

## **UKREC Housing Rules and Procedures**

Currently, three houses are available for use by students, post-doctoral scholars, visiting scholars, and others associated with the University of Kentucky College of Agriculture, Food and Environment. The purpose of these houses is to provide housing options for students and professionals that support key functions of the UKREC, which require sporadic and/or short-term stays (no more than 11 months).

For stays that require more than 11 months, students/professionals will need to seek private housing options (apartments, rental houses, etc.) in the region.

During the summer months (May to August) priority will be given to students/professionals that will stay the entire summer. If available, sporadic stays may be accommodated during the summer. Otherwise, many hotels serve the region surrounding the UKREC, and are a more appropriate option for short-term stays (less than 1 week) during the summer.

It is the responsibility of occupants to keep the housing facilities clean, orderly, and functional. There are NO janitorial services provided by UKREC staff. If occupants do not responsibly maintain clean, orderly, functional houses, they will be charged a cleaning fee to restore clean and orderly facilities.

### **Items furnished in each housing facility:**

- Refrigerator
- Microwave
- Range oven
- Coffee maker
- Toaster
- Washer
- Dryer
- Cookware
- Hand appliances (can openers, etc.)
- Beds that include linens (sheets and comforter) and pillows and pillowcases
- Furniture
- Bath and hand towels
- Toilet paper and paper towels
- Hand soap
- Wireless internet

It is the responsibility of each occupant to supply all other needed items that are not on the above list. Also note that UKREC housing facilities do not have telephones.

### **Cost per bed:**

The cost for staying at UKREC housing is:

- \$20 per day per bed for 1-5 consecutive days,
- \$10 per day per bed for 6 or more consecutive days,

For stays during the summer months and for long-term stays throughout the year, every day of the reservation period will be charged at the \$10 per day per bed rate, including weekends.

### **Payment Options:**

There are two payment options for UKREC housing facilities:

- Departmental Payment
- Personal Payment
  - Payments must be received by the last day of each month.
  - Invoices will not be provided. It is the responsibility of each occupant to pay at the designated time.

### **Reservation procedure:**

Reservations are made by completing the UKREC Housing Request form, available online at [https://wkrec.ca.uky.edu/housing\\_rules](https://wkrec.ca.uky.edu/housing_rules), and emailing to [ukrecgradhouse@uky.edu](mailto:ukrecgradhouse@uky.edu).

A request does NOT guarantee a room. Decisions on availability and the ultimate assignment of housing is the responsibility of the Graduate House Committee.

### **Check-in procedure:**

- At the time and date specified on your Housing Request Form, keys will be available for pick-up from an authorized staff member.
- Upon arrival, inspect your assigned space and report any damage immediately to the staff member from whom you received your keys. If occupant does not notify UKREC of any damages at check-in, this implies that no damage was present at time of check-in. The occupant will be responsible for the cost of replacement/repair for any damages at check-out.
- Occupants will be charged for each day that they are in possession of keys or have personal belongings in the housing facility.

### **Notices:**

The email provided on the UKREC Housing Request form will be used for communications, including any maintenance activities that may be necessary or any other communication relevant to UKREC housing facilities.

### **House rules:**

- This is a University of Kentucky facility, and all university rules apply
  - <http://www.uky.edu/regs/>
  - <http://www.uky.edu/studentconduct/code-student-conduct>
- UKREC houses are smoke- and alcohol-free

- No pets of any type are allowed. Service animals are allowed. If a service animal will be accompanying the occupant, please alert the UKREC of this at the time that a reservation is made.
- Overnight visitors are not allowed. Overnight visitors should make arrangements with a local hotel
- Occupants must keep the house clean. This includes cleaning the house as needed and removing trash to the bin located outside
- Do not tamper with electrical, plumbing, gas lines, or smoke detectors
- If an appliance breaks or stops working, contact Ryan Scott at 270-625-9076.
- If an emergency situation arises, call 9-1-1. Also see “emergency and service needs” section below
- House inspections by UKREC staff may occur as needed to be sure that rules are being followed

### **Check-out procedure:**

- If your check-out must be the revised from the date indicated on the UKREC Housing Request notify the authorized staff member at least 5 days prior to your revised departure.
- Keys **MUST** be returned and all belongings removed from UKREC housing facilities. You will be charged for EACH day that you are in possession of keys or have belongings in the housing facility.
- If keys are lost/stolen or are not returned in a timely manner, you will be responsible for all costs to re-key all locks.
- Remove sheets and pillow cases from the bed and place them in the provided laundry hamper at the end of your stay.

### **Emergency and service needs:**

- **If there is an emergency situation, take necessary personal safety precautions and CALL 9-1-1 immediately.**
- The address for each house is posted inside multiple locations within each house, is located below:
  - UKREC house no. 1 (Bldg 7805) – next to UKREC main building  
1170 Sandlick Road  
Princeton, KY 42445
  - UKREC house no. 2 (Bldg 7803) – on the hill of Sandlick Road  
1760 Sandlick Road  
Princeton, KY 42445
  - UKREC house no. 3 (Bldg 7801) – former Superintendent house  
1201 Hopkinsville Street  
Princeton, KY 42445
- After hours emergency contacts:
  - Ryan Scott – 270-625-9076
  - Carrie Knott – 270-601-1779
- Local utilities and emergency contacts:
  - ATMOS Energy (natural gas) – 866-322-8667
  - Princeton Electric Plant Board – 270-365-2031
  - Princeton Water Department – 270-365-9301
  - Princeton Police Department – 270-365-4657
  - Caldwell County Sheriff – 270-365-2088