

Student Housing Regulations

Contact	Office Hours	Phone Number	Fax Number
Renee Hagen, student coordinator Rice Lake Center – Rice Lake	7:30 AM – 4:30 PM	715-236-8314 or 1-800-541-2895 ext. 3-8314	
Kerri Weister, student programs manager Marshfield Center – Marshfield (offsite)	8:00 AM – 4:30 PM	1-800-541-2295 ext. 9-4197	715-387-5163
Roberta Smith, administration Rice Lake Center – Rice Lake (offsite)	8:00 AM – 5:00 PM	715-236-0170 ext. 3-8409	
Lodge	Owner	Owner Phone Number	
Lodge address: 927 Main Street, Rice Lake, WI 54868 Lodge phone number: 715-719-0109	Paul Johnston, M.D. Emergency needs only	715-434-4724 or cell 715-651-6540	

Arrival to Lodge: Students will be contacted by Renee Hagen with final instructions on how to receive the house key.

Departure from Lodge: On the last day of your rotation, leave the keys with Renee Hagen in Internal Medicine. All students are required to have all personal belongings and food out of the Lodge 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 Lodge has two bedrooms. Each bedroom has a full size bed, along with dressers, nightstands, and lots of closet space. Daily cleaning is expected from students for upkeep and the students are expected to completely clean the unit before departure.
- **PETS ARE NOT ALLOWED IN THE LODGE OR ON THE PROPERTY AT ANY TIME.**
- **SMOKING IS NOT ALLOWED IN ANY ROOMS OF THE LODGE.**
- **FIREPLACE IS NOT TO BE USED UNDER ANY CIRCUMSTANCES.**

What is supplied in the lodge

- There are cleaning supplies (need to be replaced when used), rags, and vacuum cleaners located in the Lodge.
- Two changes of bed linens and dishtowels are furnished. Students are required to do their own laundry including any used linens before departure. No washer and dryer on site, use local Laundromat.
- A microwave, TV, coffee maker, toaster, pots, pans, utensils and dishes are available.
- Wireless network and cable television by Charter.

What you are responsible for

- Students are responsible for bringing their own toiletries, bath towels, washcloths, alarm clock, answering machine, and cleaning supplies, toilet paper, paper towels, etc. (or before leaving replace those items that were used).
- Doors should be locked when leaving the lodge. The lodge owners, Marshfield Clinic and staff are not responsible for lost or stolen items.
- Windows should be closed when leaving the lodge, 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 owner, Dr. Johnston at 715-434-4724
- A telephone is available in the Lodge.
- Students are expected to use routine and appropriate garbage removal. Garbage is collected by 6:00 a.m. each Monday morning. Garbage must be placed on the curb. Recyclables are to be placed in the recycle container and placed in the recycle container and placed on the curb for pick-up every other Monday morning.
- Students are expected to remove snow from walks and in front of the garage of the lodge.

Additional

- Students are responsible for cleaning out food and containers that they do not wish to take with them.
- We are not responsible for any items left behind in the cottage after departure.
- Lodge keys cannot be duplicated.
- If anyone from the Student programs or scheduled maintenance is needed you will receive an advance notification of no less than 24 hours before the scheduled visit.

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