

Housing Deposit and Responsibility for Damages

All students must pay a \$250 housing/damage deposit with the Housing Contract before processing will occur. The contract is binding from the time it is accepted by NCTA through the end of the academic year. The deposit will be refunded to students when they have fulfilled the terms of the Housing Contract. The deposit may be carried over if the student plans to return to the residence halls the following year.

Students are responsible for damages to NCTA property above normal wear and tear and will be assessed accordingly.

Student Rooms

You are responsible for keeping individual rooms clean. Your cooperation is asked in maintaining a high standard of cleanliness and keeping maintenance repairs at a minimum. You will need to provide the necessary cleaning supplies. Mops, buckets, brooms and vacuums are available in each hall. You are responsible for emptying your own trash in the dumpsters provided outside the building.

You are encouraged to decorate and personalize your rooms to the extent that it does not damage the room or its contents. You are permitted to move the furniture within your room but not out of your room. The use of decorations to personalize your room is encouraged. Some simple guidelines apply; within the room, posters must **not** be placed edge to edge so that a continuous path of fuel is established in the event of fire; decorations should also be mounted in a way that does not damage walls or leave "tape scars or excessive tack/pin holes." Nails, screws and permanent adhesive hooks are not to be used to mount decorations of any kind. Window decorations should not be visible from the exterior of the buildings unless it is NCTA related.

Public Areas

The custodians are responsible for maintaining the public areas such as public bathrooms, laundry rooms, lounges, stairwells, hallways, building entrances/exits and kitchens. Custodians are not expected to clean up personal messes or dispose of personal trash. Excessive messes may result in the community being charged.

Health and Safety Inspections

Periodic health and safety inspections are conducted by the Residence Life staff. The intent of these inspections is for preventative and corrective action. You will be given a 24-hour notice prior to the inspections. If your room does not meet minimal health and safety standards, you will be given 24 hours to correct the problem. Items found that may be illegal or in violation of Residence Hall policy will be confiscated (see Confiscation policy).

Maintenance Requests

Fill out the online Work Order Request Form at <http://ncta.unl.edu/maintenance-partner>. Please be detailed in the description of the issue.

Heating/Plumbing Concerns

For heating/air or plumbing emergencies requiring immediate attention, contact a staff member in addition to filling out a work order.

Lockouts

If you are locked out of your room and require assistance, report to your RA. You will be required to provide proof of your identity with a picture ID. Once your identity has been verified, you will be

granted access to your room.

Damages

All residents of a room will be responsible for damages, loss, and custodial or maintenance work that is due to student negligence and not admitted to by any one individual in the room. NCTA recognizes that some allowances must be made for normal wear and tear usage.

While custodial and maintenance services are provided, residents share responsibilities for general maintenance and upkeep of their community living environment. This environment includes student rooms, living areas, hallways, stairwells, rest rooms, public areas, and exterior grounds facilities.

Residence Hall Damage Charges

Damage charges for furnishings in the residence halls are subject to change, but currently are as follows:

Lights

Fluorescent bulbs -----	\$25.00
Fluorescent light covers -----	\$35.00
Overhead -----	\$27.00
Globes -----	\$10.00-25.00
Round Corridor -----	\$13.00
Overhead in suites -----	\$27.00
Exit lights-----	\$65.00- 120.00
Emergency lights-----	\$47.00

Mirror

Bathroom -----	\$50.00
Above sink -----	\$25.00

Lounge Furniture

Cushion (foam & structure)-----	\$75.00
Fabric cushion cover -----	\$50.00
Burn or break -----	determined at time
Removal from lounge -----	\$10.00 per day/item
Couch-----	\$800.00
Loveseat -----	\$700.00
Chair-----	\$420.00
Study table-----	\$450.00
Study room chairs-----	\$125.00- 325.00
End & coffee tables -----	\$175.00- 325.00

Windows, Screens & Treatments.

Draperies-----	\$75.00-125.00
Drapery cleaning -----	\$45.00
Drapery Rods	
Traverse-(4' length)-----	\$32.00
I Beam -----	\$20.00
Blinds -----	\$35.00-125.00
Screen -----	\$30.00
Broken screen frame -----	\$20.00
Re-install screen-----	\$15.00
Holes in screen-----	\$30.00

Window glass ----- \$40 - \$150.00
Window handle/crank----- \$20.00/ \$ 40.00

Room Furnishings

Mattress ----- \$80.00
Mattress pad/cover ----- \$18.00
Bed Frame ----- \$150.00
Bed wood ends ----- \$100.00(each)
Desk chairs ----- \$140.00
Desks ----- \$400.00
Desk shelf ----- \$225.00
Dresser ----- \$450.00
Trash Can ----- \$5.00-\$10.00

Door

Solid core----- \$500.00
Hollow core----- \$120.00
Refinish one side of door ----- \$50.00
Cabinet doors (bathroom & kitchen) ---- \$20.00
Cabinet drawers ----- \$15.00
Door signs (rest room, etc.)----- \$17.50
Door reinforcer ----- \$17.00
Peepholes----- \$10.00
Dart holes in door----- \$2.00 each or refinish

Cleaning / Maintenance

Trash or mess clean-up \$10.00 min. (at general rate of \$25.00/hr.)
Floor waxing ----- \$50.00

Bulletin Boards

2' X 3'----- \$17.00
3' X 4'----- \$25.00

Locks and Keys

Door lock ----- \$150.00
Key replacement based on function ----- \$10.00
Re-core----- \$20.00
Strike plate ----- \$30.00
Service Call ----- \$120.00

Electrical & Fire Safety Equipment

Fire bells or horns ----- \$155.00
Fire pull station----- \$100.00
Smoke detector----- \$120.00
Sensors ----- \$100.00
Fire extinguisher refill ----- \$50.00
Glass in door ----- \$25.00
Thermostat ----- \$50.00
Switch/outlet plate/cable ----- \$10.00
Cable Jacks----- \$100.00
Phone Jacks ----- \$25.00
Ethernet Jacks ----- \$50.00

Bathrooms & Kitchens

Faucet -----	\$75.00
Toilet -----	75.00
Water closet-----	\$55.00-\$175
Toilet seat -----	\$25.00
Ceramic tile (each piece)-----	\$5.00
Shower head -----	\$25.00
Sink (broken)-----	\$125.00
Shower curtains -----	\$25.00
Sink stopper -----	\$10.00
Soap dispensers -----	\$25.00
Soap tray-----	\$25.00
Towel bar -----	\$25.00
Paper towel dispenser -----	\$35.00
Toilet paper holder -----	\$30.00
Shower Curtain-----	\$10.00

Walls

Paint one wall or ceiling (defacing/stains)	\$50.00 min.
Tape/adhesive marks -----	\$2.00 each
Nail/pin/tack holes in walls -----	\$5.00 min. ea.
Up to 1/2" hole/dent -----	\$10.00 each
Scratches/gouges -----	\$10.00 each
1/2" - 3" hole/dent -----	\$40.00 each
Larger than 3" hole/dent -----	\$60.00 each

Ceilings and Floors

Burn on carpet -----	determined at time
Ceiling or floor tile (marked or broken)	\$2.00-6.00 each
Small marks -----	\$1.00 each