will be released from your contract.
- If you are approved, you will need to fill out and turn in a change of address form, which is available at the Student Post Office in Adams Center.
- Clean your apartment, including your room, bathroom and kitchen. Proper cleaning instructions are provided in the clubhouse.
• Make arrangements with the community manager for a scheduled checkout time during his/her business hours, 9 a.m. to 5 p.m. Monday through Friday. Weekend arrangements can be scheduled with the community manager. To receive clearance, all possessions and personal property must be out of the apartment, the apartment must be clean and the inventory sheet completed.

• Turn in your apartment key, mailbox key and parking permit to the community manager. Charges will be assessed for any of the missing three items.

Residents who leave without checking out will still be responsible for any damage, cleaning or re-keying charges associated with the unit. Charges will be placed on your OU Bursar account.

Subletting Apartments
You are not allowed to sublet any portion of your apartment, or your contract will be terminated. All persons occupying the unit must have a current housing contract with the university. (Section 11, Terms and Conditions of the OU Traditions Square Contract Agreement)

Operating a Business From Your Apartment
Operating a business from university-owned housing is in violation of the contract and is cause for termination.

Forwarding Address
Be sure to leave a forwarding address with:
• OU Traditions Square community manager
• OU Bursar’s Office
• The United Stated Post Office
• Cox Cable (if applicable)
• Any magazine or publication circulation departments

It is your responsibility to inform the US Postal Service and all persons/companies that you are moving and that your address has changed.

MOVING OUT
While allowances for fair wear and tear will be made upon your moving out, you and your roommates are expected to leave the apartment and all furniture, fixtures and appliances clean and in good condition. Traditions Square staff will accompany you and your roommates as you both inspect your apartment upon moving out.

Prior to major move-out periods (end of nine-month and end of three-month contracts), you will receive information and instructions in your mailbox detailing what you need to do to prepare your apartment. It is very important that you read this information carefully as it will include cleaning instructions. You also will receive instructions on how to schedule a walk-through with a staff member. All residents whose contracts are ending are required to schedule a checkout time.

In addition to this initial walk-through, maintenance workers and housekeepers also will follow up with an inspection to ensure your room is suitable for a new resident. Costs for damage repairs and excess cleaning charges during your occupancy or upon move out will be your responsibility.
Cleaning Requirements

Kitchen Stove
Remove burner parts, oven racks and broiler pan. Press the self-cleaning button on the stove’s range top. NO cleaning agents are needed in this self-cleaning process. The process takes around six hours to complete. DO NOT attempt to open or cook in your stove during this self-cleaning process.

Cabinets, Counter Top, Refrigerator and Sink
Remove crumbs from inside shelves in cupboards. Wash inside and outside of cupboards with an all-purpose cleaner. Defrost refrigerator by turning temperature control button inside refrigerator to the off position. When defrosted, remove shelves, vegetable and crisper bins and clean with an all-purpose cleaner. Turn refrigerator control button to ON position.

Bathroom
Clean sink, bathtub, shower wall and toilet with bathroom cleaner. Mop floor with an all-purpose cleaner. Remove shelf paper and wipe all shelves with damp sponge. Mop all tile floors with an all-purpose cleaner and rinse with clean hot water.

All Rooms
Wash any marks, grease and dust off walls, windowsills, window screens, air conditioner/heater vents and heater closet with an all-purpose cleaner. Vacuum all carpets. Dispose of all garbage and unwanted items in the dumpsters outside. Any items left in a apartment by the resident will be disposed of and the resident will be charged hauling fees.

Suggested Cleaning Supplies May Include:
Soap-scum remover, disinfecting spray, razor scraper or putty knife, broom, dustpan, bucket or pail, mop, rubber gloves, glass cleaner, toilet-bowl cleaner, cleaning cloths and scrubbing sponge.

Abandoned Property
Any and all abandoned property will be packed up and stored by Housing and Food Services for at least three months. If unclaimed after three months, property will become officially abandoned and property of the University of Oklahoma.

Charges
The cost for excessive cleaning will be charged according to material cost and hourly labor rates. Repair and/or replacement may delay the return of the security deposit until final costs have been determined. Examples of possible charges to your apartment and its contents are found on the last page of this handbook. Costs will be charged to individuals or split between roommates when applicable.

KEYS
Each resident will be issued an apartment key, mailbox key (East complex only) and, in four-bedroom units, a pantry storage key. Keys are the property of the University of Oklahoma and may not be duplicated or shared. Carry your apartment key at all times and return it, along with your mailbox and pantry storage key, to the Community Manager’s office when you move out of the apartment. Under no circumstances should a resident give his or her key to anyone else, including family members, friends or roommates.
**Missing or Stolen Keys**
All keys checked out are the responsibility of the owner. Report missing apartment keys, whether lost, stolen or misplaced. A temporary replacement key will be issued to you for 48 hours. Residents requesting a spare key will need to show positive identification before the key will be issued. If at the end of the 48 hours you are unable to locate your key, your lock will be re-keyed and charged to your OU bursar’s account.

Report the theft of an apartment key to the University of Oklahoma Police Department at (405) 325-2864. A lost or stolen key jeopardizes your safety and security. Failure to report the loss or theft of a key promptly, or the loan of your key to an individual not on the contract for your apartment, is a violation of housing regulations and may result in disciplinary action.

We encourage you to talk with your roommates if you do lose or misplace your apartment key. Every resident’s safety is our primary concern at OU Traditions Square. We will work quickly to replace your entire apartment’s keys in the event one is stolen or goes missing. We appreciate any help you can be to your roommate(s) and our entire community in these matters. Communication is very important.

**Locked Out During Office Hours**
If you get locked out of your apartment during clubhouse business hours, go to the clubhouse and check out a spare key. Spare keys must be returned within 48 hours. Failure to return a spare key may result in re-keying of a resident’s locks at their expense.

**After-Hours Lock Outs**
After office hours, call the clubhouse. Residents of Traditions East can call (405) 325-4040. Residents of Traditions West can call (405) 325-1900. After-hour lockout calls will result in a fee of $60 being placed on your bursar account as well as the potential cost to re-key your apartment locks.

**Re-keying Locks**
Whether your key was lost, stolen or not returned to the university upon moving out of the apartment, you will be charged the following to re-key your apartment:

*East Complex*
Two-bedroom apartment: $80
Four-bedroom apartment: $130

*West Complex*
Two-bedroom apartment: $90
Four-bedroom apartment: $148

Because room keys also open up resident mailboxes, the cost for re-keying locks at Traditions West is slightly more than the cost at Traditions East.

**OFFICE CLOSED**
If you need to contact the staff for any reason when the clubhouse offices are closed or it is an official university holiday, you can still reach an on-call staff member by calling the clubhouse telephone number at (405) 325-1900 for Traditions West or (405) 325-4040 for Traditions East.

*If you have a maintenance emergency, call OU Work Control at (405) 325-4421. The emergency number for the OU Campus Police is 911.*
MAIL

Mail is delivered to each OU Traditions Square community resident.

Your Mailing Address:
OU Traditions Square – East
2500 Asp Ave., Building ____, Apartment _____
Norman, OK 73072

OU Traditions Square – West
2730 Chautauqua Ave., Building ____-, Apartment _____
Norman, OK 73072

Be sure to include your building and apartment number after the street address. Please keep the line information as specified. Changing the order of the information will delay the delivery of your mail.

The campus postal service makes a daily delivery (Monday through Friday) of packages for residents. Residents will receive a card notifying them their package has been delivered. Residents are able to pick up their packages when the clubhouse is open. You will be required to show photo identification.

All door-to-door postal deliveries, such as UPS, DHL and Fed-Ex, must be made to you at your apartment. **OU Traditions Square staff will NOT accept any postal deliveries on your behalf.**

Mailboxes
At the EAST complex, mailboxes are located on the south side of the Traditions Square clubhouse. After you complete your apartment assessment form, you will be issued a mailbox key. One mailbox key is provided per resident. Please see the community manager for replacement keys. Replacement mailbox keys at East are $5.

At the WEST complex, mail centers are located throughout the complex, in the parking lot area. Your room key also will unlock your mailbox. The mailboxes for buildings J-M are located along Chautauqua Avenue. The mailboxes for buildings N-Q are located along Imhoff Road.
**Post Office**

There are two post offices on campus. The student post office is located in Cate Center, building four (Oliver House). There is also a post office on the first floor of the student union. Both locations are open Monday through Friday between 8:30 a.m. and 4:15 p.m. Their phone number is (405) 325-1755.

When you move, fill out a change-of-address card or your mail will be returned to sender. After 14 days, unclaimed mail will be returned. It is a federal offense to open mail not addressed to you. It is your responsibility to inform the post office if you have moved.

If you receive mail that does not belong to you or your roommates, please place it in the outgoing mail slot located near your mailbox or bring into the Clubhouse.

The clubhouse will only accept packages, on your behalf, from the US Postal Service. When the USPS has delivered a package for you, you will receive a notice in your mailbox. You will need to take this notice, along with a photo ID, into the Clubhouse to get your package. The Clubhouse holds packages for up to 28 days. After this period of time, the package will be returned to sender. Please note that if you are tracking your USPS package, the tracking information may tell you your package has been delivered. This often means that your package has made it to the student post office. It generally takes one additional day for the package to travel from the student post office to the clubhouse. You can pick up your package from the student post office.

**CABLE**

Your common area and bedrooms are already equipped for cable television. OU Traditions Square provides your common area TV and DVD player. For additional cable channels at the resident’s expense, please contact:

**Cox Cable**

1278 N. Interstate Dr.  
Norman, OK 73072  
(405) 600-8282  
Hours: Monday through Saturday: 8:30 a.m. until 5:30 p.m.  
Customer Service:  
24-HOUR CUSTOMER SERVICE: (405) 600-8282  
NOTE: Cable television contracts are strictly between the resident and Cox Communications.

**Antennas and Satellites**

Antennas and satellites are prohibited. Attaching antennas and satellites to the building, trees, utility poles, railing, etc., is prohibited. If you are in an apartment that does not get good cable reception, please notify the clubhouse.

**COMPUTER INFORMATION**

OU Traditions residents have access to the university server through Ethernet connections in each apartment bedroom. Trouble should be reported to OU IT Services at (405) 325-HELP. The Internet service is provided by OU. You must have an Ethernet cord to connect to the wired Ethernet ports in each bedroom. For residents who have wireless capability on their computer, wireless Internet also is available within each apartment. Residents are responsible for providing their own equipment to enable wireless Internet. Additionally, wireless service also is available within and around the clubhouse.
Each clubhouse has a computer lab and printer. To help keep our equipment in working condition, we ask that you do not bring food or drink into the computer lab. The computer lab is open during the operational hours of the clubhouse.

The clubhouse printers are a part of the University printing system and printing is paid for by your OU printing credits.

Downloading music and/or videos from free, unlicensed sources or sharing music and video files from your computer without proper licensing is considered illegal copyright infringement. The music and film industries have taken great interest in attempting to detect and prevent such illegal file sharing. As a member of the university community, many of you utilize the university’s network system. Use of this network system is governed not only by local, state and federal law, but also by university policy. Misuse of the university’s network system can lead not only to state and federal civil and criminal penalties, but also to Student Code violations.

The university’s computer use policies can be found at: [http://www.ou.edu/committees/itc/policy/Acceptable_Use_of_Information_Resources.html](http://www.ou.edu/committees/itc/policy/Acceptable_Use_of_Information_Resources.html). Further, the Student Code provides that theft of or tampering with computer software or data files belonging to others is prohibited conduct. This shall include violations of copyright laws, trade secrets and license agreements. When used with multiple computer systems, the proper number of copies of software and data files must be purchased/licensed. The Student Code can be found in its entirety at: [http://www.ou.edu/studentcode/OUStudentCode.pdf](http://www.ou.edu/studentcode/OUStudentCode.pdf).

**TELEPHONE**

A phone is provided in each apartment’s common area. Local and campus calls are included in your monthly rent. To order an additional line for your specific room and/or retain a long-distance billing code, please contact OU Telecommunications Student Services. The cost is $65 installation per line with a $16 monthly service fee which includes call-waiting, voicemail, call hold, call transfer, three-party conference call, last-number redial, call back (on-campus calls only) and call trace. Caller-ID also is available at a $10 set-up fee and $5 monthly service fee.

Please do not disconnect the phone in your living room from the wall. The phones provided in each living room are digital and must be wired into the campus network. OU Telecom must come out to hook up phones that are disconnected from the plug. If you disconnect your living room phone, you may be charged for the repair expense.

Domestic long distance (within the U.S.) is a flat rate of seven cents per minute, plus taxes. International calls can vary depending on the country from which the call is made, seven cents to $7.85 per minute, plus taxes. All information calls are 25 cents each.

The campus voice mail system has nothing to do with the actual operating guide for the phone itself. Each telephone is equipped to handle four voice mail boxes (in the apartment). You can sign up for your voice mail box at outelecom@ou.edu. Telecom will enter you into their database and assign you an extension number. Telecom will e-mail you with information on how to set up your voice mailbox, your temporary password and your extension number.

Additional information on the phone system and voice mail can be found at support.ou.edu. Use the search term “OUtelecom” to retrieve documents on voice mail and phone service.
TRANSPORTATION

Bicycles
Racks are placed throughout OU Traditions Square to secure your bicycle. It is the resident’s responsibility to provide a secure lock. Bicycles may not be secured anywhere else in the OU Traditions Square complex. All residents are highly encouraged to register their bike with OUPD. Registration may be done seven days a week during the academic year at the SafeWalk office in Cate Main, between 8 p.m. and 2 a.m. Stop by and the resident advisers on duty will assist you in registering your bike. Residents who fail to follow these regulations will be in violation of the Student Code and appropriately cited.

CART Transit Stop East
The CART bus is located on the northeast corner of the OU Traditions EAST complex at the corner of Asp Avenue and Wadsack Drive. OU Traditions Square residents take the Apartment Loop – Blue Route N32. The Apartment Loop runs Monday through Friday between 7 a.m. and 9 p.m., every 30 minutes at :15 and :45 after the hour. Please check online for more details. *OU students, faculty and staff ride all Norman routes for free. For free fare, students must have a validation sticker. Stickers are available in CART and One Card offices.* Check out the Parking and Transit Web site for all CART stop locations and times at http://www.ou.edu/parking.

CART Transit Stop West
The CART bus stop is located on Chautauqua Avenue. OU Traditions Square residents take the Apartment Loop – Blue Route N32. The Apartment Loop schedule runs Monday through Friday between 7 a.m. and 9 p.m., every 30 minutes at :09 and :39 after the hour. Please check online for more details. *OU students, faculty, and staff ride all Norman routes for free. For free fare, students must have a validation sticker. Stickers are available in CART and One Card offices. Stickers also are available at the OU Traditions Square East and West Clubhouses.* Check out the Parking and Transit Web site for all CART stop locations and times at http://www.ou.edu/parking.

Parking
All OU Traditions Square residents are issued one parking permit per contract. Cars may only park in one space. There is one parking space for each bedroom at both the East and West communities. There is plenty of parking for everyone. Vehicles that are not properly tagged or are not in running condition will be towed at the owner’s expense. Each OU Traditions Square resident may keep one vehicle on the OU Traditions Square East or West premises.

Handicap spaces throughout the complex are reserved for those drivers with an official handicap sticker. You will be ticketed and/or towed if improperly parked in a handicap space.

Visitor parking is located directly east of the OU Traditions Square EAST complex on the west side of Asp Avenue. Visitors should NOT park in Kraettli resident parking on the east side of Asp Avenue.

Visitor parking for Traditions WEST is located at both the north and east entrances.

Vehicles parked in fire lanes, “no parking” areas or blocking dumpsters will be ticketed or towed at the owner’s expense. Under no circumstances are residents permitted to drive any motor vehicle on lawns, sidewalks, walkways, patios or porches. Do NOT park in the OU College of Law parking lot.
Campus Parking Permits
Parking within the OU Traditions Square complexes is included in your monthly rent. However, parking in other campus lots require a commuter parking permit. The commuter campus permit may be obtained at an additional cost.

Campus parking permits may be purchased through the Parking and Transit Office located in Robertson Hall, third floor. The office is open Monday through Friday between 8 a.m. and 5 p.m., or you may visit them online at www.parking.ou.edu. A commuter parking permit is an additional charge and may be assessed to your OU bursar bill. You will still need your OU Traditions Square parking permit to park within our community.

Motorcycles
Motorcycles should be parked in parking spaces only. Parking them on sidewalks, in stairwells, in breezeways, or in apartments is a violation of the fire code. Traditions Square permits must be displayed on your windshield. Violators will be ticketed and subject to impound.

RECYCLING BINS
Each Traditions Square complex has a recycling bin located outside the clubhouse as well as at each dumpster area. There are designated spots for newspapers, plastics and aluminum. Please do not throw trash into the recycling bin.

PROGRAMS

HOUSING CENTER STUDENT ASSOCIATION
OU Traditions Square residents are automatically members of the Housing Center Student Association. HCSA provides programs and educational opportunities to all its members throughout the year. Past examples of programs have included movies on the Walker-Adams Mall, ice-skating at the OU Ice Arena and Safe Trick-or-Treat.

RESIDENT STUDENT ASSOCIATION
OU Traditions Square East and West will annually elect a community president and building representatives who will collectively comprise the OU Traditions Square RSA. Together, they will represent OU Traditions Square locally and at weekly HCSA meetings.

Center presidents receive free room, equivalent to a single room without board within Walker Center (currently $2,525 per fall and spring semester) during the duration of their elected term.

Programming
Residence Life and the OU Traditions Square East and West RSA will provide enriching programs for residents. Programs will range from educational to pure fun.

Programs and events are announced via emails sent to your OU account, flyers posted in the community, or via information posted in the clubhouse.

CONDUCT

STUDENT CODE OF RESPONSIBILITIES
The Student Code of Responsibilities and Conduct for the University of Oklahoma is a part of your contract and should be read and observed. You may obtain a copy at the community manager’s office or online at the office of Judicial Services’ Web site http://judicial.ou.edu.
Living within an academic community necessitates compromise between individuals and community needs. When these needs conflict, individual rights must be brought into balance with community rights.

Rules set forth in the Traditions Square handbook are not comprehensive; they should be interpreted broadly. As mature adults, residents are responsible for reading the information in this publication, educating themselves on the Student Code of Responsibility and Conduct and abiding by campus behavior standards.

All students are responsible and accountable for their actions. Disciplinary actions for violating university standards may include the issuance of a citation, termination of the contract agreement and/or criminal prosecution.

RESIDENT POLICIES
Remember the Golden Rule. Treat others the way you want to be treated.

Decorating
Decoration guidelines must be followed without change. Decorations that cause permanent alterations to an apartment are prohibited.

Painting
You are not permitted to paint your apartment. If you feel it needs painting, contact the community manager.

Wallpaper, Borders and Contact Paper
Hanging wallpaper or border print paper is not permitted. Do not put contact paper on walls, furniture, windows or other surfaces. Removal of these items is costly, and you will be charged to return the apartment to its original state.

Hanging Pictures and Posters
Residents must be careful when hanging pictures and posters. Residents will be charged for any damage from improperly hung pictures or decorations. For this reason, do not remove hangers when you move, the OU Traditions staff member will remove nails in walls. You are limited to hanging three pictures or less.

Windows
Do not cover windows with foil or any other materials. Blinds are provided for your use to block out sun and people from seeing inside your apartment and/or room.

Candles, Incense and Oil Lamps
The use of candles, incense, oil lamps, lanterns or other items requiring the use of an open flame is strictly prohibited due to potential fire danger. For safety reasons, only materials labeled as noncombustible, flame-resistant or flame-retardant may be used. Be sure to keep all materials away from heat sources.

Halogen Lamps
Halogen lamps are strictly prohibited due to potential fire danger.

Pets
Fish are permitted in up to a 30-gallon tank. If you have a fish tank, please notify the community manager.
Due to allergy and other concerns, no other pets (dog, cat, fowl, reptile or other animal) may be kept in the apartment or in any area adjacent to the apartment. Visiting pets are not permitted.

Violation of the pet policy could result in a resident minimally being fined $50 and held financially responsible for any pest issues and repairs due to the animal’s presence and to termination of their contract. In addition, student code charges may be considered and filed with the Judicial Services office.

Guests
Residents are responsible for their guests and their guests’ actions. You must accompany guests at all times while on the Traditions Square property.

1. Accompany your guest at all times.
2. Do not leave your guest unattended in your room.
3. Your guest must not be in possession of your room key or student identification card.
4. You are responsible for the behavior of your guest. You will be held liable for any university infractions or building damage done by your guest.
5. It is your responsibility to inform your guest of the policies governing the residence halls. Disregard for university regulations will result in the eviction of the guests from the premises.

Noise
Please be respectful of others. While we encourage residents to fully maximize the opportunity their space affords them, we ask that all residents use the premises in a reasonable manner, having due regard for the rights of other tenants, especially with respect to access, cleanliness and noise. Please be cognizant that voices and noises do echo in the breezeways. An easy way to achieve this is to keep all gatherings inside a resident’s apartment and not allow them to overflow into the breezeway areas.

In support of the academic mission of the university, Traditions Square has quiet hours from 10 p.m. - 10 a.m. Sunday through Thursday and midnight - 10 a.m. on Saturday and Sunday. Noise that creates a disturbance to members of the community, at any time, is not permitted. We ask that residents be aware of these hours and help keep noise in their community to a minimum during these times as some residents will use this time for academic purposes. We desire to create an environment that is conducive to all residents’ living styles and also to encourage student growth by enabling them to be successful academically and socially.

Neighbor Conflicts/Harassment
Occasional disagreements occur when people live close together. Residents are expected to communicate with each other when conflicts arise among themselves. If the residents involved cannot reach a resolution, they should contact the clubhouse to help solve the problem. Harassment of any kind will not be tolerated and may warrant disciplinary action.

If You Are Having Problems With One Of Your Neighbors
Communicate with your neighbor and see if you can resolve the issue. If you are still having problems, please come in and talk with your community manager; he or she will help you mediate this issue after you submit a complaint.
To Help Prevent Problems With Your Neighbors
If you are anticipating having guests and feel that it might be unusually loud, talk with your neighbors and leave them your number. Tell them to call if the noise bothers them. Note that if, in spite of your conversations, your neighbors complain to management, then disciplinary action may be taken.

Conversely, neighbors need to realize that people make noise, even under normal circumstances. Unit living requires tolerance of other people’s lifestyles and routines. Keep in mind that if your noise bothers your neighbor, you may be in violation of the noise policy.

Littering
Dumpsters are located throughout the complex for your convenience. Anyone who is found improperly disposing of trash (leaving it in breezeways, outside apartment doors, etc.) will be issued a citation. Fees are subject to change.
First Offense: $15
Second Offense: $30
Third Offense: up to $45 and subject to the disciplinary process

Publicity and Chalking
Residents at Traditions Square must receive authorization before advertising or posting any material. This includes the posting of fliers and the chalking of sidewalks. In order to petitions for authorization, please contact the office of the director of Residence Life, located in Walker 126.

Racial and Ethnic Harassment
Diversity, one of the hallmarks of a great university, also is one of the greatest strengths of our society. The University of Oklahoma supports diversity and is committed to maintaining multicultural, multiethnic and multiracial work in educational settings. Respecting cultural differences and promoting dignity among all members of the university community are responsibilities each of us must share. Therefore, racial and ethnic harassment will not be tolerated. For more details see the Student Code of Responsibilities and Conduct.

Alcohol
Public drunkenness and misconduct due to the consumption and/or possession of alcohol is prohibited, even if you are over 21.

Alcohol use/abuse is not an excuse for inappropriate behavior. In the state of Oklahoma, it is unlawful for any person under 21 years of age to purchase, possess or consume alcohol.

Anyone over the age of 21 can have alcohol in their bedroom. Those in an apartment with someone under the age of 21 must keep alcohol within their bedroom. If all residents of the apartment are over 21 years of age, alcohol may be in both bedrooms and common areas. Alcohol cannot be consumed in public spaces like the pool, clubhouse, volleyball court, etc.

Residents may sign up for an alcohol-free apartment.

Tobacco Use/Smoking
Smoking is only permitted in designated buildings and apartment. Buildings F and K are the designated smoking buildings at OU Traditions Square. Only smokers will be assigned to designated smoking apartments. In addition, designated apartments in the Law and Graduate
buildings have been set aside for students who smoke. Other than the designated apartment, the majority of apartments and public areas at Traditions Square are smoke-free.

For reasons of safety and health, smoking is not permitted in breezeways. It is the policy of the University of Oklahoma that the use of all tobacco products including, but not limited to, cigarettes, cigars, pipes and smokeless tobacco shall not be smoked within 25 feet of a public building.

Smoking is not permitted in the pool, hot tub area, clubhouses or any public areas of the complex.

Drugs
Housing and Food Services considers the possession, use, sale or distribution of illegal drugs detrimental to residents and to the educational process. Residents who participate in the use, sale or distribution of illegal drugs are subject to disciplinary action and/or criminal prosecution. Drug paraphernalia, including bongs, clips, pipes and other items used in preparing or consuming illegal drugs, are not allowed and will be confiscated by OUPD.

Firearms and Weapons
Firearms and explosives, including firecrackers and other dangerous weapons are not permitted within or upon the grounds, buildings or any other facility of the university. Weapons may include, but are not limited to, the following: guns, slingshots, brass knuckles, bowie knives, daggers, or similar knives or switchblades. Objects including but not limited to toys resembling weapons will be considered weapons and their possession and/or usage could result in disciplinary action and termination of the contract agreement.

Bicycles
If you have a bicycle on campus:

- Keep a record of your bicycle’s serial number and/or a copy of its registration or sales receipt.
- Bicycles can be registered at the SafeWALK office located in Cate Main or online at http://www.ou.edu/oupd/bikeregform.htm
- Lock bicycles with a key, rather than a combination lock.
- Secure the bicycle’s frame and both wheels to a bicycle rack located near our buildings. Do not secure your bicycle to a tree, signpost, stairwell or handrail. It will be removed at owner’s expense.
- In order to protect and maintain your apartment, please do not store your bicycle inside your apartment.

Bicycles that block stairways or other pedestrian or emergency access are routinely impounded, as are bicycles found unlocked or unattended. The OU Physical Plant will impound bikes. Additionally, any bikes that are abandoned over the summer will be removed by Physical Plant workers. Do not leave bikes at the complex over the summer.

Solicitors
No solicitors are permitted within any campus community. If a solicitor comes to your door, call your clubhouse or OUPD at (405) 325-2864.

Speed Limit
For everyone’s safety, 10 miles per hour is the speed limit throughout the community.
Protecting Yourself And Your Property
The university does not reimburse residents for loss of personal property. Residents are urged to purchase renter’s insurance to cover their personal property for any loss due to theft, fire or other causes.

The university does not carry insurance covering personal property and is not liable for losses, damages or injuries of any sort occurring to personally owned property, furniture or equipment caused by fire, water, smoke, wind, utility equipment malfunction or failure, or other causes. The university shall assume no responsibility for theft, destruction, or loss of money, valuables or other personal property belonging to or in the custody of the resident for any cause whatsoever, whether such loss occurs in resident’s apartment, storage area or public areas.

Although you may feel safe and comfortable in the Traditions Square community, you should make certain your door is locked when you are not home and when you are sleeping.

Obscene Phone Calls
If you receive an obscene phone call, hang up. Do not try to find out who the caller is, even if you think it is a joke. If the calls occur repeatedly, keep a log of when they were received, what was said, a description of the voice (young, old, hoarse, an accent, etc.). Report obscene or threatening phone calls to OUPD at (405) 325-2864 and the clubhouse.

Ice and Snow
During office hours, call the clubhouse if you know of an unsafe area within our OU Traditions Square complexes. We will respond immediately.

Working on Your Vehicle
Working on your vehicle is not permitted within the OU Traditions Square premise. Norman has several car repair shops that can help you with your car repairs and maintenance. Improper disposal of waste oil, fluids, tires and batteries harm the environment and are a violation of state law and may result in disciplinary action by Housing and Food Services.

SAFETY and SECURITY

BLUE PHONES
Blue phones, which are direct lines to OUPD, are located at the north, east, south and west ends of the OU Traditions Square EAST community. Emergency telephones at the WEST complex are located directly to the west of building Q, between buildings O and P, in front of the clubhouse, between buildings K and L and to the south of building J.

COMMUNITY SERVICE OFFICERS
CSOs work directly for OU’s campus police. They will patrol the OU Traditions Square East and West communities every evening between 7 p.m. and 5 a.m.

When OUPD, Housing and Food Services and you work together, the community becomes a better place. Get to know the officers in your community. For more information contact your community manager. Security and safety is the responsibility of us all.
MEDICAL
If you or someone else sustains a severe injury or becomes seriously ill, contact OUPD at 911. If you are using a cell phone, contact OUPD at (405) 325-1911. OUPD officers are trained in basic life-support techniques and can render first aid for minor and non-life threatening emergencies. OUPD will call an ambulance for patients who require care beyond the responding officer’s capabilities. There is a charge for services provided by ambulance and paramedics.

Sexual Assault
Report any sexual assaults to OUPD by calling 911. See OU’s Goddard Health Center for counseling at (405) 325-4611.

Higher Education Act – Missing Student Notification Policy
Students living in University Housing will be asked to designate a confidential contact person in the event that they are declared a missing person. The student will designate this person by accessing their OU - IT Emergency Contact information site.

A person may be suspected of being missing if their Resident Adviser on two consecutive weekly occupancy reports cannot contact them. In this case, the Resident Adviser will contact the Center Coordinator who will take steps to determine if the student has used University services (meals, door access, labs, etc.) over the last week and will attempt to contact the missing student through the e-mail address and cell phone number on record. A person may also be suspected of being missing if an inquiry comes to the Housing Office on that individual from a parent, legal guardian, or law enforcement agency and we are not able to contact the student or verify the student’s presence on campus by the methods listed above. Failing to make contact with the student or verify that the student is using campus services, Housing and Food Services will classify the student as missing and immediately do the following:
1. Submit an official missing person’s report to OUPD.

Upon official notification from Housing and Food Services OUPD will conduct an investigation and if they determine the student has been missing for over 24 hours the following steps will be taken:
1. OUPD will contact the designated confidential emergency contact person. If the student is under 18 years of age, OUPD will immediately contact the custodial parent or legal guardian of the student.
2. Housing and Food Services will contact the office of Vice President for Student Affairs.

FIRE SAFETY
For your safety, each unit is equipped with a smoke alarm, sprinklers and fire extinguisher.

Do not hang any items (clothes, hangers, etc.) from sprinklers. You should not, under any circumstance, tamper with sprinklers. When the sprinklers are set off, whether intentionally or unintentionally, several hundreds of gallons of water are released. Water can cause damage to both our facility and your property.

Smoke alarms are extremely sensitive. Cooking smoke, vapors from nearby humidifiers and shower steam escaping via an open bathroom door can activate the alarm. In the event of such nuisance alarms, residents should ventilate their apartment.

• Open doors and windows and fan air below the smoke alarm. If you think there is a problem with your smoke alarm, notify the clubhouse to have it checked.
• Tampering with or removing the smoke alarm in your apartment may be grounds for termination of the contract.
• If you hear a smoke detector in another unit, call OUPD immediately at 911.
• Beeping smoke alarms may simply need a new battery. Please contact the community manager to ensure your alarm is working properly.

Fire Extinguishers
Fire extinguishers for putting out small fires have been installed on each landing and under each unit’s sink. Residents will be charged for any that are removed, vandalized or improperly used. A citation also will be issued to those involved parties. If you use a fire extinguisher, notify the OU Traditions Clubhouse for assistance.

To decrease the chance of fire:
• Never smoke in bed.
• Do not let grease accumulate on or around the stove.
• Do not leave cooking food unattended.
• Do not run extension cords under rugs or tack them to walls.
• Do not allow trash to accumulate (i.e., newspapers, rags, etc.)
• Do not use flame devices such as candles, potpourri burners, etc.
• Do not store flammable liquids such as gasoline in or around apartments.
• Do not store items near heater closet or hot water tanks.

WEATHER
Oklahoma weather can be severe and difficult to predict. It is important you know that the University of Oklahoma is in Cleveland County so that you can interpret forecasts and warnings provided by the media and other sources.

Civil Defense and Siren Test
Norman maintains a citywide civil defense warning siren network that is used to signal imminent danger of tornadoes. It is tested every Friday at noon as the weather permits.

Imminent Danger
A steady siren for three to five minutes means imminent danger. Be sure you and your roommates have a plan in place that identifies the closest suitable shelter space. Go to that space. Once the sirens sound, it is too late to seek shelter at a remote location.

All Clear Signal
Sirens DO NOT sound on all clear. This comes from the broadcast media. An all-clear signal will usually be given on the local radio stations (KGOU 106.3 FM, WWLS 640 AM or KNOR 1400 AM). These stations may also be used for weather advisories and updates.

Tornado or Severe Thunderstorm Watch
Issued by the National Weather Service when conditions are favorable for the development of a tornado or severe thunderstorm.

Tornado or Severe Thunderstorm Warning
Issued by the National Weather Service when a tornado or severe thunderstorm has been sighted visually or detected by radar. The location, direction and speed of movement of the storm are provided. Residents of the specified area should take immediate safety precautions.

Severe Thunderstorm
A severe thunderstorm consist of wind gust of 50 knots (58 miles) or greater and/or hail at least three quarters of an inch in diameter.
**Tornado**
A tornado is a violent local storm with very high-speed winds rotating about a vortex with a funnel extending from the base of the clouds to the ground.

**Funnel Cloud**
A funnel cloud is a tornado-type funnel extending downward from the clouds but not touching the ground.

**When A Tornado Warning is Issued**
Please go to the OUPD Web site for specific details now on what do in the case of a tornado www.ou.edu/oupd/tornado.

If a tornado warning is issued for the Norman area by the NWS, the public broadcast media (KGOU FM 106.3, KNOR AM 1400, WWLS AM 64 or any Oklahoma City television station), or the sirens sound for three to five minutes:

1. Proceed immediately to your designated shelter. To minimize danger from flying debris, close doors around the shelter area.
2. Remain in the shelter until the storm front clears the area or the public broadcast media provides an all-clear signal. It is recommend you take a battery-operated radio or TV with you to the shelter.

**Shelters For Tornado And Severe Weather**
If possible, upper-floor residents should arrange with downstairs neighbors for shelter on the ground floor. Your bathroom is the safest location due to the lack of windows. The next best locations are your room closets or interior hallways. Doors should be closed to protect against airborne debris, particularly glass and wood splinters. You should bring a blanket, pillow or even your bed linen to use to protect your head and body from flying debris.

If time permits, please go to one of Norman’s designated tornado shelters. You can find a list of tornado shelters by visiting www.ou.edu/oupd/tornado.htm.

**CLUBHOUSE RESERVATIONS**

Residents may reserve the OU Traditions Square clubhouse common area at a cost. Reserving the space will include the common area with TV and DVD player and access to bathrooms. The cost is a $75 rental fee, $7.15 hourly fee for housing personnel and when necessary, an additional clean-up fee. Our offices will remain open during any reserved event to serve our residents.

Reservations must be made through the community manager’s office located within the clubhouse at the community where you reside. Traditions Square West residents can call (405) 325-1900. Traditions Square East residents can call (405) 325-4040. Reservations may only occur during regular clubhouse hours. **Reservations must occur at least five (5) business days prior the scheduled event.**

The community manager reserves the right to “block out” dates during which the lounge will not be rented (i.e. programs, finals week). Residents are responsible for any damage to the OU Traditions Square clubhouse lounge during their scheduled event. Residence Life reserves the right to deny reserving the OU Traditions Square clubhouse to any resident.
ADDITIONAL INFORMATION

DELIVERIES
Ordering pizza and receiving packages needs to be coordinated between residents and the service provider. Please be sure to specify East or West complex and your building letter and apartment number when making food delivery purchases or package orders.

REMINDEERS
OU Children’s World (East)
OU’s Day Care Center is located to the southeast of OU Traditions Square East on Asp Avenue. Please take note and use extra caution when entering and exiting our facility.

The Pride of Oklahoma (East)
The Pride of Oklahoma rehearses every fall, Monday through Friday between 4:00 p.m. and 6:30 p.m. in the field west of the OU softball stadium and north of Kraettli apartments. They may occasionally practice on Saturday home games. Please be aware of this when making your own plans.

OU Baseball Field (East)
OU Baseball practices throughout the year with games running from February until May. Stadium lights may be used to enable practice and/or games. A complete listing of OU baseball games can be found at http://soonersports.com.

OU Soccer Field (West)
OU Soccer practices throughout the year with the season running from August until November. Stadium lights may be used for evening/night games and fireworks also may be set off as a result of an OU victory. A complete listing of OU Soccer games can be found at http://soonersports.com.

Surrounding Community (West)
Please be aware of your surrounding community. OU is proud to be a part of the Norman community. Please be sure to act like a good neighbor in all you do.

CHARGES
APARTMENT FURNITURE
Below is a general list of the furnishings provided in your apartment. Please note the cost listed is ONLY for unit furnishings, a labor charge may be added to repair or replace furnishings.

27” TV $250
Bar stool $110
Chair $316
Coffee table $129
Double bed frame $139
DVD player $90
End Table $92
Entertainment unit $279
Four-drawer chest $295
Full-size mattress $139
Pedestal desk $289
Side chair (ADA only) $94
Steel stack chair $66
Sofa $507
Square table (ADA only) $207
Wardrobe (ADA Only) $413
Dishwasher $200
Dishwasher (ADA) $517
Food Waste Disposer $64
Range Hood $62
Range (ADA) $558
Range $394
Microwave $183
Microwave (ADA) $89
Refrigerator $647
Dryer $302
Dryer (ADA) $420
Washer $350
Washer (ADA) $559

APARTMENT FIXTURES
Below is a general list of the fixtures provided in your apartment. Repair charges will be the cost to fix/replace the furnishing, plus labor. Exact charges will be assessed on a case by case basis.

Carpet
Doors
Faucets
Garbage disposal
Light fixtures
Microwave
Mini blinds
Washer/dryer

Outlet plates
Paint
Refrigerator
Thermostat
Windows
Shower rod
Toilet stool
Towel racks

CLEANING
A cleaning charge consists of the cost to clean the apartment plus labor costs. Cleaning charges will be assessed if a resident fails to check out or fails to clean an apartment as specified in the handbook.

The University of Oklahoma is an equal opportunity institution. Accommodations on the basis of disability are available by contacting your community manager’s office. OU Traditions Square is a property owned by OU Housing and Food Services, in OU’s Division of Student Affairs. This handbook was printed at no cost to the taxpayers of the State of Oklahoma. 06/10.