

# Department of Residence Life

## *Community Living Guide*

### *Revised August 2019*

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## **Introduction**

Welcome to Residence Life at the University of Illinois Springfield! This handbook has been put together to help you navigate your home at UIS. This information should enable you to best experience life as a resident at UIS this academic year. The Residence Life staff is dedicated and committed to providing you with a safe, clean living environment and developing an informed, responsible community. For questions not answered here, please contact your Resident Assistant or Resident Director; or visit, call, or email the Department of Residence Life in the Homer Butler Commons.

### **Department of Residence Life Office**

University of Illinois at Springfield  
One University Plaza MS HBC1  
Springfield, Illinois 62703  
Phone: (217) 206-6190  
Fax: (217) 206-7821  
Email: [reslife@uis.edu](mailto:reslife@uis.edu) URL: [www.uis.edu/residencelife](http://www.uis.edu/residencelife)

### **Lincoln Residence Hall Front Desk**

Phone: (217) 206-6200

### **Founders Residence Hall Front Desk**

Phone: (217) 206-8474

## **Residence Life Staff**

The Residence Life staff is here to answer your questions and assist you in making the on campus living safe and comfortable. We are here to provide you with growth and development opportunities as you pursue your degree. You are encouraged to get to know the staff and know they are each a partner in your academic and personal development.

### **1. Resident Assistants (RAs)**

A team of RAs resides in each community with Residence Life including the apartments, townhouses, and residence halls. Your RA can be one of the most important people you will interact with at UIS. The RAs have been selected because of their leadership ability, interpersonal skills, positive attitudes, and judgment. Your RAs are experienced residents and students who act as your community builder, role model, problem solver, helper, and advocate. The RA's role is to provide support for your academic success and to be a mentor for you while living on-campus with Residence Life.

Your RA is an excellent resource and can be called upon to discuss feelings of homesickness, roommate concerns, academic questions, or inquiries about campus involvement. An RA is on call (RAOC) every night to support your residential community. They can assist you with noise complaints, lock-outs, fire alarms, or dealing with roommate conflicts. To contact the RA on call, please contact one of the following:

- Lincoln Residence Hall RA On-Call (217) 306-2903
- Founders Residence Hall RA On-Call (217) 306-2905
- West Campus Townhouses RA On-Call (217) 306-2907
- East Campus Apartments RA On-Call (217) 306-2909

- If the RAOC cannot be reached at the numbers listed above, please contact the RAOC via the UIS Police Department at the non-emergency number 206-6690; or during regular business hours by calling the Residence Life Office at (217) 206-6190.

## **2. Resident Directors**

Resident Directors (RDs) are full-time professional staff members who reside in Lincoln and Founders Residence Halls, the West Campus Townhomes, and the East Campus Apartments. Resident Director responsibilities include community development, training and supervision of RA staff, intervention in behavioral disturbances, support during emotional crises, and student support and special projects to aid individual student development. Please don't hesitate to set up an appointment with your RD if you have questions or concerns about your living environment - or if you just want to visit!

## **Community Living**

Being a part of a community is a wonderful experience and can provide you with lifelong friends. Living in a community also comes with a variety of responsibilities. The Department of Residence Life encourages community building and positive developmental opportunities.

### **1. The Rights of the Resident**

The following list of rights are what you, your roommates, your suitemates and your neighbors should consider when resolving disputes:

- The right to read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
- The right to sleep without undue disturbance from noise, guests of a roommate, etc.
- The right to expect roommate(s) will respect one's personal belongings.
- The right to a clean environment in which to live.
- The right to free access to one's room and facilities without pressure from a roommate.
- The right to privacy.
- The right to have guests with the expectation guests are to respect the rights of the host's roommate and other residents of the floor and building.
- The right to confront any situation in which they feel their rights are taken away.
- The right to be free of fear and intimidation, physical and emotional.
- The right to expect reasonable cooperation in the use of shared appliances.

### **2. Roommate Agreements**

All residents are expected to complete a roommate agreement form with their roommate(s) at the beginning of the semester, and at each time a roommate switch occurs. These forms establish an open line of communication between roommates and allow you to talk through expectations of each other. Should a roommate disagreement ever come up throughout the year, Residence Life staff will use the Roommate Agreement Form to help mediating a conversation among roommates and work toward achieving a resolution to the conflict.

### **3. Conflict and Mediation**

Residents are expected to respect and openly communicate with their roommates/suitemates/neighbors. The best way to avoid a conflict is to speak openly, honestly, directly, and immediately to the person(s) involved.

The Department of Residence Life expects you to attempt to talk to your roommates, suitemates and neighbors to resolve conflicts and deal with issues and concerns first. We are happy to mediate a conflict if the initial conversation does not serve effectively. Please note if a relationship ends with one party moving away, it is usually the reporting party whom moves spaces. If the situation is entirely an interpersonal problem, the Department of Residence Life will not allow a resident to force out another. Room Reassignment requests must be filed with the area RD.

#### **4. Noise**

Noise levels in and around our communities are expected to be moderate and conducive to a positive academic learning environment. Residents have a right to sleep and study free from undue interference in their living spaces. Roommates, suitemates and neighbors should reach a general agreement about acceptable noise levels to prevent conflict. If you are having difficulty with a suitemate or neighbors regarding noise, please attempt to talk to all suitemates and/or neighbors and resolve the problem. If you have further problems, you should contact your RA or call the RA on Call.

## **Services and Amenities**

The Department of Residence Life strives to provide excellent service to our students. Please contact your RD if you have questions about the amenities and services listed below.

#### **1. Apartments and Townhomes**

The Apartments and Townhouses come fully furnished with dining and living room furniture, a bed, dresser, and a desk in each bedroom. You have wireless internet coverage, campus cable, electric, heat, water, and sewer included in your housing rate. Dishwashers are provided in all townhouse units and renovated apartments. Each court has a laundry, recycling and trash facility near your unit.

#### **2. Residence Halls**

The Residence Halls come with fully furnished bedrooms, which include a bed, desk, and dresser. The residential wings of the buildings are secured 24-hours a day and require a swiped iCard to obtain access. You have wireless internet and campus cable in your room. There are laundry facilities on each floor of Founders and in each wing of Lincoln.

#### **3. Communication**

The Department of Residence Life will only contact you via your UIS email account. The Residence Life Office delivers important information to your student email account regarding entries, emergencies, packages, events and activities. Be sure to check your UIS email regularly to stay up-to-date on important announcements related to your UIS experience.

#### **4. Internet Connections and Email**

Internet service is part of each student's housing fees. Every bedroom on campus is wired for connection to the Campus Data Network, additionally UISWiFi is accessible in all units. Residents who wish to access internet using hard line connections must provide their own Ethernet cable. UISWiFi is available to anyone who has a valid UIS Network ID.

For more information or to report a problem with your internet service, visit the ITS website: <http://www.uis.edu/ITS/> Technical assistance is available at the ITS Desk at 6-7357.

## 5. Garbage and Recycling Service

The Department of Residence Life supports the mission for environmental sustainability. Recycling containers are provided within all housing areas. Residents are highly encouraged to be a positive global citizen and take a few minutes each day to help reduce personal waste and recycle.

## 6. Meal Plans

UIS offers several meal plan options to our residents. Residence Hall residents are required to purchase one of three offered meal plans because there are no cooking facilities in the halls. Apartment and Townhouse residents have the option of a smaller apartment meal plan or residents not part of a residential requirement may choose not to have a meal plan because their units are equipped with kitchens. To learn more about your meal plan options, please go to: <http://www.uis.edu/foodservice/mealplans>.

## 7. Mail and Package Pick Up

All campus residents are assigned a mailbox near your living area. Please have all of your mail addressed as follows:

### Apartment/Townhouse Mailing Addresses

(Your name)

#### Street Name Court Name

Apt. # Springfield

IL 62703

\*see next page for Street Names

### Lincoln Residence Hall Mailing Address

(Your name) LRH, Mailbox

# 2160 Vachel Lindsay Drive

Springfield, IL 62703

### Founders Residence Hall Mailing Address

(Your name) Founders, Mailbox

# 4800 Eliza Farnham Drive

Springfield, IL 62703

Misdirected mail should be returned to the front desk. You will be notified via email whenever a package arrives for you. Packages for Lincoln residents can be picked up at the LRH Front Desk, Founders residents can go to the FRH Front Desk, and Townhouse/Apartment residents can go to the Residence Life Office within the Homer Butler Commons. Please be prepared to show your UIS iCard, or other picture identification, when picking up your package.

When moving out, a change of address card should be filled out to ensure mail is delivered to the appropriate address. The Department of Residence Life will not forward mail.

## 8. Mass Transit

Alternative transportation is available in the Springfield area. Springfield provides mass transit in the form of Abraham Lincoln Capital Airport, Amtrak, Greyhound, and the Springfield Mass Transit bus system. The Division of Student Affairs offers a weekly shuttle to local shopping districts and a shuttle to and from the Amtrak station before and after each break.

## **Recreational Amenities**

### **1. Lincoln Residence Hall**

Lincoln recreation areas feature the Great Room with fireplace and a large meeting room. Sports equipment and board games are available for check out at the front desk.

\*To reserve spaces in LRH, please contact the Residence Life Office.

### **2. Founders Hall**

Founders Hall features a lounge area with a television and fireplace in the main lobby. Sports equipment and board games are available for check out at the front desk. Founders Hall is also home to two academic classrooms and the Student Affairs Office.

\*To reserve a Founders Hall Classroom please contact Janice Marvel at [jmarv1@uis.edu](mailto:jmarv1@uis.edu).

### **3. Homer L. Butler Commons (HBC)**

Homer L. Butler Commons is the hub of Residence Life and home to our main office. HCB is the site of social functions, club meetings, and other activities sponsored by student clubs and organizations. In addition to the Residence Life Office, the Homer Butler Commons includes a lounge, kitchen, and two smart conference rooms. \*To reserve spaces in LRH, please contact the Residence Life Office.

### **4. Foxglove 12**

Foxglove 12 houses the Resident Housing Association office and is available as a study or programming space. There is a kitchen and living room available for student use during posted hours.

### **5. Outdoor Recreation Areas**

Residents living with Residence Life have several areas for outdoor recreation available to them. Residents have access to two outdoor basketball courts, two sand volleyball courts, a softball diamond, cricket field, tennis courts, the UIS Pond, and a bike/walking path. Please note that fishing, but not swimming, is permitted at the campus pond. Fishers must be properly licensed with the state of Illinois.

## **Getting Involved: Resident Housing Association (RHA)**

RHA is a student organization led by residents of our communities. RHA consists of an elected board, area Community Councils, and a General Assembly. Any residents who would like to get involved and help plan programs; become a student leader; or serve as an advocate for student ideas, feedback and concerns is asked to participate. Your RA can tell you how!

# **Personal Well-Being**

## **1. Missing Persons**

If you do not see your roommate for an unusual length of time and become concerned, please contact your RA, the RAOC, your RD or the Residence Life Office at (217) 206-6190. Professional Residence Life Staff will investigate and contact parents, emergency contacts, and police as necessary.

## **2. Students with Disabilities**

If you have particular needs for your living environment, please visit the Office of Disability Services in the Human Services Building (HRB 80) for specialized assistance. Accessible and/or adaptable living conditions are available in every community and all fire alarm systems have both audio and visual alarm signals. Residents are strongly encouraged to disclose their need at the time of application or upon origination of need in order to be properly assigned to the most appropriate space. Requests for accommodations will be verified through the Office of Disability Services and then Residence Life will make reasonable accommodations.

## **3. Transgender Inclusive Statement**

The Department of Residence Life is committed to providing a safe and comfortable living environment for all students, including those whose gender identity and/or expression differs from the sex assigned to them at birth. Residence Life respects and affirms a student's gender identity and/or expression, prioritizes our student's physical and emotional safety, and will find the best match between the student's needs and the options available. Students seeking additional support in the University environment should contact the Office of Gender and Sexuality Student Services. When Gender Inclusive Housing is needed, please follow the specific instructions listed on the Residence Life [Gender Inclusive Housing website](#).

# **Maintenance Services**

Students are responsible for the cleaning of their own private bathrooms as well as purchasing their own cleaning supplies. Recommended Maintenance and Cleaning Supplies for which each student should plan with their roommate in purchasing:

- Toilet Plunger
- Toilet Cleaner
- Toilet Brush
- Vacuum
- Broom
- Mop
- Light Bulbs
- Glass cleaner
- Surface cleaner
- Oven cleaner
- Sponges
- rags/towels
- bucket
- Bleach
- gloves

## **1. Maintenance Service Requests (Work Orders)**

All maintenance requests should be reported to the Department of Residence Life using the work order submission portal at [go.uis.edu/schooldude](http://go.uis.edu/schooldude). Always give your specific location and a detailed description of the problem. Residents are responsible for entering their own work orders, to best communicate the specific issue and for future communications about the reported issue.

Work order requests are prioritized on a daily basis and assigned to trades staff. As the number of requests received on a daily basis can vary, response time and correction will also vary. There are times when an item may take longer to correct than UIS Residence Life would like. This can be due to limited availability of staff, an urgent issue arising on campus pulling staff away from a work order item or the need to coordinate multiple trades to address a problem. Routine maintenance service is provided to residents without charge unless repairs and/or damages are the direct result of resident (or their guest's) negligence or irresponsible behavior. No charges will be issued for repairs which arise from ordinary wear and tear. Charges for repairs to damages due to negligence and/or vandalism will include labor, materials and an administrative handling fee.

Residence Life Facilities personnel work Monday-Friday 8:00am to 4:00pm except designated state and federal holidays or official University closures. Emergency maintenance/facilities issues should be reported directly to the Residence Life Central Office (6-6190) or by calling the Resident Assistant On Call (RAOC) in your area. Emergency situations will take precedence over minor or routine problems. If emergency maintenance problems arise when facilities personnel are not available, the RAOC will assess your problem and determine if an immediate solution needs to be applied. The RAOC will contact appropriate staff to resolve the problem.

Maintenance emergencies are typically defined as, but not limited to: No electrical power in the entire room, apartment or townhouse; No water service in the entire building, apartment or townhouse; No heat in the entire building, apartment or townhouse when the outside temperature is below 50 degrees Fahrenheit (as reported by the Weather Channel for the 62703 area); No air conditioning in the entire building, apartment or townhouse when the outside temperature is above 90 degrees Fahrenheit (as reported by the Weather Channel for the 62703 area); Flowing water from broken pipes causing area(s) to be flooded; Toilet clog and/or backup (and cannot be cleared by plunging) when no other toilet is available; Other plumbing related disasters; The existence of an unsafe condition such as electric shock hazard or broken window with missing glass.

## **2. Light Bulbs**

Should your light bulb burn out from normal use, submit a work order as instructed in the previous section for your light bulb to be replaced and Facilities staff will take care of this. The Residence Life Office maintenance staff will change fluorescent, appliance, specialty, vaulted-ceiling fixtures (West Campus Townhouses), and residence hall ceiling fixture light bulbs for you in your apartment, room, or bathroom. Always give your specific location and a detailed description of the problem.

## **3. Window Screens**

Window screens are a safety, security and pest control device. Do not remove your screens except to clean them. If you need assistance to replace them, please report your need as a work order as instructed in the previous section. Do not use your windows as means of entry

and exit except during an emergency situation. Damaged screens and/or windows will be assessed to the occupants whom are assigned to the space.

#### **4. Plumbing Items**

Problems may occur if the sink, commode, or bathtub is used improperly. It is highly recommended to avoid clogs, slow drainage and/or damage, to follow these basic rules of use:

- Do not place large food items or non-food items in garbage disposal.
- Do not pour grease, oil, sand, dirt or rocks down the drain.
- Do not empty fish tank gravel down sink/tub drains or the toilet.
- Do not use drain cleaning products (such as Draino) to address a clog on your own.
- Do not use bowl coloring and cleaning agents (such as TidyBowl).
- Do not use dish washing liquid in the dishwasher; use dish detergent.
- Do not continue to flush a toilet which is already clogged causing water to overflow.
- Do not attempt to administer your own plumbing solution outside of a plunger.
- Do not discard feminine products in the toilet (regardless if it is dissolvable).
- Do use a strainer or trap when showering to collect hair.
- Do run water when using the garbage disposal.

If your sink, tub, or toilet becomes clogged and you are not able to “clear” the problem, please report the issue using the SchoolDude work order portal. Any plumbing issue found where there was vandalism, neglect, or misuse may incur a charge. Please dispose of trash related items in your waste cans as the drains in your apartment are not substitutes for bulk waste removal.

## **Personal Safety and Your Living Space**

### **1. Stolen Property**

The Office of Residence Life staff cannot guarantee the safe keeping of your valuables. The University is not responsible for any of your property that is lost or stolen. Please put away valuables and keep your door locked while you are out. If theft does occur, contact your RA and the UIS Police (217) 206-6690 to file reports.

### **2. Renter’s Insurance**

The University assumes no responsibility for the loss or damage of resident’s possessions in University Housing and the university cannot replace or repay residents for fire/water damage, electrical irregularities, appliance failures, etc. You are, therefore, encouraged to consider purchasing renter’s insurance, particularly if you will be bringing your own furniture or expensive appliances such as a computer, TV or stereo. Renters insurance is widely available and is fairly inexpensive. The Residence Life Office has information on a renter’s insurance program specifically for students. Students covered under their parent’s homeowner’s insurance may not need renter’s insurance. We strongly suggest that you check with your insurance agent to find out if you are covered while living on campus.

### **3. Code Blue Phones**

Code blue phones located throughout campus add to the coverage provided by the UIS Police. These provide immediate direct access to campus police dispatchers, and can be used for all legitimate contact with the police. However, pranks involving the code blue phones are equivalent to making a false 911 call, and tampering or vandalism to the phones interferes with public safety.

### **4. Fire Extinguishers and Other Fire-Safety Devices**

Every residence is equipped with fire extinguishers. Fire extinguishers should be used only for their intended purpose and should not be removed from their assigned location.

Residents should check their fire extinguisher occasionally to ensure that it is properly charged. Inadequately charged fire extinguishers should be reported as work orders. Tampering with fire safety extinguishers, smoke detectors, or other fire-safety devices is considered a direct violation of the Housing Terms and Conditions that will lead to disciplinary action that may include suspension, expulsion, a fine, and applicable repair charges. Please note also that individuals who cause false fire alarms are subject to criminal penalties, as well as University disciplinary action that may include suspension, expulsion, a fine, and repair charges.

### **5. Transportation to the Hospital**

The Division of Student Affairs provides transportation to and from the hospital or prompt care facility by contracting with a local cab company should students be unable to get transportation to the hospital but are not in a severe enough medical state to require transportation by ambulance. Students desiring this service should make contact with a member of the Residence Life staff who can work with the Administrator on Call to provide a voucher for this service.

### **6. Contagious Disease and Other Personal Health Issues**

Residents who become infected with an infectious or contagious disease that is deemed hazardous to other campus residents may be quarantined to their room or temporarily removed from campus housing until the Residence Life Administration receives proper authorization that it is no longer hazardous for that resident to return to living in campus housing.

# **Department of Residence Life Policies**

Revised November 2019

This publication has been provided to our on-campus residents at the University of Illinois Springfield by the Department of Residence Life. The purpose is to help you understand the policies which each on-campus resident expected to abide by to create inclusive communities. It should be used in conjunction with the Student Handbook published by the UIS Dean of Students' Office, as well as the University of Illinois Springfield Undergraduate/Graduate Catalog published by the Division of Academic Affairs.

## [University of Illinois Non-Discrimination Statement](#)

### **1. On-Campus Housing Eligibility**

All UIS students are encouraged to live on-campus with Residence Life, as research shows living on-campus is the strongest indicator of connection and success for each student.

### **2. First Year (30 credits or less) and Second Year (31-60 credits) Students**

First year and second year students, including transfers, are expected to live on-campus if their permanent home address is farther than 40 miles from campus and they have obtained less than 60 UIS recognized credits.

### **3. Transfer and Graduate Students**

Transfer and graduate students who are enrolled in a degree seeking program at UIS, and carry at least 8 credit hours each semester (4 credit hours in the summer) are eligible to live on-campus. If you are a transfer student with fewer than 60 UIS recognized credits, please refer to the above section on first year and second year student requirements.

All residents must maintain 8 credit hours per semester and stay in good conduct standing with the Dean of Students office to maintain their eligibility for on-campus housing. Should any student drop below 8 credit hours each semester (other than summer) they are expected to email [reslife@uis.edu](mailto:reslife@uis.edu) with this information, to seek written permission from the Director of Residence Life to remain in their Housing Contract.

### **4. Students with Families**

Family Housing is available to enrolled students who will be residing with their legal spouse, domestic partner, and/or legally dependent children under 18 years of age. If both partners are students, one must maintain at least 8 credit hours each semester (4 credit hours in the summer). The contracted resident is responsible for the payment and terms of their Housing Contract. Spouse or partner of primary contracted student resident must submit to a background investigation at applicant at the expense of the contracted student resident.

Family Housing residents must provide the Department of Residence Life with the name(s), social security number(s), date(s) of birth, and relationship to the student of each family member who resides with them, as well as proof of marriage, partnership or copy of birth certificate and/or guardianship prior to move-in. Lack of documentation on file will impact the ability of the non-student(s) (spouse, partner, or child) to request work orders, borrow keys, etc. and may indicate illegal occupancy. In family housing, one set of keys will be issued to each person signing our Housing Contract. Students with dependent children may request in writing up to 2 additional sets of keys to be used by their children over the age of 12.

### **5. Interns**

The Department of Residence Life offers housing to students who are serving internships or fellowships with Springfield area companies and/or government agencies. To be eligible, interns must be at least 18 years old and involved in a formal, educationally-oriented internship (proof required).

Intern housing is available as space permits during the regular academic sessions. Office of Residence Life Policies

## **Office of Residence Life: Policies**

UIS Residents are responsible for reading and understanding the policies set forth in this document as well as the Residence Life Housing Terms and Conditions. These are the rules and responsibilities you agree to live and abide by when you sign our Housing Contract.

### **1. Air Conditioning**

- a. Air Conditioning Usage: Running the air conditioning with windows and/or doors open is not permitted. Residents doing so may be subject to a fine and/or disciplinary action.

### **2. Alcohol**

(Refer to the [UIS Student Conduct Code](#) for a complete list of University policies regarding alcohol.)

- a. Location: Alcohol is not permitted in the following areas: Lincoln Residence Hall, Founders Residence Hall and Pennyroyal Court of West Campus Townhomes. Alcohol is permitted in Marigold Court, Foxglove Court, Trillium Court of West Campus Townhomes and East Campus Apartments for those residents who are of legal drinking age (21 years of age or older), provided the following guidelines are met.
- b. Consumption: In areas where alcohol is permitted on campus, alcohol may not be consumed in the presence (same room or common area) as someone who is under 21. If there is anyone under 21 years old present in the room, those consuming would be in violation of the policy. Alcohol may not be consumed outside of apartments and townhomes, on balconies/patios/decks or in other public areas.
- c. Storage: In areas where alcohol is permitted and when all residents are of legal drinking age (21 years of age or older), alcohol may be stored in individual bedrooms, cabinets, or refrigerators. In areas where alcohol is permitted but not all residents are of legal drinking age (21 years of age or older), alcohol may not be stored in any visible community locations, such as the counter top, top of cupboards or top of refrigerator. Empty alcohol containers must be disposed of immediately, and not displayed outside of refrigerator and cabinets.

### **3. Behavior**

- a. Horseplay, rough-housing, etc. are not allowed inside residential facilities and sports should occur in designated recreational areas.

### **4. Children**

- a. Family Housing
  - i. Appropriate Play Areas: Children may play in our playgrounds; available East Campus; not in hallways, laundry rooms, parking lots, or streets.
  - ii. Supervision: Children must be accompanied to and from bus stops. A parent/guardian is required to be on site while children are participating in programs. Additionally, children under the age of 12 years old must always be accompanied by an assigned adult.

*Mandated Reporting: We are required to report unattended children or children who are in situations beyond their level of maturity and physical or mental abilities to appropriate authorities.*

### **5. Decorations**

- a. Safety: Decorations must be nonflammable and should not hinder exits.
- b. Damage/Alterations: Decorations must not damage walls, floors, furniture, doors or woodwork. Alterations to your room, apartment, building or the surrounding grounds are not permitted. Painting of rooms or furniture is not permitted.
- c. Hanging Decorations: Window decorations are prohibited on the outside of the windows. Nothing may be hung from the ceiling.

- d. Lights: String lights meant for outdoor use should not be used indoors. Students may have string lights indoors, but they should be the indoor use lights, and the cool touch variety. Cool touch mini- lights (decorative or novelty string lights) are permitted, following manufacturer's recommendations.
- e. Misc.: Road signs, traffic cones and emergency lights are not permitted in rooms or apartments without proof of ownership. Outdoor decorations are permitted so long as they are well-maintained by the resident and do not interfere with walkways, entrances, facilities maintenance, or landscaping. Only artificial holiday trees are permitted within the residential spaces.

## 6. Drugs and Other Intoxicating Substances

(Refer to the [UIS Student Conduct Code](#) for our complete policy.)

- a. Dealing: Residents whom are reported of dealing drugs will be reported to UIS Police, as well as be documented and subject to disciplinary action. Students found responsible for dealing will have their Housing Contract terminated.
- b. Marijuana is not permitted in any residential facility.

## 7. Fire Safety and Equipment

- a. Vacating Buildings: Residents are required to vacate immediately whenever the fire alarm sounds. Failure to do so will result in criminal charges and/or disciplinary action.
- b. Causing False Alarms: Activating or tampering with fire safety equipment and/or intentionally causing false fire alarms is a violation of Federal and State laws, and may result in criminal charges, fines, disciplinary action and/or termination of a resident's Housing Contract with Residence Life.
- c. Tampering: Tampering includes but is not limited to removing the cover of the smoke detector, removing the batteries, disabling the unit, decorating the unit or covering the unit.

## 8. Grounds

- a. Trash: All trash should be placed inside the dumpsters (Apartments and Townhomes) or trash receptacles inside the trash rooms (Residence Halls). Close dumpster lids when finished. Clean up any trash or substance dropped. Do not store trash on balconies, decks or patios.
- b. Responsibility: The University is not responsible for any loss or damage to articles left unattended.

## 9. Guests & Visitation

- a. General Guest
  - i. Guest Definition: A person is considered a guest if they are not a resident of the particular room, floor or building they are in.
  - ii. Guest Permission Parameters: Residents are permitted guests within the following parameters:
    - 1. Permission must be granted by the roommate(s) for a guest to be present. A resident may declare the room/common space off limits to guests.
    - 2. Guests must be accompanied at all times. Unescorted guests will be required to leave the room, floor or building immediately.
    - 3. Guests must possess UIS ID or a valid government-issued ID (Driver's License, State ID Card, Military ID or Passport).
    - 4. Individuals who have been banned from the University or Residence Life are not permitted as guests.
  - iii. Guest Registration: Residents must check-in guests at their respective FrontDesk.
  - iv. Guest Behavior: Residents are responsible for the behavior of their guests at all times.
    - 1. Residents are responsible for damages caused by guests.
    - 2. Guests who are also UIS students may be charged for damages individually and are still accountable for the UIS Student Conduct Code.

- v. Keys: Residents may not loan any person their assigned key.
- b. Overnight Guests
  - i. University Housing reserves the right to ban guests who fail to comply with this policy.
    - 1. Roommate Permission: Prior permission for overnight guests must be obtained from roommate(s).
    - 2. Juveniles: Prior permission for guests under the age of 18 must be obtained from the Residence Director.
    - 3. Duration: Guests, regardless of who their host is, are not allowed to visit for longer than 72 hours or three consecutive nights, in a two week.
  - ii. Visitation
    - 1. Privileges: Residence Life reserves the right to alter visitation privileges. This may include changing visitation hours or access during breaks or declaring certain spaces off-limits.

## 10. Identification

- a. Proper Identification: Proper identification must be presented upon request. If a student, the UIS iCard must be presented. Guests may present a UIS iCard or a valid government-issued ID (Driver's License, State ID Card, Military ID or Passport).
- b. Misuse or Misrepresentation: Students and/or Guest may not misuse their identification, nor misrepresent their identification when identification is requested.

## 11. Keys

- a. Number of Keys: Single residents receive one set of keys. Two keys are issued to married couples, domestic partners, or families who have children age 13 or older, and a mailbox key.
- b. Copies: Copies or duplication of UIS keys is prohibited.
- c. Loaning Keys: Residents must not loan any person their assigned key.
- d. Accidental Lock Outs: Residents who lock themselves out of a room/apartment/townhome will be assessed a fee for staff unlocking the door. Lockout charges will be billed to the student's account:
  - i. Resident can incur a \$50 charge for lockout service requested from DRL staff, for requests deemed repetitive or excessive (5 or more times per semester).
  - ii. This charge is assessed once per semester
- e. Lost Keys/Re-Cores: Residents who lose keys must report the loss immediately to their Resident Director, in person or via email. If assistance is needed in finding Resident Director go to your Front Desk (LRH and FRH) and HCOM (Apartment and Townhomes). If the Front Desk or HCOM is closed, the resident may contact the Resident Assistant On-Call.
  - i. Re-Core Charges, Residence Halls:
    - 1. Bedroom Door: \$50.00
    - 2. Bathroom Door and Bedroom Door: \$65.00
    - 3. Mailbox, Bathroom Door and Bedroom Door: \$80.00
  - ii. Re-Core Charges, Apartments and Townhomes:
    - 1. Front Door: \$50.00
    - 2. Bedroom Door and Front Door: \$65.00
    - 3. Mailbox, Bedroom Door and Front Door: \$80.00
  - iii. Re-Core Cancellations: Once a re-core is called into Facilities it may not be canceled.

## 12. Noise

- a. Noise: Noise can be of concern in any community living environment, but common courtesy and good communication among neighbors can help to prevent major problems. Residents can expect to hear some sounds from neighbors. Residents may use rugs to help muffle the noise they produce. Unresolved noise issues may be addressed by Residence Life staff. Any prolonged or excessive noise or disturbance which interferes with the rights, comfort or convenience of other residents will be considered a violation of your contract. Repeated noise violations may result in cancellation of your Housing Contract without refund.

- b. Courtesy Hours: "Courtesy Hours" are in effect at all times. This means residents are expected to act with courtesy at all times in regards to noise. Additional noise restrictions are imposed during "Quiet Hours", below. During "Courtesy Hours", residents are expected to:
  - i. Noise from Within Room/Apartment/Townhome: Refrain from making noise which can be heard more than two doors down the hallway in residence halls, between floors, or outside apartments and townhomes.
  - ii. Noise from Outside Room/Apartment/Townhome: Avoid excessive noise in the hallway, commons area or outside the building.
  - iii. Designated Quiet Zones: Understand that residential areas are designated quiet zones. Students should refrain from shouting, singing, chanting or otherwise creating a disturbance inside or outside the facilities, including amplified sound from vehicles.
- c. Quiet Hours: "Quiet Hours" are in effect 12:00 a.m. – 8:00 a.m. daily. "Quiet Hours" have more stringent requirements where noise should not be heard outside the room, apartment, townhome or from groups of people in or around housing units. "Quiet Hours" may be adjusted during finals and the week prior to finals, as well as at the discretion of Residence Life.

### **13. Non-Compliance**

- a. Residents and their guests are expected to respond to all reasonable directives, written or verbal, from University staff members. Students and guests must not interfere with the performance of any duties of University staff members. This includes providing proof of identity when asked. Any verbal abuse, harassment, or intimidation of staff will be documented and subject to disciplinary action.

### **14. Parties/Multiple Individual Gatherings**

- a. Apartments and Townhouses may not exceed 16 total individuals present at one time and Residence Hall rooms may not exceed 8 total individuals present at one time; as designated as Fire Code regulations, and regulated by the State of Illinois Fire Marshal. If there are more individuals present in a space at one time, residents and guests will be asked to immediately disband from the space. Please note all individuals whom are present will be documented and subject to disciplinary action.

### **15. Patios, Decks, Balconies, Lounges, and Lobbies**

- a. Furniture: Furniture from these areas is not to be taken into student rooms or from the floor/building.
- b. Activities: Activities in these areas may not interfere with the normal operation of the front desk or facility.
- c. Posted Signage: Residents/guests are expected to follow signage posted by staff, i.e. capacity, noise, etc.
- d. Hours: Residence Life reserves the right to designate hours for these areas.
- e. Clean Up: Residents/guests are responsible for cleaning up after themselves when using these areas.
- f. Storage: Items may not be stored in lounges, lobbies, community kitchens, and community areas. Personal items on decks, balconies or patios may not interfere with emergency exit, access panels, utility closets or landscaping.

### **16. Prohibited Items**

- a. Right to Restrict Items: Residence Life reserves the right to limit or restrict items allowed on campus. Restricted items found on campus will be confiscated. Additional disciplinary action may be taken.
- b. Prohibited/Permitted Items: Unless otherwise stated, the items below are not permitted in any on- campus space. Additional items may be added or restricted at the discretion of Residence Life.
  - i. Climate Control: air conditioners and heaters

- ii. Cooking:
  - 1. Prohibited Items:
    - a. deep fryers
    - b. electric skillets
    - c. propane grills (charcoal grills may be used at least 15 feet away from any building)
    - d. charcoal briquettes (inside or within 15 feet of any building)
    - e. hot plates and hot pots
    - f. stoves (propane, butane, kerosene, etc.)
    - g. toasters or any item with an exposed coil or heating element (toasters are allowed in apartments and townhomes with a kitchen)
    - h. NuWave ovens and cooktops
  - 2. Permitted Items:
    - a. George Foreman type grills and Panini Presses without exposed heating coils or elements
    - b. One microwave per room is preferred, with a maximum of two per room allowed. There are no restrictions on wattage.
    - c. One refrigerator per residence hall room or apartment bedroom is preferred, with a maximum of two per residence hall room and one per apartment resident allowed. Refrigerators may be no more than 3.2 cubic feet.
- iii. Connectivity: antennas, satellite dishes, short-wave radio transmitting equipment, splitters and wireless routers
- iv. Incendiary: candles or anything with a wick, wax warmers, incense, fog and smoke machines (within the building), combustible materials and flammable liquids; including but not limited to: liquid lighter fluid, kerosene, engine fluid, solvents, gasoline and diesel fuel
- v. Lighting: black lights, halogen lamps, lava lamps, oil lamps and strobe lights
- vi. Miscellaneous: subwoofers, waterbeds and water pillows, excessive trash, empty beverage containers, washers/dryers, storage sheds, pools, playground equipment, non-university locks or latches, live trees, flower beds, gardens, non-provided dishwashers, contact paper.
- vii. Pets: University policy does not permit any pets from residents or visitors unless otherwise listed below. Violation of this policy will result in immediate removal of the pet and may jeopardize the residents' residency. Allowed pets are listed below.
  - 1. Pets permitted in residence halls, apartments and townhomes
    - a. Fish are the only pets permitted.
    - b. Max of 10 gallons in Residence Halls, 20 gallons in Apartments.
    - c. Fish must be taken home over extended breaks. Fish tanks must be emptied and cleaned prior to departing for break.

## 17. Solicitation

(Please see the UIS Public Relations website for [How to Promote On Campus Events](#))

- a. Solicitation, Canvassing & Campaigning: Door to door sales and canvassing are not permitted in our residential communities. Children of family residents may request approval for fundraising; Student Government Candidates and Political Candidates are given specific campaign guidelines for on-campus residential communities.
- b. Posting: All postings must be approved by the Office of Residence Life and comply with our full Posting, Solicitation, and Distributions Policies.
- c. Operating a Business: Residents are not permitted to operate a business from their residence hall, townhome or apartment or elsewhere within Residence Life.

## 18. Tobacco Free Campus

(Refer to the [UIS Tobacco Free Campus Policy](#) for our complete policy.)

## 19. Transportation

- a. Transportation refers to motor vehicles, bicycles, scooters, skateboards, roller blades, roller skates, hover boards, etc. Residence Life reserves the right to make changes to this list and add additional items.
- b. Storage:
  - i. Bicycles: You may store bicycles on outside bicycle racks, in your room/apartment/townhome, with approval from roommate(s). They may not be hung from the ceiling, chained to buildings, fences or trees or left on lawns or in common areas. Lock your bicycles when storing them outside. Bicycle racks will be periodically cleaned out. Residents will be notified to remove unused items.
  - ii. Motorcycles and Scooters: Motorcycles or scooters, including electric scooters, are not permitted inside the building.
  - iii. Trailers, Boats, Campers and Motorhomes: On-campus storage of boats, trailers, campers and motor-homes is not permitted.
- c. Riding:
  - i. In Buildings: With the exception of accessibility devices or equipment, riding is prohibited inside buildings.
- d. Restrictions:
  - i. Hover boards: Hover boards are not permitted in any residential facilities.
- e. Registration of Non-Vehicular Transportation: Residents are strongly encouraged to register their bicycles with the UIS Police Department at the time which they bring the bicycle on-campus.

## 20. Weapons and Projectiles

(Refer to the [UIS Weapons Possession Policy](#) for our complete policy.)

- a. The use and possession of firearms, fireworks, BB guns, pellet guns, air guns, paint ball guns, stun guns, potato guns, bows and arrows, slingshots, water cannons, knives, swords, switchblades, machetes, throwing stars, bombs, nun chucks, items that imitate weapons, or other devices containing an explosive or caustic substance is prohibited by the University and the Department of Residence Life. Fixed blade knives over 3 inches long, excluding kitchen knives, are not permitted.

## 21. Windows, Balconies/Patios/Decks, Awnings, and Roofs

- a. Storage: Residents may not store any items on patios, decks or balconies, in hallways or walkways, stairs. Residents with patios, decks or balconies may have patio furniture on their patio or balcony.
- b. Fines: If University personnel must remove residents' items from hallways or walkways, the residents will be fined an assessment per item. If we are unable to identify a particular resident, each apartment or townhome may be charged.
- c. Discarding Property: Items left on lawns, sidewalks, blocking doors or in public areas may be removed and held for a period of 24 hours, after which time they will be discarded.
- d. Unsafe Activities:
  - i. Screens: Residents may not remove screens from any window.
  - ii. Balconies: Residents may not walk, sit, lean, climb or straddle railings on balconies or decks.
  - iii. Window Locks: Residents may not tamper with window locks or security mechanisms.

# **Department of Residence Life: Procedures and Processes**

*(Revised August 2019)*

## **1. Moving In, Moving Around and Moving Out**

Students moving into the Residence Halls during Fall Move-In will first check in to let Residence Life staff know that they have arrived and are ready to move in. Students will have access to unpack their vehicle from the parking lot. Assistance by the welcome crew will be available to help during move in. Instructions for getting assistance will be given during the check in process.

Students will meet a representative from the Residence Life Staff who will have you review and sign your room/apartment condition inventory. Students will receive an inventory form to mark the condition of their space and furnishings at move in, as well as key information for your room and mailbox. Students will meet new roommates, housemates, or suitemates and will also be given an invitation to Welcome Week Events.

The Residence Life Office prepares for new residents by thoroughly cleaning the personal living space assigned to the new resident. When moving in, residents should check and document their living units thoroughly for damages, missing items (i.e., window screens, fire extinguishers), or unclean areas. If you find any damages or something that needs attention soon after your check-in, please report it as a work order via the SchoolDude Work Order System ([go.uis.edu/SchoolDude](http://go.uis.edu/SchoolDude)). The problem will be corrected as soon as possible. Your initial survey must be completed in the first 24 hours after you have been in the space, but work orders are welcome at any point throughout the year.

## **2. Room Reassignments**

Each semester, there is a Housing Freeze in place for the first three weeks of the semester in which no Room Reassignment Requests are honored. This allows Residence Life to determine which spaces have openings due to no show students and/or facilities concerns. After the Housing Freeze has ended, residents who wish to move into another campus space must begin their request in writing to their area RD via email found on the website. Requests are approved at the discretion of the RD or Residence Life Administration. Approval of such requests depends upon the situation at hand. Residents who are involved in a roommate dispute will be encouraged to go through a mediation process involving their RA before a reassignment will be considered.

If the University determines that a reassignment is necessary due to personal conflicts between roommates or for medical reasons, the University may set behavioral conditions appropriate for the person(s) involved in order for them to remain in student housing. Room reassignment fees may be assessed in cases of a move due to misconduct or problematic behavior. An administrative room reassignment fee may be assessed. Please consult your RD about possible charges.

## **3. Vacant Spaces**

If your roommate moves out during the school year, you should plan on being assigned a new roommate at any time. Your belongings should be confined to your personal space and personal allotment of common space. Do not use a vacant bedroom for other uses, such as to host guests or for storage. Once these areas (including associated bathrooms) are cleaned by Residence Life personnel, the continuing residents will be charged for the "re-cleaning" of rooms that have been opened.

Serious infractions could result in financial penalty for the additional rooms being occupied to the continuing residents' accounts. Residents who attempt to discourage someone from moving in with them will be subject to disciplinary action which could include additional charges for lost revenue.

#### **4. Residence Hall Singles Buyout**

Opportunities for singles buy-out will be coordinated through the RD based on availability. If you were assigned to a double room but did not have a roommate assigned, you may have the option to buy out the other half of the room, paying the increased fee for a private room (typically prorated). This is handled on a case-by-case basis.

#### **5. Space Consolidations**

Situations may arise that necessitate moving or consolidating residents to accommodate the needs of the residents and/or the Department of Residence Life. Advanced notice will be given to students asked to consolidate. Due to circumstances surrounding the consolidation, advanced notice may only be 24 hours.

#### **6. Break Closings**

The Residence Halls will be closed for Winter Break, Spring Break, and Summer Break; you can find these dates on the Academic Calendar or on the Residence Life Website. Residence Halls will close after the last day of university classes or finals before the break (typically Saturdays at 12 noon).

Any student requesting to stay for any portion of a break must have a housing contract on file for the future semester (fall) or current semester (spring). The apartments and townhouses do not close for Winter or Spring Breaks. We encourage students to plan their breaks well in advance of the closing date. As breaks approach, your RD will email you additional information related to your closing and/or checkouts.

#### **7. Moving Out**

Residents must complete a proper check-out at the time they vacate any student housing unit and any time they move into a different space. Expect a check to take around twenty minutes and plan accordingly. To complete a check-out, the resident must do the following:

If you desire a Traditional Checkout, you must schedule a check-out appointment at least 24 hours in advance of your desired checkout time. At the end of the year, there will be a standardized process for signing up for your checkout; should you need to schedule a checkout appointment throughout the year, please contact your Resident Director.

- Move all personal possessions from the unit prior to the scheduled check-out time. Empty your mailbox before coming to the checkout. Clean and tidy your living space.
- Be present at the scheduled check-out time for a complete inventory of the living unit and of its condition, unless an express checkout is arranged.
- Return all keys issued to you.
- Complete a Change of Address Form, which can be filled out online via the USPS website for by filling out a paper form at any of our three desks.
- If you choose to complete an "Express Checkout", you must get an envelope from the Residence Life Office or your building's front desk and leave your

keys as well as your forwarding information in the envelope. When you do an Express, a staff member will not attend your checkout.

Please note, checking out of your room/apartment during the semester does not withdraw you from classes, from your Housing contract, or from the University and you must ensure to complete each of those processes separately. Likewise, if you withdraw from the University, you must contact the Residence Life Office, complete a contract cancellation request form, and complete a checkout to properly break your Housing contract.

## **8. Assessing Damages Charges**

If we must paint, fix, repair or replace our property because of a resident's negligence or intention, then we will charge that resident for our time, materials and labor to bring our property back to good condition. If anything in your room needs repair, please refer to Maintenance section. The University pays for damages that occur through normal wear and tear; *you are charged for any additional damages*. Financial assessments for replacement or repair of items damaged are based on repair and replacement costs (including labor costs) plus administrative fees. Residents may forfeit deposits and incur additional charges based on damages incurred through their contract period.

Maintenance and repairs will be completed based on the Housing schedule and occupancy of the apartment; this may occur at a future time when deferred maintenance can be completed.

## **9. Property Abandonment**

Any property that is left in a housing unit after contract completion, termination, or cancellation will be classified as "abandoned property". Residents will be charged based on the number and size of items abandoned. Residence Life will hold items for 10 days before disposal of said items. After the 10 days have expired, Residence Life is not responsible for storage or return of any abandoned items.

## **10. Improper Check-Outs**

A proper check-out must be scheduled and performed with a Residence Life staff member, regardless of the time frame of your checkout, to prevent financial and other penalties. If any of the above details are incomplete, the Residence Life Office will charge you a \$50.00 Improper Checkout Fee.

# **Student Conduct Process**

## **1. Student Conduct Process**

Should you be found responsible for violating any University or Residence Life policies, you will be notified via email and will be required to attend a conduct meeting with an appointed hearing officer (usually your Resident Director). Students are offered the right of due process through an educational hearing process which includes an administrative hearing, one level of appeal, and possible sanctions. University campus housing reserves the right to apply educational or monetary sanctions to students who are found responsible for policy violations at the completion of their judicial due process. Educational sanctions may be in the form of community service, online modules, educational papers, peer to peer education, etc. Students that do not complete the sanctions applied to them will be called to another hearing, referred to the Dean of Students' Office, or may have additional sanctions applied. As part of each

student's due process, we offer appeals following administrative conduct hearings.

## **2. Incident Reporting**

Violations that compromise the safety and security of the living environment, result in damages, or that are disrespectful or indecent may be documented in an *Incident Report* and considered for disciplinary action. Any student or resident may document a complaint against a resident based on an alleged violation of the Department of Residence Life or institutional policy by submitting an Incident Report. Incident Reports must be filed with the RD in the area where the incident occurred.

Upon receiving an Incident Report, the RD will contact the resident to discuss the incident in a conduct meeting. Confidentiality is held to the highest regard when addressing resident complaints and incident reports.

## **3. Student Code of Conduct**

Residence Life has the right to review student Code of Conduct issues, and students should familiarize themselves with them. The UIS Student Handbook can be viewed [here](#).

## **4. Financial Difficulty**

Financial aid is available to those who qualify on the basis of need. Students should contact the Financial Assistance Office (UHB) or the Student Accounts Office (PAC) to discuss their specific financial needs. Lack of funds is not an acceptable basis for contract cancellation.

# **Community Standards Processes**

## **1. Cleaning and Safety Inspections**

Cleaning and Safety inspections will occur at least once during each term. Each semester, the Department of Residence Life is required to perform an inspection of the health, welfare, and safety situation in every living unit. Every room of every residential space is entered during this inspection by a team of the area RA and the RD. Residents are provided both verbal and written feedback to this inspection.

- a. The following items will be examined for compliance:
  - i. Clean facilities including, but not limited to kitchen, bathrooms, bedrooms, and common areas; All safety mechanisms, including smoke and particle detectors; Garbage properly stored; Food items are properly sealed and stored; No obstructions of any kind in front of vents and boiler rooms; All residents of the unit are responsible for the conditions of common areas.

## **2. Staff Entry**

The University reserves the right to enter your living unit without notice for purposes of inspections, maintenance, repair, or alteration of University property. The intended entry will be communicated prior to entering the room and/or apartment. University staff is authorized to enter without notice upon proper identification to protect health, safety, or welfare of individuals and to prevent or minimize damage to university property.

## **3. Lockouts**

Residents of Founders and Lincoln Residence Hall are eligible for assistance with lock outs through their area front desks (Monday-Friday from 8am-Midnight) or an RA on Call. Residents of the apartment and townhouse areas are eligible for assistance with lock outs through either

the Central Residence Life Office (Monday-Friday 8:30am-6:30pm) or an RA on Call. A resident must show or verify identification before being provided access to their living space. Lockout keys must be returned within an hour or you will be charged for a re-core of your keys. Five lockouts requiring assistance are free each semester; residents needing assistance more than five times will be charged \$50 for each additional lockout. Fees are charged to student accounts at the end of each semester or at the time of checkout.

#### **4. Tornadoes and Severe Storms**

In the event of a tornado or severe storm, please take shelter immediately. Do not take shelter in your car. Do not go outside to watch the storm. Storms and tornadoes are quick and unpredictable. You are expected to cooperate with all Residence Life Office staff and University Police instructions. Be aware and helpful to mobility impaired residents and children who may need assistance.

Familiarize yourself with the evacuation plan pertinent to the campus area in which you live or are visiting. For reference, please refer to the UIS Disaster-Reference webpage.

In the Apartments: If you hear the siren, please evacuate to the PAC tunnel, where you will receive more information. If time does not permit, please seek a downstairs bathroom. In many East Campus Apartments, you will need to set up a plan with your downstairs neighbors in advance if you wish to use this option.

In the Residence Halls: If you hear the siren, please go to the first floor residential wings, enter a bathroom, face the wall and kneel with your arms covering your head. Keep stairwell, lobby access and room doors closed.

In the Housing Commons: The concourses at Brookens, PAC, and HSB serve as the central University Emergency Shelter.

#### **5. Fire Alarm Response**

In the Apartments and Townhouses: All fire alarms must be reported to the University Police. For emergency reports only, the number to call is 6-7777. The non-emergency police telephone number is 6-6690. If not yet activated, pull the nearest alarm box. Should the fire alarm in your apartment activate, you must report the location and the nature of the alarm (i.e. smoke from cooking, grease fire, steam from the shower) to the police.

In Founders and Lincoln Residence Hall: If not yet activated, pull the nearest alarm box. When exiting the building, stay calm and proceed immediately to the nearest exit. DO NOT use the elevator. Be sure to know an alternate route if the nearest exit is blocked. Wear shoes and dress for the weather since you may be outdoors for a long period of time. Take your keys because your room will be locked when you return. Bring a towel to cover your face in case there is smoke. Stay at least 50 feet away from the building. Only re-enter the building after the alarm has been turned off and you have been instructed to do so. During fire drills or alarms, individuals who fail to evacuate are subject to University disciplinary action and fines.

#### **6. Long-term Evacuation of Campus Housing**

In the case of long term displacement from your space, please see our website for more information. <http://www.uis.edu/residencelife>.

## **7. Heating**

Residents must keep the heat in their living unit at a sufficient level at all times to prevent freezing of water pipes. Damage caused by failure to adequately heat a living unit will be charged to the residents. Please set your thermostats to “heat” and “auto”. The Townhouses have programmable thermostats. All heating and cooling systems run more efficiently when left at one constant temperature. During the heating season, no heating system should ever be turned off entirely.

In Sunflower and *unrenovated* Clover Courts, the baseboard heaters provide a supplemental heat source to your main furnace in the event of severe cold or heating emergencies. Be cautious when using your baseboard heaters, as they can get very hot and may ignite upholstery, clothing and other flammable items/substances that are too near them.

In Lincoln and Founders Residence Halls, the bedrooms have their own adjustable temperature controls, but the system can only produce heat in the heating season and cold air in the cooling season. Do not block the HVAC access panel or vents. We remind you that kerosene and oil heaters are prohibited.

## **8. Severe Cold**

From mid-October until the following April it will be necessary to heat your living unit, otherwise the water pipes might freeze and cause considerable damage. Make sure that when temperatures of 55 degrees F or colder are predicted that the controls of your thermostat are set to “heat” and “auto” before doing so. Make sure that you have suitable clothing for cold weather.

## **9. Snow and Ice Removal**

The Residence Life Office employs a crew of student snow shovelers, or alternatively a private snow removal company, to clear snow and ice from the decks, stairs and sidewalks in the housing areas. When a snowfall or icing occurs, the snow crew will begin clearing paths as quickly as possible and to the best of their ability. They will always address the apartments in which residents with mobility and vision impairments reside first.

## **10. High Winds**

During high winds, Sunflower Court and Clover Court residents should close and lock all windows to prevent damage, including broken cranks, arms and shattered windows.

## **11. Earthquake**

Springfield feels the seismic activity of the New Madrid fault. In an earthquake, get under a strong piece of furniture such as a desk or bed to avoid falling objects. If you are outside, stay outside in an open area. Do not try to enter or leave buildings during a tremor.

# **Department of Residence Life: Family Housing Guide**

*(Revised August 2019)*

## **1. Childcare and Public Schools**

Childcare is available on campus at the Cox Children's Center (located northeast of Bluebell Court), which accepts children from 6 weeks to 6 years of age. To enroll your child, please contact the Cox Children's Center (217-206-6610) directly.

Lincoln Land Community College's Child Development Center (217-782-2450) is open to the public for care of children aged 15 months through 5 years. LLCC is adjacent to UIS and the Child Development Center is located on the bike path between the two campuses.

School-aged children residing on campus attend the highly regarded Ball-Chatham public schools. School buses transport children from the housing area to all Chatham schools. School buses pick up near the entrance to Sunflower Court at about 7:30am and return them home at about 4:00pm.

Contact the school that your child will attend for more information about registration.

- a. Chatham Elementary (grades K-4): (217) 483-2411
- b. Ball Elementary (grades PreK-4): (217) 483-2414
- c. Glenwood Elementary (grades K-4): (217) 483-6704
- d. Glenwood Intermediate (grades 5-6): (217) 483-1183
- e. Glenwood Middle (grades 7-8): (217) 483-2481
- f. Glenwood High (grades 9-12): (217) 483-2424

## **2. Changes in Family Members**

Family housing residents must inform the Residence Life Office of any major changes in their residential household, such as: Marriage, divorce, or legal separation; Birth, adoption, or gain of legal guardianship of a child who will be residing on campus; Loss of legal guardianship of a child who was residing on campus; Death of a resident family member

## **3. University ID for Family Members**

Please refer to the University ICard webpage for more information.

## **4. Child Behavior Guidelines**

Residence Life is a living and learning environment composed of people of all ages. Please review the following guidelines for residents under the age of 17 who reside in UIS Campus Housing:

The Residence Life Office is obligated to report evidence of child abuse or neglect to the Illinois Department of Children and Family Services.

Parents and/or guardians are responsible for the supervision of their children at all times. Children under 7 must be supervised by an adult (person over 17) at all times and may not be issued a lock out key at any time.

Children must be accompanied at all times in campus residential areas including offices, recreational areas, and campus buildings and to any event held on University property.

Play that is disturbing to residents is prohibited within reason after 9:00 pm or anytime during finals week.

Any damage to University property caused by children or other non-lease holding members of the house will be charged to the resident who is the leaseholder.

Children are not permitted to play in or near the garbage dumpsters, air conditioning units, or any other area deemed “unsafe for play” by the Residence Life Office.

## **5. Children’s Outdoor Toys**

Children’s toys should be stored inside the apartment. Children’s bicycles must be stored in the apartment or on bicycle racks. Children’s swimming pools cannot exceed six feet in diameter or 12 inches in height, and should be hard sided or be deflated. Swimming pools should be stored empty against the building when not in use. Items that appear abandoned may be removed and disposed of by maintenance personnel. Chalking is prohibited on campus buildings and facilities.

## **6. Playground**

A children’s playground and a basketball/paved recreational area are located in Sunflower Court. The basketball court is provided for both children and adults. Basketball hours are from 9:00 a.m. to 9:00p.m. Residents are solely responsible for the supervision of their children, and the proper use of the equipment at these sites. The University does not supervise these locations, and will not assume any liability at these sites. Children should not be permitted to play or leave toys and sporting equipment in the parking lot or inner courtyard drive (fire lane).

## **7. Curfew**

Please note that statutory curfew for a person under age 17 years is 11:00 p.m. Sunday-Thursday nights, and Midnight on Friday and Saturday in the City of Springfield and on the UIS campus.

## **8. House sitters, Babysitters and Caretakers**

House sitters are not allowed, as this is a violation of key and security policies. Residents should notify the Residence Life Office of any extended stays outside of the campus space.

Children under 14 years of age may not be left unattended on campus premises, and no child may be left unattended under any circumstances which would endanger the health and safety of the child. Parents may not leave their children with another caretaker on campus for more than 24 hours without written notice to the Residence Life Office. Such notice should include the name of the babysitter, contact information for the parent, and the parent’s expected date of return. Babysitters may borrow an apartment key, in the case of a lockout, if the resident parent has so authorized in writing (with signature) that they wish the Residence Life Office to allow it. Babysitters will be required to show picture ID.

## **9. Child Abuse and Neglect**

Public Act 97-0711, a revision of the “Abused and Neglected Child Reporting Act” (ANCRA), mandates that all personnel of higher education institutions report cases of suspected child abuse or neglect to the Department of Children and Family Services at 1-800-25ABUSE.