

UNDERGRADUATE ONLY

MSOE GROHMANN TOWER APARTMENTS

2020-2021



MOVING IN NEW RESIDENT INFORMATION PACKET

UNDERGRADUATE ONLY

INCLUDES:

- *General Information*
- *Application/Waiting List Form*
- *Lease*
- *Fatal Five*
- *Summer Lockout Form*
- *Did You Know? Tower Facts*
- *What You Might Want to Bring to the Apartment*

For Additional Information on the MSOE Grohmann Tower Apartments:

Please contact the Building Manager at 414-277-7228

www.facebook.com/msoegrohmanntower



NEW RESIDENT LEASES

for the Grohmann Tower

Dear Potential NEW Resident: Thank you for your interest in becoming a resident of the Grohmann Tower for 2020-2021. **Please note the criteria for eligibility to reside in the Grohmann Tower has changed for 2020-2021 only.**

1) Current Undergraduate Students: If you are a current undergraduate student, you need to qualify to reside in the Grohmann Tower. Check #3 below for the criteria.

2) New Student to MSOE: If you are planning to attend MSOE as an undergraduate/graduate student, you need to qualify to reside in the Grohmann Tower. Check #3 below for the criteria.

3) Criteria for Tower Residency - (Please note that the below criteria are subject to change after 2020-2021.)

a - Academic Standing (status at the time of move-in):

____ Freshman Honors ____ Sophomore ____ Junior ____ Senior
____ Transfer ____ International ____ Graduate ____ Faculty ____ Staff

b - Married/Dependent Child: *verified with marriage license/certificate and/or dependent child's birth certificate.*

c - Medical Necessity: *has a documented medical disability that requires special housing consideration that the residence halls cannot provide. Exemptions must be verified/approved by the MSOE Student Accessibility Services.*

**** Honors Program Participants will reside in the Tower on designated floors (4, 5, 6, and 7).**

4) REVIEW MOVE-IN INFORMATION - There are 5 items that you should review and consider: a) Application/Waiting List Request (*to be returned at your earliest convenience*), b) Lease for 2020-2021; c) Rental Price Listing (*starting in June 2020*); d) Fatal Five Form (*to be signed and returned with your lease*); and e) Summer Lock-out Form (*June, July, August 2020 months only*).

5) Potential NEW Residents - please do the following:

- Complete a 2020-2021 Lease and return it to the Tower Office at your earliest convenience. The earlier you submit your application the better. First priority goes to returning residents, then new freshmen, then sophomores (2nd year), then juniors/seniors, and finally any returning resident who missed initial deadlines.
- Complete and return the Fatal Five form with your lease (*once you have been offered an assignment*).
- Complete the Summer Lock-out form (*if applicable*) – half price rent for June, July, August only if you are not residing here, but want to store things in your apt or you have a roommate residing here over the summer.
- If you know of an apartment for which the residents are vacating and you are interested in that specific apartment, you may work out the details with those residents with regard to taking over their apartment at the conclusion of their lease. This is allowed based upon new resident's eligibility status. This is especially beneficial to both parties if furniture, style layout, etc are of interest to the new residents. If this is the case, you must let the Building Manager know of this when you turn in your New Lease.

APARTMENT AVAILABILITY:

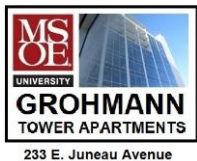
- If you are unsure of which apartment you might be interested in, please stop in to the Tower Office and the staff will be glad to show you our current vacancies or schedule a convenient time to do so.

BILLING/SECURITY DEPOSITS:

- Security deposits equal one month's rent *and must be paid with the first months rent.*
- Rent is due on the 1st of each month and covers that particular month (ie: November 1st is for November rent).

ANTICIPATED DEADLINES: *These dates are subject to change.*

- 3/1/20 – Returners (Honors/Upperclassmen) reapply
- 4/1/20 – **New/International/Transfer apply/accept**
- 4/1/20 – Sophomores (displaced) and 3rd Year Residence Hall students notified of vacancies
- 4/15/20 – **Sophomores (displaced) and 3rd Year Residence Hall students apply/accept**
- 5/1/20 – Upperclassmen (displaced/new) notified of vacancies
- 5/15/20 – **Upperclassmen (displaced/new) apply/accept**
- 6/1/20 – All others who missed deadlines (returners, etc)
- 8/1/20 – **Freshmen (New Honors) apply/accept**



GROHMAN TOWER APARTMENTS

233 E. Juneau Avenue, Milwaukee, WI 53202

UNDERGRADUATE

LEASE Agreement & Verification (2020-2021)

Date/Time
Submitted to
Tower:

FLOORS 4 thru 14: **FOR RATES, PLEASE SEE RATE LISTING BY APARTMENT TYPE.**

The Apartment Rates (floors 4 thru 10) include:

- All utilities – heat, air conditioning, electricity and water. Basic cable package and internet also included.
- Appliances – stove, refrigerator and microwave oven. Drapes included.
- Furniture – bed and mattress (2), dresser (2), desk (2), end table (2), chairs (2) and kitchen table (1).

The Apartment Rates (floors 11 thru 14) include: **(Residents will NOT have access to balconies)**

- All utilities – heat, air conditioning, electricity and water. Basic cable package and internet also included.
- Appliances – stove, refrigerator, microwave oven, washer/dryer and dishwasher. Drapes included.
- Furniture (optional and based upon availability) – Residents may rent apartment furniture for an additional fee per month. Bed and mattress (twin XL), chair, desk, table, and dresser.

By signing this Agreement, each person agrees that they have read this Lease Agreement and understand its terms and agree to the terms and conditions as specified within this Agreement.

APARTMENT # _____ (Studio) (1) (2)

RENT: _____ SEC DEPOSIT: _____

Resident Name _____

Gender _____

ID Number _____

Contact Phone _____

Email _____

Occupancy Start Date _____

Occupancy End Date _____

HONORS PARTICIPANT? ___ Yes or ___ No

Signature _____

Resident Name _____

Gender _____

ID Number _____

Contact Phone _____

Email _____

Occupancy Start Date _____

Occupancy End Date _____

HONORS PARTICIPANT? ___ Yes or ___ No

Signature _____

Resident Name _____

Gender _____

ID Number _____

Contact Phone _____

Email _____

Occupancy Start Date _____

Occupancy End Date _____

HONORS PARTICIPANT? ___ Yes or ___ No

Signature _____

Resident Name _____

Gender _____

ID Number _____

Contact Phone _____

Email _____

Occupancy Start Date _____

Occupancy End Date _____

HONORS PARTICIPANT? ___ Yes or ___ No

Signature _____

____ Eligible ____ Credits ____ Housing ____ Public Safety ____ Student Accounts (ENTERED ____)

Received/Approved by: _____ Date: _____

RICHARD B. GAGLIANO, Building Manager

Student: For purposes of this Agreement, "Student" is a person who is attending Milwaukee School of Engineering (MSOE) during the academic year and who is enrolled for a minimum of twelve (12) undergraduate credits per term or six (6) graduate credits per term at the Milwaukee School of Engineering (MSOE). Temporary reductions in schedules resulting in a course load of less than twelve undergraduate credits or six graduate credits during a term are not considered a change in status unless such reductions are made on a recurring basis. Students must have sophomore year status or above to be eligible to live in the Tower Apartments (exceptions are provided to international students).

Resident: For purposes of this Agreement, "Resident" refers to each student who has been approved by MSOE to live in the Tower Apartments. **Honors Participant** refers to those residents living on designated Honors Program floors. Being in the Honors Program does not guarantee you an apartment in the Tower.

Apartment: For purposes of this Agreement, "Apartment" refers to each apartment in the Grohmann Tower Apartments.

University: For the purpose of this Agreement, "University" refers to MSOE.

1. **IDENTIFICATION AND CONTRACT PERIOD.** The Milwaukee School of Engineering herein called "MSOE" contracts with the Resident to provide a room in the Grohmann Tower Apartments, together with limited furnishings and equipment, for the contract period indicated in the Rate Table. The Resident has not contracted for housing beyond the ending date of this Contract Period. Leases will not automatically be renewed. Residents may seek renewal of their leases within the announced deadline before they expire in order to be possibly retain their apartment unit. The Resident agrees to vacate the apartment and return the apartment to MSOE at the end of the Contract Period in the same condition in which it existed at the beginning of the contract, ordinary wear and tear accepted.
2. **MSOE POLICIES AND PROCEDURES.** The Resident agrees to comply with the terms of this lease, and with the MSOE Student Conduct Code and all policies, rules, and regulations as written and published by MSOE and Grohmann Tower Apartments. Grohmann Tower is 100% smoke-free (vape/e-cig, etc) in all areas.
3. **DELIVERY OF PREMISES.** It is mutually understood and agreed by the Resident and MSOE that in the event MSOE shall be unable, for any reason, to deliver possession of the premises at the beginning of the Contract Period, MSOE shall not be liable to Resident for damage caused by such failure to deliver possession, nor shall the Agreement become void for that reason, but in such event the Resident shall not be liable for payment until complete possession is delivered or MSOE supplies other housing.
4. **RATE.** The rate for the apartment is established and published in advance. The Resident monthly rate, as shown in the Rate Table above, will be charged to the Resident's MSOE Student Account each month beginning on the date of this Agreement and continuing on the first day of each month in the Contract Period. The Resident understands that their Student Account must be paid in full before the Resident will be allowed to register for the next term of classes. Late fees will be charged at the rate of \$75 per month.
5. **UTILITIES.** The University agrees to provide heat, air conditioning, electricity, water, internet and basic cable service. These services are included in the monthly rent charges.
6. **APPLIANCES.** MSOE will provide a stove, refrigerator and microwave oven in each unit. These appliances are included in the monthly rent charges. Additional major appliances including, but not limited to deep freezers and additional refrigerators are prohibited. If installed, these appliances will be subject to a surcharge for the period of time used and will have to be removed immediately. Floors 11 thru 14 include washer/dryer and dishwasher.
7. **FURNITURE.** MSOE will provide each unit with beds and mattresses equal to the number of occupants in each unit. MSOE will also provide a desk, kitchen table and chairs in each unit. This furniture is included in the monthly rent charges for floors 4-10. Furniture is not provided for residents on floors 11-14 but may be available for an additional charge (based upon availability of furniture).
8. **PARKING** - Vehicle parking within the Grohmann Tower Apartment structure is not included in the monthly rent charges. Such parking is available on a limited basis and costs are determined by Public Safety.
9. **EARLY TERMINATION.** Each Resident may cancel this agreement by notifying the Building Manager or the Vice President of Operations in writing at least 30 days prior to the beginning of the "Occupancy Start Date" listed above. However, if the Resident terminates this agreement after the seven (7) day grace period (7 days after the lease was accepted), the Resident's Security Deposit is forfeited.

10. **SECURITY DEPOSIT.** The Resident will pay MSOE a security deposit equal to a one-month portion of the rate for the Contract Period as indicated in the Rate Table. The Resident understands and agrees that this security deposit will be charged to their Student Account at the time that they sign the agreement and MSOE confirms that they have been selected to live in the Apartment. The purpose of the security deposit is to reimburse MSOE for actual damages to the apartment and/or for charges for premature termination of this agreement by the Resident. The Resident may be liable for damages over and above the amount of the security deposit. The Resident is liable for any balances which remain unpaid after MSOE applies the security deposit to such amounts. The security deposit shall be considered property of the Resident so long as this Agreement is not in default. After residency in the Apartments ends any balance of the security deposit will be applied to the student's account if an amount is due or be refunded to the student if no amount is due. Apartments must be returned to the same condition as it was when you moved in. It must be cleaned and ready for immediate occupancy. Please note: Security Deposits will be refunded to the Resident if the Resident terminates this agreement and cancels their apartment lease within seven (7) days of the signing and acceptance of this agreement. After the seven (7) day grace period, Security Deposits are non-refundable.
11. **LOSS OF STUDENT STATUS.** Residents must maintain student status as noted above. Residents may lose their student status by voluntarily means (they elect to no longer attend MSOE or they elect to no longer live in the Grohmann Tower Apartments) or by mandatory means (MSOE no longer allows them to continue enrollment at the University for reasons such as expulsion or academic termination or MSOE terminates this agreement because of material breach of the MSOE Student Conduct Code). Each resident will be responsible for the rental payments for the entire duration of their rental agreement regardless if they must vacate their apt before the ending date of this agreement. The Resident agrees to vacate the apartment not later than Noon on the last day of the month in which he or she is no longer eligible to live in the Apartments unless other arrangements are approved in writing by the Building Manager.
12. **ASSIGNMENT.** The Resident agrees not to sublet their apartment or transfer from one apartment to another without the written consent of the Building Manager. MSOE reserves the right to withhold such consent for any reason. Also the party who wishes to sublet the unit must meet the student definition provided above and sign a Grohmann Tower Apartment Student Housing Agreement. Occupants remaining within apartments with vacant residential space(s) may be requested to move to a new location at the discretion of the Building Manager or will be billed for the entire rent of the apartment.
13. **COED BUILDING.** The Grohmann Tower Apartments are coed by floor. Same sex is required in each apartment.
14. **GUESTS.** No guests of the Residents may occupy the property for longer than three (3) days without the consent of the Building Manager. Roommates should be consulted when having overnight guests. Residents are responsible for the conduct of their guests at all times while they are in the Tower. Residents may be subject to lease cancellation as a result of a guest's behavior.
15. **MSOE MEAL PLAN.** Certain residents of the Grohmann Tower Apartments are not required to participate in the MSOE Food Service plan but can participate in one if they wish to do so. Honors Program residents are required to participate in the Meal Plan.
16. **PETS.** Pets are not allowed in the student apartments or in the building (even temporarily).
17. **SOLICITING.** The Resident agrees not to give solicitors or salespersons access to the premises unless approved in advance by the Building Manager.
18. **COMMUNICATIONS.** All notices and communications from the Resident to MSOE pursuant to this Agreement should be directed to the Grohmann Tower Apartment Building Manager, 233 E. Juneau Avenue, Milwaukee, Wisconsin 53202, (414) 277-7228. Notices and communications from MSOE to the Resident will be considered sufficient if directed to the Resident's apartment mailbox or email.
19. **MAINTENANCE.** The Resident agrees that no alterations or improvements, including but not limited to paint, wallpaper, and permanent shelving units will be made to or upon the premises without written consent from the Building Manager. In addition:
 - a. The Resident will not fasten items to the walls without permission from the Building Manager.
 - b. The Resident agrees that any additional fixtures other than those supplied by the University are subject to the approval of the Building Manager.
 - c. The Resident shall not duplicate any MSOE-issued keys. The Resident agrees to report lost keys immediately to the Building Manager. Keys will be replaced by MSOE for a charge of \$5 per key. The cost to change a lock cylinder is \$50. \$25 per lock-out (if staff assists resident to open the door).

- 20. DELAY IN REPAIRS.** The Resident understands and agrees that if repairs to be made by MSOE are delayed by circumstances reasonably beyond its control, the obligations of the Resident herein shall not be affected whatsoever, nor shall any claim accrue to the Resident against MSOE for such delay.
- 21. LIABILITY, SAFETY, SANITATION, INSPECTION.** MSOE is not liable for damage, fire, or loss of money or valuables to any person, or for the loss of or damage to any Resident's property, or personal injury sustained on the premises except such damage or injury caused by the active neglect of MSOE. MSOE urges all Residents to obtain apartment insurance coverage ("Renters" insurance or similar). MSOE and the Resident further agree that each forfeits the right of action it may later acquire against the other for loss or damage to property in which either may have an interest, where such loss is caused by fire or any hazards covered by MSOE's insurance on said premises. In addition, the following will apply to this Agreement:
- a. The Resident is responsible for any damages caused by the Resident and/or their guests to the apartment, the complex, its appliances and equipment, and for maintaining the apt in a safe and sanitary manner. In the event the Resident and/or guests of the Resident damage(s) the apartment, appliances or equipment, and/or leaves it unclean, the Resident is responsible for repair, replacement, and cleaning charges. Apt must be returned to the same condition it was at move-in.
 - b. The Resident shall permit MSOE access to the premises for inspection. Notice will be given to one of the apartment occupants (via email/phone) or placed on that apt's door pertaining to access for all lawful purposes, including repair and maintenance.
 - c. Room entry/search.
 - i. A Resident's room may be entered to ensure maintenance and general repair within the Resident's living area, in cases of emergency and for periodic health/building inspections.
 - ii. There is a possibility that noise problems might exist in rooms where the occupant(s) is not in the area and/or cannot be contacted (e.g., an alarm clock or telephone continuously rings, music, radio or stereo too loud). A situation such as this could create an undesirable environment for neighboring residents. In a situation such as this, authorized MSOE staff members can enter the room to alleviate the problem.
 - iii. A Resident's room may be entered to enforce MSOE's Student Conduct Code.
 - d. The following personnel shall be authorized to enter the apartment rooms under the conditions prescribed:
 - 1. MSOE Grohmann Tower Apartment Building Manager or designee.
 - 2. Authorized members of MSOE's maintenance staff and Authorized MSOE personnel.
 - 3. Authorized members of MSOE's Public Safety Department. In all cases (except immediate danger situations) MSOE Public Safety Department personnel may be requested to enter the room with any other authorized MSOE employee.
 - e. The Resident shall remove personal trash in an appropriate manner. Apartments must be kept clean.
 - f. The Resident shall not to store combustible or flammable material within the premises.
- 22. USE OF PUBLIC AREAS.** Entrance-ways, landings, stairways, hallways and other public areas shall not be obstructed by the Resident or Resident's guests(s), nor used for any other purpose than ingress or egress to the premises. No furniture or bulky articles shall be stored in any public area of the building any time.
- 23. INVENTORY.** At the time of initial occupancy of an apartment, each Resident shall receive one copy of an inventory form. If changes are to be made, this form should be updated and returned to the MSOE Grohmann Tower Building Manager within ten (10) days of taking occupancy of the apartment. Except for those items specifically noted by the Resident in detail on the inventory, Resident accepts the premises and the appliances and furnishings in as is condition. The inventory is used only to assess damages and is not a warranty or promise by the University that any item listed on the inventory, but not present on the premises, will be provided. Resident may not remove or loan any item provided with the premises without Building Manager approval. No painting of apartments allowed.
- 24. ILLEGAL DRUGS AND ALCOHOL USE.** The Resident agrees that violation of any federal, state, or local laws regarding the use of controlled substances, in or around the premises constitutes a breach of this Agreement. The use of alcohol by minors, including guests of the Resident, on the premises also constitutes a breach of this Agreement by the Resident, allowing MSOE to terminate this Agreement.

25. **ABANDONED PROPERTY.** If the Resident is physically absent from the apartment and the University has reason to believe in good faith that Resident has vacated the apartment with no intent to continue residence, then the apartment will be deemed conclusively to have been abandoned by the Resident and the University may immediately terminate the Agreement and retake possession of the premises. In addition to any of the other remedies, the University may enter the abandoned premises to perform decorating and repairs and to re-let the apartment. The Building Manager should also be notified during occupancy in the event that Resident anticipates extended absences from the apartment in excess of fourteen (14) days, no later than the first day of the extended absence. A determination that the premises have been abandoned shall also constitute a conclusive determination that all personal property of Resident remaining on the premises has been abandoned. Resident shall pay to the University any costs associated with removing such personal property from the premises.
26. **DESTRUCTION OF PREMISES.** If the premises are damaged or destroyed by fire or casualty, MSOE may terminate this Agreement by notice to the Resident. The notice of termination must begin within 15 days after the occurrence of the casualty. Within 15 days after notice of termination has been given, the Resident must surrender the premises to MSOE (Surrender Date). After the Surrender Date, MSOE and the Resident are released from any further obligations or liability under this Agreement, with the following exceptions:
 - a. All charges accruing through the Surrender Date must be paid in full, and
 - b. The security deposit will be retained or returned as provided in this Agreement. The Resident has no obligation to pay charges accruing after the Surrender Date. MSOE shall not be liable for any reasonable delay or to provide housing for the Resident during repairs. MSOE, in its sole discretion, may elect whether or not to repair or rebuild.
27. **LEGAL ACTION.** The Resident understands and agrees that in the event it becomes necessary for the University to enforce the terms and conditions of the Agreement by legal means, or otherwise, and if by such action the University suffers additional expense, including attorney fees and court costs, then the Resident shall reimburse the University for such costs and expenses as additional monies due under this Agreement.
28. **RIGHT TO RE-ENTER.** If Resident fails to pay charges pursuant to this Agreement or violates any other term of this Agreement, the University may terminate the Agreement, re-enter the premises, and regain possession. Repossession of the premises by University will not constitute forfeiture or termination of the Resident's obligation to pay all charges for the apartment under this Agreement.

HONORS PROGRAM ADDENDUM TO THIS LEASE:

- a) **Alcohol Usage:** Participants in the Honors Program will be placed in apartments that are considered "dry". Dry refers to alcohol-free zones in which no alcohol is allowed under any circumstances. Apartments in which alcohol is present/found would be considered a lease violation for both the person in possession of the alcohol and also the occupants of that apartment.
- b) **Meal Plans:** Participants in the Honors Program are required to have a meal plan. Meal Plans are administered by the Residence Halls. Honors Program participants should contact the Main Office within the Residence Halls if they have any questions.
- c) **Apartment Assignment:** Participants who leave the Honors Program may be required to vacate their assigned apartment. Said participants may be required to transfer to the residence halls or to a new apartment within the Tower, but that determination will be made by the Building Manager in consultation with the Honors Program Advisors.

ADDITIONAL ADDENDUMS TO THIS LEASE:

- a) **Fatal Five:** Residents are required to sign the Fatal Five, which clarifies those items that may result in immediate termination of a Residents lease.
- b) **IT Acceptable Use Policy:** Residents agree to abide by the IT Acceptable Use Policy.



2020-2021 GROHMAN TOWER APPLICATION / WAITING LIST REQUEST

Date/Time Received by Tower: _____

Please complete the following and return to Rick, Building Manager, at gagliano@msoe.edu. Please note that this request is for you individually and does not include any roommate(s). You may request a roommate(s), but they will have to complete their own form and include your name.

1. DATE: _____ Name: _____ Student #: _____ Gender: _____

2. Phone: _____ Email: _____

3. Current Residency Status: ☐ Currently Off-Campus ☐ Honors Program ☐ Residence Hall (Bldg/Rm # _____)

4. I Am Eligible for the Tower As I Have Met the Following Criteria: (please check the letter(s) that apply from below)
(Please note that the below criteria are subject to change after 2020-2021.)

a - ☐ Academic Standing (status at the time of move-in):

☐ Freshman Honors ☐ Sophomore ☐ Junior ☐ Senior
☐ Transfer ☐ International ☐ Graduate ☐ Faculty ☐ Staff

b - ☐ Married/Dependent Child: verified with marriage license/certificate and/or dependent child's birth certificate.

c - ☐ Medical Necessity: has a documented medical disability that requires special housing consideration that the residence halls cannot provide. Exemptions must be verified/approved by the MSOE Student Accessibility Services.

5. Requested Apartment Type: Choose your top three in order (1 = 1st choice, 3 = 3rd choice)

(Incoming Honors participants will be assigned to studios) ☐ Studio ☐ 1-Bedroom ☐ 2-Bedroom

6. Requested Roommate Situation: Choose one. (Roommates listed must be properly eligible)

☐ I want to **LIVE ALONE** (You will be the sole occupant of the apartment) (Not applicable for Honors Participants)

☐ **ASSIGN** me a **ROOMMATE** (You will be assigned a roommate or moved into an apt that has a vacancy.)

☐ I want to **SHARE AN APT** with (specific name(s)):

7. List APT # Here if You Have a SPECIFIC APARTMENT You are Seeking: _____

- Current residents can work out moving/living arrangements with other apartment occupants (transferred/switch roommates), but must keep the Building Manager informed of such, prior to any move-ins taking place.
- If you are taking over an apartment from current residents (transferred) that have decided not to reside in the Towers next academic year, you must have signatures of the residents in the space provided below.
- If you do not want to pay rent over the summer, the entire apartment must be vacant with no personal belongings for the summer months (or part thereof as determined by Bldg. Mgr.)

8. If An Apartment is Being Transferred to You, Please Provide the Signatures of that Apt's Current Residents.

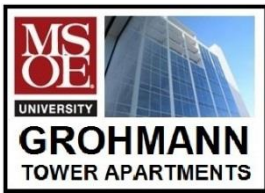
(Signatures indicate that current residents agree to transfer the apartment over to the new occupying resident indicated above at the end of the lease date. By signing above, the current occupants are still required to provide a basic clean apartment at the time of transfer. Tower Staff will not clean the apartment when the current residents move out unless the Bldg Mgr determines that a basic cleaning was not properly performed by vacating residents. Charges may then apply to the vacating residents.)

9. Day/Date You Would Like to Move Into Your Apartment (June, July, Aug, Sept): _____

(All residents are responsible for summer lease payments, unless the apartment is completely vacant during that time frame. Your apartment will then be used for summer conference guests. See "Summer Lock-out Request" form for more details.)

10. Anticipated End Lease Date - when you to want to VACATE the Tower: _____

(Date you would like to move-out of the apartment. Example: fall/winter/spring graduation dates.)



FATAL FIVE

SERIOUS RULE VIOLATIONS

Some behaviors and policy violations may result in immediate lease/contract termination. In general, these include behaviors that cause harm to one's self or to others, threaten harm, are potentially harmful, or represent a risk to persons or property, which is unacceptable to apartment living.

The following are behaviors and policy violations that may result in immediate lease/contract termination. Examples of this behavior include, but are not limited to:

1. **FIRES:** *The accidental or intentional setting of a fire.*
2. **FIRE EQUIPMENT:** *Placing false fire alarms or tampering with firefighting and detection equipment (including pull stations, smoke detectors, 'screamer boxes', sprinkler heads, fire extinguishers, etc.).*
3. **WEAPONS:** *Possession of a dangerous weapon.*
4. **BALCONY/DECKS/ROOFS:** *The accidental or intentional throwing, dropping and/or falling of any objects off of a building railing/ledge/window, balcony or deck; the placing of items on the balcony or deck railing/ledge; the climbing over or onto a railing/deck, or walking upon the roof of the building (unless escorted by university staff).*
5. **BEHAVIOR:** *Intentional violent behavior toward another person.*

RESIDENTS ARE RESPONSIBLE FOR THE CONDUCT OF THEIR GUESTS (INVITED or UNINVITED) AT ALL TIMES IN THE BUILDING. RESIDENTS MAY FACE LEASE/CONTRACT ACTION AS A RESULT OF THEIR GUESTS CONDUCT/BEHAVIOR. *Guests should always be escorted to and from your apartment to protect your residency status.*

By signing this form, you are acknowledging that you understand and have been made aware of the above. Failure to sign and return this does not negate the implementation or awareness of these policies on your behalf.

(PRINT) Resident Name

Apartment #

Resident Signature

Date Signed



2020 **SUMMER LOCK-OUT** REQUEST FORM

THIS FORM IS **ONLY** FOR THOSE RESIDENTS WHO **do NOT want to reside** in the Tower:

- but want to leave their belongings in their apartments for the summer.
- but have a roommate who wants to leave belongings in their apartment for the summer.
- but have a roommate who wants to reside in the Tower for the summer.

Lock-outs can be done in two consecutive week increments at a minimum.

Please complete the following and return to Rick, Building Manager, at gagliano@msoe.edu. Please note that this request is for **you individually as your roommate would have to submit their own (if applicable)**. Lockouts will be billed and due monthly (1st of each month).

Name: _____ Student ID # _____ Gender _____

Phone: _____ Email: _____

2020-2021 Apartment Assignment #: _____

(Are you living....) ☐ Alone ☐ Roommate (Roommate(s) Name _____)

Day/Date Lock-out to Begin: _____

(6/1, 6/15, 7/1, 7/15, 8/1 are the dates used for billing purposes)

Day/Date YOU ANTICIPATE your Return for Fall Move-in: _____

(This is the anticipated date that you would like to return to the Tower and move back-in)

BASIC GUIDELINES (your signature below indicates you agree to the following):

- Remove all perishables from your apartment (unless roommate will be present).
- Turn off all lights, water, small appliances, chargers, etc.
- You should temporarily transfer your mail to your summer location via the U.S Postal Service.
- You can adjust the Move-in date if need be. All rates would be pro-rated for early returns.
- You can pay your "Lock-out" rent in advance at Student Accounts.
- You can leave your belongings in your apartment.

_____ (Resident Signature) _____ (Date Submitted)

OFFICE USE ONLY/BUILDING MANAGER RESPONSE:

Monthly Rent Rates: (June) _____ (July) _____ (August) _____ (TOTAL OWED) _____

Date Accepted _____ (Bldg. Mgr. Rick Gagliano) _____



Did You Know? Grohmann Tower Apartments

- **Apartment Totals:** on floors 4 thru 10, we have 120 apartments (96 studios, 21 one-bedrooms, and 3 two-bedrooms). On floors 11 thru 14, we have 35 apartments (19 one-bedrooms and 16 two-bedrooms). All apartments are available for sophomore, junior, senior, graduate, married students and faculty/staff. There are a total of 155 apartments in the Grohmann Tower.
- **Apartment Styles:** We have 19 floor plans. Studios are different in apts 1, 2-6, 9, 10, 12, 13, and 14-19. One bedrooms are different in apts 7, 8, 11 and the upper floors. 2 bedrooms are different on lower floors as compared to the upper floors. Floors 6, 8, 10 are replicas, while floors 5, 7, 9 are replicas. Floor 4 is similar to 6, 8, 10. Floors 11-14 are upgraded apartment styles.
- **Total Possible Occupancy:** we can house up to 246 residents in lower floor apartments (floors 4-10) and 102 residents in upper floor apartments (floors 11-14). Total building occupancy limit of 348 residents.
- **Residential Make-up:** in addition to upper-classmen, we have (on average) about 80 international students from various countries (India, China, Belarus, Russia, Spain, Guatemala, Brazil, Saudi Arabia, Kuwait, Burkina-Faso, South Korea, Nigeria, Thailand, Venezuela, Ghana, Canada, Columbia, New Zealand, Pakistan, Egypt...to name a few).
- **Security:** we have cameras throughout the complex and each floor is secured by card swipe. You need to swipe to get into building, then onto the elevator, then onto the floor.
- **Paintings:** there are a variety of paintings and prints from the Grohmann Collection on display.
- **Parking:** there are 58 parking spaces on two levels (2nd and 3rd) for an additional monthly cost.
- **Furniture:** in general apartments are furnished (bed, dresser, desk, chair) along with a stove, refrigerator, microwave. Apartments on floors 11-14 may request furniture (if available) but do include washer/dryer and dishwasher.
- **AC/Heat:** all apts have AC and Heat which is controlled by the residents of that apartment.
- **Cleaning Supplies:** are provided for checkout by residents (for cleaning bathroom, kitchen, furniture, counters, floors).
- **Staffing:** there are only two full-time professionals in the building (building manager / maintenance). The building is staffed, cleaned, monitored, and maintained by upwards of 40 student staff members known as Tower Assistants.
- **Tower Assistants:** Tower Assistants handle daily cleaning, special project cleaning, furniture repair, painting, carpet cleaning, conference set-ups, trash removals, behavior/emergency response, snow shoveling, checking in/out of residents, tours, mailroom, and office coverage.

MSOE GROHMMANN TOWER APARTMENTS

<https://www.msoe.edu/campus-experience/living-at-msoe/grohmann-tower/>

<https://www.facebook.com/pg/msoegrohmanntower/photos/>



SUGGESTIONS on **WHAT YOU MIGHT WANT to BRING** **to your TOWER APARTMENT**

**** WHAT IS BEING PROVIDED IN EACH APARTMENT *(Floors 4-10 only - limited for 11-14)***

- Kitchen Appliances (stove, refrigerator, microwave): (floors 4-14)
- Bed (*frame, ends, spring, mattress – Twin XL*) – 1 set per person (*if apt has only 1 person, then only 1 bed*)
- Dresser – 1 per person (*if apt has only 1 person, then only 1 of these*)
- Desk – 1 per person (*if apt has only 1 person, then only 1 of these*)
- End table – 1 per person (*if apt has only 1 person, then only 1 of these*)
- Dining table – 1 per apartment
- Dining/Desk chair – 2 per apartment
- Loft Kit – limited number available (*Limited quantity available. Be sure to request one in advance*)
- Shower Liner/Hooks
- Drapes (*living room and bedrooms*)
- (Floors 11-14 have washers/dryers, dishwasher, and stainless steel appliances)

**** SUGGESTED ITEMS TO BRING WITH YOU *(We do NOT provide the following items)***

MISCELLANEOUS

Fan
Umbrella
Clocks
Extension cords/Power Strip
Flash-light/Batteries
Rags
Mop
Broom/Dust pan
Cleaners (bathroom, kitchen, dusting, counter top)
Laundry basket
Laundry soap
Iron and Board

BATHROOM

Bath towels/Washcloths
Toilet cleaning brush
Plunger
Band-Aids/First Aid Items
Toiletries
Air freshener
Hairbrushes
Bathroom soap
Bath rug
Shampoo/Conditioner

LIVING ROOM/OPEN AREA

Couch
Futon
Coffee table
End table
TV
TV stand
Lamps/Bulbs
Shelving units/Bookshelf
Throw pillows

BEDROOM/SLEEPING

Twin XL sheets (*2 pairs*)
Comforter/Blankets
Pillows
Clothes hangers
Pillowcases
Alarm clock

KITCHEN

Plates, Bowls
Glasses, Cups
Silverware (*forks, spoons, knives*)
Pots and Pans
Pizza pan, Cookie sheets
Brownie/Cake pan

KITCHEN (cont.)

Spatulas
Tongs
Pizza roller/cutter
Can/Bottle opener
Food Containers
Napkins
Paper towels/plates/cups
Placemats
Oven mitts
Ziploc bags
Aluminum foil
Dishwashing soap
Scrub pads
Scrub pad/Dish soap combo
Dish drainer
Trash container
Recycle container
Trash bags
Salt and pepper shakers
Pizza Pizzazz
Toaster
Blender
Coffee maker
Kitchen towels