

# REINHARD VILLAGES

*SPRING 2012*

*MOVE IN GUIDE*



## Reinhard Villages

*IT'S YOUR LIFE!*

# *WELCOME TO REINHARD VILLAGES*

...your home away from home! We are so excited that you chose The Villages as your place to live while attending Clarion University!

As you know, college is a time of discovery, challenges, and growing- intellectually, socially and personally. We hope that your time at The Villages will contribute to all three; in fact, we're pretty sure that it will! So, in order to get you into college-mode, we've prepared this move in guide to help prepare you for life outside the classroom! Please take some time to read through it, and become familiar with the information it contains. And, if you really want to get ahead, review your lease agreement, so you are well aware of all the responsibilities that you have as a resident. It is also a good idea to share this move in guide with your Guarantor (the person who also signed your lease, often a parent or guardian), as well as anyone who may be assisting you on Move In day. In this Move In Guide you will find everything you need to know about Move In! We look forward to seeing you!

**Thursday, January 19, 2012 is Move-In Day.**

**Check in time is from 12pm—4pm only.**

You may check in at the following times after January 19, 2012:

Friday, January 20, 2012: 9am-4pm

Saturday, January 21, 2012: Call to set up appointment

Sunday, January 22, 2012: 12pm—5pm

## *LEASING OFFICE HOURS*

Monday—Friday: 9am—8pm

Saturday: 10 am—4pm

Sunday: 12pm—5pm

After hours' emergencies, please call: 814-316-1726

For Emergencies, call University Police: 814-393-2111

## *IMPORTANT TELEPHONE #S*

RV Leasing Office:	814-226-4740	Main Campus:	814-393-2000
RV CA On Call:	814-316-1726	Public Safety:	814-393-2111
Book Store:	814-393-2696	Registrar:	814-393-2229
Heath Center:	814-393-2121	Library:	814-393-2301
Financial Aid:	814-393-2315	Student Accounts:	814-393-1071
Residence Life:	814-393-2352		

## *MOVE IN DAY*

Move In Day is January 19, 2012 from 12pm-4pm. Please do not arrive any earlier, as you will not be able to check in until 12pm. If you cannot make it by 4pm, we suggest that you check in the following day. You may check in Friday, January 20 between the hours 9am-4pm; or Saturday, January 21, by appointment; or Sunday, January 22, 12pm - 5pm. When you arrive, proceed to the Miller Community Center building. In order to ensure a smooth check-in, please check the following:

- Your account is current prior to Move In Day Be sure your first installment has been paid, as well as any outstanding charges. All account questions should be directed to Amy in the Leasing Office. You will not be able to move in until your account is in good standing!
- Get your ID ready (valid Driver's License, personal ID card issued by State, passport, or military ID will be accepted). No ID, No Keys! **Keys will be issued to the resident only!**
- Each apartment is numbered, but the rooms within the apartments are not! Rooms are lettered A-D (clockwise), with A always being the first room on the left. Your bedroom key will only work for the room you are assigned. Do not switch rooms or keys with your apartment -mate! Illegal room switches will result in a \$200 fee!
- If you live in a 4x2 Loft, A & D are downstairs (A to the left, D to the right ) and B & C are upstairs (B to the left, C to the right).

## *PACKAGES*

Packages can be picked up at the Leasing Office during business hours. If you have one, a slip will be placed in your box or you will receive a phone call. **You must bring your valid ID to obtain your package - no exceptions!** Packages will only be given to the resident recipient. **Please note: Mail and packages in a non-resident's name will be returned to the sender.**

## *DECKER RECREATIONAL AREA*

The Decker Recreational Area includes our outdoor heated pool, grills, picnic area, and basketball courts, and are located by Village 1. In order to use these facilities, all residents must have their pool passes with them at all times. Residents are allowed up to 3 guests with each pass. Your pass will be given to you on Move In Day, which will be attached to your keys.

## *MILLER COMMUNITY CENTER*

The Miller Community Center is located at the front of the property. The Miller Community Center includes the Leasing Office, resident mailboxes, large classroom for events, fitness center, and computer lab. Residents will have accessibility to these facilities with their key card.

## *MAIL*

Mailboxes are located in the Miller Community Center. There is one mailbox per apartment (each person has a key). Reinhard correspondences are distributed here, so it is important to check your mailbox regularly. Mail is delivered to the boxes Mon-Sat, except on holidays. The Postal Service picks up out-going mail at the Leasing Office. RV assumes no liability for delays in delivery and/or failure of delivery.

## *WHAT YOU GET AT THE VILLAGES*

- Kitchen:  
Dishwasher, garbage disposal, microwave, range, full size refrigerator w/ ice maker, dining table & chairs (e.g. 2 beds=2 chairs; 4 beds = 4 chairs)
- Living Room:  
Couch, chair and ½ (oversized chair), entertainment table, coffee table & end table
- Bedroom:  
Full size bed, desk, chair, closet with a shelf & 4 drawer dresser
- Mini blinds are in each window
- Washer and Dryer come with each apartment!

## *RECOMMENDED TO BRING*

1. Lamps (No overhead lights in the living room or the bedroom)
2. Full Size linens for bed
3. Vacuum
4. Pots, pans, dishes, and utensils
5. Swiffer Wet Jet (Kitchen, bathrooms, and laundry rooms are linoleum)
6. TVs – the apartments DO NOT come with any TVs
7. Bathroom items (toothbrush holder, soap dispenser, towels, a rug and bathroom tissue)
8. Trash bins for bathroom, bedroom, and or kitchen

## *OTHER MEASUREMENTS*

- Space under the bed: 16 ½ in high
- Closet space: 55 in wide x 27 in deep
- Shelf space above washer/dryer: 60 in wide
- Bedroom window: 38 in wide x 58 in long
- Bedroom dresser: 34 in wide x 39 in high x 17½ in deep
- Desk: 47 in wide x 23 in deep x 30 in high
- Living Room window: 78 in wide x 59 in high
- Mattress depth: 6 in deep
- Shower curtains: 4x2 Flats & 2x2s = 36 in wide x 78 in long (shower stalls) (we provide)  
4x2 Towns and 4x4s = 72 in wide x 72 in long (bath tubs w/ showers) (you provide)

## *PARKING*

Parking spaces are available at each village by parking permit only. Only one permit will be issued per resident per lease term. To obtain a permit, you must present a valid driver's license, vehicle insurance, and owner's registration card. Permits must be placed on the inside of your windshield, bottom passenger's side (opposite of your inspection sticker).

Guests may obtain a guest parking permit by stopping by the Leasing Office. Cars without a valid permit, and cars parked illegally will be subject to fines and towing costs. Please be aware—we cannot guarantee the safety of your vehicle, nor can we guarantee that you will be able to park close to your apartment. Please be sure that you and your guests have appropriate insurance coverage for vehicles.

## ***CABLE TV***

Connections are available in each living room and bedroom. You will need to supply the TV and the coaxial cable to connect to the DTA converter box. If you need assistance, please see a CA.

## ***HIGH SPEED INTERNET***

Each bedroom in the apartment has internet jacks ready for you to plug into! You will need to have an Ethernet connection in your computer as well as a CAT 5 (Ethernet) Cord. Unfortunately we are unable to have wireless internet in your apartment. Please do not bring a wireless router. Also, remember you should update your virus protection and software regularly, in order to make your computer run efficiently, as well as access the internet effectively. Keep in mind, there may be times when outages occur, and RV is not responsible for any damage to or loss of computer hardware or software caused by viruses or other internet provider-related issues. However, if you are unable to connect to the internet, please call the office to file a maintenance request. Be prepared, as the assistant may ask you to do some troubleshooting first! Illegal downloading of any material via the internet connection provided by Reinhard Villages may result in disciplinary action, criminal charges, University judicial action, and/or the disabling of the internet connection to your room and/or apartment.

## ***CLARION UNIVERSITY ACADEMIC CALENDAR<sup>xx</sup>***

### **Spring Semester 2012**

Registration for day and evening classes	Monday, January 23
Classes begin - 8 a.m.	Monday, January 23
Winter holiday begins - 10 p.m.	Friday, March 9
Winter holiday ends - 8 a.m.	Monday, March 19
Classes end - 10 p.m.	Friday, May 4
Final examination period begins - 8.am.	Monday, May 7
Final examination period ends - 10 p.m.	Friday, May 11
Semester ends - 10 p.m.	Friday, May 11
Spring Commencement	Saturday, May 12
Semester grades due from faculty - 12 p.m.	Thursday, May 17

### **Summer Sessions 2012**

Session I: Pre-session	May 14 - June 1
Session II: Regular session	June 4 - July 6
Session III: Regular session	July 9 - August 9

\*<http://www.clarion.edu/4930/>

## SUMMER EXTENSION

Reinhard offers the summer (May 15, 2012—July 31, 2012) to residents for \$250. If you'd like to extend your Lease till July 31, 2012, stop by the Leasing Office and complete a Summer Extension Form and submit \$250. (Please keep in mind that if you complete a summer extension, and renewal lease for 2012-2013; you may not have to move your belongings home).

## RENEW FOR 2012-2013

Renewals for the 2012-2013 Academic Year are being accepted. The Leasing Process is the same for renewals:

1. Complete application and \$25 application fee,
2. Reinhard will prepare your 2012-2013 Lease.
3. You and a Guarantor must sign the Lease (Guarantor must sign either in front of RV staff member of a notary). After we receive your completed Lease, we will reserve your room for you.

Renewal assignments are based on a first-come, first-serve basis. You may preference an assignment on the Apartment Assignment Card (which is included with your Lease packet).

