

Campus Apartment Policies

Readable student handout - policy summary and full terms

Who May Live Here	Assigned apartment residents only. Residents must be enrolled full-time McMurry students.	Security Deposit	A \$100 security deposit is charged through the Business Office once September charges are applied.
Condition Form	Return the Apartment Condition Form within 48 hours of receiving it at move-in.	! Lease Termination	Termination fees may apply. Written notice is required, and timing affects the fee amount.
✓ Move-Out	Residents must complete proper checkout and clean the apartment to avoid fines.	Eligibility	On-campus residents must maintain full-time status, defined as 12 or more credit hours.

Policy Quick Guide

Topic	Key requirement
Occupancy	Assigned residents only; leasing or subleasing is prohibited. McMurry may fill unoccupied bed space as needed.
Roommates	Residents refusing roommates may be charged double rates and/or may be subject to lease termination.
Move-in	Move-in details are sent to the student McMurry email account and through other official correspondence.
Condition form	Return the Apartment Condition Form within 48 hours to document existing damages or defects.
Move-out	Proper checkout is required. Residents are responsible for cleaning and for damages needing repair.
Personal property	Residents are responsible for personal belongings and renter's insurance. McMurry is not liable for loss or damage.

Lock-Out Charge Schedule

Lock-out count	Charge or action
1st and 2nd lock-outs	No charge.
3rd and additional lock-outs	\$15 lock-out fine for each subsequent lock-out.
5 or more lock-outs	Referral to the Director of Residence Life and Housing and/or the Dean of Students for further judicial action.

1. Occupants

Only you can live in your assigned apartment space, and only while you are an enrolled, full-time student at McMurry University. Apartments are to be used only as a private residence and for no other purpose. Leasing your apartment to other parties or entities is prohibited.

McMurry reserves the right to fill unoccupied bed space as needed. Residents refusing roommates will be charged double rates and/or are subject to lease termination.

2. Security Deposit

You will be charged a \$100 security deposit through the Business Office once charges are applied in September.

3. Lease Term and Move-In

This lease is valid for the upcoming academic year. Move-in information will be sent to your McMurry email address and through other official correspondence. Move-in dates vary depending on class designation and campus involvement. This lease remains valid regardless of assigned space.

Failure to vacate the apartment past the end date of your lease, or the date on which you are notified to leave the apartment, may result in a fine. In rare cases, McMurry may ask you to relocate in order to conduct maintenance, cleaning, and/or repairs.

Lease Termination

A student who signs a lease before May 1 may terminate the lease within 30 days of the date the lease was signed and will forfeit the \$100 security deposit and \$50 lease contract processing fee. After 30 days from signing, the termination policy below applies. For leases signed after May 1, the termination policy below applies. The lease termination request must be in writing and must be received within 30 days of the date the lease was received.

Termination Policy

Before the start date of the lease term, you may terminate this lease if you have not enrolled in the University. If you are still enrolled, you may cancel provided you notify McMurry in writing at least 45 days before the start date of the term and pay a termination fee equal to one month's rent, or notify McMurry in writing fewer than 45 days before the start date of the term and pay a termination fee equal to first and last month's rent.

Returning Students

Students wishing to return to their apartment from the previous year need to move out by May 31 to allow maintenance and housekeeping to clean and prepare the apartment for the next year. Students needing temporary housing will receive accommodations until the assigned move-in date.

4. Apartment Condition Form

An Apartment Condition Form will be provided at move-in. Within 48 hours of receiving this form, please return it completed. This form allows you to document, in writing, any defects or damages in your room that were present at the time of your arrival.

Without this form, the room will be considered clean and in good working condition. Any damage not noted on the Apartment Condition Form, or incurred after move-in, is the responsibility of the lessee and damage fines will be added to the student account.

Except for what you report in writing on the Apartment Condition Form, you accept the room in as-is condition with all faults and imperfections. McMurry makes no express warranties and disclaims any and all implied warranties regarding the condition of the room.

5. Move-Out / Check-Out

Residents who intend to move out of the campus apartments, either on or before the lease end date, must properly check out. Proper checkout procedures will be communicated by email once you have informed the housing office of your intent to vacate the apartment.

Security deposits will be refunded after proper checkout is completed and the student has no outstanding balance on the student account. Residents are responsible for repairs or cleaning required because of damage that occurred during their stay.

Residents who leave before the lease end date are breaking the lease. Residents will be charged an amount equal to one month's rent and will forfeit the security deposit. Exceptions may be made for December graduates, students called for military service, or students granted an exception by the Director of Residence Life.

Upon move-out, residents are responsible for cleaning all aspects of the apartment, including but not limited to windows, bathrooms, carpets, and countertops. Failure to adequately clean the space will result in a fine.

Property left or abandoned on apartment premises will be considered forfeit and will be donated immediately to a charitable organization of McMurry's choosing.

6. Residence Life Policies

Students are expected to actively participate in McMurry's on-campus community culture. Being a member of the McMurry community includes being familiar with and abiding by the policies and regulations in the Student Handbook, which is available on the McMurry University website.

The Student Handbook includes policies that relate specifically to Residence Life. While the Handbook outlines policies that may have judicial repercussions, violations of the following policies may also result in lease violations or immediate fines.

- No furniture may be removed from the room or apartment.
- Candles with wicks are not allowed in rooms or apartments.
- Pets, excluding small fish and aquariums and approved ESAs, are not allowed in residence halls or apartments at any time, even for short visits.
- McMurry is a dry campus. Alcohol containers of any kind are prohibited anywhere on campus.
- Guest visitation is from noon until midnight each day. Guests must sign in at the front desk and be escorted by a resident at all times. Lobbies are open until 2:00 a.m. for visitation. If a guest is of the opposite gender or romantic in nature, the door must remain completely open during the visit.
- Same-gender or non-romantic overnight visitors are permitted, but no visitor may stay more than 72 hours in any two-week period. Overnight guests must be signed in each day they intend to stay in the hall or apartment.
- All personal trash must be taken to dumpsters. Personal trash found in common-space trash cans, hallways, or set outside may result in individual or hall-wide fines.
- The Office of Residence Life conducts random health and safety checks to ensure student safety and ongoing compliance with these policies.

Lock-Out Service

Residents may occasionally be locked out of their room. The lock-out procedure is posted throughout each residence hall or apartment. To encourage residents to carry keys and access cards at all times, the lock-out charge schedule listed on the first page applies. Lock-outs are logged by Residence Life staff for one full academic year and renew at the start of the next year.

7. Apartment Entry / Inspections

McMurry University reserves the right to have designated staff enter apartment or residence hall rooms without express permission and/or consent of the resident(s) for inspection, maintenance, and search. If a search becomes imminent, a reasonable attempt will be made to inform the resident(s).

In all cases, entrance into an occupied room is executed only for the purpose of enforcing reasonable rules and regulations and/or ensuring the safety, welfare, and comfort of all students and McMurry University.

8. Personal Property and Renter's Insurance

Each resident is responsible for acquiring and maintaining insurance on all personal property kept in or about the room or property. McMurry University and the Office of Residence Life are not liable to any resident or guest for damage, injury, or loss to person or property.

Renter's insurance is available through most insurance companies. Some students may also find it helpful to check with a parent's homeowner's insurance policy for coverage.

9. Enrollment and Housing Eligibility

All students wishing to live on campus must maintain full-time student status at McMurry University, defined as enrollment in 12 or more credit hours.

- Students living in apartments or residence halls must maintain full-time student status throughout the semester, or leases will be cancelled.
- Students returning to live on campus after term breaks must be registered for that term by the Monday of Finals Week of the previous term, or their housing for the term may be canceled.
- Students in their graduating semester need only to be enrolled students to maintain eligibility for on-campus housing.

Resident Checklist

At move-in	During the year	Before move-out
Check your McMurry email for move-in instructions. Complete and return the Apartment Condition Form within 48 hours.	Maintain full-time student status. Follow Residence Life policies, carry your keys/access card, and report maintenance concerns promptly.	Notify the housing office of your intent to vacate. Complete the communicated checkout process and clean the apartment fully.