New Safety and Security Policies

Beginning Spring 2015 in the Residence Halls

In an effort to better provide for the Safety and Security of the Residents in Founders Residence Hall and Lincoln Residence Hall, new policies regarding access and guests will be in effect for the Spring 2015 semester. Please see below for full details:

Any individual entering a Residence Hall may be asked to provide their I-Card for verification that they reside within the particular building they are entering.

Updated Residence Hall Guest Policy:

• **Any individual who is not assigned to the specific building must be checked in by a host** (resident) at the front desk, regardless of how long the individual may be staying within the residence hall (ie. A resident from Lincoln visiting someone in Founders must be checked in for the duration of the time spent within Founders). Any guest who is **not registered will be asked to leave the building, and will not be able to be registered** as a guest for a period of 24 hours.

• **All guests must show an approved form of identification** when registering as a guest. These forms include an I-Card or a State Issued ID Card/Driver’s License. Those individuals under the age of 16 may be registered to stay with their sibling/relative if a parent/guardian is present to provide consent and identification.

• **At the time of registration**, the guest will be provided with a **Guest Registration Card** that is to be carried at all times. **When a guest departs, both the host and the guest must return to the front desk** to complete the checkout process and return the card. Failure to return the card may result in a $50 non-compliance/replacement fee being assessed to the host.

• **Hosts** of unattended guests will face conduct proceedings and may be subject to a $25 non-compliance fee for a first offense, and will be subject to conduct proceedings and a $50 non-compliance fee for each subsequent infraction. Additionally, students who do not register their guests will face conduct proceedings and may be subject to a $25 non-compliance fee for a first offense, and will be subject to conduct proceedings and a $50 non-compliance fee for each subsequent infraction.

• **Current UIS students** who are visiting a residential student can be held responsible for not complying with the Residence Hall Guest Policy for failing to register as a guest or for being unattended and will face conduct proceedings and may be subject to a $25 non-compliance fee for a first offense, and will be subject to conduct proceedings and a $50 non-compliance fee for each subsequent infraction.

• **Hosts remain responsible for the behavior of their guests at all times and are responsible for explaining all applicable policies to their guests**.