Leaving University Apartments? Here’s What You Need to Know!

Preparing your Apartment for Check-Out

Maintaining your apartment can be a challenge when you are juggling school and household responsibilities, but it is important to do so if you wish to avoid cleaning and/or damage charges when you move out. The online Move-Out Guide contains recommendations for cleaning your apartment. On your last day in your apartment (the day you specified in your termination form, or the last day of your lease), you must have removed everything from your apartment and storage area.

In addition to being empty, both areas must be thoroughly cleaned before you hand in your keys. Previous residents have estimated that it takes about 20 hours to thoroughly clean their apartment. Once your keys have been received, a staff inspector will evaluate the condition of your apartment. If they determine that a charge is necessary, we will check for any pre-existing conditions noted on your check-in form or on the previous resident’s check-out evaluation.

Charges

It is our responsibility to charge you for the cost of damages that are not the result of normal wear and tear, because repairing damages will increase the cost of making the apartment ready for the next resident. If we do not collect charges from the resident causing the damage, the cost will be borne by the entire community in the form of rent increases. Most of the time there are no charges or only minimal charges. Lock changes as a result of lost keys, and cleaning of kitchens, bathrooms and windows, are the most frequent reasons that residents are billed. Please note that there will be a charge for a lock change if you do not return all apartment keys issued to you. There will also be a charge if you fail to turn in all your mailbox keys or if the padlock issued to your storage area is missing.

Moving Trucks/ Storage Pods

Park your moving vehicle on the street or in your parking stall. If you have a moving company, please contact our Apartment Facilities Office at 262-2037, so they can schedule a location to park their truck on the day of your departure. Make sure you know the size of the truck you have ordered so we can find you a place it will fit.

If your moving company will be providing you with a storage pod, it may be placed in your parking stall - if it can fit. If it is too large for your apartment stall, please contact the Apartment Facilities Office so they can assist with identifying an approved location for your container.

DO NOT drive on the grass or on sidewalks. The damage that can be done to the lawn is very costly, and you will be charged for any needed repairs.

Billing Appeals

Once you receive your final check out invoice, if you wish to appeal those check out charges you must submit your appeal in writing via email to: universityapartments@housing.wisc.edu. Make sure you are clear about what it is you are appealing and why you do not believe the charges are fair.

Swimming Pools

If small “kiddie” pools are found that are left unattended, they will be emptied of water due to safety concerns.
Officer Bear’s Corner
Turkey Facts and Bicycle Safety

Officer Barrett (Bear) Erwin

Turkey Facts

- A turkey’s wishbone is formed by the fusion of the bird’s two collarbones. The bone acts as a spring to store and release energy during flight where turkeys can reach 50 mph. Turkeys T. Rex and Velociraptors share similar wishbones.
- Turkeys sleep in trees to keep safe from coyotes, foxes, and raccoons. They can weigh up to 37 pounds (17 Kilograms).
- Only male turkeys gobble. Each male turkey has his own unique gobble. Female turkeys cluck and make small, chirp-like noises.
- Benjamin Franklin wrote of the turkey “I wish the bald eagle had not been chosen as the representative of our country; . . . the turkey is in comparison a much more respectable bird, and withal a true original native to America.”
- When a turkey becomes frightened, agitated, excited or ill, the exposed skin on its head and neck can change from its usual pale pink or bluish gray color to red, white, or blue.

Our University Apartments turkeys are wonderful, but can be dangerous. Please DO NOT feed or approach the turkeys. Turkeys defend themselves by kicking with their talons.

Bicycle Safety (or How Not to Get Hit by Cars)

Nothing beats riding your bike. Freddie Mercury once sang, “Bicycle, Bicycle, Bicycle.” Well said, sir. Well said. What Freddie didn’t sing about was safety. We love our bikes, from long tours, to just cruising circles in front of the apartment. An ounce of prevention is worth a pound of cure. It’s better to not get hit. Here are a few tips to avoid collisions with cars and pedestrians.

Don’t ride on the sidewalk.
When you come off the sidewalk to cross the street, you’re invisible to turning motorists.

Don’t ride against traffic.
Ride with traffic, in the same direction.

Get a Headlight.
If you are riding at night it is required by law.

Look behind you and signal before turning right or left.
Even if it is their fault, it won’t hurt any less when they do.

Don’t pass on the right.
Don’t overtake slow-moving vehicles on the right. This makes you invisible to left turning cars.

Don’t ride circles in busy parking lots.
Backing, Backing, Backing. One of the most dangerous maneuvers constantly occurs in parking lots. A small child swooping around on a bike is almost impossible to see for a driver baking out of a parking stall.

Parking lots are especially dangerous, drivers are busy thinking about what they need to do next, and often aren’t focused on parking or backing.

Property Stickers/Guest Parking

If you will be traveling for extended periods this summer, please make sure your property stickers/labels are up to date (including on your bicycle) before you leave. All property stickers expire at the end of June. Everyone needs to place new stickers on their stored items. You can pick up new property stickers at the community center. Here is a link to the storage policy: http://www.housing.wisc.edu/documents/ua-storage-policy.pdf.

If you have rented the community center for an event, please remind your guests that they cannot park in residents assigned parking stalls.

Community Center Equipment

We have many items available to rent or borrow from the Community Center (CC), including moving carts, basketballs, and jump ropes. When an item is used within the CC (basketballs and jump ropes), we do not have a formal checkout process. Unfortunately, we have lost several basketballs in the last few months. If you have accidentally acquired one of our Community Center basketballs in your home, please return it to us!

Like all things at University Apartments, all equipment is purchased from rent & user fees. We want to be good stewards of your money while providing items for utility and recreation. Please help us keep costs down by returning items promptly!
especially true if you happen to notice them inside during the winter. It is never a good sign to have flying ants in your home and this is because ants with wings are the reproductive form of the species and are usually on the move seeking a new place to nest. Both species of these ant species produce flying ants in their nests, and both types of winged ants swarm into homes.

If you have flying ants in the spring, you probably have Carpenter Ants. If you have winged ants in late summer, you probably have flying moisture ants. Both of these ant species produce flying ants in their nests, and both types of winged ants swarm into homes.

It is never a good sign to have flying ants in your home and this is especially true if you happen to notice them inside during the winter months. When you notice them in the winter, there is a large chance that an ant nest is somewhere within the building.

### Prevention

One of the best ways to prevent flying ants from infesting your home is to eliminate any waste that is in your kitchen. Keep in mind that these flying ants will eat your kitchen waste, so it is essential to keep the area clean and promptly store all leftovers. Be sure to place the leftovers inside tightly covered containers.

If you prefer to get rid of flying ants in house the natural way, then you can purchase some peppermint oil and make a spray. This spray will suffocate the flying ants so take some and mix it with soap and water. Put the mixture in a spray bottle and you will have an all-natural aerosol insecticide that is safe to use near people and animals. Mix two parts water for one part liquid soap in addition to a few drops peppermint essential oil.

Information gathered from several internet sites including [www.enkivillage/flying-ants-in-house.html](http://www.enkivillage/flying-ants-in-house.html) and [www.safeguardpestcontrol.biz/flying-ants.html](http://www.safeguardpestcontrol.biz/flying-ants.html)

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### Summer Facilities Projects

**Appearance**

Many types of ant species produce winged ants. When and where you see the ants can help tell you which type of ants are causing your problem.

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### Summer Facilities Projects

Well, the summer season has come to the University Apartments Facilities Office. With that brings lots of projects to all our neighborhoods. We have about 350 students working with our full time facilities staff this summer and they will be hard at work on lots of cleaning projects, outdoor landscaping projects, and helping our full time staff keep up with the always busy summer season of preparing apartments for new residents.

We also have a few big projects that will happen this summer:

**Harvey Street Laundry Room Improvements**

June should bring this project to Harvey Street- new flooring, a table for folding clothes, a storage cabinet for games, new seating for studying or just hanging out, and a new wall mounted TV will be coming to the laundry room at Harvey Street. With that space being really the only shared community space, we want to make sure it’s a place you want to be. This will involve closing the laundry room for a couple of days, but the improvements will be worth the wait!

**Playground Improvements**

Late summer will bring new swings to the playground area called the “brown climber” near the end of building 306. We will also be realigning the soccer field to minimize the water on the field after it rains. We will also be adding an accessible sidewalk at this playground location that will link to a small picnic shelter scheduled for next year.

**New Lighting at Lot Z**

We are finishing up the lighting replacements in the Eagle Heights community with new lights at Lot Z, our paid parking lot on Eagle Heights Drive. This should also help with lighting along the Eagle Heights Drive sidewalk on the south side of the street.

**Haight Road Resurfacing Project**

Starting in early June we will begin a State project to replace the deteriorating roadway on Haight Road going past the Apartment Facilities Office and up to University Houses. This project will add additional sidewalk and pedestrian lighting, install new speed humps to help with traffic control, and add erosion control measures to help with run off. The project will maintain one lane of the roadway at all times. When there is active road work there will be flaggers to help us all navigate getting up and down the Haight Rd. hill. Please be patient with us as we relocate both our work vehicles and our staff’s personal vehicles to other areas of the community. We will not use assigned resident parking stalls or visitor stalls. This project is expected to last through June and July.

**University Houses Exterior Project**

Starting in June we will be working with the State on a project to finish the exterior renovations of the University Houses buildings. This project will include repairing or replacing brick, lintels, brick window sills, and we will be removing as much lead-based paint from the exterior elements of the building as possible. We will also be attempting to repair some of the woodpecker damage done to some of our wood columns. Exterior painting will also be done. This project is expected to last into Fall. We will know more once the project begins and a schedule is received from the contractor.

**Ongoing Communication**

It’s going to be a busy summer for us all. We ask for your patience and rely on you to let us know if you have concerns or questions so we can address those in a timely manner. We will send out more detailed communication to residents most impacted by these and any other projects. If there are other household members who would like to be receiving these email notifications, please let us know, we are happy to add emails our resident information system.
Apartments Facilities Office
Will No Longer Accept Rent Payments

Beginning July 1, 2016, the drop box at the Apartment Facilities Office will no longer be able to accept rent payments. In an effort to consolidate services and maintain a single stream of financial handling, all rent checks must be placed in the drop box at the Community Center if you want to pay on site.

Additional options to pay your rent include:
• Mailing your check to the Cashier’s Office with appropriate postage
• Taking your payment at the Housing Cashier’s office at Slichter Hall in person
• Pay with an electronic check or credit card online.

There is no additional fee to pay by electronic check. There is a service fee for credit card payments in the online system.

Rent can be paid at the University Housing Office in Slichter Hall

Free Adult Martial Arts Classes

Summer Session Begins Tuesday, June 7th!
Increase your flexibility, fitness, strength, confidence, and self-discipline! The Eagle Heights Community Center holds adult martial arts classes each week on Tuesday and Thursday evenings. The classes are led by 2st Degree black belt Max Magee who has 10 years of training and experience in the Korean martial art of Kuk Sool Won (see www.kuksoolwon.com for more information).

The Summer Session begins with 4 introductory classes to get new students up to speed quickly (all classes are free), these classes are especially friendly to new students, so don’t worry about embarrassment or shyness—just coming to class makes you a winner! Anyone 18 and up is welcome to show up to participate. Whether you are a black belt in another martial art, or are completely out of shape, you will benefit from attending class, and you will be welcome!

Please arrive at the Eagle Heights Community Center Small Gym at 6:10 pm. If you can’t make the first class, our second introductory class will be held Thursday, June 9th, also at 6:10 pm.

For more information and to reserve your spot in class, please contact head instructor Max Magee at MaxPMagee@gmail.com or contact us via our Facebook page (http://www.facebook.com/KSWMadison).

Safe Grilling Tips

Residents must follow these safety guidelines when using outdoor grills at University Apartments:
• Grills cannot be used indoors, underneath an overhang, or on a fire rescue platform (balcony).
• Place your grill on the ground at least 10 feet away from the building.
• Pay attention to wind direction and strength before lighting a fire. Smoke may drift into neighbors’ windows, so please be considerate.
• Hot grills must be attended at all times. Keep in mind that the grill is still hot even after you remove your food and extinguish the coals.
• Keep children away from grills.
• Dump water on coals and then let them cool completely before disposing of them in dumpsters.
• Storing charcoal starter fluid inside buildings is not permitted; you may want to try self-starting charcoal, fire starter sticks, or a charcoal chimney.
• Madison fire codes state that propane tanks must be kept outdoors at all times.

Lawn Mowing Season Begins

Our first scheduled mowing was May 3rd. Eagle Heights and University Houses will be mowed on Tuesdays and Harvey Street will be on Wednesdays. Please remember to move all personal items from the lawn prior to mowing day. If it rains on a scheduled mowing day, the mowing may be postponed to the next non rain day.

Please Update Your Email Address

If your email address has changed, please be sure to send an email to the leasing department at leasing@housing.wisc.edu with the updated information. If someone in your household is not getting emails from us and you would like them to start, please let us know that information as well. We want to ensure that you are receiving all of the important information that we send to our residents. Thank you!
Laundry Room Etiquette

Laundry is personal! Everyone does it, and everyone has their own thoughts on how it should be done. It is one of the most common disputes between neighbors in our community. In an effort to help eliminate conflicts, I've outlined below our community expectations regarding laundry room usage:

• Laundry should be done between the hours of 8:00am and 10:00pm, (because quiet hours are from 10:00pm-8:00am).
• Remove your laundry promptly, so others can use the machines without having to handle your items. (If you don’t remove your clothes promptly, do not be surprised if someone else removes them for you.)

Be respectful of other people’s belongings:
• Never put someone else’s clothes on the floor.
• Do not remove clothes before a cycle is complete.

Take care of our machines by following these guidelines:
• Never use dye in the washer.
• Remove lint from the lint tray after using the dryer.
• Leave machine doors open after use to prevent mildew.
• Do not overfill the machines. Overfilling the machines does not allow them to work efficiently and causes wear over time.
• UA machines are High Efficiency (HE), which means you should use detergents labeled High Efficiency. If you are using standard detergents, you can use less detergent to accommodate the HE machines.
• When washing small items (baby socks, wash cloths, etc.), please use a garment bag to corral them so that they don’t get lost.

Please help keep the laundry room clean! You can help keep the laundry room clean by wiping/sweeping spills, picking up trash, recyclables, or lint, and wiping the machines or other hard surfaces.

Finally, if something is broken, please let us know by filling out a request online (http://repairs.housing.wisc.edu) or by calling the Apartment Facilities Office at 608-262-2037. Please be sure to include what number is on the unit that is not working (numbers are posted on each individual machine). If you have time, please post an “Out of Order” sign on the machine so that others know it’s not working properly.

To help clarify, here are some Frequently Asked Questions we hear about laundry:

Is it okay to remove other people’s clothes from the machines?
If someone leaves their items in the machine for a long time, it is okay to remove them. We ask you to be respectful when handling someone else’s items, and only do it when you have given them time to come collect them on their own. If you do not want people to touch your items, we recommend setting a timer and being early to get your items out of the machine.

Can people wash their shoes in the machines?
If your shoes are labeled as machine washable, then it is okay to wash them in the machines. In general, if you have items that are labeled as “machine washable,” it is okay to wash them in our machines.

Can people wash undergarments in the shared machines?
Yes. We expect that people will need to wash their undergarments, and it is okay to wash them here at UA.

Can people wash reusable/cloth diapers in the machines?
Remove all solids and flush them down the toilet. Rinse diapers before putting them into the machine. Be sure not to overfill the machine, as this may cause the machine to not work effectively, thus your diapers may not come fully clean and be sanitary.

Can people wash comforters, quilts, and other large items in the machines?
If the item is machine washable, and fits in a standard size load, then yes. If the item is large or bulky, we recommend going to a local laundromat to use a larger, industrial size machine.

Is it okay for people to store their laundry equipment (detergents, baskets, etc.) in the laundry room?
Some people choose to do this, and that is okay with us. We are not responsible for lost, damaged, or stolen items.

If you have questions, comments, or suggestions about laundry, please contact the Resident Manager assigned to your area.

Summer in the Eagle Heights Community Garden
Photos by Joel Ninmann
**EVENTS THIS MONTH**

*Events Requiring Sign-up must have the required paperwork filled out, signed and returned prior to the deadline. Forms can be obtained at the Community Center or by emailing us at: recreation.assistant@housing.wisc.edu. These programs are free unless otherwise stated below. Recreation Assistants only work in the evening. Please allow two business days for a response back from a Recreation Assistant.*

**NEW! Adult Zumba Class (Now IN Session) - Saturdays, 9:45-10:45 a.m., Community Center-Large Gym**
Get your bodies moving with Zumba, a fun, no stress dance-based form of Latin “exercise in disguise”. Zumba is a complete workout, combining all elements of fitness – cardio, muscle conditioning, balance and flexibility, boosted energy and a serious dose of awesome each time you leave class. Wear comfortable clothes, well-padded workout shoes, and bring a water bottle! Perfect for everybody and everybody!

**UA Assembly Summer Kickoff - Saturday, June 4, 2:00-4:00 p.m., Community Center-Large Gym**
You’re Invited! Join your University Apartments Assembly for festivities celebrating the end of school and a kick-off to summer fun! Enjoy cake, light refreshments, live music featuring the sensational sounds of “Tracks Outta Town”, neighbors, friends and good times. This is a free, drop-in event sponsored by the UA Assembly. All ages are welcome.

**Adult Martial Arts Class - Tuesday, June 7 and Thursday, June 9, 6:10 p.m., Community Center-Small Gym**
Increase your flexibility, fitness, strength, confidence, and self-discipline! The Eagle Heights Community Center holds adult martial arts classes each week on Tuesday and Thursday evenings. The classes are led by 2st Degree black belt Max Magee who has 10 years of training and experience in the Korean martial art of Kuk Sool Won. For more information and to reserve your spot in class, please contact head instructor Max Magee at MaxPMagee@gmail.com or contact us via our Facebook page (http://www.facebook.com/KSWMadison).

**Stay & Play Storytime - Wednesday, June 8, 6:30-7:30 p.m., Community Center-Small Gym**
How do start your summer adventures? By diving into the wonderful worlds of books of course. Enjoy a visit from our Madison Public Library friends with a playful, interactive story time, songs, crafts and cookies. This month includes a special bonus presentation of the library’s summer reading program. Children 2 years -5th grade can turn in their weekly reading logs to earn special awards and prizes (including free pizza, a science kit, and the best prize of all - a FREE BOOK)! As always, bring your library cards (or register for one at the Community Center) to check out amazing stories. Keep the pages turning, and let the reading games begin!

**Milwaukee County Zoo Trip - Saturday, June 18**
Go wild for animals at the Milwaukee County Zoo, where nature meets wonder. Tour the largest zoo in the Midwest, with over 2,000 animals of 330 species. Enjoy a variety of special exhibits, animal shows, zoo rides (including camel and pony, ziplines, and rails), activities, recreation, gift shops and more. It’s a full day of adventurous fun for all ages and everyone! To discover the magic and plan your zooafari, visit the website at: http://milwaukeezoo.org. Deadline to register is Monday, June 13th. Seating is limited. Request your form today at: recreation.assistant@housing.wisc.edu.

**UA Summer Youth Recreation Camp - Wednesday, June 22-August 3, 10:00 a.m.-1:00 p.m., Community Center**
Parents, we have your child’s summertime, recreational fun! The Summer Youth Recreation Camp (SYRC) is designed for youth ages 7-11 years to enjoy a variety of enriched experiences through activities, games, community connections, field trips and more. The program will be held weekly on Wednesdays, from 10 a.m. to 1 p.m. beginning June 22nd, ending August 3rd. Each week youth will meet at the University Apartments Community Center and enjoy a different activity including martial arts and archery, painting at Wheelhouse Art studio, an on campus cooking class with executive head chef Paul Sprunger, an African drumming/dance class, camp fire at Dejope Hall, private tour of Camp Randall stadium and more! This is a completely free program for University Apartment youths (7-11 years of age), however, spaces are limited and pre-registration is required. For more information and to secure a spot for your youth, e-mail us today at: recreation.assistant@housing.wisc.edu.

**Pontoon Boat Ride - Sunday, June 26, 4:30-8:30 p.m., Lake Monona Tour**
Spend a nice evening on the water in a Pontoon boat enjoying a scenic tour of Lake Monona. Learn the history and interesting facts of the Madison community while discovering the magnificent beauty of Monona Terrace and more! Fee: $11 per person (all ages). This trip is not suitable for children 2 years and younger. Deadline to sign-up is Wednesday, June 22nd. Seating is limited, request your form today: recreation.assistant@housing.wisc.edu.

**Volunteer Opportunities - Monday-Saturday, 10:00 a.m.-7:45 p.m., Community Center**
Would you like to get more involved in our community? Do you have a special talent, skill, or interest you would like to share with others? We'd love to have you! Volunteer to teach a class or sport to the resident of your community. Times are flexible to fit your busy schedule. For more information on opportunities, contact the Programming Office at: Aminah.haneef@housing.wisc.edu.
CONTACT INFORMATION:

Rent a Community Center Room
https://housing.ems.wisc.edu
Do you have an upcoming event? The Community Center has space for you! The cost is more affordable than many other locations, and it is easy to find out what space is available, and how much it would cost. If you have a UW NetID, you will sign in with that. If you do not have one, there is no problem! Sign in as a guest!

Contact the Leasing Office
Leasing@housing.wisc.edu
Do you have a question for Peggy? Do you need to talk to Leasing for any reason? Email first! She will be able to answer your questions, or make an appointment for you. That way, you won’t be disappointed if she is already busy with other residents when you stop by.

Your lease, roommate policies, transfer and termination information, and more can be found on the University Apartments section of the Housing website.
http://www.housing.wisc.edu/apartments.htm

Eagle’s Wing Child Care
EaglesWing@housing.wisc.edu
Do you have questions about child care in the Community Center? We welcome any and all questions, comments and suggestions. Based on the topic, your email will be forwarded to the right person to answer your question. To put your child’s name on a waiting list for Eagle’s Wing and/or other campus child care, you can do so at: www.housing.wisc.edu/EaglesWing

Request Repairs Online
If something in your apartment doesn’t work, let us know right away. Repairs will be made even if you are not at home.

Night, weekend, and holiday repairs are only made in urgent situations. If you put in a repair request as soon as you notice a problem, it may keep the problem from getting worse at a time no mechanic is available.

When you need a non-emergency repair, use the Repair website. Only request one repair on each form. The Repairs webpage also has some instructions on small repairs you can make yourself.

To Contact Resident Managers
A Resident Manager is on-call from 5:30 p.m. to 8 a.m. on weekdays, and 24 hours a day on holidays and weekends. No Resident Manager is on Duty at other times, when the University Apartments Office (in the Community Center) is open.

Due to problems with cell reception (sometimes the Resident Manager on Duty is in a basement) the most efficient and effective way to contact the Resident Manager on Duty is sending a text. Texts or calls should be placed to 608 - 444 - 9508.

COMPUTER CENTER OFFICE HOURS:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>Monday</td>
<td>7:45 a.m. to 5:45 p.m.</td>
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<tr>
<td>Tuesday</td>
<td>7:45 a.m. to 5:45 p.m.</td>
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<td>Friday</td>
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<td>Saturday</td>
<td>9:30 a.m. to 12:30 p.m.</td>
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CONTACT US:

611 Eagle Heights
Madison, WI 53705-1501
608-262-3407
TTY/TDD: 608-262-6840
universityapartments@housing.wisc.edu