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**Nuts & Bolts**

**Don’t Get Locked Out Of Your Apartment!**
Remember to keep your keys on you at all times before doors lock automatically for safety reasons. If you get locked out of your apartment or bedroom Monday through Friday, 9 a.m. to 5 p.m., you may go to the Housing Office to borrow courtesy keys. Office hours if it’s after 5 p.m. or on the weekends, call the On-Duty Staff at (323) 343-4807.
- A courtesy of three lockouts per academic year are offered to residents.
• After the fourth lockout, residents will be charged a $10 fee and be required to meet with their Resident Director. Additional lockouts will result in incremental charges in the amount of $10 for any additional lockouts. For more information, see “Courtesy Keys” in the Student Guide.

**Having Guests Over**
Your apartment is a shared living space, which requires roommates and housemates to agree on standards for visitors and overnight guests. There are limits to the number of guests you may have and how long they can stay, which is outlined in the [Student Guide 2018-2019](#).

**Empty Space In Your Apartment?**
Please welcome the new residents who are still moving in for the summer. If there is an empty space in your apartment, please don’t spread your belongings out. Remember to keep space for new residents in the bedroom, closet, kitchen and bathroom.

**Keys**
If you misplace or lose your keys, you must report it to the housing office immediately. In addition, never lend your apartment or bedroom key to anyone (including your roommates and housemates) under any circumstances. It is a policy violation to do so.

**Maintenance And Repairs Over The Summer**
- Keep your apartment in good condition! Help prevent minor issues from becoming larger ones. If there’s something in your apartment that needs maintenance, please put in a work order. Watch this video for instructions on [How To Submit A Work Order](#).
- We will be entering apartments to perform repairs on the fire alarm systems Monday, June 11 from 9 a.m. to 5 p.m. The alarms will be on. There will be no need to evacuate.
- Repairs during the summer will require entrance to some apartments from staff and vendors. You will be notified if repairs will take place in your apartment.
  - Carpet cleaners will be going into specific apartments to clean carpets through June 8.
  - Interior plumbing repairs will take place in Phase I’s Eastside through June 22.
  - GEA construction will take place in Building 2 through July 6. Please be careful around the construction site and don’t cross nor remove barriers.
  - The laundry room in Phase II’s Building 2 will be closed June 6–15 for repairs. Please use the laundry rooms in Buildings 1 or 3.
Summer Mail Room Hours
The Mail Room has the following summer hours:
- Monday–Friday, 9 a.m.–5 p.m.
- Closed Saturday & Sunday

Community Center And Dining Commons Closed For The Summer
The Community Center is closed until August 19. For assistance during business hours M–F, 9 a.m.–5 p.m., go to the Housing Office. After hours or on weekends, call the On-Duty Staff at 323-343-4807.

The Dining Commons is closed until Monday, August 20.

New Option: Buy Your Summer Parking Permits At The Cashier’s Office
Summer residential parking permits are now available for $121.50. If you will be paying with a check or cash, go to the Cashier’s Office, window 7, to get your summer parking permit. To pay with a credit card, go to the Parking and Transportation Center.

Computer Labs: Summer Hours
Need to use a computer on campus? Check out the Open Access Labs’ summer hours.

Community Safety Over The Summer
With fewer residents on campus, keep in the mind the following safety tips to prevent theft and keep our residential community safe:

- Make sure the doors to your apartment, including on the patio, are locked at all times.
- Keep your windows closed and locked, especially if you are on the first floor, even when you are home.
- Don’t let anyone into your apartment who you don’t know. If a person comes over to visit a housemate, your housemate should be home to let them in.
- Keep your keys on you at all times. If you lose your keys, report it immediately to the Office of Housing and Residence Life in order to have the lock changed.
- Be smart with your car. Always keep it locked. If you don’t drive it every day, check on it periodically and move it occasionally so it does not appear abandoned.
- Always walk with others. At night, when on campus, call the campus escort at 323-343-3700.
- Add these emergency numbers to your cell phone: Campus Police (323) 343-3700 and the Summer Community Assistant on Duty (323) 343-4807.
• Remember, 9-1-1 connects you to the Highway Patrol. Use this if you are away from campus. If you are on or near campus, use the number for Campus Police for faster response.
• Put your credit-card companies' phone numbers in your cell phone. If your wallet is stolen, you'll need the numbers to cancel your credit cards.

Money Matters

Fall Payment Due July 10
If plan to live on campus in the fall, your first payment is due Tuesday, July 10. If you are on the waitlist, save your money and be prepared to make a payment upon being notified that you have been assigned a space.

Events & Opportunities

Cal State LA Night At Dodger Stadium: August 3
Watch the Dodgers play against the Houston Astros on Friday, August 3, at Dodger Stadium. Pregame festivities start at 6:30 p.m. and the game begins at 7:10 p.m. Each ticket includes a limited-edition Cal State LA Dodgers baseball cap. See website for details.

Questions? Contact us at askhousing@calstatela.edu.

Follow us on Instagram, Twitter, Facebook and YouTube. Copies of this email and past ones are on our website.

(This is a University Housing-wide email. Please do not reply.)