



Student Housing Regulations

Contact	Office Hours	Phone Number	Fax Number
Mindy Tranberg and Michelle Van Hoof, student coordinators	8:00 AM – 1:30 PM	715-858-4910	715-858-4470
Kerri Weister, student programs manager	8:00 AM – 4:30 PM	800-541-2895 ext. 9-4197	715-387-5163

House	Owner	Owner Phone Number
Address: 5334 B Prill Road, Eau Claire, WI 54701 Phone number: 715-514-1324	Mike Siker (Emergency only)	715-559-3632 cell

Arrival to house: Students will be given a code for the door lock containing house key on the front door through email before the start of their rotation. Please check into your house the afternoon/ evening before your rotation.

Departure from house: On the last day of your rotation, you are required to stop in the student program coordinator’s office by NOON to return your house keys and garage door opener. All students are required to have all personal belongings and food out of the house no later than NOON on your last day.

IMPORTANT NOTE: Housing inspections may take place for maintenance and upkeep. Every attempt will be made to contact you before going into the house.

General regulations

The house has two furnished bedrooms. Each bedroom has a minimum of queen size bed, along with dresser, lamp and nightstand, and closet space. Daily cleaning is expected from students for upkeep and the students are expected to completely clean the house before departure.

- Visitors (i.e. significant others/spouses) are not allowed to stay.
- **Pets are not allowed in the house or on the property at any time.**
- **Smoking is not allowed in any rooms of the house or on the property at anytime.**
- **Candles are not to be lit at any time in any room of the house.**
- **Fireplace is not to be used under any circumstances.**
- **Gas grill may only be operated on the deck or outside the house.**

What is supplied in the house

- There are cleaning supplies (*need to be replaced when used*), broom, dustpan, vacuum cleaner located in the laundry room and hall closet of the house.
- One set of bed linens, two pillows, bath towels, 2 laundry baskets and dishtowels are furnished. Students are required to do their own laundry including any used linens before departure. Washer and dryer on site, \$20 charge by landlord for 6 weeks of use, collected upon arrival or no later than the first week.
- A microwave, stove, refrigerator, TV, coffee maker, toaster, pots, pans, utensils and dishes are available.
- Garbage can in the garage.
- Gas grill on deck.

What you are responsible for

- Students are responsible for bringing their own toiletries, alarm clock, and cleaning supplies, dishwasher soap, toilet paper, paper towels, etc. *(or before leaving replace those items that were used)*.
- You are responsible for providing laundry soap and fabric softener. Washer and dryer on site for a \$20/6 week rotation charge by landlord.
- Doors should be locked when leaving the house. The house owner, Marshfield Clinic and staff are not responsible for lost or stolen items.
- Windows should be closed when leaving the house, moving out, and during the winter months.
- Occupants are held financially responsible for any interior or exterior damages such as but not limited to walls, carpets, woodwork or furniture. Grades may be withheld until financial obligations are taken care of.
- Room assignments/changes are only made by the education coordinator. **Visitors MUST be pre-approved by education coordinator AND other occupants of the student house.**
- For minor repairs, and maintenance, please contact the education coordinator during business hours. If no answer, please leave a message. For emergency maintenance issues please call the owner, Mike Siker at cell number 715-559-3632.
- Students are expected to use routine and appropriate garbage removal. Garbage is collected each Tuesday morning. Garbage must be placed outside the garage. Recyclables are to be placed in the recycle container placed next to the garbage container outside the garage for Tuesday morning pickup. Garbage and recyclable container located in the garage.
- Landlord will contact you to schedule a walk through at the beginning of the rotation and on your last morning *(i.e. check in and check out of premises)*.

Additional

- Students are responsible for cleaning out food and containers that they do not wish to take with them.
- Marshfield Clinic, staff and house owner are not responsible for any items left behind in the house after departure.
- House keys cannot be duplicated.
- The fireplace may not be used at any time.

Anyone violating the Student Housing Regulations will be subject to loss of housing privileges and grades being withheld.

I have read and understand the rules and regulation.

Student signature

Date

Student name (print)

Student home phone

Student forwarding mailing address