



Student Housing Regulations

Contact	Office Hours	Phone Number	Fax Number
Diane Nyberg, student coordinator	8:00 AM – 4:30 PM	715-358-7320	715-356-3649
Kerri Weister, student programs manager	8:00 AM – 4:30 PM	715-389-4197	
Condo	Owner	Owner Phone Number	
Condo address: 7421 Golfway Ct. Condo phone number: 715-358-2886 (Must use 1-800 calling card for long distance calls)	Steve Theiler	715-453-3617	

Arrival to condominium: Students *may* be directed to the reception desk at Marshfield Clinic Minocqua Center’s (MCMC) entrance upon their arrival. An envelope with the condominium key and information about the condominium will be left in the student’s name. The MCMC reception desk is open from 7:00 AM – 5:30 PM (Monday through Friday). Arrangements may also be made for early arrivals by contacting Diane Nyberg. Directions to the condominium complex are given in the key packet or will be sent via e-mail. If the student arrives early and wants to go to the condominium before the orientation, they are welcome to do so. The day of your orientation please go to the Professional Financial Plaza located at the intersection of Hwy 51 and Hwy 70 West. Enter the glass doors on the north/east side of the building (closest to hotel and Hardees), enter through the glass door immediately on right and the education coordinator’s office is the first on the right. The education coordinator’s name is Diane Nyberg.

Departure from condominium: On the last day of your rotation you will need to stop in the education coordinator’s office in the Professional Financial Plaza before NOON to return your condominium keys and evaluations, etc. All students are required to have all personal belongings and food out of the condominium no later than 9:00 AM on your last day to allow for proper cleaning before the next group of students arrive. Please discuss alternative leave times with the education coordinator if necessary.

IMPORTANT NOTE: Housing inspections may take place for maintenance and upkeep. Every attempt will be made to contact you before going into the house. Staff are advised to leave a note or a business card indicating they were there and the time.

General regulations

- The condominium has two bedrooms. The bedrooms may be shared with another student of the same gender if necessary, as there are two twin beds in each bedroom along with dressers, chairs, and closet space. Every effort will be made to have all one gender type students in the same condos. Every effort will be made to have one student per room. Daily cleaning is expected from students for upkeep of their assigned apartment and the students are expected to completely clean the unit before departure.
- **PETS ARE NOT ALLOWED IN THE CONDOMINIUM OR ON THE PROPERTY AT ANY TIME.**
- **SMOKING IS NOT ALLOWED IN ANY ROOMS OF THE CONDOMINIUM.**

What we supply in your assigned condominium

- There are cleaning supplies (need to be replaced when used), rags, and vacuum cleaners located in the condominium.
- A washer and dryer are available for use in the condominium. You are responsible for providing your own or replacing the laundry soap and fabric softener, cleaning supplies, etc. Cabinet areas are available in the laundry room.
- An, iron, ironing board, microwave, TV, VCR (satellite is not available) coffee maker, pots, pans, pizza sheet, utensils and dishes are available. Wireless internet is provided.

What you are responsible for

- Students are responsible for bringing their own mattress pad, pillow, twin sheets, blankets, towels, washcloths, toiletries, alarm clock, answering machine, calling card (1-800) and cleaning supplies, toilet paper, paper towels, etc. (or before leaving replace those items that were used).
- Doors should be locked when leaving the condominium and thermostats turned down to 65. Marshfield Clinic and staff are not responsible for lost or stolen items.
- Windows should be closed when leaving the condominium, moving out, and during the winter months.
- Occupants are held financially responsible for any damages done 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 or student mentor. If no answer, please leave a message. For emergency maintenance issues please call the landlord, Mr. Thieler at 715-345-2886.
- A telephone is available in each condo. **To make long distance calls, you will need to use a calling card, call collect, or use a prepaid calling card.**
- Students are expected to use routine and appropriate garbage removal. (Superior Services- Hwy J ¼ mile East of Hwy 47) will accept dropped off garbage daily (\$2 per household garbage bag) Monday – Thursday 8:00 AM – 4:30 PM, Friday 8:00 AM – 4:00 PM, Saturday 8:00 AM – 2:00 PM. You can also contact the Minocqua Chamber of Commerce for other recyclable or garbage removal places.
- Students are expected to remove snow from walks and in front of the garage of the condominium. Snow plowing will be done if there are no vehicles blocking the driveway when the plow comes through.

Additional

- Students are responsible for cleaning out food & containers that they do not wish to take with them.
- We are not responsible for any items left behind in the apartments after departure.
- Condominium keys cannot be duplicated.

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

I have read and understand the rules and regulations.

Student signature

Date

Student name (print)

Student home phone

Student forwarding mailing address