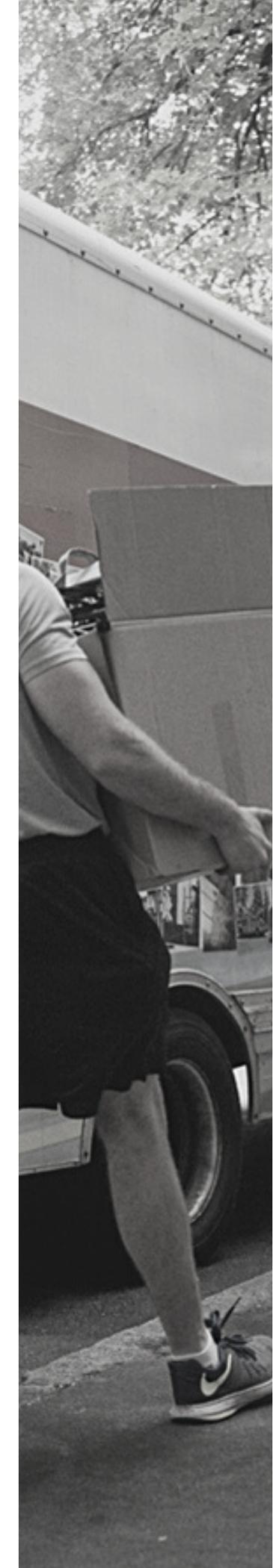


# OFF CAMPUS ORIENTATION

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A vertical black and white photograph on the left side of the page shows a person from the waist down, wearing a light-colored t-shirt, dark shorts, and sneakers, carrying a large cardboard box. They are standing next to a white moving truck. The background shows trees and a building.

# INTRODUCTION

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The purpose of this orientation is to equip you for living off campus for the upcoming academic year.

Please take a few moments to review this document before completing the Off-Campus Orientation Quiz.

# BEING AN AWESOME NEIGHBOR

- Get to know them
- Discuss and finalize expectations for things such as shared spaces, noise, and guests
- (Per the City) Unreasonable noise or loud sound, which is likely to cause inconvenience or annoyance to others, is prohibited. This includes the operation of any sound amplification system in vehicles when the sound is audible at a distance of 50' or more from the vehicle.
- Find more information in The City of Oberlin New Resident Guide (<http://www.cityofoberlin.com/for-residents/new-resident-guide/select-city-regulations/>)



## PARTIES & GUESTS

- Alcohol policies still apply to off-campus students
- Talk to your neighbors before hosting a party. Providing a contact person and a phone number can help you avoid unnecessary run-ins with Oberlin Police.
- Remember that Oberlin Police is available to aid you if you need emergency assistance
- Ohio has an open container law prohibits open containers in any public space (e.g. sidewalks, streets, and parking lots)

# LEASES

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- Read the lease and understand what you are signing (and some questions to think about):
  - Is the contact information correct
  - What are the move in/out dates
  - How much is rent, when is it due, and can it be increased?
    - What is included in rent? What isn't?
    - Is there a penalty for late payments?
  - Is a deposit required? If so, how much?
  - Are pets allowed? Is there a fee?
  - Can you sublet?
- Know the Landlord's expectations for you as the renter and visa versa
- Know what can you do if you feel your Landlord is not abiding by the lease
  - What happens if you violate the lease?
- What are your options are if you need to break your lease
- Know what your options are if roommate issues arise
- Know how to communicate safety concerns and how they will be addressed by the landlord

## OHIO REVISED CODE FOR TENANTS & LANDLORDS

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This handbook is a general reference on landlord-tenant relationships based on Ohio Revised Code, Title LIII Real Property, Chapter 5321. <http://codes.ohio.gov/orc/5321>

- Make sure you know your rights and responsibilities as a renter



# KITCHEN & COOKING SAFETY

- Make sure all wires, cords, and plugs on your appliances are not frayed and that the plugs are grounded (has three prongs).
  - Many rental properties have 2 prong outlets. Local hardware stores sell 3 prong adapters.
- Do NOT use extension cords or power strips with appliances
  - Appliances should be plugged directly into an outlet and should be in good working order
- Cooking Safety:
  - Never leave cooking appliances unattended while cooking
  - Keep the area around the stove/oven free from flammable materials
  - Pay attention to timers and power settings when cooking so that items do not burn causing an alarm condition.
  - Use your exhaust/vent fans or open a window while cooking
  - Use appropriate cookware for your appliance, for example:
    - No plastic on stovetops
    - No metal in the microwave
    - No cardboard in the oven
  - Wear appropriate clothing... watch loose long sleeves or exposed skin
  - Keep fire extinguishers accessible





# FIRE SAFETY

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All rental facilities must have working smoke detection devices installed adjacent to sleeping areas. If yours doesn't let your landlord know. Be sure to test them monthly.

When you're cooking, make remember to:

- Pay attention to the level of oil placed in a cooking pan, leave adequate room for what you are cooking to prevent spill overs.

Different fires have different methods for extinguishing them:

- Grease fires must be extinguished by smothering. Always have the pan lid available to cover the pan in case of a grease fire. If no lid is available, use a fire extinguisher or baking soda. Turn flame off under pan if safe to do so
- For an oven fire, turn off and keep the door closed.
- For a fire in a microwave, leave the door closed and disconnect the power cord if safe to do so.

For **every** fire, be sure to call 911

# GENERAL SAFETY

Some tips to help keep you safe:

- Leave exterior lights on at night
- Lock doors at all times and do not prop
- Secure first floor windows (if they don't lock, ask your landlord)
- Know your roommates + guests. Your space is only as safe as your last cautious roommate/guest.
- Do not loan out your key
- Report broken lights or locks
- Keep valuables out of plain sight and secured.
- Purchase renter's insurance just in case



## PARKING

- The city of Oberlin prohibits parking on residential streets from November 1 to April 1 during the hours of 2 a.m. to 6 a.m.
- From April 1 to November 1, vehicles may not be parked in residential streets for **more than 48 hours**.
- The City also enforces a prohibition on parking on lawns rather than approved drive ways. Violations of all of the above City parking restrictions may incur fines of up to \$200 and the vehicle may be towed. If parking is available from the landlord, it must be written into the lease.

If you bring your car to any campus lot, you must register for and display a student permit. You may only park in student allocated parking spaces. [Click here for more information.](#)

# TRASH & RECYCLING

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All trash and recycling collection occurs Monday through Friday (440-775-7218)

Know your day, check out the schedule for pickup here: <http://www.cityofoberlin.com/for-residents/trash-pickup/>

Proper cart placement is very important to allow workers to collect your refuse and recycling efficiently and safely.

- Place carts within 3 feet of the curb and at least 5 feet apart.
- Place the wheels towards your house/apartment with the lid closed
- Place carts out no earlier than 12 pm (noon) on the day before collection and no later than 6 am on collection day.

## **Recycling:**

Recyclables are collected the same day as trash. Oberlin residents may receive carts for recycling. The City has a mixed, single-stream recycling curbside program, so you don't need to sort.



# CLEANING

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- Get your tools together
  - **Remember, you are responsible for your supplies and toilet paper now.** Keep the cleaning supplies you use regularly all together in a caddy in a handy spot, so you can carry it quickly to whatever you're cleaning.
- Act fast
  - Clean up spills immediately, before they turn into messy, set-in stains. A little up-front work will pay off later.
- Multitask
  - You don't have to do a full clean, but you can take advantage of stolen moments.
- Use cleaning logic
  - Dust first, vacuum later. Rather than starting "bottom to top," go "top to bottom". Dust moves down, so it's more effective to wipe off high shelves first, work your way down, and finish up with vacuuming.
- Clean only what's dirty
  - Leave big items for a deep-cleaning day. Instead, focus on areas that require daily cleaning and straightening, such as bathroom countertops and eating and studying areas. Put things where they belong right away
- Don't procrastinate
  - Put the dishes away, fold up your laundry immediately. Doing these items quickly will keep your place clutter free and allow you to focus on why you are here - to learn and grow!
- Spot-clean
  - Pick a space each day to spot clean. This should not take more than 5 minutes, but if you wipe off the counters in a room and pick up quickly, the space will look dramatically different. Once a week, give the entire space a more thorough cleaning.



# TRANSITIONING TO OFF CAMPUS

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Moving in is an exciting experience. As you move in, remember:

- Inspect your new apartment. Write down any concerns or necessary repairs.
  - Take photos and videos to document. If you videotape, make sure you can prove what day it is and don't pause the video or it could appear edited.
- Landlords are not always available or responsive immediately
- Roommates are there to stay
- The Oberlin Dialogue Center is available to help with mediation
- Subleasing is at the decision of the landlord, not the tenant, but responsibility falls on the tenant.
- ResEd is still available for you with useful forms and information. Visit our Off-Campus page [here](#).