A Guide to Off-Campus Living

developed by The Office of Student Life
Gonzaga University
Guide to Off Campus Living

This guide, developed through the Office of Student Life, is meant to serve Gonzaga University students as a resource and instructional booklet for those living off-campus.

Welcome to the neighborhood! We want you to enjoy your journey toward adulthood as you move out of our residence hall system and into the Gonzaga and Logan neighborhoods. As new and returning members of the Logan Neighborhood, we hope you will each represent the University and yourselves in a positive light whether you are on or off campus. Gonzaga University prides itself on providing the tools and resources necessary for the full development of Gonzaga students into leaders, mentors, and responsible adults. This publication is meant to assist in this goal.

In response to a series of discussions over the last few years, the Office of Student Life has worked diligently with student, neighbors, and city agencies that support the Logan district. These discussions have centered on creating and sustaining the kind of community our Student Creed espouses. You represent Gonzaga in everything you do off-campus. We expect that you will treat the other members of the neighborhood with the same respect, care, and sensitivity that you would any Zag. Our goal for all off-campus students is that you are safe, smart, and neighborly in everything you do, including socializing. Be kind to your neighbors by keeping noise and disruptions to a minimum.

Take some time to meet your neighbors; it will go a long way toward good relations. While the Logan Neighborhood is relatively safe, crimes do occur. Use caution and commonsense to keep yourselves, your belongings, and your homes safe.

We have made every effort to ensure the accuracy of this publication. Please note that it is advisory in nature and is not a definitive statement of the law. Questions about the law’s application should be directed to a respective specialist. Questions or comments regarding this publication should be directed to the Office of Student Life, which is located in College Hall 120, or by calling 509-313-4100.

On behalf of the Office of Student life, good luck with your academic endeavors this year. If there is any way that we can be of assistance to you, please do not hesitate to stop by.
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A. Finding a Place

About Living Off-Campus

If you are no longer under the Residency Requirement of the University, you can entertain the idea of living off campus. To be exempt from the Residency Requirement, you must have completed four full semesters living on campus, not including summer terms; or have turned 21 years of age by August of the upcoming fall semester.

Whether you live on or off campus, our code of conduct still applies to all of your behavior. However, the school is likely to intervene when you or your housemates draw negative attention to yourselves. When you live off campus you will not only be under our code of conduct, but also the expectations outlined in your lease.

Your lease is a legally binding document between you and your landlord and also between you and your roommates. Choose wisely where you will live and with whom because it is very difficult to change a lease once it is signed.

Living in a Neighborhood as a Zag: Be Safe, Be Smart, Be Neighborly

Each year Gonzaga strives to continue strong relations within the Spokane Community and specifically the Logan Neighborhood. As a student, you are expected to be responsible citizens and to continue to uphold our code.

Here are some ways you can extend the Gonzaga community into your neighborhood:

- Get to know your neighbors. Good relations will go a long way!
- Exchange phone numbers with your neighbors.
- Respect your property and your neighbors.
- Attend neighborhood meetings. The Logan Neighborhood Council meets on a regular schedule and always invites students. Contact Student Life (x4100) with questions concerning the Logan Neighborhood.
- Be respectful of neighbors by keeping noise to a minimum.
- Find out your street’s garbage and recycling pick up days and follow the schedule.
- Be considerate of your neighbors by parking your cars off the street whenever possible.
- Offer to help those who need it. The elderly neighbors around you will undoubtedly appreciate it.

Remember that your neighbors vary greatly in their age, socio-economic status, and family structure so it is important that you respect them. Many are families with children, many are elderly, and many others are fellow college students. Make sure to communicate openly with each of these neighbors. Open relationships of respect will alleviate problems. More importantly, this type of a relationship will be beneficial to both parties in times of emergency or need.

How Do I Find a Place to Live?

Although the Housing Office deals mostly with on-campus housing, the Office is available to help as you search for off-campus housing. The Housing Office and the Student Life Office maintain bulletin boards of landlords and rental agencies which conduct business with GU students and advertise vacancies year round. In addition, most of the information you will find on these two boards is posted at: http://www.gonzaga.edu/Student-Life/Off-Campus-Living/rentals.asp.

The off-campus portion of Gonzaga’s website provides other valuable advice and information. For instance, the site provides information for companies and phone numbers for utilities you will need, some companies that rent and sell and deliver furniture and appliances, and advice regarding checking in, checking out, subletting during summer months, etc. Further, the Office of Student Life may be able to answer general housing questions or
provide the resources to assist you. If you would like guidance from a professional staff member, please contact our office at (509) 313-4100.

**Housing Off-Campus but Owned by the University**

The Office of Housing and Residence Life manages and operates a number of houses and apartments in the off-campus neighborhood adjacent to Gonzaga University. These properties have been acquired in recent years as a means of providing additional living opportunities for juniors, seniors, graduate, law, married students, and students with children.

Because of the proximity to campus, and moderate pricing, as well as the peace of mind associated with a “university-as-landlord” relationship, the number of applications that are received every year for these properties usually outweighs the number of available spaces. Therefore, preference is given only to registered Gonzaga students who have fulfilled the University’s two year on-campus living requirement or are above 21 years of age. Incoming freshmen and sophomore status students are not eligible for off-campus housing.

Theme houses generally remain the same themes every year and tend to allow the students to return and pick roommates to fill vacancies. The apartment facilities vary in location and style. These apartments and houses are unfurnished. Students are responsible for their own utilities.

If you live in a Gonzaga owned off-campus property the terms of your lease may be different than those of non-University property. Please contact the Office of Housing and Residence Life with specific questions or concerns regarding university owned off campus housing.

**Housing Not Owned by the University**

Most students manage to live within a mile of GU. This close proximity provides a collegiate atmosphere, reasonable walking distance, and enhanced community. Large and small house rentals are available as well as apartments. Utilities are not usually included.

If living off-campus, you should become fully aware of Washington State Landlord/Tenant Law before you begin your search for rental availabilities. The Washington State Landlord/Tenant Law is available online at www.atg.wa.gov/consumer/lt/. A general overview of this law is available in this guide starting on page 6.

**B. Landlord/Lease Guidelines**

**Types of Rental Agreements**

A rental agreement between the landlord and tenant sets down the terms which will be followed while the tenant lives in the rental unit. The following is a description of the two most common types of rental arrangements: month-to-month rental agreements and leases. Whatever a rental agreement is called, it is important to read the document carefully to learn its exact terms.

- **Month-to-Month Agreement.** This agreement is for an indefinite period of time, with rent usually payable on a monthly basis. The agreement itself can be in writing or oral, but if any type of fee or refundable deposit is being paid, the agreement must be in writing. A month-to-month agreement continues until either the landlord or tenant gives proper notice to end it. The rent can be raised or the rules changed at any time, provided the landlord gives the tenant proper notice. If the landlord wants to change the provisions of a month-to-month rental agreement, such as raising the rent or changing rules, the tenant must be given at least 30 days notice in writing (less notice is not allowed under the law). These changes can only become effective at the beginning of a rental period (the day the rent is due). If the landlord wishes to convert the unit to a condominium, the tenant must be given a 90-day notice. The Landlord-Tenant Act does not limit
how much rent can be raised, or how often. However, the landlord cannot raise the rent to retaliate against a tenant.

• **Lease.** A lease requires the tenant to stay for a specific amount of time and restricts the landlord's ability to change the terms of the rental agreement. A lease must be in writing to be valid. During the term of the lease, the rent cannot be raised or the rules changed unless both landlord and tenant agree. Leases of one year or more are exempt from the Landlord-Tenant Act, but only if the tenant's attorney has approved such an exemption. Under a lease, in most cases, changes cannot be made unless both landlord and tenant agree to the proposed change.

**Understanding Your Lease**

Many landlords require tenants to sign a written lease. Remember that the lease is a contract, which, once signed, legally binds both parties to the terms of the lease.

Before signing the lease, read it and make sure you understand everything. Leases are often written in confusing language. Have your landlord or an appropriate advisory agent explain everything you do not understand. Landlords are aware this may be the first time you are renting or dealing with a lease. They should be accommodating to any question you may ask. Remember, the landlord's first responsibility is the property/rental unit and thus will be clear and overly specific to protect their assets.

Make sure that your lease protects your interests, not just the landlord's. Try to delete or modify clauses that are a disadvantage to you. Since many landlords now require student's parents to co-sign the lease, you should encourage your parents to thoroughly review the lease as well.

The Gonzaga Law School may offer legal consultation on leases and landlord issues. Contact the Office of Student Life with any questions regarding landlord issues. If you feel uncomfortable with your first meeting with the landlord but desire the property and location, you can call the Center for Justice where they provide legal consultation. The Center for Justice can be reached by phone at (509) 835-5211.

If you do not feel comfortable speaking with your landlord, for whatever reason, or are unable to do so, many law offices will provide a lease or rental agreement review for a nominal fee of $25-$50.

**Leases: Things To Be Included**

**Leases: General Aspects to a Lease**

• Know the total number of months lease will be in effect.
• Get your lease in writing. Every tenant should receive and keep a copy of the lease.
• Look for a clause which stipulates that once a lease is agreed upon, the landlord cannot raise rent while in effect unless agreed upon prior to signing.
• Make sure to look over the lease with legal aid or your parents prior to signing.
• Look for a lease that serves both the interests of your landlord and yourself.
• Look for a specific lease. There is no standard lease. Each lease should be specific to your apartment or house.
• Look for time to review the document. Never feel rushed into signing a lease.
• In order to make the Lease Agreement a positive experience, communication lines need to be open 24/7.
• Make sure the lease is signed and agreed upon by all those you may be living with.
• If your landlord is unwilling to sign or provide a copy of the lease, do not sign.
• To protect both lessor and lessee, a check list should provided to document condition of rental property prior to move in.
Specific Aspects to a Lease

• Names of the landlord and tenants, including contact information.
• Address of rental unit.
• Amount of rent, when it is due, to whom it is to be paid, and where it is to be paid.
• Amount and purpose of the security deposit.
• Amount of any late charge or returned check fee.
• Whether pets are allowed. Pets are a liability to the landlord if someone were to be hurt.
• Length of time guests are allowed to stay in the rental unit.
• Move in date and move out date.
• The exact terms of any fining from the landlord's perspective.
• Who is responsible for taking care of the yard.
• Any promises by the landlord to make repairs, including the date these will be completed.
• Whether or not you can sublet the rental unit. Many leases do not allow for this so it is illegal to do so without the landlord's permission.
• The conditions under which the landlord can inspect the unit.
• Whether you must park your car in a certain place.

Tenant's Basic Legal Rights within a Lease

• Limits on the landlord's right to enter a rental unit.
• The right to a refund of the security deposit or a written account of how it was used after you move.
• The right to sue the landlord for violations of the law or your rental agreement or lease.
• The right to repair serious defects in the rental unit to deduct certain repair costs from the rent, under appropriate circumstances.
• Rights covered in the Washington State Landlord/Tenant Law included in this document.

Tenant's Insurance

• Rental's insurance is highly suggested as it protects against property losses, such as loss from theft or fire. Further, it protects against liability for claims and lawsuits filed by others alleging the tenant carelessly injured another person or damaged the person's property.
• Make sure that you check with your parents to find out if you are covered under their homeowner's insurance and what the policy covers in the event something happens.

Illegal Provisions in Rental Agreements

Some provisions which may appear in rental agreements or leases are not legal and cannot be enforced under the law. These include:

• A provision which waives any right given to tenants by the Landlord Tenant Act.
• A provision that tenants give up their right to defend themselves in court against a landlord's accusations.
• A provision which limits the landlord's liability in situations where the landlord would normally be responsible.
• A provision allowing the landlord to enter the rental unit without proper notice.
• A provision requiring a tenant to pay for all damage to the unit, even if it is not caused by tenants or their guests.
• A provision stating the tenant will pay the landlord's attorney's fees under any circumstances if a dispute goes to court.
• A provision that allows the landlord to seize a tenant's property if the tenant falls behind in rent.
Deposits and Other Fees

When a new tenant moves in, the landlord often collects money to cover such things as cleaning or damage. The money collected may be refundable or nonrefundable.

Refundable Deposits

Under the Landlord-Tenant Act, the term “deposit” can only be applied to money which can be refunded to the tenant. If a refundable deposit is being charged, the law requires:

• The rental agreement must be in writing. It must say what each deposit is for and what the tenant must do in order to get the money back.
• The tenant must be given a written receipt for each deposit.
• A checklist or statement describing the condition of the rental unit must be filled out. Landlord and tenant must sign it, and the tenant must be given a signed copy.
• The deposits must be placed in a trust account in a bank or escrow company. The tenant must be informed in writing where the deposits are being kept. Unless some other agreement has been made in writing, any interest earned by the deposit belongs to the landlord.

Nonrefundable Fees

These will not be returned to the tenant under any circumstances. If a nonrefundable fee is being charged, the rental agreement must be in writing and must state that the fee will not be returned. A nonrefundable fee cannot legally be called a “deposit.”

Other Tips to Consider Before Signing a Lease:

• The lease is for signing individuals only. Any guest that stays longer than expected is no longer a guest and may void the lease. The lease is a binding document that, once signed, binds you to the residence.
• Tenant is responsible for snow and ice removal. The landlord will usually not cover this.
• The landlord has concerns about the property and has communicated these concerns to the tenants i.e., water pipe freezing, fireplace is not to be used, landlord will supply air filters to be replaced on the first of each month, etc.
• Tenant must feel comfortable to contact the landlord if they have any questions, concerns or problems.
• Your landlord should always contact the appropriate repair person when needed.

Subletting

Subletting means: Agreeing to permit someone else to use rented property for a period less than the lessee’s term. The lessee will be paid by the subletor.

You cannot legally sublease the rental unit unless the terms of the lease allow to you to do so.

With a sublease, the agreement between you and the landlord remains in effect. You, as the original and standing tenant, remain responsible for paying the rent to the landlord, and you function as the landlord to the subtenant. Any sublease agreement between you and subtenant should be in writing.

Under a sublease agreement, you have covered rental payment responsibilities from the subtenant. Always remember that the subtenant cannot have greater rights nor access to the landlord than you do as the original tenant. Most importantly, the sublease agreement should be consistent with the lease, so that your obligations under the lease will be fully performed by the subtenant, if that is what you and the subtenant have agreed upon.
Be Careful

Subletting/subleasing can be a beneficial option for many students, but it can also be a very difficult task to take on. If you are planning to study abroad or participate in an internship in another city, make sure that you start looking for a possible sublessor quickly. Check with people you know first. Subletting to someone you know and trust is usually your best bet because you are still responsible for the rental unit even though you are not living there and because you owe it to your housemates. Always check with those whom you live with about who you are subletting to. Remember, your name is still on the lease and thus you should be careful.

Washington State Landlord/Tenant Law

The Office of the Attorney General for Washington State is the primary resource for information on Landlord/Tenant rights. Subsequently, it is recommended that any questions or specifics be addressed or researched through their website at www.atg.wa.gov/consumer/lt/.

The information given in this guide is only a reference and simplification of the law. For information specifically concerning the law which is continually interpreted by the Courts, the Attorney General's Office recommends legal assistance.

You may also be able to find legal help pertaining to Washington State Tenant Rights at the following website: http://www.washingtonlawhelp.org

Understanding the Vocabulary of Law

Arrears - Overdue rent
Assign - Transfer the unexpired portion of a lease
Cause of Action - Specific situation that may become the basis for a lawsuit
Civil - A non-criminal legal matter; housing disputes are often settled in civil court
Covenant - A promise
Default - To forfeit or lose by omission to perform a legal obligation
Demised Premises - The place being rented
Destraint - The landlord takes your personal property to force you to pay or eventually sells it to get the money
Enjoyment - Possession or occupancy of land
Enure - To take effect
Eviction - Depriving a person of occupancy; constructive occupancy does not actually remove the tenant, but it makes it impossible for the tenant to remain because of conditions, i.e. - serious deterioration
Goods and Chattels - Personal property
Grace Period - The amount of time past any due date for rent during which no legal action will occur or penalties apply; some rental agreements have no grace period
Holdover - Retaining possession of rented real estate after the lease term expires or the landlord demands possession because of an alleged breach of the terms in the lease by the tenant
Indemnify and Hold Harmless - To free from any responsibility or liability
Inure - To take effect
Lease - A type of legal agreement establishing a landlord-tenant relationship
Lessee - The tenant
Lessor - The landlord
Liability - Responsibility, loss, a negative element
Notice to Vacate - Notification from the landlord to the tenant ordering the tenant of the property to move out

Parties to a Lease - Those who agree to abide by the provisions of a lease; usually, you as the tenant, any house mates as co-tenants, and the landlord

Possession - Lawful occupation and use of land and property

Sublet - Agreeing to permit someone else to use rented property for a period less than the lessee’s term. The lessee will be paid by the subletor

Summary Proceeding - To recover possession; i.e. - eviction

Term of Lease - The length of time that a lease shall be in effect

Twenty-Day Notice - On a month-to-month tenancy, this is the notice that either party must give the other to terminate the tenancy; the twenty days must include a full rental period. In other words, if you give notice on the first of a month, you can be still liable for rent through the end of the month, depending on the terms of your specific month to month rental agreement

Waiver - Relinquishment of a right, agreeing to give up something that you are entitled to

Who Is Covered By The Law?

Most tenants who rent a place to live come under the state’s Residential Landlord-Tenant Act. However, certain renters are specifically excluded from the law.

Rights of All Tenants

Not all renters are covered by the Landlord/Tenant Law. Please reference the law to examine a specific renter's coverage. However, all renters, those covered and those not, do have these basic rights under other state laws:

• Right to a livable dwelling.
• Protection from unlawful discrimination.
• Right to hold the landlord liable for damage caused by the landlord’s negligence.
• Protection against lockouts and seizure of personal property by the landlord.

Students attending Gonzaga and living off-campus are required to adhere to the Universities’ policies outlined in the student handbook. Behavior that reflects poorly on the University will be addressed by Student Life Professionals. Some examples of inappropriate behavior are, but not limited to: fighting, noise complaints, parties and disorderly conduct. Sanctions for violating student policies can range from warnings, to positive action assignments and monetary fines, or more.

If it is determined by the Student Life Hearing Officer that more investigation is needed to render a decision, the hearing officer may transfer the case to a student Judicial Board. The Individual receiving a sanction has an opportunity to appeal a decision to one judicial level higher. The policies and appeal procedures are outlined in the Gonzaga Student Handbook. It is the responsibility of the student to become familiar with Gonzaga’s discipline policies and procedures.
II. Moving In

Move-In Checklist

• Upon your arrival, you will receive keys and move-in information. Read it!
• Make sure you pay your rent. Rent is usually pro-rated for June as your contract may begin in the middle of the month. This means you will only be expected to pay for the portion of the month in which you are occupying the property.
• Do a thorough walk-through of the property and complete an Apartment/House Condition Form to record the conditions of your living arrangements when you first move in. You should receive a form to complete when you move in. If you do not, ask your landlord for one. Write down descriptions of all pre-existing damage on the property and take pictures.

While You're Living in the Rental Unit

Landlord’s Responsibilities

Under the Landlord-Tenant Act, the landlord must:

• Maintain the dwelling so it does not violate state and local codes in ways which endanger the tenant’s health and safety.
• Maintain structural components, such as roofs, floors and chimneys, in reasonably good repair.
• Maintain the dwelling in reasonably weather-tight condition.
• Provide reasonably adequate locks and keys.
• Provide the necessary facilities to supply heat, electricity and hot and cold water.
• Provide garbage cans and arrange for removal of garbage, except in single family dwellings.
• Keep common areas, such as lobbies, stairways and halls, reasonably clean and free from hazards.
• Control pests before the tenant moves in. The landlord must continue to control infestations except in single family dwellings, or when the infestation was caused by the tenant.
• Make repairs to keep the unit in the same condition as when the tenant moved in (except for normal wear and tear).
• Keep electrical, plumbing and heating systems in good repair, and maintain any appliances which are provided with the rental.
• Inform the tenant of the name and address of the landlord or landlord’s agent.
• Set water heaters at 120 degrees when a new tenant moves in.
• Provide smoke detectors, and ensure they work properly when a new tenant moves in (tenants are responsible for maintaining detectors).
• Investigate whether a tenant is engaging in gang-related activity when another tenant notifies the landlord of gang-related activity by serving a written notice and investigation demand to the landlord. (See RCW 58.18.180 for details)

Tenant’s Responsibilities

Under the Landlord-Tenant Act, a tenant is required to:

• Pay rent, and any utilities agreed upon.
• Comply with any requirements of city, county or state regulations.
• Keep the rental unit clean and sanitary.
• Dispose of garbage properly.
• Pay for fumigation of infestations caused by the tenant.
• Properly operate plumbing, electrical and heating systems.
• Not intentionally or carelessly damage the dwelling.
• Not engage in or allow any gang-related activity.
• Not permit “waste” (substantial damage to the property) or “nuisance” (substantial interference with other tenants’ use of their property).
• When moving out, restore the dwelling to the same condition as when the tenant moved in, except for normal wear and tear.

If the Property is Sold

The sale of the property does not automatically end a lease or month-to-month rental agreement. When a rental unit is sold, tenants must be notified of the new owner’s name and address, either by certified mail, or by a revised posting on the premises. All deposits paid to the original owner must be transferred to the new owner, who must put them in a trust or escrow account. The new owner must promptly notify tenants where the deposits are being held.

Landlord’s Access to the Rental

The landlord must give the tenant at least a two-day notice of his intent to enter at reasonable times. However, the law says that tenants must not unreasonably refuse to allow the landlord to enter the rental where the landlord has given at least one-day’s notice of intent to enter at a specified time to show the dwelling to prospective or actual purchasers or tenants.

The law says that tenants shall not unreasonably refuse the landlord access to repair, improve, or service the dwelling. In case of an emergency, or if the property has been abandoned, the landlord can enter without notice.

If the Rental Needs Repairs

Required Notice. When something in the rental unit needs to be repaired, the first step is for the tenant to give written notice of the problem to the landlord or person who collects the rent. The notice must include the address and apartment number of the rental, the name of the owner, if known, and a description of the problem. It’s a good idea to deliver the notice personally, or to use certified mail and get a return receipt from the post office. After giving notice, the tenant must wait the required time for the landlord to begin making repairs. Those required waiting times are:

• 24 hours for no hot or cold water, heat, or electricity, or for a condition which is imminently hazardous to life.
• 72 hours for repair of refrigerator, range and oven, or a major plumbing fixture supplied by landlord.
• 10 days for all other repairs.

Tenant’s Options. What can the tenant do if repairs are not started within the required time? If the tenant is paid up in rent and utilities, the following options can be used:

1. The tenant can move out. After waiting the required time, the law allows tenants to give written notice to the landlord and move out immediately. Tenants are entitled to a prorated refund of their rent, as well as the deposits they would normally get back.

2. Litigation or arbitration can be used to work out the dispute. A tenant can hire an attorney and go to court to force the landlord to make repairs (these kinds of suits cannot be brought in Small Claims Court). Or, if the landlord agrees, the dispute can be decided by an arbitration service. Arbitration is usually less costly and quicker than going to court.
3. The tenant can hire someone to make the repairs. In many cases the tenant can have the work done and then deduct the cost from the rent. (This procedure cannot be used to force a landlord to provide adequate garbage cans.)

- Before having any repairs made by a licensed or registered tradesperson if one is required, or any person capable of doing the work, the tenant must submit a good faith estimate to the landlord. To speed up the repair process, the estimate can be given to the landlord along with the original written notice of the problem.
- When the required waiting period has ended and the landlord has not begun repairs, the tenant can contract with the lowest bidder to have the work done.
- **Important:** If the repair is one that has a 10-day waiting period, you cannot contract to have the work done until ten days after the landlord receives notice, or five days after the landlord receives the estimate, whichever is later.

4. The tenant can make the repairs and deduct the cost from the rent, if the work does not require a licensed or registered tradesperson. The tenant must give the landlord proper notice of the problem. Then, if the landlord does not begin repairs within the required time, the tenant can make the repairs. The cost of materials and labor can be deducted from the rent.

- To use this procedure, the cost of the repairs cannot be more than half a month’s rent. And within any 12-month period, the tenant can only deduct a total of one month’s rent.
- The landlord must be given the chance to inspect the repairs. Work must be properly done and meet local codes. The tenant could be held responsible for inadequate repair work.

5. **Rent in Escrow.** After notice of defective conditions, and after appropriate government certification of defect, and waiting periods have passed, then tenants may place their monthly rent payments in an escrow account. This procedure is very technical and cannot be described in full here. For copies of the law (RCW 59.18) write to the Code Revisor's Office, or consult your attorney.

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**Websites to know**

- **www.gonzaga.edu**
  This website is the primary resource for all members of the Gonzaga community to access news, campus departments and offices, and the University Directory.

- **http://blogs.gonzaga.edu/campo**
  This site, operated by Campus Public Safety and Security, records incidents of interest to Gonzaga students and the surrounding community.

- **www.gogsba.com**
  The website of the Gonzaga Student Body Association. This website will keep you up-to-date on student government, involvement, and on-campus activities.

- **www.gonzaga.edu/community**
  Discover new ways to get involved in one of Gonzaga's clubs and organizations.

- **www.zagtrax.net**
  ZagTrax is an online career management system that allows students, alumni, employers, and faculty to interact. Research employment opportunities and apply directly for internships and jobs.

- **www.gozags.com**
  The official website for Bulldog Athletics. This website provides information on our Division I sports teams and is a terrific resource for fans.

For an electronic list of available rentals in the neighborhood, go to [http://www.gonzaga.edu/Student-Life/Off-Campus-Living/rentals.asp](http://www.gonzaga.edu/Student-Life/Off-Campus-Living/rentals.asp).
## Phone Numbers to know

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<th>Emergency and Assistance</th>
<th>Phone Numbers</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Services</td>
<td>911</td>
<td>Spokane County Sheriff’s Office</td>
</tr>
<tr>
<td>Campus Public Safety &amp; Security</td>
<td>509-313-2222</td>
<td>Spokane, WA 99260</td>
</tr>
<tr>
<td>Spokane Police/Sheriff (non-emergency)</td>
<td>509-532-9266</td>
<td>Spokane, WA 99260</td>
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<tr>
<td>Health Center</td>
<td>509-313-4052</td>
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<td>Counseling Center</td>
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<td>GU Sexual Assault Reporting/Resources</td>
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<tr>
<td>SafeRide--Spokane Cab</td>
<td>509-568-8000</td>
<td>Spokane, WA 99260</td>
</tr>
<tr>
<td>Landlord Tenant Info from NW Justice</td>
<td>1-888-201-1014</td>
<td>Spokane, WA 99260</td>
</tr>
</tbody>
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### Emergency Services
- Campus Public Safety & Security: 509-313-2222
- Spokane Police/Sheriff (non-emergency): 509-532-9266
- Health Center: 509-313-4052
- Counseling Center: 509-313-4054
- GU Sexual Assault Reporting/Resources: 509-328-4220
- SafeRide--Spokane Cab: 509-568-8000
- Landlord Tenant Info from NW Justice: 1-888-201-1014

### Office of the Attorney General
- Landlord Tenant Law: 1-800-692-5082

### Spokane Police Department
- 1100 W. Mallon
- Spokane, WA 99260
- 509-625-4000

### Spokane County Sheriff’s Office
- 1100 W. Mallon
- Spokane, WA 99260
- 509-477-4739

### Gonzaga University Sexual Assault Response Team (SART)
- On-Campus: dial 0
- Off-Campus: dial (509) 328-4220
  (Ask for a SART First Responder)

### Spokane Regional Domestic Violence Team
- 901 N. Monroe, Suite 200
- Spokane, WA 99260
- 509-835-4500

### Sexual Assault & Family Trauma Response Center
- 210 W. Sprague
- Spokane, WA 99201
- 509-747-8224
- Crisis Line: 509-624-7273

### Office of the Attorney General Consumer Resource Center
- Landlord Tenant Law: 1-800-692-5082

### Gonzaga University Student Life
- 502 E. Boone Ave, AD 76
- Spokane, WA 99258
- 509-313-4100

### Center for Justice Community Building
- 35 West Main, Suite 300
- Spokane, Washington 99201
- (509) 835-5211

### CrimeCheck: Spokane
- Non-Emergency Crime Reporting: (509) 456-2233

### Spokane County Domestic Violence Consortium
- 525 E. Mission
- Spokane, WA 99202
- 509-487-6783

### Washington State Domestic Violence Hotline
- 1-800-562-6025
A. Be Safe

It is important for students to be safe at all times. Many times, a little precautionary work can prevent a lot of hardship. Please take time and reflect on the following ideas on how to stay safe off-campus:

Door Safety/Locks

- Over half of all burglaries occur through a door or window. Many times this is because they were left unlocked or open. Make sure that all your doors are locked at all times. When looking at rental units, look at what kind of doors are used. Are they steel or solid wood doors which would provide adequate protection?
- Outside doors are the most important. Make sure each door is secure, well lit, and fit with a dead-bolt lock.
- Key-in-Knob spring bolt locks offer you very little precaution because it can be easily opening with a knife or credit card. Be sure to take extra precautionary steps with outside doors and have your landlord install additional locks. A dead-bolt lock is the most efficient and cost-effective lock available.

Windows

- All windows should be able to close and lock securely. This includes windows on the second floor of homes and apartments. The most vulnerable type of window is the double-hung window (when one or both panels will slide up). Your landlord should be able to handle these issues of safety and windows with you.
- Many times, if the window will not be opened on a regular basis, a nail, screw, or “catch” can be used to securely fasten a window in place. This provides an extra lock.
- Most importantly, watch the usage of windows. Many homes do not have air-conditioning and thus windows are necessary in the summer months. However, it is important these windows are closed and locked during the day and at night when no one is home.

Fire Safety

- Never overload the electrical sockets.
- Be careful of all smoking materials throughout the house.
- Exercise caution around gas stoves, open flames and fireplaces. Clean grease off the stove regularly.
• By law, every room must have a smoke detector. Carbon monoxide detectors are suggested also. Test them every six months.
• Never leave candles burning.
• Always have a fire extinguisher available on each floor of your rental unit.

**Tips on Keeping Your Place Safe:**

• Secure all valuables (i.e., jewelry, computers, stereos, televisions, etc.). Do not leave your valuables in plain view. All valuable items should be engraved with your Driver's License number. Contact Campus Security for a loan on engravers in the lower level of Welch Hall.
• Close and lock all windows at night or when you are leaving.
• NEVER leave you exterior doors or garages unlocked. Even when you are home you should lock all doors, windows, and other entryways.
• Make sure all exterior lighting works properly. Exterior lights should be placed above or near exterior doors and be on a timer or photoelectric cell. Contact your landlord about securing such devices.
• If you arrive at home and your residence has been broken into, do not enter. CALL 911 immediately from a cell phone or neighbor's phone. DO NOT call Campus Security before the Spokane Police.

**Tips on Keeping Your Place Safe While You are Away:**

• With neighbors you trust, inform them of your extended absence. This will allow neighbors to watch over your unit while you are gone.
• Leave appropriate lighting on throughout absence.
• Lock all doors and windows prior to leaving.
• Lock all rooms within the house while gone.
• Lower all blinds and securely protect the house from outside viewing.
• Take all valuables (i.e., money, jewelry, computers, iPods, etc.) with you to your destination.
• Invest in an automatic timer for your indoor and outdoor lights. Set it to your daily routine.

**Alcohol and Sexual Assault**

Here are steps to reduce the risk of being a victim of sexual assault:

• Be aware of the effects of alcohol on your body. Alcohol affects cognitive judgment and sometimes the ability to make decisions clearly. It also affects your ability to communicate clearly.
• Choose to drink moderately. This is typically one drink per hour.
• Remember, alcohol affects women differently than men. Drinking equally does not mean equal intoxication.
• Your sexual intentions should be communicated clearly and early.
• Do not leave a drink unattended.
• Avoid being alone with unfamiliar people. Always make sure your friends know where you are or stay with a friend you trust throughout the evening.
• Under Washington state law, an intoxicated person cannot give legal consent to sexual activity.
• If you want to report a sexual assault, please call the Sexual Assault Response Team at Gonzaga at (509) 328-4220. Ask for a SART First Responder.
Frequently Asked Questions about Alcohol Consumption

1. Can I drink and still be in control?
   Reaction time is diminished with the very first drink. Alcohol affects the central nervous system, and the brain’s cognitive functions are a major part of that system. There is an increased likelihood that your judgment will be impaired.

2. Is drinking all that dangerous?
   Alcohol related injuries, accidents, assaults, and death do occur at various blood alcohol levels (BAL).

3. Can I sober up quickly, if I need to?
   Alcohol is processed out of the human body at a very static rate of .016 per hour. This means that if a person had a BAL of .08, then it would take 5 hours for the alcohol to be metabolized out of the body. Nothing can speed up this process, so myths about drinking coffee, cold showers, eating, or sweating it out, don’t work. Sometimes people can act sober, but are still intoxicated.

4. Can I drink and keep up with my friends?
   Women and men's bodies process alcohol differently. “Drink for drink” between women and men is never a tool to drink responsibly. Body weight, the amount of alcohol and the period of time affect intoxication levels, but differing amounts of enzymes, hormones, and other unique factors affect how our bodies process alcohol, so keeping up with your friend’s drinking is not a good idea.

5. Can I drive well enough after only a few drinks?
   Reaction time is diminished with the very first drink. The consequences and risks of drinking and driving are too great to drive while consuming any alcohol. Fatal accidents and legal violations can occur at any BAL, not just at .08 and above.

6. Am I better off than other people if I can hold my liquor?
   “Holding your liquor” means you have developed tolerance. Is this good or not? Tolerance is not the same as BAL. BAL is calculated based on how much alcohol over what period of time, weight and gender. Tolerance is not advantageous. A lower tolerance means a person gets a warning from their bodies, by getting signals such as nausea. A person who develops higher tolerance does not experience the alcohol the same way, and does not recognize or get signals to slow down, and therefore, they could drink to a higher BAL level. Tolerance can be reduced by drinking less, or not at all for a period of time.

7. Beer doesn’t have as much alcohol as hard liquor, does it?
   The definition of a standard drink is ½ ounce of ethyl alcohol. A standard drink is equal to a 12 ounce can of beer, 4 ounces of wine, and 1 ¼ ounce of (80 proof) hard liquor. They all have equal amounts of alcohol.

8. What is responsible drinking?
   There is no definition for responsible drinking. A definition of moderate drinking for most people would be to drink one or fewer drinks per hour.

9. How can I recognize an alcohol emergency, and what do I do?
   An alcohol emergency can come in many shapes and forms. You may not recognize the signs because you have become accustomed to some behaviors looking normal when you are drinking. However, it is important to be aware and understand that a person who is unable to perform normal functions has consumed too much alcohol. Call 911 or Security if a person is not speaking, walking or understanding things. If a person cannot walk from one chair to another on his or her own, or seems to be passed out, this is a situation that requires medical attention. Many things could happen to this person, choking on vomit, falling, or becoming unconscious. Make the call to get help.
B. Be Smart

Seven Guidelines for Hosting Guests and Social Gatherings

1. Keep the Noise Level Down.
   - Talk to your neighbors before the party. Give them your phone number so they can call if they are being disturbed. The most common reason police come to a party is complaints from neighbors. Let your neighbors know when the party will end. Remember, parties may bother people who live on a different time schedule, including the elderly or small children.
   - Out of courtesy for your neighbors, keep the party indoors and windows closed, as well as blinds and drapes. Loud music can penetrate most walls, so keep the bass down as well.
   - A noise complaint may be filed if the noise can be heard across a common property boundary. The 24-hour noise ordinance is enforced when noise can be heard within 50 feet of the property.

2. Keep the Size Reasonable.
   - If the party spills outside, there is an increased chance that a complaint will be made.
   - Never have more guests than what your living unit can handle appropriately.
   - 20-30 guests is usually manageable, especially if they know and respect you.
   - If a friend feels comfortable to monitor the guests and size of the party, this may be a helpful tool.

   - Don’t open your party to people passing by. This is often how irresponsible partygoers get into your party and ruin the event, sometimes causing property damage, theft, etc. If uninvited guests won’t leave, call the police or Campus Security.
   - Under the law if you provide alcohol or facilitate the intoxication in a guest that subsequently injures someone by fighting or via driving under the influence, you can be held responsible.

4. Consume Alcohol Legally and in Moderation.
   - It is illegal for anyone under 21 to consume or possess alcohol. Even if underage attendees are instructed to “Bring Your Own Booze,” this may not remove all liability from the hosts of the party.
   - Keep the alcohol inside the house where you can be responsible for the actions of your invited guests.
   - If police have a reason to suspect that alcohol is being sold or consumed by minors, they can break up your party and arrest the providers. REMEMBER: you can be held responsible for the actions of your guests, even those outside your house.
   - If someone is arrested for driving while intoxicated, the house residents where alcohol was served may be liable.
   - Provide non-alcoholic beverages and food. Food, particularly those that are protein based, will slow down the absorption of alcohol into the blood stream. Drink only on a full stomach.
   - Avoid playing drinking games that put your guests or yourself into unsafe drinking consumption. Don’t give guests more alcohol when it is obvious that they have had enough.
   - Provide garbage and recycle bins, and remind guests to leave alcohol containers inside.
   - The only way to truly avoid negative consequences of alcohol is to choose not to drink.
   - Responsible and moderate consumption is considered drinking one alcoholic beverage or less per hour. One drink equals one 12 oz. can of beer, or one 4-5 oz. glass of wine, or one mixed drink, or one shot.
   - Avoid drinks with unknown contents including Jello Shots or Jungle Juice. Avoid letting others handle your drink and do not leave it unattended.
   - Discontinue drinking if you have thrown up.
5. Don’t let anyone leave alone.
   • Call a sober friend or a cab to ensure guests have a safe ride home. If accompanied and safe, walking home may be a suitable alternative.
   • You are also encouraged to utilize the Safe-Ride program through GSBA by calling (509) 586-8000.

6. Know the symptoms of an alcohol emergency and how to get help.
   • Person is unconscious or semi-conscious
   • Person is incoherent and unable to talk clearly or understand you
   • Person has cold, clammy, pale, or bluish skin
   • Breathing is slow or irregular or the person is vomiting uncontrollably
   • If the person is unable to walk
   • If a person is suffering from any of these symptoms, he or she may be at risk of dying or suffering severe brain damage without immediate medical attention. CALL 911.

7. How to Get Help and What to Do in an Emergency
   • If you’re unsure what to do, call for help: if off-campus, call 911; if on-campus, call 9-911 or use a blue light phone.
   • Don’t leave the individual alone.
   • Turn the person on his or her side to prevent choking on vomit. Continue to monitor breathing.
   • Do not try to help the victim “walk it off” or “sleep it off.”
   • If the person is unable to walk or is vomiting excessively, he or she needs medical attention.
   • Do not leave victim alone or try to give food, coffee, or a shower.
   • Put your focus on your friend’s health. There should never be a worry of keeping your friend or yourself out of trouble for drinking. Keeping your friend alive comes first.

Good Samaritan Practice
The welfare of everyone in our community is highly important, and Gonzaga University encourages students to offer help and assistance to others in need. The purpose of the Good Samaritan Practice is to provide care for others in a safe manner. When any student observes another student in need of medical attention, the right thing to do is to call for medical help. Good Samaritans facing a friend or acquaintance’s medical emergency are asked to immediately call 911. AFTER calling 911, please contact residence life staff members or Gonzaga Campus Security to assist while waiting for medical emergency professionals to arrive. If you are unsure if a person’s life is in danger, but you think it might be, make the call. If you are even considering calling, you probably should have called ten minutes ago.

If Police or Security Arrive
Always speak to them genuinely, with respect and understanding. The Police are looking out for the safety of yourself, your housemates, and the community. They ensure that the party is safe and respectful to the community.
   • Be compliant, polite, and honest when talking to them.
   • If they tell you to turn down the music, do so! Noise complaints will keep the Police and Security coming back.
   • If they tell you to end the party, do so!
   • If you need assistance in breaking up a party, call the Police or Security.
   • If the University is contacted about problems at your off-campus house, you will have to go through a disciplinary process that may include a $250 fine per tenant plus mandatory institutional service hours.
Party-Specific Laws

Included below is a sampling of Washington State Laws dealing with alcohol. The following is only a summary of the laws and holds no legal statute. Exact specifications dealing with the following laws should be accessed through Campus Security or directly through Washington State.

Open Container of Alcohol (RCW 66.44.100)
- No person shall open the package containing liquor or consume liquor in a public place. This includes adjacent sidewalks near your property. Every person who violates any provisions of this shall be guilty of a class 3 civil infraction.

Alcohol and Minors (RCW 66.44.270)
- It is unlawful for any person to sell, give, or otherwise supply liquor to any person under the age of 21 years or permit any person under that age to consume liquor on his or her premises or on any premises under his or her control. Premises would include property, houses, buildings, and other structures. A violation of this is a gross misdemeanor punishable as such.
- It is unlawful for any person under the age of 21 to possess or consume any liquor. Further, it is unlawful for a person under the age of 21 to be in the public while exhibiting the effects of having consumed liquor. This would include odor of liquor on his or her breath. Further, being in close proximity of an open container is also admissible. Lastly, any demonstration of speech, manner, appearance, behavior, or any other behavior attributable to alcohol is admissible.

Selling Alcohol without a Liquor License (RCW 66.44.090)
- Selling alcohol without a liquor license is a gross misdemeanor.
- Hosting a party in which you sell t-shirts for admission or charge for entry at the door is also illegal.

Public Disturbance Noise (City of Spokane 10.08.020)
- The purpose of this ordinance is to control the level of noise in a manner which promotes the public health, safety and welfare; the use, value, and enjoyment of property; the quality of the environment; commerce; and sleep and repose. The City of Spokane declares that “public disturbance noise,” as defined by this ordinance, is a public nuisance.
- Unless otherwise specified, the public disturbance noise provisions of SMC 10.08.020 are applicable 24 hours a day.
- It is unlawful for any person to cause or permit, or for any person in possession or control of real or personal property to allow originating from such property, sound that is a public disturbance noise. A public disturbance noise includes, but is not limited to, the following sounds that unreasonably disturb or interfere with the peace, comfort and repose of a reasonable person of ordinary sensitivities:
  - The frequent, repetitive and/or continuous yelling, shouting, whistling, singing or other vocal noises on or near the public streets, between the hours of 10:00 p.m. and 7:00 a.m.
  - The creation of frequent, repetitive and/or continuous sounds which are audible at a distance greater than 50 feet from the source of such sounds at any time.
- Depending upon the noise violation and the circumstances, the fine for such a violation may range from $250 to $1000.

Failure to Disperse (RCW 10.10.010)
- No person may congregate with a group of three or more other persons and there are acts of conduct within that group which create a substantial risk of causing injury to any person, or substantial harm to property; and refuse or fail to disperse when ordered to do so by a peace officer or other public servant engaged in enforcing or executing the law.
If the Police or the Liquor Control Board cite you for any three code violations within a 60-day period, you can be evicted and fined $400.

Other City Codes You Should Know:

*Land Use Violations:*

- Any use made of a property or structure, other than the permitted uses for that zone (i.e., car parking lots, abandoned vehicles, etc.)

*Nuisance* (SMC 10.08.030):

- No person may engage in a course of action or create or maintain a condition which unreasonably:
  1) interferes with the comfort, solitude, health or safety of others,
  2) offends common decency,
  3) offends common sensibilities and senses by way of extreme noise, light, or odor,
  4) obstructs or renders hazardous for public passage any public way or place, or
  5) pollutes or renders less usable any watercourse or water body.

*Refuse* (SMC 13.02.0224):

- An accumulation of trash and/or garbage on the property may result in a Notice of Violation ordering the material to be removed. If the property owner fails to clean it up, the property will be abated at the property owner's expense.

C. Be Neighborly

As a resident of the Logan neighborhood, you carry the responsibility of being a law-abiding citizen just like those around you. Getting along with your neighbors is a huge part of being a member of this community. Depending on your actions, your neighbors will be the first to complain or to praise you—depending on your actions. Here are some ideas that may help you become a better neighbor.

1. Get to know your neighbors. Be respectful of non-student neighbors who may keep different hours. Say “hello” to them as you walk by.
2. Exchange contact information with those living around you so that if the need arises, you can get in touch quickly.
3. Keep your yard well-groomed. Trim the grass and remove any undesirable debris from plain view. Keg cups and beer cans draw negative attention from neighbors and the police. While outdoor patio chairs are appropriate for the front porch, remove couches or other furniture.
4. Respect the City of Spokane’s 24-hour noise ordinance and avoid causing a disturbance at any time of day or night.
5. Talk to your landlord and neighbors about parking. Cars may be parked for up 12 hours on the street. Ensure you are not blocking any driveways.
6. Keep your sidewalks clear of leaves and snow.
7. Get involved in volunteer efforts throughout the Logan Neighborhood.
8. Take out trash and recycling on Monday for collectors to remove. Place the containers on the curb or in the alley by 7:00am and remove them by 7:00pm.
IV. How to Stay Involved

Involvement Opportunities

When you are living off-campus, staying involved can be challenging simply because you no longer live within such close proximity to the University. It is important to remain connected to the Gonzaga community as an upperclassman. Various ways to stay involved include clubs and organizations (academic, cultural, sports, etc.), the Gonzaga Student Body Association (GSBA), University Ministry, music groups, theatrical productions, campus media, intramural sports, and the Center for Community Action and Service Learning (CCASL).

Center for Community Action and Service Learning (CCASL)

Throughout the school year, CCASL offers many diverse and exciting volunteer opportunities both off and on Gonzaga’s campus. Whether you’re interested in becoming a student mentor, taking an alternative spring break with Mission Possible, or helping to prepare meals for people in need, find more information at http://www.gonzaga.edu/Student-Life/Get-Involved/Community-Action-and-Service-Learning/default.asp. Call x6824 for more information.

Diversity Opportunities

Gonzaga embraces diversity in many ways, from guest lectures and events to informal gatherings and celebrations at the Unity House Multicultural Education Center (UMEC), located across the street from the Cog. Diversity-based organizations active at Gonzaga include: The Black Student Union, La Raza Latina, First Nations Student Association, Chinese Student Scholars Association, Filipino American Student Union, Hawaii Pacific Islander Club, Helping Education Regarding Orientation, Japanese Club, Women's Studies Club, Muslim Student Association, Taiwanese Student Association, and the International Student Union. Stop by UMEC or call 313-5836 to get involved, learn more information, or get contact information for one of these organizations.

Financial Aid & Student Loans

Along with living off-campus and taking on the additional responsibility that implies, students should make sure they continue to keep in touch with their financial aid counselor. The last two years of college can see changes in your financial aid packages and upperclassmen need to be clear about what loans they are taking out and how much their repayment will likely be upon graduating. It is never too early to get information that will help you prepare to pay back your student loans.

- Do you know when your re-payments will start? You have a “grace” period.
- Do you know if you are eligible for a deferment of your loan re-payments?


Gonzaga Student Body Association

Students are encouraged to get involved in student government by running in GSBA's Fall or Spring elections or applying for an appointed position. Those living outside of University residence halls may be especially interested in running for Off-Campus Senator. These officers act as liaisons to the Logan Neighborhood Association and the Spokane community.

Although students may live off-campus, the following services and events are still available:

- Safe Ride Program: If you ever need a safe way to get home at night, please call Spokane Dispatch at (509) 598-8000. This program is free for all students.
• Gonzaga Activities Board Events: GSBA provides weekly entertainment for all students. Even though you live off campus, there are still many on-campus activities for you to enjoy!
• Take Back the Neighborhood: This service project, organized by the GSBA Vice President, helps to clean up the Logan Neighborhood and foster positive relations with neighbors.
• Community Events: Ticket Central in Crosby Student Center has discounted tickets available for movies, sporting events, concerts, and more.
• Cabinet, Executive Council, and Senate Meetings: All students are invited to attend meetings of GSBA's Executive and Legislative Branches to express their opinions to student government officers.

For further information on any of these programs, call x5824 or visit www.gogsba.com.

Intramurals
The Intramural Sports Program is one of the most popular attractions on campus with over 72% of the student population participating. They offer 23 sports and events for students, faculty, and staff of all ability levels to participate in. From team sports such as basketball, soccer, and flag football, to individual sports such as a Swim Meet and Home Run Derby, there are offerings to suit almost any athletic interest. Beginning in Fall 2010, intramural registration will be using the online system CashNet. Contact the Intramural Office at x4251 for more information and visit http://www.gonzaga.edu/Athletics/Intramurals/registration/default.asp for a list of sports and registration deadlines.

Registrar's Office
Once you have moved off campus, be sure to give your updated address and phone number to the Registrar's Office. It’s extremely important Gonzaga has your current contact information to ensure that you receive updates and mailings from Financial Aid and other departments on campus. They will not know you have moved or changed your phone number unless you notify them of these changes. The Registrar's office can be reached at x6592.

Student Activities
Did you know that there are more than 90 extracurricular organizations at Gonzaga? This array of activities contributes to Gonzaga's strong sense of community by providing many opportunities to meet people outside of the classroom. The Office of Student Activities is a great place to learn about clubs that you could join or even just fun events going on each week on campus. The Office of Student Activities is located on the second floor of the Crosby Student Center (Rm. 200) and can be reached at 313-6123.

Student Publications
Gonzaga's award-winning weekly newspaper, The Bulletin, is a great place to read about happenings, campus news, and student editorials. Pick up the newspaper every Friday in various locations around campus, including College Hall, Crosby, and the Cog. You can also sign up to receive The Bulletin online by visiting www.gonzagabulletin.com.

University Ministry
University Ministry's mission is to support the faith development of all students, regardless of religious affiliation and tradition. In particular, they provide resources for spiritual growth and fellowship through retreats, service projects, liturgies, music ministry, Theology on Tap, spiritual direction, and more. For a calendar of events, visit http://www.gonzaga.edu/About/Mission/University-Ministry/default.asp. University Ministry can also be reached at x4242.
V. Moving Out & Moving On

Finding Employment Off-Campus

1. Part Time Off-Campus Job Postings

The Student Employment Office maintains the Community Job Board in College Hall outside the Admissions Office. This is where jobs within the Spokane community are posted. Individuals and businesses in the area looking for part-time help post specifically for Gonzaga students. Be sure to consult this job board often on campus and online at: www.gonzaga.edu/studentemployment. Click on the Community Job Board link.

2. State Work Study

At the beginning of your junior year, you are no longer eligible for Federal Work Study, but you may be eligible for State Work Study (off-campus work study employment).

What is State Work Study (SWS)?

- SWS is an off-campus employment program funded by the State of Washington and private area employers available to eligible juniors, seniors and graduate students.
- Spokane employers create entry-level SWS jobs related to various academic majors (i.e. Business, Computer Science, Education, Engineering, Public Relations).

How is SWS different from FWS?

- SWS awards cannot be used on campus. You must work for an off-campus employer.
- SWS award amounts are larger than FWS award amounts and off-campus employers typically pay more. Get on it early because SWS jobs are filled on a first-come, first-served basis.

How does SWS Financially Benefit Me?

- The income you earn in a SWS position is excluded as income on your FAFSA. From a financial aid perspective, this makes you look needier because it appears as if you did not earn anything during the academic year. It is possible that this would help you obtain more financial aid the following year.
- The income you earn in a non-work study position (i.e. institutional on-campus job) is included as income on your FAFSA. From a financial aid perspective, institutional income is added to the calculation of how much you should be applying towards the cost of your education.

Prepare for Next Year

- File your FAFSA by the February 1st deadline so that, if eligible, you can be awarded SWS during the academic year.
- Work on your resume this summer. You can email it to the student employment office for review.

State Work Study questions can be directed to the Student Employment Office at x6588.

3. Employment after Graduation

Part of being an upperclassman is thinking ahead to when you graduate. As you move through your various work and volunteer experiences, add them to your resume. The Career Center has a great portfolio program that keeps all your relevant data, letters of reference, and other materials together so they can be mailed out to prospective employers at your request. The Career Center also hosts workshops and seminars so your resume can be tailored to employers’ expectations. Learn more at http://www.gonzaga.edu/Student-Life/Support-for-Students/Career-Center/default.asp or call the Career Center at x4234.
A. Moving Out

Moving out is an important step in this process. To do it right, there are a few things you must pay attention to before you leave your residence.

**Move-Out Checklist**

- **Plan Ahead**: Make sure you know and understand expectations of how to check-out, and ask questions if you do not. Box your items and remove them from your rental property, leaving time to thoroughly clean the property before you move out.

- **Remove Your Stuff**: Make sure your belongings are completely out of the house or apartment. You will be charged for any left items.

- **Cleaning**: Be sure that your rooms as well as all common areas are cleaned thoroughly. Common area damages and messes will be charged to the entire household unless one person admits to damaging the area. Clean appliances (oven, refrigerator, etc).

- **Turn in Keys**: Be sure to have in your possession your original key(s) and return to the landlord. The cost of re-keying a house is high, so make sure you return all keys!

- **Utilities**: If you are paying for utilities, make sure that you contact Avista (http://www.avistautilities.com/residential/pages/default.aspx or 1-800-227-9187) to notify them of your new address or to cancel the utilities bill. If you forget, they will continue to charge you even if you aren’t a resident.

- **Mail**: Make sure your contact the U.S. Postal Service and forward your mail. Visit http://www.usps.com/. On the right column of the website, click “Receiving Mail” and follow the simple instructions and changing your mailing address.

- **Cable and Internet**: If you have cable and internet in your house that you are moving out, be pro-active and contact your provider to notify them of your move or that you want to disconnect the service.

- **Forwarding Address**: Make sure to include forwarding address for your damage deposit refund. Most landlords will need you to provide your name, current address, new address, and new phone number.

- It is always better to leave the property cleaner than when you moved in.

**Clean Our Scene**

Clean Our Scene is a campus community program sponsored by Student Life to leave our neighborhood and campus clean for the summer. The Salvation Army Donation Station will accept any clean, resalable, reusables items in good condition. This includes clothes, kitchen items, furniture, etc. The Donation Station will be between David’s Pizza and Madonna Hall, in the empty parking lot. Look for the big donation truck! The Donation Station is usually open during finals week.

- **Recycle**: All recyclable materials should be placed in an appropriate receptical.

- **Reuse**: Give leftover items to local service agencies.

- **Regift**: Donate acceptable items to other students preparing to move off campus.

Extra dumpsters for garbage will be located at the East end of campus next to the Salvation Army Donation Station and also at the West end next to the Knights of Columbus/Jepson parking lot for approximately two weeks before the end of school.
B. Moving On

Join the Alumni Association

The Alumni Association allows former Zags to stay in touch throughout the years. Consider supporting the Alumni Association's activities and scholarship fund.

Alumni Association membership includes the following benefits:

- **Alumni Scholarship**: Siblings and children gain eligibility to apply for the Alumni Scholarship.
- **Alumni Audit Program**: Take classes at Gonzaga to further your personal development.
- **ZagShop** (both campus locations and online): 10% discount on merchandise excluding textbooks and calculators.
- **Alumni Travel Program**
- **Admission Fee Waiver**: Waive a student’s admission application fee.
- **Library access**: Use of the Foley Library
- **Gonzaga Quarterly**: Receive all issues of Gonzaga Quarterly, plus an electronic newsletter.
- **Liberty Mutual Insurance Company**: Quality auto, home, and renters insurance at reduced prices
- **Priority invitations and discounted fees for events sponsored by the Alumni Association**
- **Local Business Discounts**.

Stay connected to the Career Center through LinkedIn and Zag Trax:

Stay in touch with the Career Center and the Gonzaga Alumni Mentor Program for networking opportunities. Consider becoming a mentor for a current undergraduate student. Create a LinkedIn.com account to find potential networking contacts from Gonzaga and elsewhere. Visit ZagTrax employment postings at: www.zagtrax.net.

Staying In Touch

Former students are welcome to continue using their Gonzaga email account (username@zagmail.gonzaga.edu) after they graduate. Accounts that have not been accessed for six months or more may be subject to deletion.
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We hope you find this helpful and useful for your transition to living off campus. If you need additional support or are struggling with your off-campus housing arrangement, please visit the Office of Student Life in College Hall 120. This document is a resource and tool for Gonzaga students and the Gonzaga community. All questions regarding credits or this document should be directed to the Office of Student Life.

-From the Office of Student Life

This publication is available in alternative formats by contacting:
The Office of Student Life.

This guide can also be found online at:
www.gonzaga.edu/Student-Life/Off-Campus-Living
Good luck on your off-campus adventure!

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