Fall 2013

Dear FOG Residents,

Welcome to the University of Notre Dame and to the Fischer O’Hara-Grace Graduate Residences.

FOG is a unique community comprised of single graduate and professional students. Our residents represent many cultures, religions, academic programs, interests and personalities. The 500+ residents come from all 50 states and 45 different countries. I hope you will take full advantage of this special opportunity to meet your fellow students and share your experiences and culture with your new neighbors.

This handbook is designed to put important and useful information at your fingertips as you settle into your new home. Furthermore, it outlines the policies for which you, as a member of our community, are now responsible. Please keep it close by and refer to it often.

If there is anything the FOG staff or I can do to assist you please do not hesitate to ask. Once again, welcome to the University of Notre Dame.

In Notre Dame,

Nhat Nguyen
Rector
Duty Phone: 574-485-6364

FOG Staff at night & on weekends
ONLY for emergencies & urgent maintenance needs

HALL STAFF:

Rector: Nhat Nguyen (21 Fischer, 1B)  631-2733 (office)
Sr. Admin. Assistant: Annette Beck  631-8607 (office)
Assistant Rectors: Juan Camilo Medina (12 Fischer, 1B)  631-8095 (home)
                 Kevin Battle Jr. (32 Fischer, 1B)  631-8404 (home)
Chaplain: Fr. Martin Nguyen, C.S.C.  631-5034 (office)

Notre Dame Security Police  631-5555
OIT & Telecommunications Help Desk  631-8111
Campus Information  631-5000

When calling from a campus phone to a campus phone, dial the last 5 digits. For example for the FOG Office, just dial 1-8607. When calling from a campus phone to an off-campus number, dial an “8” then the number.

Office Hours

During the regular academic year, the FOG Office is open according to the following schedule.
Office hours may vary during break times and inter-term.

Monday  8:00 a.m. – Noon & 1:00 – 5:00 p.m.; 8pm-9pm
Tuesday  8:00 a.m. – Noon & 1:00 – 5:00 p.m.; 8pm-9pm
Wednesday  8:00 a.m. – Noon & 1:00 – 5:00 p.m.; 8pm-9pm
Thursday  8:00 a.m. – Noon & 1:00 – 5:00 p.m.; 8pm-9pm
Friday  8:00 a.m. – Noon & 1:00 – 5:00 p.m.
Saturday  12:00 p.m. – 2:00 p.m.
Sunday  Office is Closed
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## MAINTENANCE INFORMATION
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In addition to the standards of conduct outlined for all Notre Dame students in *duLac: a Guide to Student Life* ([http://dulac.nd.edu](http://dulac.nd.edu)), and those stated specifically for Post-Baccalaureate students in the *Graduate and Professional Student Handbook*, all FOG residents are required to adhere to the policies listed in the 2013-2014 FOG Handbook. These policies were established to help ensure a safe, friendly and welcoming environment for all residents. Violations will be referred to the FOG Rector and/or to the Office of Community Standards for disciplinary action and possible fines. Please respect and honor these policies.
POLICIES

PROHIBITED ITEMS
Pets, candles, ceiling fans, halogen lamps, beer kegs, illegal drugs or paraphernalia, laboratory chemicals, live trees (i.e. Christmas trees), fireworks, satellite dish, electric kettles, electric hot plates, window a/c units, water beds, wireless routers, other items deemed dangerous by university officials.

SMOKING
Smoking is prohibited in all apartments and campus buildings or within 25 feet of any structure. Smoking inside a residence will incur a $250 fine per offense, while smoking within 25 feet of a structure will result in a $50 fine per offense. Disposal containers for cigarette and cigar butts are provided outside each residence. Improper disposal will result in fines of $100 per offense.

FIRE SAFETY
Each apartment is equipped with a smoke detector, fire extinguisher and water sprinklers. Residents should familiarize themselves with the use of the fire extinguisher by reading the directions on its label. Residents are prohibited from disconnecting or tampering with the smoke detector. This is a serious offense and violators are subject to disciplinary action. Residents should periodically check the smoke detection unit by pressing the red test button.

Take necessary precautions to guard against setting off the smoke detector by doing the following:

- Do not leave food unattended while cooking
- Keep stoves clean and free of grease and oil
- Turn on the fan above stove when cooking
- Open a window and/or door to help dissipate steam & heat
- Keep items that may catch fire away from stove, toasters and hot plates
- Clean vent filters regularly

In case of a fire/smoke alarm sounding, make sure all occupants vacate the apartment and call the fire department at 911. If it is necessary to use the fire extinguisher, notify the office so the extinguisher can be recharged.

Storage of any flammable material (chemicals, lighter fluid, etc.) within an apartment is prohibited. Grills must be kept outside.

BICYCLES
Residents are to lock bicycles to the provided bike racks. Please do not lock bicycles to trees, shrubs, fences, railings, light poles, benches, etc. Residents are required to register their bicycle with Notre Dame Security Police. During the winter the University provides bike storage. Look for details during the later part of the fall semester. Bicycles left behind at the end of the academic year will be removed by Campus Police or FOG Staff.

OVERNIGHT GUESTS
Overnight guests are permitted in compliance with the following rules. Residents must register their overnight guests with the FOG Rector by completing a Guest Form available in the Community Center. All roommates must sign the Guest Form giving approval for all guests – therefore they also have tacit veto power. Overnight guests may stay in a resident’s apartment a maximum of three consecutive nights. Overnight guests may stay a total of five nights during any one semester. Overnight guests of the opposite sex are allowed as long as university policies on sexual behavior are observed (http://studenthandbook.nd.edu/community-standards/standards/guests/). Residents are responsible for the conduct of their guests.
**ALCOHOL**

All students are responsible for complying with University regulations and Indiana laws regarding possession or consumption of alcohol. Consumption or possession of alcoholic beverages in open containers is prohibited in the public areas of all University residence facilities; at FOG this includes the Community Center, Wilson Commons, parking lots, lawns, porches, and the volleyball court (unless given specific permission). While in compliance with the rules and procedures for the Rental of the Wilson Commons Party Room, alcohol may be permitted. Kegs are not permitted in any University residence hall, residence facility or anywhere else on University property. Tailgate parties are not allowed on FOG property at any time. Rector has the authority to make changes to the Alcohol Policy at FOG as long as it complies with University Policy and State Law.

Abusive drinking of alcoholic beverages is prohibited. The following behaviors are among those that will be considered violations of this regulation: a. participating in drinking games, consuming shots of alcohol, drinking to the point of physical illness, “shotgunning” alcohol, or the possession or use of any instrument of alcohol abuse (e.g. “beer bongs”); b. Consumption of alcohol directly from containers intended for multiple servings; c. Possession or consumption of alcoholic punch, gelatin shots or grain alcohol; d. Consumption of alcohol while using prescription or over-the-counter medication.

For the complete University policy, please visit [http://studenthandbook.nd.edu/community-standards/standards/alcohol/](http://studenthandbook.nd.edu/community-standards/standards/alcohol/)

**PARKING**

All motor vehicles belonging to FOG residents must be registered with Parking Services within seven days of arrival. Failure to obtain a parking permit may result in ticketing and/or towing of the vehicle. Motorcycles must be parked in a parking space and also registered with Parking Services.

Campus Police regularly patrol the FOG community and will issue tickets as necessary, but especially for:

1. Vehicles without an "F" parking sticker attached to the front windshield
2. Vehicles parked in "No Parking Zones"
3. Vehicles parked illegally in either reserved or handicapped spaces.
4. Vehicles parked in designated snow-removal zones will be towed at owner expense.

Visitors to FOG are to park their car in the Visitor's Parking lot located on Bulla Road across from Wilson Commons. Overnight guests must display a temporary overnight parking pass available from the east security gate.

**FOOTBALL PARKING**

FOG parking lots are barricaded early Saturday morning of all home football games to prevent unauthorized entry. Those without a valid “F” sticker or parking pass issued by a FOG staff member will be denied access. If you have overnight guests on a home football weekend, guest parking passes are available at the FOG Office with the submission of a completed Guest Form in advance (between noon Wednesday and noon Friday before the game.)

Reminder: tailgate parties are not allowed within FOG grounds.

**QUIET HOURS & COURTESY HOURS**

In recognition of the academic demands of its residents, the FOG community maintains daily Quiet Hours from 10 p.m. – 10 a.m. During Quiet Hours residents are required to keep all noises (conversations, stereos, televisions, etc.) to a minimum.
Courtesy Hours are from 10 a.m. – 10 p.m. daily and during this time residents need not be as concerned about noise. However, if a fellow student approaches you during Courtesy Hours asking for the level of noise to be lowered you are required to immediately comply. In the event you feel the Quiet/Courtesy Hours are being violated and speaking with the neighbor has not resolved the problem, please inform a member of the FOG staff immediately.

- A 24-Hour quiet period begins at 10 p.m. on the last day of class each semester and remains in effect until the end of the final exam period.
- Home football weekends and graduation week are **NOT** exceptions to the Quiet Hours & Courtesy Hour Policies.
- Wilson Commons and the Community Center can be reserved to host large gatherings.
- Residents are responsible for the behavior of their guests.

**MECHANICAL CLOSET**
The mechanical closet contains the water heater and furnace and may **not** be used for storage. Violations will incur a $250 fine per offense.

**NEWSPAPERS**
Residents that subscribe to a daily newspaper must make arrangements to have the newspaper delivered directly to their apartment. Newspapers delivered through the postal mail system will be discarded.

**SOLICITING**
Soliciting of any kind is prohibited within the FOG community. Any solicitor who attempts to sell or interest a resident in a product or service should be reported directly to a FOG staff member.

**LOCKOUTS**
In the event that you lock yourself out of your apartment, stop by the Community Center office and a staff member will issue you a spare key. If the office is closed, call the Duty Phone and a staff member will meet you at the community center to issue you a spare key. It is the resident’s responsibility to return the spare key within 24 hour or else a re-coring work order will be filed and all charges made to the resident’s student account. As a last resort you can also contact Campus Police. There is a phone (campus and local calls only) located by the front door of the Community Center for your convenience.

**HOUSING POLICIES & PROCEDURES**

**APARTMENT & ROOMMATE ASSIGNMENTS**
The University reserves the right to make roommate assignments or apartment adjustments when deemed necessary. Only the resident assigned to the apartment is to occupy the residence, which means you may not “sublet” or “house-sit”.

**ACCESS TO APARTMENTS**
The University reserves the right, as stated in the housing contract, to enter apartments and rooms for the purpose of making repairs, maintaining security, ensuring compliance with all University regulations, and examining the residences for cleanliness.

**VACANT BEDROOM**
Use of a vacant bedroom in your apartment is prohibited.

**ORIENTATION**
First-time FOG residents must attend a mandatory orientation session at the beginning of the
semester in which they arrive. Dates and times will be posted during registration. “No Show” will result in disciplinary actions.

RESIDENT PROPERTY
Both the living space and storage space is limited within apartments and is to be shared by residents equally regardless of the length of time a resident has lived in the apartment.

ROOM/APARTMENT CONDITION REPORTS
Room and apartment condition reports are distributed during registration. Condition reports must be completed online on the FOGWEB blog no later than one week after FOG registration. If there is any damage to the residence, please note the deficiency on the report. Damage found to exist upon inspection of the apartment after departure that was not listed on the room and apartment condition report will result in a fine to the resident.

KEYS
In the event of a lost apartment or mailbox key contact the FOG office for temporary replacement keys. There is a $100.00 charge for replacement keys. Residents who fail to turn in keys when vacating their apartment will be charged $100.00 for each key.

University Policy for lost keys:
Lost Key Lock Replacement Process 2013-14:
1. Student reports lost key to Rector.
2. Rector completes Key Replacement Form on-line:
   a. https://housing.nd.edu/resources1/hall-staff/ or http://www3.nd.edu/~housing/lock_request.php
   b. Once form is submitted, there is no turning back. The core will be replaced and $100 will be charged to the student’s account.
3. Office of Housing will process work order through AiM for lock replacement.
4. The core will be replaced within 24 business hours.
   a. If it is an emergency and/or if there is a student safety issue and it needs to be replaced sooner, contact NDSP (1-5555) for the Lock Shop on-call staff member to replace the lock. Still submit Lock Replacement Form (for billing and work order tracking).
5. Lock Shop will replace the core.
   a. All the new keys will be turned into the Rector. Rectors will facilitate the distribution of new keys to residents and collection of old keys.
6. Old keys (including extras on the key board), must be returned to Lock Shop. As the core is reused, the keys will be too.
7. Office of Housing will charge the student’s account $100 for “Residence Hall Room Lock Replacement Fee” or “Apartment Room Lock Replacement Fee.”

LIABILITY & RENTAL INSURANCE
The University does not assume liability for the loss, damage or theft of property caused by conditions beyond its control, including the loss of power, fire, flood or the negligence due to another resident of FOG. Residents are encouraged to protect themselves and belongings by purchasing renters insurance.

TERMINATION OF RESIDENCY
Early termination of your housing contract must be approved by the Office of Housing, and may be subject to fees or loss of deposit. In the event a resident is dismissed from FOG or the University, the housing contract is automatically terminated and the resident must vacate the apartment immediately. Students leaving the FOG community in the ordinary course of the lease need only
follow the procedures for vacating the residence.

VACATING THE RESIDENCE

Students not needing housing for the next semester (fall, spring or summer) are required to vacate their apartment by the date established by the Office Housing. Each resident is responsible for leaving the bedroom and common areas in good order.

The following must be done when vacating the residence:

1. Remove ALL personal items and garbage, and thoroughly clean your bedroom and all common areas for which you are responsible. (a cleaning checklist will be given to residents prior to move-out)
2. Close and lock all windows and doors.
3. Return apartment and mailbox keys to the Community Center office in an envelope marked with the residence name, apartment number, and move-out date. The day keys are received in the office will serve as the official day of departure. Housing charges will continue to accrue until the apartment and mailbox keys are received in the FOG office.
4. Submit a mail forwarding address form. ONLY first class mail will be forwarded. Contact Mail Distribution for more information.

The apartment will be checked after departure. Damage and/or cleaning fines will be assessed if warranted. These fines will not be limited by the amount of the housing deposit. Students will be charged the amount necessary to restore the residence to its original condition. Appeals of these fines should be directed to the Office of Housing. Once it is established that the apartment is in good order, the Office of Housing will notify Student Accounts to refund the housing deposit. This typically takes 6-8 weeks after the departure date. Residents who depart for the summer with plans to return in the Fall will have their deposits carried over for the new academic year.

COMMON SPACE & CLEANLINESS

Residents are responsible for the proper use, care, and maintenance of the apartment and furnishings. This includes, but is not limited to, maintaining sufficiently clean and sanitary conditions in the kitchen and bathroom. Evidence of mold, mildew, improperly stored food, or insects will result in sanctions, including fees and possible termination of the housing contract. All common spaces and storage areas are to be used equitably by all residents. In other words, each resident is entitled to equal space in closets, cabinets, shelves, etc.

CLEANING PRODUCTS

To avoid wax build-up, please mop the kitchen and bathroom floors with a no-wax cleaning solution. In addition, clean your kitchen/bathroom sinks and bathtub with non-abrasive cleaning products. We suggest the use of the following cleaning products:

- **Bathroom/Kitchen Sinks:** Soft Scrub / Lime Away
- **Bathroom:**
  - Lysol Bathroom Tub / Tile
  - Shower Power / Soft Scrub
  - Clean Shower / Tilex
- **Toilet:** Sno- Bol
- **Windows, Mirrors, Glass:** Windex
- **Wood:** Murphy’s Oil Soap
- **Oven, Burner Covers:** Dow Oven Cleaner
  - Easy-Off / Orange Clean
- **Burners:** Hot soapy water / Orange Clean
- **Stove:** 409 / Fantastik / Orange Clean
- **Fabric:** Febreze
**All products must be thoroughly rinsed off all surfaces.**

**COUNTERTOPS & TABLETOPS**
Do not place hot dishes, pots or pans directly on the countertops or tabletops because excessive heat will damage the surface. Also, do not cut directly on the countertops or tabletops. Please make use of trivets and cutting boards.

*FISCHER:* The dining room tables are extremely sensitive to heat. Please do not place any hot plate or mug directly on to surface.

**VACUUM**
Each Fischer building (6 apartments) has one vacuum stored in the 1B apartment for its residents. Please contact the residents of the 1B apartment when needing to use the vacuum. Each O'Hara-Grace townhouse has one vacuum. Report problems by completing a Maintenance Request form.

**DOORS & WALLS**
Extreme care is to be taken when hanging items from doors and walls. The use of nails, screws and similar objects is prohibited. Masking tape tends to work the best. Keep in mind however that you are responsible for all damages to walls and doors.

**HOLIDAY DECORATIONS**
Residents are encouraged to decorate their apartment as they see appropriate. However, the use of evergreen trees and/or branches is prohibited in the residences because they dry easily and are extremely flammable. Residents are encouraged to use fireproof artificial trees and trimmings. Because certain seasonal (i.e. Christmas) decorations may cause fire safety concerns, it is up to each individual resident to use discretion in decorating the apartment.

**FURNITURE**
University owned furniture may not be altered or removed from an apartment.

**STAIRWELLS, ENTRYWAYS & PATIOS**
For safe egress and to prevent problems with wildlife, residents are prohibited from placing garbage, boxes, newspapers, recyclable items, etc. by the front door, on porches or stairwells, or on the back patio. During the winter months, Grounds and Housekeeping will clear the public walkways and streets, but residents are responsible for clearing the sidewalks and stairwells of their building. Snow shovels and salt (to melt ice) are provided to each building for this purpose.

The University plows the sidewalks and parking lots. Please park your car in a manner that does not block the sidewalk (don’t pull in too far). This will make it easier for the snowplows to clear the sidewalks. Please report any trouble ice/snow spots to a FOG staff member.

**MAINTENANCE INFORMATION**

**MAINTENANCE REQUEST FORMS**
A full-time maintenance staff serves the FOG community. If you experience a problem with something in your apartment, complete the Maintenance Request Form on the FOGWEB Blog or come by the Community Center and complete a Maintenance Request Form. Most requests are handled within 24 hours.

**EMERGENCIES**
If you have a maintenance emergency requiring immediate attention, such as a flood in your apartment, no heat or no hot water, please contact a staff member immediately at 631-8607 (during office hours) or 485-6364 (after hours).

FURNACE/WATER HEATER CLOSET
The closet containing the water heater and furnace is NOT to be used for storage. If the water heater is leaking contact a staff member immediately.

GARBAGE DISPOSAL
Each kitchen sink is equipped with a garbage disposal that must be operated and maintained properly. Please do not place bones, corn husks, egg shells, onion or potato skins, large chunks of vegetables, paper, plastic, glass, wood, grease, oil, flowers, or any type of metal in the disposal. Always run cold water down the disposal before turning it on and leave the water running while it is turned on. If your disposal stops working try depressing the red button on the bottom of the unit for several seconds. If this does not restore power, submit a Maintenance Request form. Use ice and baking soda to clean the disposal. Be extremely careful not to stick a finger or utensil in the disposal while it is running.

EXTERMINATOR
Apartments are routinely inspected for insects and sprayed as a precaution. In the event that you need extermination services in addition to the regular sprayings, please fill out a Maintenance Request form.

HEATING & AIR-CONDITIONING
All FOG residences have central heating. During the winter months, leave the heat on at all times and moderate the temperature by adjusting the thermostat. This will help keep the pipes from freezing.

Fischer apartments have central air-conditioning. During warmer months, set the thermostat to “AUTO” and adjust the lever on the right hand side to a desired temperature. Be aware however, that if the outside temperature drops to 55 degrees (or lower), turn off the air-conditioner. Using an air-conditioner at that time can cause mechanical problems. If mechanical problems occur, you may be responsible for repair costs.

LIGHT BULBS
Replacement light bulbs for desk lamps and table lamps are available in Community Center and do not require a Maintenance Request form. Please help yourself to these bulbs. Residents should not try to replace any light bulb located in an overhead light fixture. Submit a Maintenance Request form for these types of bulbs.

TOILETS
Each apartment should have a plunger. If not, contact the office. If your toilet clogs, use the plunger and follow these instructions:

1. Do not use the toilet once you notice a problem. This will help prevent overflow and water damage.
2. Insert the plunger into the toilet, making sure the rubber globe/cup is fully seated over the drain opening.
3. Push down firmly on the plunger handle and then let the handle come back up. Do this rapidly (3 strokes/second) for approximately 10 seconds. Be sure to keep the rubber globe/cup fully seated over the drain opening the whole time.
4. If this does not resolve the problem, complete a Maintenance Request form.

WATER
Your water may develop an unpleasant smell from sulfur. There is no reason to be alarmed, the water is still safe to use. To eliminate the odor, drain the hot water tank by turning on the hot water in your bathroom tub and letting it run for about 30 minutes (or until the water is no longer hot). You may want to close the bathroom door and turn on the fan. If the water continues to smell, submit a Maintenance Request form.

**FACILITIES, RESOURCES & SERVICES**

**FISCHER COMMUNITY CENTER**
The Fischer Community Center is at the heart of FOG life. It houses the FOG office, mail room, St. Catherine of Alexandria Chapel, Community Room, laundry facilities, and public restrooms.

During the regular academic year, the Community Center Office is staffed as follows:
- Monday – Friday  8:00 a.m. - 5:00 p.m.  (closed for lunch from noon to 1:00)
- Monday – Thursday  8:00 p.m. – 9:00 p.m.
- Saturday  12:00 p.m. – 2:00 p.m.

Residents have access and are welcome to use the Community Room 24 hours a day to watch television (DVD/VCR), listen to the stereo, and play games (pool table, foosball, board games) or study. Though the Community Center is locked during the overnight hours, residents have access with their ID cards and PIN numbers.

The Community Center is available for use by FOG residents and other graduate students for private gatherings. Please contact the office for more details.

**WILSON COMMONS** (corner of Bulla Road and Wilson Drive)
Wilson Commons serves as a second community center. It houses the mail boxes for residents of O’Hara-Grace, a piano room, and has a nice lounge and TV room. Adjacent to Wilson Commons is the “party room” which can be reserved for large gatherings and has a full kitchen as well as a pool table, TV, VCR, DVD player and stereo. Please contact the office for more details.

Wilson Commons is locked at all times however all residents of FOG can enter by scanning their ID card and entering their 4 digit pin code.

**RECYCLING**
FOG participates in an extremely successful single-stream recycling program. Residents are encouraged to deposit all recyclables in the receptacle located throughout the complex. No sorting necessary! Small and medium recycling bins are available to use in your apartment. Come by the Community Center office and ask for one.

**CABLE TELEVISION**
Each apartment is wired for cable television in the living room and basic cable is provided. To order additional services (digital cable, DVR, etc.) visit the OIT website for instructions (http://oit.nd.edu/cabletv)

**TELEPHONES**
Landline telephone service is not included but may be added at the resident’s expense. To request activation of service please email your name, netID, NDID and preferred location of the phone to orlh@nd.edu

When dialing from a campus phone to another campus phone, simply dial the last 5 digits. For example, the FOG office number is 631-8607. But from a campus phone you need dial only 1-8607.
When dialing from a campus phone to an off-campus number, dial 8 first (to get an outside line),
then dial the number. Long distance calls can only be made using a calling-card.

INTERNET
Wilson Commons, Fischer Community Center, and all FOG residences are part of the University’s
wireless (NOMAD) network. Use of a personal wireless router is prohibited as it may disrupt service
for other residents. In addition, each bedroom is hard wired for internet service.

If you experience any problems please contact the Office of Information Technology (OIT) helpdesk at
631-8111.

LAUNDRY
Washers and dryers are located in the Community Center and Wilson Commons and are accessible
24 hours a day. The machines will accept either coins or Domer Dollars. Please do not over-stuff the
machines as it will cause mechanical failure. Also, please be considerate and remove your clothing
promptly to allow other residents to use the facilities. Visit http://www.laundryview.com/notredame
and click on “Fischer O’Hara-Grace” to check machine availability.

Laundry deliver service is also available through St. Michael’s Laundry. For a reasonable price you
can have your laundry picked up at the Community Center Tuesday mornings and returned
Thursday afternoon. For more information please visit http://laundry.nd.edu

MAIL
Incoming mail is distributed Monday – Saturday. Outgoing stamped & campus mail is picked up
daily (except Saturday and Sunday) and can be dropped in the mail bin in either the Community
Center or Wilson Commons.

The mailboxes for Fischer residents are located on the outside wall of the Community Center. The
mailboxes for O’Hara-Grace residents are located in Wilson Commons. Residents will receive an
email for oversized packages. Come by the Community Center during office hours to pick up the
package.

In the event that a resident is not home when UPS/FedEx/DHL attempts delivery of a package, a
FOG staff member (if available) will sign for the package and lock it in the mailroom in the
Community Center. These packages can be picked up during office hours.

If you live in a Fischer apartment, your mailing address should be formatted as follows:
   Your name
   11 Fischer Graduate Res. Apt 1A
   Notre Dame, IN 46556-5676
   Substitute the 11 and 1A for your specific building and apartment

If you live in O’Hara-Grace, your mailing address should be formatted as follows:
   Your name
   28 O’Hara Grace Townhouse, Rm B
   Notre Dame, IN 46556-5619
   Substitute the 28 and B for your specific townhouse and bedroom

If you leave the FOG community and wish to have your mail forwarded to a different address, come
to the Community Center office to complete a Mail Forwarding form. This form will be given to Mail
Distribution on campus which will only forward 1st class mail. Questions or problems regarding Mail
Forwarding should be directed to Mail Distribution at 631-6274.

**COPY & FAX SERVICE**
There is a copier and fax machine in the Community Center office. They are available to students in emergency situations (i.e. Visa, immigration, etc.) only.

**GRILLS**
The community has several gas grills available for use by residents at no charge. Please contact the Community Center office to make a reservation. Grills that are in use should never be left unattended. When cooking, please keep grills a safe distance from the building. Properly dispose of all grilling supplies, and do not store tanks, charcoal, or lighter fluid inside your residence. Personal grills are permitted but must be properly maintained and stored.

**PICNIC TABLES & BENCHES**
Several picnic tables and benches are available for resident use. The picnic tables and benches are for the use and enjoyment of the entire FOG community so please keep them in common areas.

**SOCCER, VOLLEYBALL & BASKETBALL COURT**
A sand volleyball court is located near 15 Fischer and is available to all residents. A small soccer field with goals is adjacent to the volleyball court. A basketball hoop (and half-court) is located near 28 O’Hara-Grace and is available to all residents. Volleyballs, soccer balls, footballs and basketballs can be borrowed from the FOG Office.

**SECURITY & SAFEWALKERS**
Personal safety is an important issue both on and off campus. The following security guidelines will help University of Notre Dame community members decrease their personal safety risks.

1. Always lock your door when you are sleeping or are out. Know who is at the door before you open it.
2. Do not leave valuables (like your wallet, checkbook or jewelry) in open view. Take care of your keys and ID card. Do not give them to others or allow anyone the opportunity to duplicate them.
3. Be aware of strangers, including door-to-door solicitors, in your residence facility. If you see a solicitor (or any suspicious person) jot down their description and immediately call Security.
4. When walking, plan the safest route to your destination and use it. Choose well-lit, busy pathways or streets, avoiding wooded paths, alleys, vacant lots or construction sites. Take a longer way if it is the safest route. Avoid walking alone at night, especially when off campus.
5. Know your neighborhood and the campus. Find out which buildings are open late (or early) and where you can go to summon help if needed. Most residence halls have telephones located outside the main entrance or just inside the lobby. Emergency call boxes are located around campus, especially in peripheral areas. Pushing the button on a call box immediately provides you with two-way communication with the Security dispatcher.
6. Do not flaunt expensive jewelry, clothing or cash, especially in off-campus areas. Walk facing traffic, so you can see approaching cars. Do not overburden yourself with packages and groceries that make it hard to react.
7. Keep your car or room/house key in hand and ready as you approach your hall/home or car. Carry emergency change for cab fare or telephone calls.
8. If you suspect you are being followed by someone on foot, cross the street and head for the nearest well-lit, populated area. Walk quickly or run to an emergency call box, a residence hall, occupied building or house and call Security Police.

When walking on campus after dark, call 634-BLUE for an escort from the men and women of Notre Dame SafeWalk. A SafeWalk team member will meet you and walk with you to or from any point on
campus. The service is free and confidential. SafeWalkers are student employees of Notre Dame Security Police, have photo-ID cards and are in radio contact with the NDSP Communication Center. Hours are 8 p.m. to 2 a.m. during the academic year. After hours or during breaks, contact NDSP at 631-5555 for a SafeWalk.

A resident should always make certain that the apartment is securely locked. Over break periods, all locks should be secured, windows closed, blinds/drapes pulled, and rods placed in sliding glass doors (O'Hara-Grace). Fischer 1B residents should lock the patio door. Anyone noticing suspicious activity in or around the FOG complex should contact security at 1-5555 and a member of the FOG Staff.

COMMUNITY LIFE

CAMPUS MINISTRY
Catholic Mass is celebrated every Sunday night at 9:00 p.m. in the St. Catherine of Alexandria Chapel located in the Community Center, and weekdays at 8:00 a.m.. Check the Spiritual Life bulletin board for additional services, retreats, prayer times, etc. If you are interested in serving as a liturgical minister at any of the Masses at FOG, please contact the Rector for more information.

Notre Dame is a Catholic University welcoming persons of all faiths. At FOG, we will endeavor to support and facilitate the spiritual needs of all residents. Given below is a partial list of churches, mosques, and synagogues in the surrounding community. Most congregations will help organize rides for those without transportation.

- Hebrew Orthodox Congregation 291-4239
- Sinai Synagogue (Conservative) 234-8584
- Temple Beth-El (Reform) 234-4402
- Islamic Society of Michiana 234-9842
- Faith Baptist Church 233-6428
- Mt. Olive Baptist Church 233-1943
- Mt. Carmel Missionary Baptist Church 287-1451
- New Hope Missionary Baptist Church 287-3480
- Progressive Missionary Baptist Church 288-7000
- Faith Temple Church of God in Christ 232-1719
- St. Paul Gospel Mission Church of God in Christ 288-2093
- St. Michael & All Angels Episcopal Church 243-0632
- Trinity Evangelical Free Church 291-4741
- Holy Trinity Lutheran 271-2000
- Grace African Methodist Episcopal Zion 232-4665
- Layman Chapel Christ Methodist Episcopal 287-2500
- Clay United Methodist Church 272-8068
- First Nazarene Church of South Bend 272-6466
- First Presbyterian Church of South Bend 234-4159
- First Seventh Day Adventist Church 234-3044
## SOUTH BEND COMMUNITY RESOURCES

### GROCERY STORES

<table>
<thead>
<tr>
<th>Store</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martin’s</td>
<td>2081 South Bend Ave.</td>
<td>272-6922</td>
</tr>
<tr>
<td>Meijer</td>
<td>5020 Grape Rd.</td>
<td>273-3500</td>
</tr>
<tr>
<td>Super Target</td>
<td>155 E. University Drive</td>
<td>243-7442</td>
</tr>
<tr>
<td>WAL-MART</td>
<td>316 Indian Ridge Rd.</td>
<td>243-9188</td>
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### HOSPITALS

<table>
<thead>
<tr>
<th>Hospital</th>
<th>Address</th>
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<tbody>
<tr>
<td>Memorial Hospital</td>
<td>615 N. Michigan Street</td>
<td>234-9041</td>
</tr>
<tr>
<td>St. Joseph’s Medical Center</td>
<td>5215 Holy Cross Parkway</td>
<td>335-5000</td>
</tr>
<tr>
<td>Med-Point Urgent Care Center</td>
<td>1815 E. Ireland Road</td>
<td>647-1750</td>
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### PHARMACIES

<table>
<thead>
<tr>
<th>Pharmacy</th>
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<tbody>
<tr>
<td>CVS</td>
<td>2210 Edison Road</td>
<td>472-3236</td>
</tr>
<tr>
<td>OSCO</td>
<td>18111 State Road 23</td>
<td>273-0080</td>
</tr>
<tr>
<td>Walgreen</td>
<td>52482 State Road 933</td>
<td>271-0215</td>
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### SHOPPING CENTERS

<table>
<thead>
<tr>
<th>Center</th>
<th>Address</th>
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<tbody>
<tr>
<td>University Park Mall</td>
<td>6501 Grape Road</td>
<td>277-2223</td>
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### TRANSPORTATION SERVICES

<table>
<thead>
<tr>
<th>Service</th>
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<tbody>
<tr>
<td>Michiana Taxi</td>
<td>233-4040</td>
</tr>
<tr>
<td>Yellow Cab</td>
<td>233-9333</td>
</tr>
<tr>
<td>Transpo Bus</td>
<td>233-2131</td>
</tr>
<tr>
<td>South Shore Train</td>
<td>233-3111</td>
</tr>
<tr>
<td>Coach USA Tri State United Limo (airport office)</td>
<td>234-6600</td>
</tr>
<tr>
<td>Coach USA Tri State United Limo (terminal)</td>
<td>254-5000</td>
</tr>
<tr>
<td>Amtrak</td>
<td>288-2212</td>
</tr>
<tr>
<td>Michiana Regional Airport</td>
<td>233-2185</td>
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### MISCELLANEOUS NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
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</thead>
<tbody>
<tr>
<td>Driver’s License Bureau</td>
<td>255-9620</td>
</tr>
<tr>
<td>Local Event Information</td>
<td>674-0900</td>
</tr>
<tr>
<td>Notre Dame Switchboard</td>
<td>631-5000</td>
</tr>
</tbody>
</table>
LOCAL RESTAURANTS

OFF CAMPUS FOOD - DELIVERY

Jimmy Johns (Sandwiches)  277-8500
Golden Dragon (Chinese)  271-8899
JW Chen’s (Chinese)  271-2777
Bruno’s (Pizza)  273-3890
Domino’s (Pizza)  271-0300
Pizza Hut (Pizza)  273-9944
Papa John’s (Pizza)  271-1177

OFF CAMPUS DINING – Recommended by our Residents

Indulgence (cafe & pastry shop)  232-2955
South Bend Chocolate Café (dining, desserts...delicious!)  287-0725
Chicory Café (coffee shop)  234-1141
Breadsmith (bakery)  273-9130
Elia’s (Mediterranean)  277-7239
Seoul Garden (Korean)  255-6960
Cambodian Thai (Thai)  289-2877
Siam Thai (Thai)  232-4445
Taj Indian Restaurant (Indian)  254-9070
India Garden (Indian)  255-5600
Fiddler’s Hearth (Irish)  232-2853
Maztlan (Mexican)  259-4430
Fiesta Tapatia (Mexican)  258-0504
Polito’s (Italian & pizza)  243-5384
Rocco’s (Italian & pizza)  233-2464
Main Street Pub (American)  271-9898
Buffalo Wild Wings (American)  232-2293
Bar Louie (American)  277-9100
Studebagel’s (Bagels & Sandwiches)  277-4440
Emporium (American)  234-9000
Nick’s Patio (24-Hour Diner)  277-7400
The Vine (Wine & Fine Dining)  234-9463
MAP OF LOCAL SHOPPING AREAS

1—Martin’s Grocery
2—CVS Pharmacy
3—Oriental Market
4—Indian Market
5—University Park Mall
6—Target
7—Walmart
8—Meijer

NORTH
SCHEDULE OF FEES

Violations of FOG policies can result in disciplinary action, including fees. Listed below are some of the standard fees. However, this list is neither exhaustive nor absolute. Both the FOG Rector and the Office of Residence Life and Housing can assess fees in accordance with the seriousness of the infraction or the amount of damage caused.

Improper disposal of trash $50 per bag or item

Noise violations
1st offense Warning
Subsequent offenses $100 per resident

Smoking inside residence $250 per offense

Smoking too close to windows/doors $50 per offense

Improper disposal of cigarettes/cigars $100 per offense

Consuming alcohol in unauthorized areas $50 per person per offense

Tampering with fire alarms $250

Storing ANYTHING in mechanical closet $250

Parking in designated snow zones Car towed at owners’ expense

When vacating your apartment or townhouse, fines will be assessed for damage to walls, furnishings, appliances, etc. that was not reported on your move-in forms. Failure to properly clean your residence will also result in fines.