

Welcome!

We are pleased that you will be joining us for a rotation at Gundersen Health System. Please read the information below carefully.

Housing has been arranged for you, and you may check in any time after 1 p.m. on the day prior to the start of your rotation. Upon arrival at Gundersen at 1900 South Avenue, La Crosse, WI, please park in the **Green Parking Ramp** and enter through the Hospital Main Entrance. You may ask for directions to the Security Office from the Information Desk just inside the door. If arriving after 9:00 p.m. you will need to enter through Emergency Services; you can ask them for directions to the Security Office. The security officer will issue your apartment key and give you a direction sheet to get to your housing unit. **Check out time is 9:00 a.m. on the day your rotation ends in order for housekeeping to turn the apartment around for the next students.** After vacating your apartment, please turn your key into us.

You will be assigned to either a furnished efficiency apartment, an apartment suite, or a townhouse; all are located within walking distance of the medical center.

Townhouse: Your housemate may be either male or female. Although we try to make same gender assignments as often as is possible, it cannot always be arranged. Please know that there are locked doors on both the bedrooms and the bathrooms such that your privacy is assured. The townhouses are fully furnished, with some kitchen utensils. Towels and linens are provided. Laundry facilities are also available, free of charge, but you will need to provide your own detergent.

Efficiency apartment: You will most likely have a same gender roommate. Cooking facilities are provided with some kitchen utensils. Towels and linens are provided. We suggest that you may want to bring an extra blanket and your own pillow. While we provide pillows, they are plastic covered. Laundry facilities are also available, free of charge, but you will need to provide your own detergent (and other cleaning supplies). The student lounge has a television and microwave oven.

Apartment Suite: Your housemates may be either male or female. Although we try to make same gender assignments as often as possible, it cannot always be arranged. Please know that there are locked doors on all four bedrooms (within the suite) and two bathrooms (within the suite) such that your privacy is assured. The apartment suites are fully furnished, with some kitchen utensils. Towels and linens are provided. Laundry facilities are also available, free of charge, but you will need to provide your own detergent.

Please do not call and request one unit over the other. Please review the student housing agreement attached.

For your health, we encourage you to check your immunization status (including varicella) through your Student Health Service.

Please visit our website: <http://www.gundersenhealth.org/medical-education/student-programs/medical-students/>

If you have any questions or concerns, please feel free to contact us.

Sincerely,

Allyson Servais

Medical Education Specialist – Medical Students

Gundersen Medical Foundation

Phone 608-775-0959

ajserva1@gundersenhealth.org

Pam Schneider

Medical Education Specialist – Medical Students

Gundersen Medical Foundation

Phone 608-775-1531

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PLEASE NOTE: If you have special circumstances that will affect your housing assignment , you must notify us AT LEAST five (5) days prior to your arrival. We will make an effort to accommodate your needs; however, accommodation is NOT guaranteed. Due to the high volume of students at Gundersen, housing is provided for the student only. No spouse/significant other/partner, or children are allowed. No pets are allowed, not even for visits, in or around our housing complex.

STUDENT HOUSING AGREEMENT

General Information:

Gundersen provides the following student housing arrangements:

- Townhomes with private bedrooms; common living room, kitchen, laundry, and bathroom.
- Apartment suites with private bedrooms; common living room, kitchen, laundry, and bathroom.
- Motel style rooms with two (2) twin beds, kitchen, and bathroom. There is a shared laundry facility (free) with an iron and ironing board. There is also a shared lounge with a television, microwave, toaster, and computer.

All housing is conveniently located on the main campus of Gundersen. Housing includes free parking, local phone service, televisions, and internet service. Cleaning equipment, irons and ironing boards, dishes, pots and pans, kitchen utensils, and bedding are also supplied (see end of agreement for complete listing).

General Regulations:

- **Pets are not allowed on housing property at any time.**
- **You may not switch your room or building without express permission from Medical Education.**
- Gundersen is a smoke-free campus (including the housing complex). Smokers must leave the campus to smoke.
- No overnight guests are allowed.
- Keys may not be duplicated.
- Bicycles may not be brought into the home. Bike rooms and sheds are available with all housing.

Student Responsibilities:

- Students must provide their own *extra* bedding and towels, detergents and cleaners, alarm clocks, and toiletries.
- Doors should be locked when leaving the housing and thermostats set to 65 in the winter or 78 in the summer.
- Windows should be closed when leaving the housing, moving out, and during the winter.
- Report any maintenance problems you encounter by calling Pam or Allyson, or if on a weekend, please call maintenance directly at **(608) 775-5900**. We will attempt to contact you before entering your unit, but may not always be able to. If not, we will leave a note on the door stating that we entered.
- If you are staying in a townhome, you must remove snow from the front steps to the first crosswalk. Shovels are provided.
- Internet service is provided by Gundersen. Misuse of this service (for example, illegal file sharing) will not be tolerated. Students will be held accountable for their actions and will be responsible for all legal action taken against them if this event should occur. Instructions will be included in the housing packet you will get from Security.
- Students are responsible for surface cleaning their unit and cleaning the dishes before leaving (please refer to the check list at the end of this agreement). The linen and bedding will be washed by Gundersen staff. Trash should be placed in the dumpsters located in all housing parking lots. **The security deposit will be forfeited if cleaning is not done.**

If you experience issues with the internet (connection, slow, etc.), please contact the Gundersen Health System Help Desk at (608)775-3070. Please let them know which building you are staying in and they will be able to appropriately troubleshoot your issue. **If you are staying in a townhome and experience internet issues, please call (608)775-6598 and indicate the issue you are experiencing (this internet is externally provided, therefore, a contractor will need to resolve the issue).**

Checkout Process:

- Turn in housing key, badge, and pager to Allyson Servais or Pam Schneider.
- Turn in any text books issued to you.
- Send in paperwork to Madison.

Cleaning Checklist prior to moving out:

- ✓ Dishes are washed
- ✓ Kitchen counters are cleaned
- ✓ Food is removed from cupboards and refrigerator
- ✓ Strip bedding from bed
- ✓ Take out the trash

Linens and Utensils provided in each unit:**Kitchen:**

- Place setting of dishes: plate, bowl, salad plate, coffee cup
- Cup (glass)
- Sharp knives
- Place setting of silverware: fork, knife, spoon
- Cutting Board
- Strainer
- Serving spoon
- Spatula
- Measuring cups/spoons
- Can opener
- Pizza cutter
- Pot w/cover
- Frying pan
- Baking sheet
- Pot Holders
- Dish soap

Bed & Bath:

- Sheet set: fitted, flat & pillow case
 - Standard pillow
 - Blanket
 - Comforter
 - Towel
 - Washcloth
 - Shower liner
 - Iron
 - Ironing Board
- May be community use ---
located in the laundry facility

Security Deposit:

- **A \$125 security deposit is required.** Please make your check (no cash will be accepted) to *Gundersen Health System*. Please present your security deposit to Medical Education during orientation on the first day of your rotation. Your security deposit will be shredded after keys are turned into the Medical Education Office and an inspection of the unit has been completed at the end of your rotation.

I have read and understand the Housing Agreement.

Student Signature

Date

Print Name

Cell Phone

Gundersen Health System Witness

Date