

## Important Things to Know

### Apartment Community Assistant (A.C.A.) and Assistant Director.

An A.C.A. is assigned to each apartment complex and assists with conflict resolution among neighbors/roommates, responds to all emergency situations, and assists with communication between residents and Office of University Housing. The Assistant Director of Residence Life supervises the ACAs as well as staff in another residence halls/apartments on campus. Your first line of contact should always be your ACA.

#### **ACAs:**

10A Central Village	Emma Hill	660-543-4173	<a href="mailto:eph66790@ucmo.edu">eph66790@ucmo.edu</a>
1D Central Village	Gracie Paige	660-543-4180	<a href="mailto:agp42030@ucmo.edu">agp42030@ucmo.edu</a>
4A Greenwood Park	Waymon Hollister	660-543-4125	<a href="mailto:wch05350@ucmo.edu">wch05350@ucmo.edu</a>

#### **Assistant Director:**

Panhellenic 003	Dan Duhamell	660-543-8121	<a href="mailto:duhamell@ucmo.edu">duhamell@ucmo.edu</a>
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If you live in Central Village building 1, 2, 3, 4, or 5 you will contact Gracie Paige.

If you live in Central Village building 6, 8, 9, 10, or 12 you will contact Emma Hill.

If you have questions or concerns about issues in your apartment, please contact your ACA and/or the Assistant Director listed above.

### Inventory Form

Upon picking up your key, you will be given an apartment condition inventory form. Please complete this form and return it to your Apartment Community Assistant within 2 business days of moving in. FAILURE TO DO SO WILL RESULT IN YOU BEING CHARGED FOR EVERY DAMAGE IN YOUR APARTMENT UPON CHECKOUT.

### Policies

As an apartment resident, you are responsible for all University and Housing policies. They can be found at:

<https://issuu.com/uccentralmo/docs/ucmguidetogooddecisionmaking?e=9595811/51394453>

### Pets

Due to allergy and other health concerns, aquarium fish are the only permitted pets in University Housing. Guest(s) are not allowed to bring pets into Housing facilities.

### Service and Emotional Support Animals

Emotional Support Animals are not allowed until the student has completed the approval process through the Office of Accessibility Services (OAS). You can contact them at 660-543-4421. If you are found with any animal that is not either a service animal or a registered emotional support animal, you will be given 24 hours to find a new home for your animal. This is not negotiable and no exceptions will be made.

### Emergencies

Should you have an emergency after 5:00 pm or on the weekend and you're not able to contact your A.C.A., please call the duty phone at 660-441-2801.

### Lockouts

Should you get locked out of your apartment **DURING** regular business hours (8:00am - 5:00pm, M-F) you **MUST** come to the Housing Office to check out a loaner key. (The loaner key must be returned the same day.) Should you get locked out of your apartment **AFTER** the Housing Office is closed, you must contact the Housing Staff member on duty (refer to Emergencies).

### Greenwood Park Mailbox Keys

You will need to take a copy of your housing agreement to the Warrensburg Post Office (located at 201 E. Gay St.) to obtain the mailbox keys. There is a fee that is required at that time.

### Maintenance Repairs

If maintenance repairs are needed, please make sure this is noted on the inventory form. The A.C.A. will generate a work order to Facilities Planning & Operations (FPO); however, during the school year YOU may initiate a work order for maintenance issues as followed:

- Log into your "MYCENTRAL"
- Click on the "Student Services" tab
- Click on "Records and Registration" tab
- Click on "Report a Problem With My Room" located below UCM Housing

**Utilities (Central Village and Greenwood Park residents only)**

You are responsible for paying the gas and electric on a monthly basis. Failure to do so will result in a \$15.00 monthly service charge for each utility bill we receive and may possibly lead to termination of your Housing Agreement. If this has not been done yet, you will need to contact the following companies ASAP:

Gas: Spire  
1 (800) 582-1234

Electric: Evergy  
1 (816) 471-5275

**Laundry Facilities (Central Village & Greenwood Park Residents)**

The laundry machines/dryers are free; however, they are operated by your student ID. Your student ID is valid if you have an active housing agreement to live in Greenwood Park or Central Village.

**CENTRAL VILLAGE RESIDENTS:** Your apartment key will allow you access to the laundry facilities in the Central Village community building and the basement of Building 5.

**GREENWOOD PARK RESIDENTS:** Your apartment key will allow you access to the laundry room located in the Greenwood Park community building.

**Internet Access**

Internet is provided solely through wifi connection. Wifi Registration is not required for devices such as phones, tablets, laptops and PCs (anything that can easily enter your Network ID/password). For devices such as gaming systems or streaming devices (Ex: Roku or Firestick), you can visit [ucmo.edu/housingforms](http://ucmo.edu/housingforms) for direct link to register your device (3 devices allowed per student).

**Parking**

All residents who own cars need to have a parking permit in order to park in the Central Village and Greenwood Park parking lots. Please go to your MYCENTRAL account and click on the "Parking Services Main Menu" link. Limited number of visitor spots exist for student guests. Students are not permitted to park in designated visitor parking spots. For more information, visit: [ucmo.edu/parkingservices](http://ucmo.edu/parkingservices).

**Respect for Community (Courtesy/Quiet Hours)**

Quiet hours are strictly enforced. Courtesy hours are always in effect. It is common courtesy to keep noise down when asked at all times.

Sunday - Thursday 10pm - 10am  
Friday - Saturday Midnight - 10am

**Weather/Emergency Evacuations**

You are expected to evacuate your apartment for all building wide emergencies and follow instructions given by University & Housing staff.

**Greenwood Park residents** - will seek shelter in the Greenwood Park community building.

**Central Village residents** - will seek shelter in the Central Village community building.