

the**COMMONS**

College Park &  
Stone Ridge



## 2025 | 2026 Welcome Newsletter

### contact us

rental office

(717) 530-1311

housing@sufoundation.org

109 Stone Ridge Commons

### after-hours emergency

(717) 532-3782

### Welcome back and thank you for choosing The Commons as your off-campus housing community!

The Commons is part of the Shippensburg University Foundation, and we're truly grateful you've chosen to live in a community that's all about supporting SU students. While the SU Foundation has been providing quality student housing for over 30 years, that's just one part of what we do. The SU Foundation also provides more than \$1 million in scholarships each year and funds valuable student opportunities like student/faculty research, internships, and student educator resources.

This newsletter has some helpful info about your lease, rent, mail, safety, policies, and maintenance—so please take a few minutes to look it over. And if you have any questions about your apartment or need help with anything, don't hesitate to call or email us. We're here for you!

### important dates

**august 11**

First day of move-in

**august 25**

First day of classes

**september 6**

Tailgating at College Park

**october 23**

Commons Open House

**october 25**

Homecoming Tailgating  
at College Park



### Your Welcome Bag

Every August, we like to kick things off with a little something to help you settle in—welcome bags filled with handy essentials like water, snacks, toilet paper, garbage bags, and a few fun surprises too!

### SHIPcommons.com

On our website you can: request maintenance, ask other questions, pay your rent, schedule a tour of one of our other properties, view virtual tours College Park and Stone Ridge Commons apartments, read our newsletter, latest news and events, plus please check out the township ordinances.

### APPLY FOR Scholarships, Emergency Assistance, and Jobs:

- **Scholarships & student emergency grants:** [tinyurl.com/SUFscholarships](https://tinyurl.com/SUFscholarships)
- **SU Foundation Phonathon:** [tinyurl.com/StudentAdvancementAmbassador](https://tinyurl.com/StudentAdvancementAmbassador)
- **SU Foundation Student Work:** [tinyurl.com/SUFstudentworker](https://tinyurl.com/SUFstudentworker)
- **Bartos Child & Family Center:** (must have at least 30 credits in education or human services related field): [tinyurl.com/BartosPTteachers](https://tinyurl.com/BartosPTteachers)

Follow us!



# about your lease...please read this!

## know your lease

We know lease agreements aren't exactly exciting reading—but they are important. Your lease is a legally binding contract, and violations could result in serious consequences, including eviction. Copies are available in the rental office at Stone Ridge Commons, and we encourage you to read it in full.

To help you get started, here are a few key highlights and reminders. If you have any questions, don't hesitate to call or email us—we're here to help.

## lease terms

Your lease is a legal commitment. If you decide to withdraw from the University, transfer, or move out early, you're still responsible for the full lease term and associated payments.

## lock outs

The first lockout is free. After that, a \$50 service fee will apply for after-hours assistance.

**During office hours:** Call 717-530-1311

**After hours:** Call 717-532-3782

## rent & internet

Internet is included with your rent. If rent is not paid by the due date, internet service may be temporarily disconnected until the account is current. **ICYMI:** You can pay your rent online—quickly and securely—with no added fee.

## pets

Pets are not allowed at The Commons. Only properly registered support or service animals are permitted. Violating this policy will result in a \$250 charge per incident.

## trash

Please place all trash in the designated dumpsters outside your building. Keep patios and balconies free of trash and debris.

A \$10 minimum charge per unit will apply if our team has to clean up around your building. Recycling dumpsters are available at each property.

## kegs

Kegs are strictly prohibited. If one is found in your apartment, you may be fined and placed on probation. Please be respectful of your lease terms, your neighbors, and the community.

## noise/ordinances

Please be considerate of your neighbors by keeping noise levels down, especially during quiet hours.

**Just a reminder:** Township ordinances related to noise, open burning, and public gatherings are strictly enforced. For full details, visit [ShipCommons.com](http://ShipCommons.com).

## tenant changes

If anyone is moving in or out of your unit, you must update your lease through the rental office. All current and incoming tenants must sign the required forms for changes to be official.

we're here  
for **you**



**SAM**  
Maintenance  
Supervisor



**GINNY**  
Asst. Maintenance  
Supervisor



**CHRystal**  
CFO SU Foundation  
(717) 530-1311



**maintenance** If you have a maintenance request, please fill out the online form or scan the code.

**After-Hours Emergencies:** (717) 532-3782



# living at the commons

## about your **safety**

### security cameras and lighting

As part of our ongoing efforts to provide a safe and enjoyable living experience for our tenants, there are security cameras and outdoor lighting.

### smoke alarm/fire system

Smoke detectors are installed for your safety and protection. Tampering with them is strictly prohibited. If a smoke detector is activated due to cooking smoke (e.g., from burnt food), please try to carefully fan the smoke away—do not disable or remove the detector.

**In the event of an actual fire, immediately evacuate the building and wait for the fire department to arrive.**

Please note that the smoke detection system is hard-wired. Removing or damaging a detector can result in significant costs.

*If the alarm company is dispatched due to tampering or damage, you will be responsible for the service call and the cost of replacing the detector, which may exceed \$200.*



**Sprinkler Heads:** Stone Ridge Commons is equipped with a sprinkler system for fire protection. **Do not hang or attach anything to the sprinkler heads.**

*Breaking the red glass component in a sprinkler head will trigger the system, causing it to release water throughout the entire unit, potentially resulting in extensive property damage.*

## about your **car**

**your car:** All vehicles must be registered with the rental office and have a parking decal displayed on the rear bumper of the vehicle in order to park in The Commons lots.

Parking decals will be available in early September. Watch your email for notification. One decal per tenant.

- You will need the following information: Registration Card and Insurance Card. If your vehicle is not registered under your name or one of your parent's names you may not be able to receive a parking decal.
- The cost for a parking decal is \$5.00.
- A boot (vehicle restraint device) will be placed on any vehicle that does not display a parking decal on the rear bumper, or is parked in the handicapped zone or any place that is not a designated parking place.

**your visitor's car** If you have a visitor, you must email the office prior to their visit to obtain a visitor-parking pass to be placed in the windshield of their vehicle. You will need your visitor's vehicle information (license plate number, make/model). We ask that all visitors park in the auxiliary parking lot located behind apartment #s 63-74 at College Park.

## about your **rent**

**when are payments due? August 1, 2025 | November 1, 2025 | February 1, 2026**

You will not receive a bill for rent. It is your responsibility to remember the payment due dates.

**A late fee of \$50.00 will be assessed if rent is not received within four days of the due.**

### making a payment

Paying your rent is easy! Just go to ShipCommons.com and click the "Pay Rent" button. If it's your first time, you'll need to create a username and password. If someone else is paying on your behalf, they'll need that login information to complete the payment.

#### We accept:

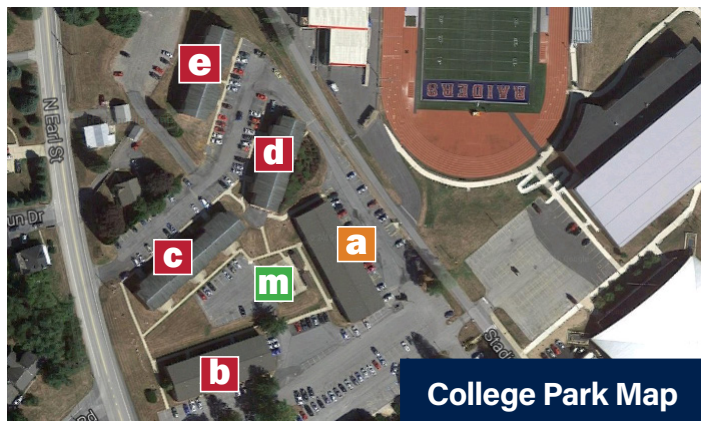
- Online payments (via credit or debit card)
- Phone payments (credit card only)
- Checks or money orders – no cash, please

#### Mail checks or money orders to:

The Commons  
109 Stone Ridge Commons  
Shippensburg, PA 17257

Or drop them in our secure drop box located between the double doors at Stone Ridge.

# mail



**College Park** mailboxes are behind building **a** indicated by the green **m** on the College Park Map. Your address is your apartment number plus College Park Commons, e.g. 14 College Park Commons, Shippensburg, PA 17257.

**Stone Ridge Commons** mailboxes are located to the left just inside the first set of double doors as you enter Stone Ridge. Your address is your apartment number and Stone Ridge Commons, e.g. 312 Stone Ridge Commons, Shippensburg, PA 17257.

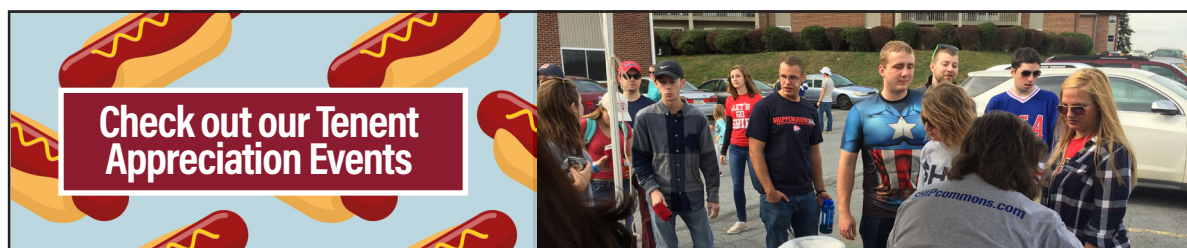
# recreation

**College Park** The Club House at College Park—located in the **a** building next to the laundry room—is your space to relax or recharge. Enjoy the pool table, media room, and study lounge, all open to College Park residents.



**Ready for some outdoor fun?** Check out the horseshoe pit between buildings **b** and **c**, or shoot some hoops near Building **d**! Both are open to all Stone Ridge and College Park residents.

**Stone Ridge Commons** as a Stone Ridge Commons resident, you get full access to The Lounge, quiet study rooms, and our fitness center—perfect for relaxing, focusing, or getting your workout in. It's all yours to enjoy!



**SATURDAY | SEPT 6, NOON**

## **TAILGATING**

Join us before the first SHIP Raider home game for the traditional tailgating fare... hot dogs, chips, cookies and cool swag!

**WHERE:** College Park Commons parking lot in front of the a building, adjacent to the stadium.

**THURSDAY | OCT 23, 3-5PM**

## **OPEN HOUSE**

Join us for an open house at Stone Ridge Commons and College Park Commons. **Bring friends who are looking for off-campus housing!**

**SATURDAY | OCT 25, NOON**

## **HOMECOMING TAILGATING**

Join us for Tailgating at Homecoming with the traditional tailgating fare... hot dogs, chips, cookies, and cool swag!

**WHERE:** College Park Commons parking lot in front of the a building, adjacent to the stadium