

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 Lot** 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 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 a.m. on the day your rotation ends so that housekeeping can prepare the apartment for the next students.** After vacating your apartment, please return your key to the housing supervisor's key drop box located at the main entrance of 2204 Sims Place. John's information is on the last page of this binder.

Here is the information regarding your housing: You will be assigned to either a furnished efficiency apartment or a multi-unit apartment, both located within walking distance of the medical center.

Multi-unit apartment: 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 apartment is 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. You will be required to provide your own toiletries.

Efficiency apartment: 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. You will be required to provide your own toiletries.

Please do not call and request a specific apartment. Please review the student housing agreement provided below.

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

Please visit our website: <https://www.gundersenhealth.org/medical-education>

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

Sincerely,

John Kramer

Property Manager

Office: (608) 775-1449

Cell: (608) 881-4301

Mailstop: Old Pys.

john.kramer@gundersenhealth.org

PLEASE NOTE: 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:

- Multi-unit apartment with private bedrooms, common living room, kitchen, laundry and bathroom.
- Efficiency apartment with private bedrooms, living room, kitchen and bathroom. Common laundry.

All housing is conveniently located on the main campus of Gundersen. Housing includes free parking, 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).

A binder will be in each unit. It will include move-in and move out checklist, contact information for Housing Supervisor, directions for maintenance request (work orders) and important numbers. Please review!

General Regulations:

- **Pets are not allowed on housing property at any time.**
- 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, toiletries, and calling cards.
- Windows should be closed when leaving the housing, moving out, and during the winter.
- For **non-urgent maintenance requests**, please submit a Work Order. Directions will be provided in binder within room. We will provide you 24-hour notice prior to entering room.
- Report any **urgent maintenance problems** (heat or A/C not working, plumbing leaks, electrical issues) from 7 a.m. to 5 p.m. by calling John Kramer, property manager, of Gundersen Housing Cell at **(608) 881-4301 text or call (leave voicemail) after 5 p.m. Weekend (608) 881-4103 text or call (leave voicemail), if no answer. Please call Maintenance directly at (608) 775-5900.**
- 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 (e.g., 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 find in your room.
- Students are responsible for cleaning their unit (please refer to the cleaning 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.**

Security Deposit & Key Drop Off

- Please drop keys in the **KEY DROP BOX** near Office located in the entry at the Michael Erickson Building.
- A **\$125 security deposit is required**. Please make your check (**no cash or money order will be accepted**) to *Gundersen Health System*. Please present your security deposit to the security officer on duty when you pick up your room key. Your security deposit will be shredded after the keys are picked up from the drop box in Michael Erickson and an inspection of the unit has been completed at the end of your rotation.

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I have read and understand the Housing Agreement.

Student Signature

Date

Print Name

Date

Cell Phone

Gundersen Health System Witness

Date

Student Mailing Address

Move-in Checklist. *If you're missing any items please contact John Kramer, Property Manager, Gundersen Housing via email or phone.*

- **Office: (608) 775-1449**
- **Email: john.kramer@gundersenhealth.org**

Linens and utensils provided; any items not listed below are not provided by Gundersen Housing.

Kitchen:

- Place setting of dishes: plate, bowl, coffee cup (2 each)
- Glass Cups (2)
- Sharp knives-Carving and Pairing
- Place setting of silverware: fork, knife, spoon (set of 2)
- Cutting Board (1)
- Strainer (1)
- Serving spoon
- Spatula
- Measuring cups/measuring spoons (full set)
- Can opener
- Pizza cutter
- Pot w/cover (at least 1)
- Frying pan (at least 1)
- Baking sheet
- Potholders (2)
- Dish soap (1)

Bed & Bath:

- Sheet set: fitted, flat & pillowcase
 - Standard pillow
 - Blanket
 - Comforter
 - Towel
 - Washcloth
 - Shower liner
 - Iron
 - Ironing Board
- Not located in room, available upon request or located in the laundry facility.

MOVE OUT CHECKLIST

No damage should be present during move out review or security deposit will be withdrawn.

Cleaning

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