



Welcome to SKC Student Housing!

Move-In To-Do List

Family Housing

1. Pay \$300 security deposit to the SKC Business Office (Eneas Big Knife Building)
2. Contact Mission Valley Power at (406) 883-7900, 65 Pablo West Road, to make a \$500 utility deposit. Tenants of Family Housing are responsible for paying their own electricity bill. A copy of the electrical utility contract in the name of the head of household (as it appears on your lease) must be turned in to the Housing office.
3. Sign your lease to receive your keys and access fob. (Keys MAY NOT be duplicated; if you need extra keys, please ask the Housing Department.)
4. Complete the Move-In Inspection Form within 10 days of move-in and turn it in to the Housing Office. More information about the Move-In Inspection Form is below.
5. **Set up your mailbox and mailing address with the Ronan Post Office at (406) 676-8271.** You will need ID and a copy of your lease.
6. Please do not drive on the Fire Lane without approval from the Housing Office. Remove all move-in boxes and items from the front porch of your unit within 7 days.

Dormitory

1. Pay \$200 security deposit to the SKC Business Office (Enease Big Knife Building)
2. Sign your lease to receive your keys and access fob. (Keys MAY NOT be duplicated.)
3. Complete the Move-In Inspection Form within 10 days of move-in and turn it in to the Housing Office. More information about the Move-In Inspection Form is below.
4. **Set up a mailbox and mailing address by calling the Security Office.**
5. Introduce yourself to your roommates and your Resident Advisor!

Contact Information

SKC Student Housing Department: 406-275-4827
SKC Security Office: 406-275-4751
406-239-6267
or
211 from any SKC Landline

Male Dorm Resident Advisor: 406-675-4815
Female Dorm Resident Advisor: 406-675-4814

IN AN EMERGENCY, ALWAYS CALL 911 FIRST!

Move-In Inspection Form Instructions

The Move-In Inspection Form is due to the Housing Office within 10 days of move-in. Tenants will not be charged for damages reported on the Move-In form. Failure to turn in the Move-In form within 10 days indicates that the Tenant takes responsibility for the condition of the unit as-is, and accepts any charges resulting from existing damages. Please record damages in clear, precise language, indicating location of the problem, size/type of concern, and frequency of the problem.

Please note that Housing staff will enter your unit to assess and repair reported maintenance issues.

Important Reminders

You are responsible for the behavior of your guests and members of your household. Tenants will pay any fine or complete any discipline resulting from household members' or guests' violations.

In order to maintain eligibility for Housing, all tenants must obey instructions and expectations given by the Housing Department, remain at a 12-credit course load (full time status) and 2.0 GPA unless given prior permission by Housing, and make timely payments on rent and utility bills. Felony charges against tenants or members of their household, or severe violations of community standards, are grounds for eviction.

Tenants are responsible for reading and responding to all posted, spoken, and e-mailed notices from SKC Student Housing, including the Housing Handbook. It is recommended that tenants set up and empty the voice mailboxes on their phones.

MORE IMPORTANT INFORMATION ON THE BACK OF THIS PAGE!

PROHIBITED ITEMS

- SKC and Student Housing do not allow the possession, use, influence, sale, or manufacture of drugs, alcohol, or medical marijuana.
- Drug and alcohol paraphernalia (including alcohol containers) are considered violations of the above drug and alcohol policy.
- Smoking and tobacco products may not be used indoors or within 25 feet of a building. Cigarette butts and other tobacco waste must be disposed of in the garbage.
- Vaping indoors is not allowed.
- Pets are prohibited, with exceptions for Emotional Support Animals and Service Animals that have been approved by the Disability Coordinator. ESAs and Service Animals must remain on leash when outdoors and all animal waste must be disposed of immediately.
- Storing garbage, including broken furniture, on porches and other outdoor areas is not allowed.
- Fire hazards, including charcoal BBQs, fireworks, candles, incense, wax melters, hot plates, combustion engines, and heaters with exposed heating elements are not allowed.
- Firearms and weapons, such as ammunition, B.B. guns, toy guns such as paintball or NERF guns, slingshots, and axes or hatchets are prohibited.
- Racist, offensive, or obscene decorations are not allowed in Housing spaces. If a complaint arises, the appropriateness of the decoration will be determined at the discretion of Housing staff.
- No items may be hung from sprinkler heads.

PLEASE REPORT IMMEDIATELY

For your safety, health, and well-being, please report the following immediately:

- Fire damage or discharged fire extinguishers
- Leaks, floods, or other water damage, including mold or mildew
- Pests (including mice, ants, and termites) inside Housing units
- Unattended/uncontained garbage or other sanitation issues
- Acts of violence, domestic violence, harassment, stalking, or assault
- Lost keys
- Broken/non-functioning doors, windows, or locks
- Malfunctioning laundry facilities
- Malfunctioning smoke detectors

In an emergency, please call 911 first and Campus Security second.

Cable

The Dorms are cable-ready. Family Housing tenants may connect to cable at their own expense by contacting the agency of their choice. Satellite is not permitted.

Internet

All housing is Ethernet-ready. Tenants are responsible for purchasing and setting up their own wireless routers. Wifi is available in the Common area of the Dorms. Internet issues may be directed to the Housing office.

Laundry

Coin-operated laundry and dryers are available in the laundry facility for Family Housing tenants and on-site for Dorm tenants. The cost is \$1.00 per wash and .25 cents per 20 minutes of drying. Laundry facilities are for Student Tenant use **only**.

Please be courteous to other tenants: clean your lint, garbage, and spills. Items left unattended for 24 hours will be disposed of after a one-week holding period. Theft should be reported to Security.

Locked Out?

If you are locked out of your unit, call SKC Security. Identification will be required prior to regaining access to the unit.

Malfunctioning key fobs may be replaced at the Housing office.

Mail

Family Housing mailboxes and keys are issued through Ronan Post Office free of charge. You will need your lease and ID when setting up your mailbox. Family Housing mailing addresses are:

(Unit #) Hewankorn Loop
Ronan, MT 59864

Dorm mailboxes and keys are issued through SKC Security. Dorm mailing addresses are:

(Your Name)
PO Box 70
(Dorm Box #, given by Security)
Pablo, MT 59855

For mail delivered via FedEx or UPS, please use the following address in order to pick up packages at the SKC Bookstore, located in the Robert DePoe III building:

58138 US HWY 93
Pablo, MT 59855

Parking

Parking permits are available at the SKC Security Office. All Housing lots are restricted to permit parking only, except for several visitor parking stalls. Vehicles without parking decals and or that are broken down may be ticketed or towed at the owner's expense.