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Dormitory Rates

Shared Suite room $625.00
Room with private restroom $725.00 (only 2 available at 301 Postoffice)

*These rates went into effect Aug 01, 2016. Incoming or vacating tenants who occupy a room for fifteen (15) days or less of a calendar month will be charged 50% of that month's rent. Incoming or vacating tenants who occupy a room for 16 days or more of a calendar month will be charged a full month.

UTMB Student Housing tenants will be billed on a monthly basis. Rent payments can be made via credit card and check online, starting August 31, 2016, at the Student Self-Service Center. Payments may be made at the UTMB Dormitory Office (Vinsant Hall, Room 110, M-F 8:00a – 12:00p, 1:00p -5:00p), but a $25 processing fee will be assessed for rent, deposit, fee payments made at the Dormitory Office.

Vinsant Hall
The dormitory suites are air conditioned, furnished, and each room includes two built in study desks and refrigerator. The rooms are very spacious, providing a comfortable and relaxing study environment. Each room accommodates one tenant who shares the restroom with one other tenant in an adjacent room.

Vinsant Hall has a large community kitchen, a coin operated launderette on each floor, and a lounge with television and an upright piano. The rental rates include all utilities, internet, and television.

301 Postoffice
The suites at 301 Postoffice are air conditioned, furnished, and include a built in study desk in each room.

The suites are spacious and were newly renovated and furnished before the Fall 2014 semester. Each room accommodates one tenant who shares the restroom with one other tenant in an adjacent room. 301 Postoffice has a large common area, a community kitchen, and an outside lounge area with swimming pool. The rental rates include all utilities, internet, and television services.

410 Market
The dormitory suites are air conditioned, furnished, and include a built in study desk in each room. The rooms are spacious and were newly renovated and furnished before the Fall 2014 semester. Each room accommodates one tenant who shares the restroom with one other tenant in an adjacent room. 410 Market has a community kitchen and a common area with television and a pool table. The rental rates include all utilities, internet, and television. Tenants at 410 Market will be able to utilize the pool at 401 Mechanic Street.
401 Mechanic
The dormitory suites are air conditioned, furnished. The rooms are spacious and were newly renovated and furnished before the Fall2015 semester. Each room accommodates one tenant who shares the restroom with one other tenant in an adjacent room. 401 Mechanic has a community kitchen and a common area with television and pool table. The rental rates include all utilities, internet, and television. Tenants at 401 Mechanic have immediate access to the pool at 401 Mechanic Street, which is shared with tenants from 410 Market.

Community Kitchens and Eating Facilities
Fully equipped, modern community kitchens are located in all dormitory buildings to provide for all your conventional or microwave cooking and dining needs. These kitchens are also equipped with sufficient cabinet and drawer space for storage of your food, dishes, and cooking equipment. Cafeteria and vending machines are also located on campus. The bookstore sells snacks and beverages. All common area refrigerators and freezers will be cleaned once a quarter. Students will be notified at least 72 hours in advance. Each refrigerator/freezer will have all items removed, the equipment cleaned and sanitized before, it’s returned to service.

Food Storage in Common Area Refrigerators and Freezers
All commercially packaged items must have the tenant’s last name and date printed (or label) on the item. All other items such as leftover food or drinks, must be stored in sealed, spill proof containers at all times and marked as described above. Any items found not in compliance may be disposed of at any time without notice for sanitary reasons. Alcoholic beverage containers in common area refrigerators will be disposed of.

RESERVATIONS, DEPOSITS & MOVE-IN FEE
A deposit of $350.00 is required to reserve a dormitory room. Reservations will not be processed for individuals who are not accepted by the University. A room will not be reserved until the deposit has been paid, if, for some reason a room is not available, a full refund of the deposit will be returned. Reservation inquiries can be made at the Student Self-Service Center, at the UTMB Dorms Office at Vinsant Hall, Room 110, via phone at 409-772-1898, or via email at UTMB.StudentHousing@utmb.edu. A deposit of $350 is required at the time of the reservation. All other correspondence should be directed to the Manager of Dormitories, Room 110, Vinsant Hall. Requests for reservations should indicate a preferred move-in date that can then be verified by Dorms Management. Reservations will not be held later than 5:00 PM on the arrival date indicated, unless notification to extend the date is received in the Office of the Manager before 5:00 PM on the date reserved to arrive. Tenants’ reservation deposits will become a property damage deposit when the facilities are occupied. The deposit less any damage or housekeeping charges will be refunded by mail when the tenant vacates the dormitory. Refunds may take up to 8 weeks after vacating the dorms. Tenants may be held liable for property damage that exceeds the $350 deposit amount. Tenants are required to report to Manager's Office and complete vacating procedures in accordance with the "Check Out Procedures and
Room Transfers" outlined in this Bulletin, otherwise they will forfeit their deposits.
Upon payment of the first month of rent, new tenants will be charged a non-
refundable $100 Move-In fee to cover locksmith and administrative costs.

CANCELLATIONS

Reservation deposits will be refunded provided written notice of cancellation is
received in the Dormitories Housing Office 30 days before the rental term is
scheduled to begin.

REGISTRATION FOR DORMITORY ROOMS: ARRIVAL DATE DETERMINATION

The Office of the Manager is open 8:00 AM until 5:00 PM - Monday through Friday
and closed on weekends and holidays. Tenants should plan to arrive before 5:00 PM
to register for their rooms and pick up their keys on or before the day they register
for their classes. New tenants must clear a UTMB security review and be issued a
UTMB ID badge before receiving their key from the UTMB Locksmith office, open
Monday through Friday, 8:00 am to 5:00 pm. Tenants must check in at the UTMB
Dormitory Office prior to picking up their dorm keys.

LENGTH OF OCCUPANCY

The minimum rental term is four months and will renew automatically by four-month
increments. After the initial sixty (60) days of the rental term, tenants may vacate,
provided a minimum of thirty (30) days written notice to vacate their unit was given. This
adds flexibility for tenants to accommodate rotation schedules, etc.
Once a unit has been vacated, the unit will be given to the next person on a waiting list.
Single Month rentals may be possible, pending availability, with a one-time $200 non-
refundable fee to cover additional lock, cleaning, and administrative costs.

PAYMENT OF RENT AND DUE DATE

Payment is to be made online at the Student Housing Self-Service Site.
Alternatively, payments can be made at the Housing Office at Vinsant Hall,
located in Vinsant Hall room 110. An additional $25 administrative fee will be added to
all payments made at the Student Housing Office or via phone. Office hours are
Monday through Friday from 8am to 5pm. The office is closed on Institutional holidays.
We recommend that you call us at 409-772-1898 before coming to the office to make
sure someone will be there.
Monthly rent is payable in advance without demand on or before the first day of each
month. If UTMB Student Housing does not actually receive a monthly rent payment
from tenant on or before the fifth day of the month, tenant will pay a late charge of
$25.00 and $5.00 per day thereafter until rent is paid in full. The late rent fee will be
added to the following month’s rent charge. Upon the initial rent payment and signing of
the registration form, tenants are considered tenants at the dormitories and
acknowledge the bulletin of policies. Tenants awaiting financial aid must submit their
rent bill to the financial aid office on/or before the due date to avoid the late fee. A $25.00 service charge will be assessed for insufficient funds checks. If tenants owe any outstanding debts pertaining to the Dormitories as outlined in this bulletin, a service indicator may be placed on the tenants' student account, which will hold future enrollment, financial aid, transcripts, and degrees until payment is made in full. In addition, tenants will be liable for costs associated with court proceedings.

**OCCUPANCY PROVISION**

The University reserves the right to make assignments and reassignments of accommodations as considered necessary based on business needs and in accordance with applicable laws. Any tenant who will be away for more than 72 hours, is required to notify the housing office.

**PROHIBITION AGAINST SUBLETTING**

Only the authorized tenant may live in the dormitory. Rooms cannot be sub-let, nor can a tenant allow someone else to stay in their room, even temporarily, without the tenant being present. Any unauthorized person found living in a dorm will be required to immediately vacate the property.

**LIABILITY**

The University does **not** assume any responsibility for loss or damage of tenant's personal property. UTMB Housing Management highly encourages all tenants to purchase Renters Insurance at their cost to protect personal property.

**FORCE MAJEURE**

In the event that the University shall be prevented from completing performance of any obligations hereunder by an act of God or other occurrence whatsoever which is beyond the control of the parties hereto, then the University shall be excused from any further performance of obligations and undertakings hereunder, to the full extent allowed by the Texas Landlord-Tenant Act (Article 5236 *et Seq.*).

**LOSS OF KEYS/UNLOCKING**

If a set of keys is lost by tenant, tenant shall be charged a minimum of one hundred and ten dollars ($110.00) for a replacement. This amount includes the cost to change the lock on the room door and the exterior door. Additional charges may arise should the replacement of numerous exterior locks be necessary, for example for side and back entrance doors. If a key is found later, please return it to the Locksmith Office. No **refund** will be made for the returned keys. Dormitory management reserves the right to charge an unlock fee of $25 if a tenant locks themselves out and requires management to unlock their door.
**DORMITORY ROOM RESPONSIBILITIES**

**Damage to Rooms, Furniture and Equipment**

The use of tape, glue, nails, beeswax, contact paper, shelving or any other substances or items that could cause damage are not permitted to be attached to the walls, ceilings, doors, floors, furniture or equipment. Removal or dismantling of furniture or equipment by tenants is prohibited. Tenant will be responsible for repair of any damage. In addition, tenant will be charged for missing furniture or equipment when billed in order that their deposit will remain intact.

**Pictures and Wall Hangings**

At Vinsant Hall, items are only to be hung from existing attachable molding hooks which are also available from the UTMB Dormitory Office. Tenants at 301 Postoffice, 401 Mechanic, and 410 Market may hang pictures and wall hangings only with removable tape that will not leave residue or damage the walls.

**Housekeeping**

Tenants are responsible for regular cleaning of their rooms and bathrooms and should empty the daily accumulation of trash and garbage from the rooms into the centrally located disposal unit in the parking lot of the Dormitories. Special attention should be given to the cleaning and defrosting of refrigerators in dormitory rooms. Tenants are expected to furnish their own pillow, pillow cases, sheets, blankets, bed spreads and housekeeping supplies. The rooms and common areas are fully furnished. No other furniture may be brought into rooms or common areas. Furthermore, storage of furniture is not permissible in the rooms or common areas.

Housekeeping service will be provided by the University for cleaning hallways, stairs, entrance halls, lounges and preventative maintenance in dormitory rooms. All tenants are responsible for cleaning their community kitchen after each individual use. Auxiliary Enterprises provides cleaning in all common areas three times a week, as well as suite bathrooms once monthly. These cleaning services are supplemental and do NOT take the place of regular and routine cleaning of the rooms, bathrooms, common areas, and kitchens by the tenants. Student Housing does NOT supply tenants with cleaning supplies. Tenants are expected to keep their personal rooms and restrooms, along with common areas clean.

**Maintenance Requests**

All maintenance issues should be called in to 409-772-4040, 24 hours a day 7 days a week for emergencies. We ask that routine requests that do not require immediate attention be called in during normal business hours (Monday – Friday, 8am – 5pm). All calls are prioritized by severity and we have reduced staff during non-regular business hours.

Maintenance technicians will enter rooms for periodic preventative maintenance checks and services as well as routine pest control treatments. During pest control treatments, please do not leave items around baseboards as they will be moved. Tenants will be
notified via an email to their UTMB email address of all routine or preventative maintenance visits at least 24 hours in advance of such visit. Maintenance technicians shall respond to maintenance requests made by tenants as quickly as possible and rooms may be entered without prior notice to fulfill such requests. Maintenance technicians may also enter rooms in response to emergency calls. Maintenance technicians will always leave a “notice of entry” card behind when entry is made into a room without prior notice by email.

Fire Safety, Electrical Appliance Limit

If you discover a fire, activate the building evacuation fire alarm and call the Fire Department. All tenants, upon hearing the evacuation alarm, should proceed to the nearest exit and leave the building. If the exit is blocked, tenants may use the outside window ledges. Fire extinguishers and hoses are located in hallways for protection of your life and property. Flammable liquids, such as gasoline and hazardous materials and items, are not to be brought into the rooms. Candles (even ones that are decorative and not intended to be lit), incense, toaster ovens, hot plates, crock pots, space heaters and other open element/open flame/coil appliances are strictly prohibited. One of each of the following are the only electrical appliances allowed in your room: radio, small stereo, small television set, computer/laptop, hand-held hair dryer, small clock, and small microwave oven. Wires may not be placed across floors or in front of entrances.

The use of multiple electrical adapters, extension cords and overloading of circuits is prohibited. Power strips, limited to one per electrical outlet, are acceptable but are not to be plugged into each other.

Air conditioner vents should not be blocked. Window units should only be used for temperature adjustments and should never be turned off. Turning off window units will have a detrimental air quality impact. Hallways, stairwells, laundry rooms and exits are to be kept clear of items at all times. Tampering with fire equipment is prohibited. Tenants shall not disconnect or intentionally damage a smoke detector or remove the battery from a smoke detector.

Tenants are not allowed to install locks and security devices to the inside of their dorm or bathroom doors in order to ensure that there is egress in case of fire or other emergency for all suite mates. This includes deadbolts, chains, latches, or any other kind of lock not authorized and installed by the University.

Internet

All rooms have an internet access either via data jack and/or WIFI. A lounge phone is available at Vinsant Hall.

Throw Rugs

Only one small throw rug per tenant with dimension (4) four feet by (6) six feet or less is allowed.
Smoking

In accordance with UTMB's smoke free policy smoking is prohibited in all UTMB buildings and on campus grounds.

Visitation

Visitation is the policy of The University of Texas Medical Branch at Galveston. Unauthorized visitors and any suspicious activity should be reported immediately to Security. Guests are to be under tenant escort at all times. Visitors may not stay for more than three (3) days.

Room Entry Policy

Authorized University personnel may enter the premises for the purpose of inspection or maintenance under reasonable and restrained conditions. 

While respecting your personal privacy at all times, private rooms may be entered for maintenance and health, fire and safety inspections. Every effort will be made to provide adequate written notice to the tenant for maintenance and health, fire and safety inspections unless there is an emergency. University personnel are authorized to enter private rooms at any time if there is good cause and to investigate non-compliance with institutional policies and procedures and or state and federal laws. UTMB Campus Police may also enter the premises for routine security patrols or emergency situations, and enter private rooms for investigations in accordance with applicable law.

Check Out Procedures and Room Transfer-Vacating Notification Dates

All vacating tenants must complete their written vacating notice and change of address forms via the Student Self-Service Site or at the Manager's Office. After the initial sixty (60) days of their rental term, tenants may vacate, provided a minimum of thirty (30) days written notice to vacate their unit was given. Once a vacating notice has been given, tenants will be charged either for half of the month if they vacate between the first and the fifteenth day of the month, or for the full month if they vacate between the 16th and the last day of the month. Tenants who do not give notice prior to the end of their four-month term will be obligated for rent for another four-month term. Verbal notices will not be accepted. A date and time will be arranged to make an inspection of the room. Any damage or housekeeping charges will be determined accordingly plus any charges above the tenant's property damage deposit. All tenants, whether first or last to vacate, must give their room and restroom a proper cleaning. This includes cleaning and dusting furniture, equipment, walls, and shelves, removing of stains, cleaning of bathrooms, sinks and counter tops. Refrigerators are to be cleaned inside and out, floor tiles swept and mopped, carpet vacuumed, and all trash, garbage and personal items removed from the room. Keys and parking hangtag are to be returned to the Manager's Office. Keys and/or hangtags not returned will be treated as lost and all or portions of the tenant's deposit will be withheld accordingly.
Withdrawals

If you are planning to withdraw from the University, you should plan to do so 30 or more days prior to the end of your semester to avoid any further debt owed to the University in accordance with the above "Check Out Procedures".

Soliciting and Selling
State law prohibits persons from selling or soliciting orders for any type of merchandise on state property. If an agent is in your dormitory, please notify campus Police immediately @ 409-772-2691.

Parking
Tenants must furnish proof of liability insurance and registration to obtain a free parking tag/number which must be visible through tenant's front windshield at all times. Tenants are to park only in appropriately designated parking areas, otherwise, their vehicles will be subject to being ticketed or towed away at their own expense. Only one (1) parking tag per tenant is allowed. 301 Postoffice offers eight student parking spots in addition to street parking. Tenants at 410 Market and 401 Mechan share the O Lot. A limited amount of guest parking passes are available at the Student Housing Office and must be returned. Visitor passes not returned will be treated as lost hangtags.

Bicycles
Bicycle racks are located outside of Vinsant Hall, 301 Postoffice, 410 Market, and 401 Mechanic. Bicycle pumps are available for usage at the Alumni Field House and at the UTMB Campus Store during regular business hours.

Pets and Animals

No pets or animals are permitted in a tenant's room or on University grounds and buildings. In addition, the feeding of pets or animals on University grounds and buildings is prohibited. Tenants who violate this regulation will be referred immediately to the Student Conduct and Discipline Officer.

UTMB adheres to all Federal and State statutes in regards to service animals; companion/or emotional support animals, to ensure compliance with the law. Thus, any and all requests for animal accommodations/or needs will be reviewed on a case-by-case basis. Please contact the UTMB Dormitory Office or Lela V. Lockett-Ware, Institutional ADA Officer at (409) 747-4818.
Social Functions and Assemblies

Social functions and assemblies held in common areas (any gathering of tenants for non-UTMB sponsored events) must be authorized by UTMB Dorms Management. Social functions and assemblies need to be inclusive of all tenants residing at the individual dormitory. Social functions and assemblies may, if authorized by UTMB Dorms Management, include alcoholic beverages, but organizers will need to apply for a special permit with the President’s Office according to the University of Texas System Rules and Regulations of the Board of Regents (https://www.utsystem.edu/board-of-regents/rules/80102-alcoholic-beverages).

Prohibited Conduct

All applicable state and federal criminal and civil statutes, including statutes prohibiting gambling and the use or possession of alcoholic beverages (unless approved as stated above), narcotics, controlled substances, explosives (including any type of fireworks), or any lethal weapon are enforced on the premises. Conduct prohibited by the Student Conduct and Discipline Policy may subject the tenant to disciplinary action including expulsion. An individual with a prior criminal conviction may be determined to be ineligible to live in University-operated housing. Possession of a weapon anywhere on UTMB premises is strictly forbidden except when possessed pursuant to the Institutional Handbook of Operating Procedures (IHOP) 08.02.09 Concealed Handguns on UTMB’s Campus.

Maintenance

If you have a maintenance problem of any nature, please contact the Call Service Center answered 24/7 @ 409-772-4040. Please refrain from calling at 4:00 pm daily or weekends for routine needs. All calls are dispatched by priority and responded to accordingly due to limited staffing after hours.

Outside Entrance Doors

Dormitory outside entrance doors are to be locked at all times. Tenants are issued an outside door key so they may enter the dormitory. Do not open an exterior door for anyone without a UTMB ID badge for any reason. Soliciting is not authorized and should be immediately reported to UTPD @ 409-772-2691.

Pest Control

Regular insect and rodent control is performed by professional exterminators in all dormitory rooms and common areas and on as-needed basis. This service is not optional and tenants will be notified by email in advance of the service. Please remove items around the baseboards (excluding furniture) to expedite the service in each room.
Mail Delivery

Mail is delivered to each dormitory Monday through Friday. Obtain combination number for Vinsant Hall from the On-campus Post Office. 30 I Postoffice, 410 Market, and 401 Mechanic tenants will receive a mailbox key upon registration at the Housing Office.

Mail should be addressed as follows:
Your name
Box Number
Name of Dormitory
The University of Texas Medical Branch at Galveston
Galveston, Texas 77555

Launderettes

Launderettes are equipped with coin-operated washers and dryers, and wash basins are located in each of the residence halls.

Sexual Harassment and Sexual Misconduct

UTMB’s policy on Sexual Harassment and Sexual Assault will be strictly enforced. Please see IHOP 3.2.4 Sexual Harassment and Misconduct.

Non-Discrimination Notice

The University of Texas Medical Branch, in compliance with applicable federal laws and regulations, strives to maintain an environment free from discrimination against individuals on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, gender identity or expression, genetic information, or veteran status. This includes all programs, facilities or services and applies to all employees and students, and anyone who utilizes UTMB facilities.

The following persons have been designated to handle inquiries or complaints regarding UTMB’s Nondiscrimination, Equal Employment Opportunity and Affirmative Action policy and UTMB’s Sexual Harassment and Sexual Misconduct policy:

Kathy Rodriguez, Director, Internal Investigations Department
Institutional Title IX Coordinator
2.302 Rebecca Sealy
409-772-2112

Lela Lockett-Ware, Institutional ADA Officer
2.118 Jamail Student Center
409-747-4818
For further information on notice of non-discrimination, visit
https://wdcrobcollp01.ed.gov/CFAPPS/OCR/contactus.cfm

CHANGES IN REGULATIONS AND POLICIES

Tenants acknowledge that Institutional regulations and policies affecting housing agreements are subject to modifications. Such modifications shall be officially announced and/or posted on bulletin board(s) in each residence hall and this announcement or posting shall constitute actual notice to tenants. The modifications shall become effective and binding at the first date of posting or official announcement.