

THE  
UNIVERSITY  
OF RHODE ISLAND  
HOUSING AND  
RESIDENTIAL LIFE

Graduate & Family Housing  
A-Z Handbook

Office of Graduate & Family Housing  
Office of Housing & Residential Life

## About Us

### Housing & Residential Life, Graduate & Family Housing

Graduate and Family Housing is a unit within the Department of Housing and Residential Life (HRL) at the University of Rhode Island (URI). The primary goal of Graduate and Family Housing is to provide affordable, quiet and convenient housing that promotes academic success as well as personal development.

#### The Graduate Housing Office (GHO)

**Location:** In the Community Center, within the Graduate & Family Housing Complex

**Hours of Operation:** Monday – Friday 8:30 AM – 4:30 PM

*Note: The office is closed on all major holidays*

**Email:** [gradhse@etal.uri.edu](mailto:gradhse@etal.uri.edu)

**Phone:** 401.874.2232

#### The Housing & Residential Life Main Office (HRL)

**Location:** Hillside Hall, ground floor, under the glass footbridge

**Hours of Operation:** Monday – Friday 8:30 AM – 4:30 PM

*Note: The office is closed on all major holidays*

**Email:** [customerservice@housing.uri.edu](mailto:customerservice@housing.uri.edu)

**Phone:** 401.874.4151

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## Important Contact Information

<b>University Police</b>	<b>85 Briar Lane Kingston, RI</b>
<b>Fire, Medical &amp; Police Emergencies</b>	<b>401.874.2121</b>
Police Non-Emergencies	401.874.4910
Safe Ride	401.874.7233
Website	<a href="https://web.uri.edu/police/">https://web.uri.edu/police/</a>
<b>Hospital</b>	<b>100 Kenyon Avenue, Wakefield, RI</b>
Main Phone Number	401.782.8000
Website	<a href="https://www.southcountyhealth.org/">https://www.southcountyhealth.org/</a>
<b>Counseling &amp; Psychological Services</b>	<b>217 Roosevelt Hall</b>
Phone Number	401.874.2288
Website	<a href="https://web.uri.edu/counseling/">https://web.uri.edu/counseling/</a>
<b>Child Care- First Step</b>	<b>25 West Independence Way, Kingston, RI</b>
Phone Number	401.782.600
Website	<a href="http://firststepkingston.org/">http://firststepkingston.org/</a>
<b>Child Care- Child Development Center</b>	<b>10 Lower College Road, Kingston, RI</b>
Phone Number	401.874.2758
Website	<a href="https://web.uri.edu/child-development-centers/">https://web.uri.edu/child-development-centers/</a>
<b>Public Schools / School Department</b>	<b>307 Curtis Corner Road, Wakefield, RI</b>
Phone Number	401.360.1300
Website	<a href="https://skschools.net/">https://skschools.net/</a>
<b>URI Health Services / Health Insurance</b>	<b>6 Butterfield Road, Kingston, RI 02881</b>
Phone Number	401.874.2246
Website	<a href="https://health.uri.edu/">https://health.uri.edu/</a>
Email	<a href="mailto:health@uri.edu">health@uri.edu</a>
<b>URI Disability Services</b>	<b>302 Memorial Union</b>
Phone Number	401.874.2098
Website	<a href="https://web.uri.edu/disability/">https://web.uri.edu/disability/</a>
Email	<a href="mailto:dss@etal.uri.edu">dss@etal.uri.edu</a>
<b>Bus / Transportation (RIPTA)</b>	<b>Memorial Union Info Desk</b>
Info Desk Phone Number	401.874.2056
Info Desk Website	<a href="https://web.uri.edu/memorialunion/facility/info-desk/">https://web.uri.edu/memorialunion/facility/info-desk/</a>
Info Desk Email	<a href="mailto:union@etal.uri.edu">union@etal.uri.edu</a>
RIPTA Website	<a href="http://WWW.RIPTA.com">WWW.RIPTA.com</a>
<b>International Services</b>	<b>37 Lower College Road Kingston, RI</b>
Phone Number	401.874.2395
Website	<a href="https://web.uri.edu/global/contact/">https://web.uri.edu/global/contact/</a>

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Email	<a href="mailto:oe@etal.uri.edu">oe@etal.uri.edu</a>
<b>Enrollment Services / Financial Aid</b>	<b>Green Hall 35 Campus Avenue Kingston, RI</b>
Phone Number	401.874.9500
Website	<a href="https://web.uri.edu/enrollment/">https://web.uri.edu/enrollment/</a>
Email	<a href="mailto:esmail@etal.uri.edu">esmail@etal.uri.edu</a>

### Abandoned Property

The University is not responsible for personal property remaining in HRL/Graduate & Family Housing residences following their date of withdrawal, transfer, departure, suspension or dismissal from the University, or after the last day of their contracted period of occupancy. Such property will be considered abandoned and will be disposed of by University personnel in accordance with abandoned property procedures. In addition, HRL will pursue action through the community standards process for anyone who knowingly disposes of personal property on University grounds.

### Agreement Renewals

Housing Agreements are signed on a rolling, year-round basis with renewal prior to the onset of the new fiscal year (July 1<sup>st</sup>). In order to renew your housing agreement, you must meet the following requirements:

- have no outstanding rent balance;
- be a registered full-time matriculated URI student (as stated in the Eligibility Requirements); and
- pass an annual inspection by the Hall Director

Specific instructions for preparation for annual *inspections* are included in the Appendix. Once the apartment has passed inspections, the agreement holder must contact the GHO to make an appointment to sign their Housing Agreement renewal. **HRL retains the right not to renew housing agreements for any reason. Refer to your housing agreement for more information.**

### Agreement Transfers

Housing Agreements are not transferable to roommates. In the event that the existing agreement holder graduates, and their spouse meets graduate student housing criteria and is completing a degree at URI, the spouse may assume the leaseholder status for a limited time at the sole approval of HRL. Evidence of marriage must be presented to the Graduate Housing Office (GHO) for approval prior to the Housing Agreement transfer. Apartment assignments are limited to one unit per family for the duration of their residence at the University of Rhode Island.

### Appliances

All Graduate and Family Housing apartments come equipped with a stove/oven and a refrigerator. All appliances must be kept in the rental unit to which they are allocated. Residents must keep appliances clean and grease-free to minimize the risk of fire. Do not use adhesive stickers on the appliances.

Report any appliance that is malfunctioning to the GHO. Staff in the GHO can assist with questions on how to properly operate appliances.

### Bulletin Boards

All residents are invited to post events on the bulletin boards located on the grounds and in the apartment buildings. Please contact the GHO for approval, prior to posting fliers/information. Inappropriate material will be removed at the discretion of HRL.

### Carpeting

Installation of permanent carpeting is NOT allowed in Graduate and Family Housing apartments. Fire regulations prohibit the use of carpet tape, glue or tack board. Curtains and carpeting must be fire retardant and meet all state fire codes. Tapestries of any kind are prohibited. We do encourage the use of removable rugs and carpets as a noise buffer between apartments.

### Clotheslines

The University allows residents to dry their clothes on designated clotheslines, however, clotheslines are NOT allowed on balconies. Residents are responsible for items left on the lines. The only items permitted on clotheslines are clothes, blankets, and small rugs.

### Community Center

The Community Center, located at the Graduate and Family Housing Apartments complex, is available year-round for parties, meetings, or special events, and is free of charge.

- To reserve the Community Center, a [reservation request form](#) must be completed at least 1 week prior to the event. The Community Center is available to use between 8:00 am -10:00 pm and only Graduate and Family Housing residents (defined as agreement holders & registered roommates) are eligible to reserve it. Recurring reservations can be made for a maximum of 1 event weekly and must be scheduled each month (no more than 1 month in advance). University regulations prohibit smoking and consumption of alcoholic beverages in the Community Center. By order of the RI State Fire Marshal, a maximum of 42 persons are allowed in an open common room, OR a maximum of 32 persons in a room that is set with tables and chairs. The room must be left in the same condition (or better) that it was found in.

### Drapes

All Graduate and Family Housing apartments are outfitted with window shades. Contact the Graduate Housing Office should your shades get damaged or missing upon moving in.

### Eligibility Requirements

The following eligibility requirements apply for agreement holders:

- Matriculated, full-time graduate students enrolled at URI (9 credits/semester or 6 credits/semester with a full-time assistantship)



- Graduate students in their final semester may be eligible if they are taking 1 continuous credit or dissertation credit.
- Special consideration residents such as: matriculated undergraduate students, postdoctoral researchers and 5<sup>th</sup> year or above PharmD students, require approval from HRL.
  - Note: Undergraduate agreement holders must be registered for a minimum of 12 credits per semester to be considered full-time.

### Fire Safety

Each apartment is equipped with a fire extinguisher. Instructions on how to operate fire extinguishers are included in the Appendix of this document. Also located in the Appendix are instructions on fire escape planning & what to do, should the fire alarm sound.

In case of a fire emergency, call 911. If possible, activate the fire alarm in your apartment and leave the building immediately. Notify the Graduate Housing Office afterwards to inspect for any damage from smoke or fire.

URI is required to inspect all apartments on a quarterly basis. URI Fire and Life Safety is required to ensure that all fire safety equipment is functioning properly. All apartment occupants reside in multiple dwelling units, therefore, your safety is linked to everyone else's.

### Firearms & Weapons

All firearms and weapons are strictly prohibited on URI premises. This includes, but is not limited to, guns, ammunition, knives, explosives, fireworks, and any martial arts weapons.

### Garden

Residents may plant flowers along the front of the first-floor apartments if they wish. Annuals and low flowers are permitted in these areas. Vegetables must be planted in the [Community Garden \(see below\)](#). Please mark flowers clearly with waterproof markings, especially when they are not in bloom, which will alert maintenance and custodial staff.

Graduate and Family Housing proudly offers a Community Garden. Garden plots are available on a space available basis (first come first serve). Gardeners will need to complete a [Garden Agreement Form](#). Please contact the GHO for more information.

### Grills

All propane cooking pots, and other such devices must be at least 20 feet away from the apartment buildings when in use. They must be turned off when not in use. Grills can be stored adjacent to the buildings after they have cooled down.

## Heating

Each apartment is equipped with electric baseboard heaters. Thermostats that control the temperature are located on the walls in each room. Keep the baseboard heaters clear of furniture, draperies and any other household items (heating efficiency and fire safety purposes). Heat must be maintained at a minimum of 58 degrees Fahrenheit throughout the winter months to prevent pipes freezing. Electric charges are assessed each month and will be charged on the monthly rental invoice.

## Hot Water

Electric hot water heaters are in the utility closet in each apartment. In addition, all first-floor apartments have air conditioning units installed. These units are controlled by the dials on the units themselves. The panel controlling these systems is in the closet in the master bedroom. The University provides basic water service at no additional charge.

## Inspections

Agreement holders must notify the Hall Director of their intent to vacate their apartment, a minimum of 30 days prior to their departure date. This notice must be emailed to [gradhse@etal.uri.edu](mailto:gradhse@etal.uri.edu), preferably from the Agreement Holder's URI email address.

The agreement holder must also schedule a move-out inspection with the Hall Director. At this inspection, the agreement holder must provide their forwarding address or relevant financial forms to ensure that any remaining security deposit, minus any final utility or other charges, will be sent to the correct address. The purpose of this inspection is to identify any *damages* beyond normal "wear and tear" and review the cleanliness of the unit. If damages to the apartment are revealed, the agreement holder will be informed of the charges necessary to repair the damages incurred. If the damages exceed the security deposit, the agreement holder will be billed accordingly.

## Internet

All Graduate & Family Housing apartments are equipped with internet data service. The service comes with a mandatory fee which is added to the monthly rental invoice. Information about logging into the URI network: <https://web.uri.edu/itservicedesk> OR you may call 401.874.4357. The IT service desk is located in the Carothers Library, Room LL19.

## Keys & Lock Outs

All apartment keys are issued in the GHO. Agreement holders receive 1 apartment key and 1 mailbox key at the lease signing. Two mailbox keys are available to be issued to each apartment. To obtain keys for family members and roommates, all parties must complete the *Roommate Key Approval Form* before a key is issued. A valid URI student identification card is required for all non-family members who apply for additional keys. Roommates must return their key directly to the GHO. Apartment keys also open your building's laundry room and storage area. Apartment and mail key duplication is prohibited and may result in severe consequences, including removal from Graduate &

Family Housing. Agreement holders are responsible for all keys that were issued during the duration of their lease. All keys must be returned upon termination of the rental agreement. A lost key requires that the apartment door lock be changed and the lock changes are billed to the agreement holder, which will appear on the monthly rental bill. [Lock changes](#) are presently \$75 each.

If you are locked out of your apartment during regular office hours, please contact the GHO. After hours, please contact your roommates first. If none are available, contact the campus Police Non-emergency line 401.874.4910 for assistance. Only registered tenants and roommates will be admitted to an apartment.

### [Laundry](#)

Each apartment building has a laundry room that is accessible by using your apartment key to unlock the door. Your key will only unlock the laundry room located in your building. Each laundry room contains 2 [coin -operated](#) washing machines and 2 coin-operated dryers. Directions to operate are posted on the front of each machine. Laundry rooms must always be kept locked. Children should not use laundry rooms as play areas, smoking is prohibited, do not leave clothes unattended. URI is not responsible for personal items.

If a machine malfunctions, please contact automatic laundry 617.969.4340 or visit their website: [Automaticlaundry.com](http://Automaticlaundry.com).

### [Lights & Light Bulbs](#)

Residents are responsible for replacing their own light bulbs within their apartments. Outdoor and parking lot lights are replaced by HRL custodial staff upon request from Graduate & Family Housing. If you observe outdoor lights not working, please report to the GHO staff.

### [Mail Services](#)

Your post office is located at 1 Briar Lane, Kingston- Just off of Upper College Road. All postal services are available during regular business hours. Please note, they are closed for lunch between 11:30 a.m. – 12:30 p.m. Each apartment is assigned one (1) mailbox, which is located at the entrance to Graduate & Family Housing.

Please tape a small index card with your apartment number and the names of everyone living in your apartment inside of your mailbox to ensure that your mail is delivered to the correct box.

Your postal/mailing address is as follows:

2900 Kingstown Road, Apt.# \_\_\_\_\_ Kingston, RI 02881

### [Maintenance](#)

The University offers a variety of routine maintenance services free of charge. Maintenance requests may be submitted by contacting the GHO via email,

[gradhse@etal.uri.edu](mailto:gradhse@etal.uri.edu) or by telephone, 401.874.2232. Graduate and Family Housing staff will submit requests to University Facility Services (FS). Please be aware that by submitting a maintenance request, you are granting maintenance technicians permission to enter your apartment to perform the work. You do NOT need to be present when the technician(s) arrive, unless specified as a priority (e.g. leaking water, power outage, other safety and security issues, etc).

Maintenance requests can take up to 30 business days to be completed. If a request has been called in and has not been repaired within 48 hours, please contact the GHO to have a staff follow up. Charges will only be incurred if damages are beyond normal wear and tear and residents will be notified if damages require additional billing.

### Moving/Yard Sales

Residents are permitted to have moving or yard sales in their apartments, or on the grounds of the Graduate and Family Housing complex. Sale signs may be posted on bulletin boards in common areas, but NOT on trees, buildings, light posts or any other University property. Sale signs must be removed the day after the sale. Sales should begin no earlier than 8:00 a.m. and should not end any later than 6:00 p.m. Sales held in the Community Center must observe the regulations for the room usage (See community Center).

### Noise

Graduate & Family Housing is a family-friendly environment. Living in proximity requires all residents to be considerate of others. Loud noises may disturb sleep or studies of neighbors. Music, televisions, and other noises that can be heard outside the apartment are a violation of the University student conduct policy.

### Occupancy Standards

Per URI standards:

- For two-bedroom apartments maximum occupancy is 4 persons
- For three-bedroom apartments maximum occupancy is 5 persons

HRL is not responsible for housing, monies owed/due, or placing any roommates due to a separation from the agreement holder. Any interpersonal conflicts can be brought to the University Ombudsman's attention at 401.874.2863. We highly recommend written roommate agreement between agreement holders and their roommates.

### Parking / Vehicle Use

All vehicles must be registered with the URI Parking & Transportation Office. For instructions on registering your vehicle, please visit:

<https://web.uri.edu/transportation/parking/students>. Once registered, your license plate will serve as your parking permit. Please park with your license plate facing outward, and be sure nothing is obstructing your license plate (license plate covers, stickers, debris etc.). Vehicles that are not registered may be ticketed and/or towed at the

owner's expense. Questions or concerns should be forwarded to Parking services by email, [tap@uri.edu](mailto:tap@uri.edu) or by phone, 401.874.9281.

Vehicles are not permitted on the walkways between the apartment buildings for any reason, except for loading and unloading your car, and only for a period of no more than 20 minutes. After that time, your car must be moved to the appropriate parking area or parking services will be notified, which may result in a ticket, and/or the car being towed at the owner's expense.

### **Pest Control / Extermination**

To make an extermination request, please contact the GHO. A contracted professional exterminator is on campus on Mondays, Wednesdays, and Fridays. Depending on the type of extermination, residents may need to prepare their apartment as specified by the exterminator. If preparation is required, agreement holders will be notified via their URI email address (e.g. vacate apartment, cover items etc.).

### **Pets**

Animals of any kind are prohibited in Graduate and Family Housing apartments, or on its grounds. The one exception to this is fish and the aquarium must be no bigger than 20 gallons. Any agreement holder found to be possessing a pet will be given 48 hours to make other arrangements for the placement of the pet, outside of University housing. Non-compliance will result in the termination of the agreement, and the agreement holder will be removed from University housing.

### **Rental Insurance**

The University is not responsible directly or indirectly for loss or damage from any cause whatsoever to personal property by fire, theft, malfunction of University equipment or any other cause. Each resident is strongly encouraged to obtain **Renters Insurance** or to ensure that they have insurance coverage for their personal belongings through their own policy/family's policy.

### **Rental Payments**

Agreement holders will receive a monthly rental invoice in the mail. All payments are due upon receipt of the invoice. HRL accepts payments by check or money order only. Rental payments should be placed in the 24-hour drop box located at the HRL main office (Hillside Hall). See page 1 for address.

### **Roommates**

Agreement holders are fully responsible for any roommates living in their apartment. It is the responsibility of the agreement holder to inform the roommates of all Graduate and Family Housing policies and guidelines. Any **subletting** arrangement is illegal and may result in the immediate termination of the Housing Agreement. All roommates and family members must be registered with the Graduate Housing Office (GHO) Any new roommates or family members arriving after the initial lease begins are expected to be registered with GHO within 48 hours of arrival. Any roommates or family members not

registered will NOT be allowed into ANY apartment in the event of a lockout. It is expected that agreement holders will treat roommates in a fashion similar to the way the agreement holder is treated by Graduate and Family Housing. This includes respect for privacy, and support during the academic year.

### Solicitation

Solicitation, or activity promoted to solicit funding, advertising or provide unrequested information is not permitted in HRL residences. Please report any solicitation to the University Police immediately on their non-emergency line 401.874.4910. In the event an exception is made for a *campus-approved* program, prior notification will be provided.

### Storage

Apartments are provided with a designated storage area located in the laundry room within your building. You must keep your items in your apartment's assigned storage area. Fire regulations prohibit tenants to store items in stairwells/ stairwell landings. It is recommended that you always keep your storage bin locked. HRL reserves the right to remove items located in any storage bin that is not the property of the current leaseholder, without prior notice. Should HRL have to remove items from hallways, the owner will be charged for the labor costs incurred.

### Telephone

Residents who wish to have a variety of television channels can purchase an indoor HD antenna or streaming service such as Netflix, Roku, Hulu or Amazon Prime. The University is not responsible for these services.

### Television

Residents who would like phone service should have their own cell phone service provider.

### Trash / Recycling / Compost

Please dispose of **trash** in dumpsters, which are in the parking lots. All items must be placed inside of the dumpster, make sure doors on the dumpsters are closed to keep animals/wildlife out of the bins. A privately contracted trash company empties the dumpsters twice per week.

**Recycling** bins are provided to each apartment, please follow the guidelines on what can and cannot be recycled. You may request a copy of these guidelines from the GHO. Paper, plastic, glass, cardboard, and aluminum are all examples of recyclable items.

**Composting** materials such as raw vegetables and coffee grinds can be placed in the compost heap located in the community garden. Please adhere to composting guidelines.

*Note:* All hallways, stairwells and common areas must be kept clear of trash and other refuse. Any items left in the mentioned areas will be disposed of at the expense of the agreement holder.

### Vacations / Winter Weather

If you will be away from your apartment for more than 1 week, remember to:

- Make arrangements to pay your rent on time, if applicable
  - If necessary, payments can be mailed to:  
  
University of Rhode Island  
Housing & Residential Life- Hillside Hall  
Attention HRL Business Office  
140 Campus Avenue  
Kingston, RI 02881
  - Secure all doors and windows
  - Leave heat on at least 58 degrees in the winter months
  - Do NOT sublease your apartment or informally allow someone else to live there during your absence. Subletting is a violation of your housing agreement. Remember, any individuals who are not registered to your apartment will NOT be allowed into the apartment should they become locked out.
- Television, radio broadcasts & URI alert systems alert the public to severe weather conditions. Residents should stock battery-powered flashlights and radios for such emergencies. The main roads and walkways will be plowed, residents will need to shovel out their own vehicles.

*Note:* To register for URI emergency alerts to receive campus based updates, follow the link: <https://web.uri.edu/emergency/alert/>