

Student Housing Regulations

Division of Education Contacts	Office Hours	Phone Number	Pager No.
Kerri Weister, administrative manager	7:30 AM – 4:30 PM	715-389-4197	2121
Julie Nikolay, education coordinator	7:30 AM – 4:30 PM	715-389-7649	0505
Deanna Burt, education coordinator	7:30 AM – 4:30 PM	715-387-5133	1401

Apartment Complex Contacts

Marsh Run Apartments

Manager: Dennis Boucher

Office: 715-387-1655

Emergencies Only: 715-305-1960 (cell)

Arrival to apartment

- All students will need to report to the security desk in the main entrance of Marshfield Clinic, during non-business hours, for key packet pick-up with final room assignments.
- During normal business hours (7:30 AM – 4:30 PM Monday through Friday) check in with Julie Nikolay or Deanna Burt in the Medical Education Office on the first floor of the Lawton Center.
- Directions to the apartment complex are provided in the key packet. Please check into your assigned apartment the afternoon/evening before your rotation.

Departure from apartment & rotation

- You are required to have all personal belongings out of the apartment no later than 9:00 AM, unless prior arrangements have been made with Medical Education, to allow for proper cleaning.
- On the last day of your rotation you are required to stop in the Medical Education Office on the first floor of the Lawton Center by NOON to return your apartment keys with id tag.

****Inspections of the apartments, intended for maintenance and upkeep, may take place by providing a 24 hour notice in your mailbox located in Medical Education.****

General information and regulations

- Apartments vary from 1 to 3 bedrooms in size and are shared between health care individuals. They are furnished with a twin, double or queen bed, dresser, and closet space.
- Visitors (i.e. significant others/spouses) are not allowed to stay.
- Pets are not allowed in the apartments at any time.
- Smoking is not allowed in any of the apartments.
- Occupants are held financially responsible for damages done to walls, carpets, woodwork or furniture. Grades may be withheld until financial obligations are taken care of.
- Room assignments and changes may only be made by Medical Education staff.

Telephone/cable/internet information

- Telephones are located in each apartment.
 - Unlimited long distance coverage is provided only within the United States.
- Basic cable programming is provided in each apartment.
- Wireless internet access is provided in each apartment.

You are responsible to

- Bring your own mattress pad, pillow, pillowcases, blankets, toiletries, alarm clock, and cleaning supplies.
- Lock the apartment doors when leaving. **Marshfield Clinic and the apartment managers are not responsible for lost or stolen items or any items left in the apartment after departure.**
- **Close windows when leaving the apartment**, including when moving out, and during the winter months.
- **Turn off lights and ceiling fans when not in the apartment.**
- Notify the manager for minor repairs, and maintenance.
- Remove garbage from the apartment by utilizing the three dumpsters and recycling areas that are located near the Fig Street entrance.
- Clean out food & containers that you do not wish to take with you.
- Remove sheets and towels and place on living room floor on your last day of rotation.
- Perform daily cleaning for the upkeep of the apartment.

Provided in your assigned apartment will be:

- Clean sheets and towels are provided on arrival and collected the last day of your rotation.
- Coin-operated washers and dryers for use on both first and second floor. **You are responsible for providing laundry soap and fabric softener.**
- Iron, ironing board, laundry basket, microwave, TV, coffee maker, pots, pans, utensils and plastic containers to store food. Broom dustpan, mop and vacuum cleaner for daily upkeep.
- Grills are available in the back of the apartment complex by the picnic tables.

Parking information

- Due to limited parking spaces at the apartments, we encouraged you to bring your bike (bike racks are available at the clinic) and bike to the clinic. Each apartment is assigned one parking space, so you are responsible for rotating the parking areas. Additional parking is available in the in the Fig Building Lot (north of apartment complex). For those parking in the Fig Building Lot, please use the parking pass you received in your key packet; failure to do so may result in a parking violation being issued.

Anyone violating the housing regulations will be subject to disciplinary actions.