



# ***WELCOME TO GRADUATE HOUSING!***

Podiatry Residence Hall

801 Cherry Street  
Philadelphia, PA 19107

University Housing & Residential Life  
[housing.temple.edu](http://housing.temple.edu)

# **THE HOUSING STAFF AT TEMPLE UNIVERSITY WELCOMES YOU TO OUR PODIATRY GRADUATE RESIDENCE HALL!**

We are excited that you have decided to live with us here at the Podiatry Graduate Residence Hall. This publication includes information that will be of assistance to you. All residents and their guests are expected to know and abide by all Temple University and Graduate Housing rules and regulations. We hope that you have a wonderful experience living at the Podiatry Graduate Residence Hall.

Sincerely,

Temple University Podiatry Graduate Housing Staff

## **Finding Your New Home**

### **From the South**

Proceed along 9th Street (you will cross Market St., Filbert St. and Arch St. along the way). Make a right onto Cherry Street and look for the red Temple "T" flags. The entrance to the parking lot is on the left. Just inside the lot, the Residence Hall is to the right. The entrance will be decorated with Balloons and signage. Please note: the parking lot at the Graduate Housing complex is not managed by Temple. Payment is required for parking in the lot.

### **From the North**

Proceed along 8th Street (you will cross Spring Garden, Vine St and Race Sts. along the way). Make a right onto Cherry Street and look for the red Temple "T" flags. The entrance to the parking lot is on the right. Just inside the lot, the Residence Hall is to the right. The entrance will be decorated with Balloons and signage. Please note: the parking lot at the Graduate Housing complex is not managed by Temple. Payment is required for parking in the lot.

## **Parking**

Monthly parking passes may be obtained during business hours on the 6th floor, Business Services Office in the Podiatry Medical School building, next to the residence hall. The entrance is on 8th street. Inform the staff that you are a new student who will be living in the Podiatry Residence Hall and would like to arrange for payment for a monthly parking pass at the student rate. You will be required to show proof that you are a student, such as your student ID. If you check in over the weekend, you can go to the Business Office the next business day to arrange for parking. You will be charged the daily student rate until the pass is obtained.

### *Your Arrival*

Upon entering the residence hall, you will be greeted by our security personnel. Please inform security that you are checking in and they will direct you to our housing office where staff will be waiting to complete your check in. Once you have completed the Check-In Process, a cart or bin may be signed out. Move in tip: Carts and bins are limited, we suggest that you bring your own hand-truck/cart/bin to avoid waiting.

## **Check-In**

During the Check-In process, you will receive your apartment keys and information about living in Graduate Housing. Please have identification ready to show at Check-In. Make sure you have completed your Meningitis Form with Student Health Services. Pennsylvania State law requires all college students to receive information about meningitis/meningococcal disease and the vaccine, and either to receive the vaccine before coming to college, or sign a waiver. If your name appears on our list of students who have not completed the Meningitis Form, you will be required to complete this process prior to being given the key to your apartment.







## Podiatry Housing Office

**LOCATION:** 801 Cherry Street  
Philadelphia, PA 19107

**OFFICE HOURS:** Monday–Friday, 8:00AM to 8:00PM  
Saturday and Sunday, 10:00AM to 2:00PM  
*Hours are subject to change.*

**PHONE:** 215-625-5446

## Temple University Housing and Residential Life Office (Main Office)

**LOCATION:** 1910 Liacouras Walk, 2<sup>nd</sup> & 3<sup>rd</sup> Floors.

**OFFICE HOURS:** Monday–Friday, 8:30AM to 5:00PM

**PHONE:** 215-204-7184

**EMAIL:** [housing@temple.edu](mailto:housing@temple.edu)

**WEBSITE:** [housing.temple.edu](http://housing.temple.edu)

## Res Life On Call

*There is a Podiatry Complex staff member on duty each evening and throughout each weekend.*

**ON CALL PHONE NUMBER:** 215-518-7673

**ON DUTY HOURS:** Monday–Friday: 8:00PM to 8:00AM

**SATURDAY AND SUNDAY:** 24 hours

**OFFICIAL UNIVERSITY HOLIDAYS:** 24 hours

## Residential Life Staff

**RESIDENT DIRECTOR:** Juanita Lavalais

**EMAIL:** [TUGradHousng@gmail.com](mailto:TUGradHousng@gmail.com)

**PODIATRY GRADUATE RESIDENT ASSISTANT:**

TBD, Room 202

*Responsible for floors 2–4.*

Brian Chan, Room 702

*Responsible for floors 5–7*

## University Housing Office Staff

Karen Kostelny

**PHONE:** 215-204-7184 (option #5)

*Karen is responsible for information regarding housing assignment or billing inquiries.*

## Important Telephone Numbers

Res Life on Call .....	215-518-7673
Campus Safety/Temple Police.....	215-204-1234
Front Office .....	215-625-5446
University Housing.....	215-204-7184
Podiatry Parking Lot.....	215-569-8400
School of Podiatry Medicine Main Line .....	215-629-0300
Temple Counseling Center .....	215-204-7276
Temple Health Services .....	215-204-7500
Temple Anonymous Tip Hotline.....	215-204-6493
Temple Information .....	215-204-7000
Main Campus Tech Support .....	215-204-8000
Telecommunications .....	215-204-7722
Comcast .....	215-992-2712

## Apartment Condition

Your apartment will be assessed prior to your arrival and when you leave. Residents are responsible for keeping their apartments in a good and clean condition. Residents may not let the condition of their apartments become unsanitary, unreasonably disorderly, or otherwise uncomfortable for other residents. Residents will be charged for damages, reassigned and/or subject to removal from University sponsored housing for failure to properly maintain the unit or report maintenance problems.

## Bicycles

Bicycles may be stored in rooms with permission of roommates, or the bike rack in the courtyard. Riding bikes in the hallways is prohibited. Motorcycles must be a safe distance from the building. Please consult with Temple Police for more information.

## Bulletin Boards

To help keep students informed of current events, bulletin boards are located in the mailbox area of each building. We are always looking for volunteers to assist in designing the boards. If you would like to assist, please contact your GRA or the Podiatry Housing Office.

## Cable Television Service

Each apartment is equipped with cable through the wall connection. If you are having difficulty with your cable, please call Comcast at 215-992-2712 and tell them you are a part of the Temple Bulk Account.

## Decorations

Writing on doors, walls, etc. is strictly prohibited. Students will be held responsible for messages, stickers, drawings, or markings written on their doors, walls, etc. Residents should not use nails, tacks or adhesive holders that cause damage to walls, ceilings, wood or metal surfaces within the apartment. Wall coverings such as Tapestries cannot cover more than 50% of the wall.

## Elevators

The elevators work by using a security code. You will receive the code at check-in.

## Emergencies

The Residential Life staff is available to assist residents in emergency situations, and should be contacted immediately. In the case of life-threatening situations, the Police, Fire Department or ambulance may be called by contacting 911. Please also notify Podiatry security located in the Residence Hall lobby. In order to contact Temple Police you must dial 215-204-1234. In the event of a fire alarm activation, please vacate the building via the fire tower exits. The Rally point where students may stand is located in the area of the clinic entrance of the Podiatry Medical School. The courtyard is reserved for Firefighters and other emergency personnel.

## Guest Policies

All guests and visitors must be signed in and escorted while inside the complex. Please refer to the Grad Community Living Standards for more specific information.

## Heating/Air Conditioning

Each apartment is equipped with a combination heating and air conditioning unit.

## Internet Access

The bedrooms in the apartments are wired for direct Internet access. There is also Wi-Fi access in the building, on the floors, and in the Study Lounge. To connect to the Internet please refer to the instructions during move-in or call Main Campus Tech Support at 215-204-8000.

## Laundry Equipment

Laundry rooms in the building are located on each floor and are open 24 hours a day. There are limited number of coin operated washers and dryers available for a large number of people. Please be respectful of other residents who need to use the washers and dryers by removing clothing immediately after the cycle ends.

## Lock-Outs

Students who are locked out of their apartment should contact your roommate for access. If your roommate is not available then go to the Podiatry Housing Desk during regular office hours or contact the Res Life on Call if outside of those hours.

First two lockouts per semester are free; all subsequent lockouts carry a \$10.00 charge.

*For repairs or Refunds, call 1-800-223-1376 Podiatry account is 695-1.*

## Lost Or Stolen Keys

Lost or stolen keys should be reported to a GRA or to the Podiatry Housing Office. The locks will be changed and you will be assessed a charge to your housing account in relation to the costs of labor and replacement keys.

## Mail

Please write your name on the label in the mailbox, so that you get your mail. If you need a blank label, please request one from the Housing Office. The US postal Service delivers mail daily, except Sunday. Mail and/or small parcels/packages that do not fit into the mailbox will be given to housing staff in the office. Packages delivered by UPS, FedEx, and Priority Mail will be delivered to the office. Packages can be picked up from the Podiatry Housing Office upon email notice from the Podiatry Housing office during regular office hours.

### MAILING ADDRESS:

Student Name  
Apartment #  
801 Cherry Street  
Philadelphia, PA 19107



### **Maintenance/Housekeeping**

- Maintenance repair requests should be reported through the Maintenance Direct System on the Temple Housing website ([housing.temple.edu](http://housing.temple.edu)).
- In the case of extreme emergency (total heat loss, flood, broken window, power outage) contact Podiatry Housing Desk, at 215-625-5446 or Res Life On-Call at 215-518-7673.
- Emergency maintenance repairs should not be left on the office voicemail. If there is no immediate response, then you should report it to the security desk.

### **Noise**

As a mixed living environment, everyone follows varied work, study, and sleep schedules. While at Podiatry there are 24 hour courtesy hours in effect. This means that noise should not be heard outside of your apartment or in the interior or exterior common areas and grounds. For more information please refer to the Graduate Community Living Standards attached to this document.

### **Quiet Hours**

10:00PM to 10:00AM weekdays and midnight to 12PM on weekends with special hours during mid-term and finals periods.

### **Pets**

Students are not permitted to keep pets in any Temple University Housing facility, unless it is an Assistance Animal approved by the Office of Disability Resources.

### **Phone Service**

Landline service is not provided in your apartment. Enable WiFi calling on your cell phone when in the Resident Halls.

In case signal is not available, contact your cellular carrier for further assistance.

### **Property Insurance**

The university assumes no responsibility for loss or damage to personal property. Students are strongly encouraged to contact an insurance agent concerning protection against such losses or for coverage under a family homeowner's policy or renter's insurance.



## Smoking

In accordance with Temple University policy, smoking is not permitted in University Residence Halls or University sponsored housing, including surrounding exteriors.

## Storage

- Storage bins are available behind the laundry room on every floor. These storage lockers are numbered according to apartment number. You must provide your own lock.
- If the storage bin is full and the items are not yours or your roommates please contact the Podiatry Housing Office to have the storage bin emptied.
- All lockers must be emptied at the conclusion of your lease for the related apartment.
- Failure to remove your items at the conclusion of your lease may lead to the disposal of the items.
- Students will be charged for any additional storage and labor charges associates with removal of items after the conclusion of the lease.

## Trash

Trash closets are located on each floor. Students are responsible for keeping their apartments clean and for removing and disposing of trash appropriately. Trash should be placed in plastic bags and tied before disposing of it in the trash cans. Please take trash to the out to the outside dumpster when the can area is filled and/or the trash will not fit. Trash is picked up 6 days a week. Recycling is picked up once a week.

## Recycling

- There are recycling bins for paper and bottles/cans/glass in the laundry room. Please dispose of recycling in the recycling cans.
- Do not place any food items or food wrappers in the recycling cans.
- Please break down boxes and put them next to the recycling bins in the laundry room.
- Trash is picked up everyday and the recycling is picked up once a week

## TV Lounge

A wide screen television is available for your viewing pleasure in the TV lounge located in the lounge across from the elevators. Programming activities by student groups and/or Residential Life Staff take priority over television viewing the television is commercially wired and must be adjusted by an outside vendor. Student groups wishing to use the lounge for meetings must reserve the room in advance with the Resident Director.

