

## HOUSING TERMS AND CONDITIONS

### I. ASSIGNMENTS

- A. This contract/application is binding upon the resident/applicant for the standard academic year (period of occupancy is 2 full semesters), or clearly specified remaining portion thereof if initially entering mid-term or Spring Semester.
- B. All single freshman and sophomore students under age 21, not residing with parent(s) or legal guardian(s), and having earned fewer than 60 credit hours in two (2) full years after completing High School are required to live in UIS Housing, unless otherwise exempted per policy.
- C. In addition, all newly entering campus participants with IEP and ESL status, are required to live in UIS Housing for one academic year, unless otherwise exempted per policy.
- D. Only authorized Department of Residence Life (DRL) staff will assign a resident to individual living units. UIS students always have priority in assignment to campus residential space.
- E. Students from other institutions of higher learning may be housed on a space-available basis, subject to the same administrative rules and regulations, student conduct expectations and requirements, and identical financial contractual obligations as UIS students. Proof of term-specific internship, academic registration, class schedule and/or continuing student status must be submitted each semester or term to maintain continuing housing eligibility.
- F. Space Changes
  1. Initial assignment is made approximately 30-45 days prior to the start of each academic term, with accompanying contract to be signed and returned to Housing prior to taking occupancy.
  2. Requests for voluntary space changes will be allowed with the approval of DRL staff after the second week of each term subject to a \$100 relocation fee.
  3. The University reserves the right to reassign or consolidate any resident(s) in a vacant or underutilized multiple-occupancy space when room vacancies occur. The University may choose to move you to another room or building as deemed necessary in order to maximize and maintain full capacity, efficient operations, and effective space management. When the University notifies resident of an obligation to consolidate, resident agrees to: a) accept other roommates as assigned or self-selected; b) move to another open space as requested; or c) pay any applicable increased premium rate for a room designated as a "single" (if available). Resident must complete move to new assignment within 5 days of notification of obligation to consolidate. Failure to comply within 5 days will result in resident's student account being billed the prevailing single/private room rate.
  4. The University may make temporary assignments or place extra residents in a unit to accommodate a maximum number of residents. As space becomes available, the extra resident must move to regular accommodations.
  5. The University reserves the right to make space changes because of physical renovations, remodeling or other valid reasons as determined.
  6. All non-consolidation moves must be completed within 72 hours of initial email notification of approved space change by DRL to the student, unless the notice states otherwise. Failure to do so may incur additional daily relocation fee of \$50 per day. Resident may be required to move in less than 72 hours due to projected cleaning, maintenance, or renovation schedules which necessitate more immediate relocation.

### G. Duration of Contract/Period of Occupancy

Resident/applicant is required to fulfill the signed application/contract if registered for classes at UIS. Exceptions are noted for students entering as first-time residents Spring Semester and for applicable residential closures. RESIDENCE HALLS ARE CLOSED DURING THANKSGIVING BREAK, WINTER BREAK, SPRING BREAK, AND SUMMER TERM. RESIDENTS MUST VACATE PREMISES DURING THESE EXTENDED PERIODS WHEN CLASSES ARE NOT IN SESSION, unless exempted by petition and payment of any applicable Break Fee as may be established.

1. Resident must take possession of assigned space by end of the second day of scheduled classes/term, unless notifying DRL in advance and in writing of later check-in date. Otherwise, resident will be declared a No Show and all applicable cancellation charges shall apply. Residents remaining in Housing after the contract has expired, without prior approval from DRL, will be charged an occupancy fee of \$25 per day until resident properly checks out.
2. Occupancy/Possession is defined as completing the check-in procedure and/or accepting key(s). If the resident is registered and enrolled for the term, including any online credits, the resident will continue to be charged for the space as if living there.
3. Resident accepts the assigned unit, fixtures, furniture, and other amenities as is, except for conditions which may materially affect health or safety. Resident will be given a unit inventory form at move-in. Resident will be given 72 hours to review and note any discrepancies, defects, or damages to UIS property not listed on that inventory, in writing (or email) to their respective Resident Director. Otherwise, unit and property will be considered acceptable and in good working condition. Resident will be held responsible for subsequent changes in unit condition as noted upon checkout.
4. Any resident occupying assigned space prior to contractual move-in dates will be considered an Early Arrival. An occupancy fee of \$25/night for approved students registered in advance of established deadline will be assessed to student's account. For those students not affiliated with an approved university-related group or function, or submitting request after established deadline, the Early Arrival occupancy fee will be \$50/night. Approved students hosting non-approved students will have Early Arrival fee re-calculated at the higher nightly rate.
5. If resident is not enrolled at UIS, the student's residency can be terminated, the space released for potential reassignment, and all applicable cancellation charges assessed.
6. The application/contract may be renewed at the sole discretion of the University if resident meets all requirements for occupancy, has complied with Housing Terms and Conditions and UIS Community Handbook, has no outstanding University debts totaling more than \$200, and has no record of significant damages or negative impact to the residential community.

### II. ACADEMIC REQUIREMENTS

#### A. Academic Year (Fall and Spring Semesters)

Resident must register for and enroll in a minimum of eight (8) hours each semester of the Housing contract period. Graduate students may register for less than eight (8) credit hours, providing that resident is registered in a Masters or Doctorate program. But residents who attend an academic institution other than UIS must submit a copy of their class schedule each semester. Interns must submit a letter from their sponsoring agency or business detailing the terms and length of the internship.

## B. Summer Term

1. A continuing resident who successfully completes the previous academic year requirements, is enrolled for the subsequent Fall Semester, and electronically renews/signs a Contract for the following academic year, is not required to enroll in classes during the Summer term.
2. A continuing resident who is not returning to Housing next Fall Semester is required to enroll in at least one course during the Summer term.
3. Summer term housing accommodations are provided in the Campus Apartments or Townhouses areas in alternate years.
4. Housing is generally not available during Winter Break and Spring Break, nor during the Summer for Residence Hall residents. Exceptions must be authorized by the Director of DRL or designee.

## C. Eligibility

1. On-campus housing is provided to support the educational mission of UIS and facilitate an educational environment conducive to academic pursuits.
2. Resident must immediately inform DRL in writing, via mail, fax, or e-mail when academic eligibility for UIS Housing ceases.
3. But at its discretion, the University reserves the right to provide housing to persons other than regular students enrolled for eight (8) credit hours.
4. Renewal of a Housing application/contract is at the sole discretion of the University.
5. Registration for a reduced credit load does not automatically exempt resident from continued residency and associated financial responsibilities during the contracted period.

## III. FINANCIAL RESPONSIBILITIES

### A. Security Deposit

1. Upon successful processing of application/contract, the deposit balance is reserved, and will serve as a security deposit against assessed charges and/or University accounts receivable incurred as noted in Sections F and G below.
2. If resident renews a contract and returns to UIS Housing for subsequent academic year, the deposit will serve as the reservation charge for the following term(s). Resident will be billed separately for any cleaning/damage charge incurred at end of the current academic year if deposit is extended by renewal to the following academic year.
3. Residents who stay for the duration of their current contract period, have no outstanding financial obligations against their university account, submit timely and appropriate documentation as required petitioning for contract release/cancellation, and who vacate and properly check-out with designated DRL staff may have their deposit refunded at the end of contract period provided all provisions of the contract have been met. The deposit, less applicable charges or fees, will be refunded within 45 days after termination or cancellation of contract is approved and resident vacates.
4. At conclusion of residency, the security deposit may be applied to any unpaid rent, outstanding fees, or charges assessed pursuant to this contract, as well as physical damages to the premises, usual wear and tear excepted. These are delineated in the Damage/Cleaning Charge List respective to each academic year and referenced on the DRL website. Examples of other fees or charges include but are not limited to health/fire/life safety assessments, improper or late check-out by expected dates/times, non-compliance with or violation of contractual obligations or stated expectations, etc. Any charges or outstanding amounts owed or assessed for damages or fees not covered by the deposit balance will be billed separately to the resident.

### B. Contract Payment

1. Resident agrees, in consideration of the living unit assigned for use, to make timely payment to the campus University Student Financial Services & Cashier's Office as follows:
2. Pay the full contract amount due at the time of billing or according to the University's established due date.
3. Pay a service charge on all unpaid monthly balances of University charges, and
4. PAY ALL EXPENSES IN EVENT IT BECOMES NECESSARY FOR UNIVERSITY TO ENFORCE TERMS OF THIS AGREEMENT BY LEGAL MEANS OR USE OF A COLLECTION AGENCY, INCLUDING ACTUAL ATTORNEY'S FEES, COURT COSTS, AND OTHER COLLECTION EXPENSES.

### C. Utilities

1. Housing payments cover respective basic utility service charges for an active data jack, water, sewer, trash removal, cable television, and electricity/heat/air-conditioning.
2. ENERGY, WATER, OR OTHER UTILITY CONSUMPTION DEEMED TO BE EXCESSIVE (+15% above metered monthly average billed to DRL for similar units in each court or hall), CAN INCUR A SEPARATE SURCHARGE TO STUDENT'S ACCOUNT IN ADDITION TO ESTABLISHED RENTAL RATES. SUCH SURCHARGE WILL BE IMPOSED AT THE DISCRETION OF THE UNIVERSITY AND ASSESSED ON A CUMULATIVE BASIS AT END OF EACH SEMESTER, OR WHEN A RESIDENT VACATES. Please refer to Community Handbook for additional details.
3. CONSERVATION IS ENCOURAGED AND EXPECTED OF RESIDENTS.
4. Tampering with installed energy saving thermostats or water-saving measures, such as replacing low-flow water restrictors in showerheads or faucets with non-university issued replacements will not be tolerated, and will incur change-out costs to reinstall UIS equipment, and estimated assessments for utility overage costs to resident(s).

### D. Damages

1. Resident agrees to use premises, grounds, and all University-issued property and furnishings in proper and responsible manner at all times. At expiration of the contract, resident agrees to surrender same to the University in good repair and condition as normal use dictates.
2. Resident will be charged for misuse or damage within their living unit or common area of the building or Court in which he/she lives, as determined by the Director of DRL or his/her representative. Any charges assessed during the year under these Terms and Conditions will be placed on accounts receivable and are payable immediately.
3. All transcripts and enrollment will be withheld until account is paid in full.
4. Resident who vacated has 30 days from billing date to contest charges in writing to the Director of DRL or designee. However, if vacating resident elects convenience of an Express Check-Out option, and damages are subsequently assessed by authorized housing staff in the resident's absence after departure, resident will be deemed to agree with housing staff condition assessment and agrees to assume full financial responsibility for said charges.

### E. Provisions Governing Submittal of Request for Cancellation of Application/Contract

1. Process: Students must submit a written Cancellation Request Form to DRL, via fax, mail, or email. Forms are available at DRL or online at [www.uis.edu/housing](http://www.uis.edu/housing). Phone call or other verbal requests for potential cancellation are not accepted. This form is only an application for potential release

from the academic year contractual requirement. *Students should never assume or plan that their Request will be approved until subsequently receiving written notification of such approval from DRL. Only written notification from DRL of a cancellation approval will terminate the Housing Application/Contract.*

2. Deadlines: Requests for cancellation must be *received* by DRL **on or before: May 15** for fall semester/academic year, **November 15** for spring semester, and **April 15** for the summer term.

3. Grounds for Consideration. Requests for cancellation will only be considered if meeting one of the following well-documented reasons:

- Graduation at the end of the then current term;
- Total academic withdrawal/non-registration from all UIS classes for the remainder of the contract period (*including all on-line courses*);
- Academic suspension;
- Marriage;
- Participation in academic-related experiences/internships off-campus and further than 40 miles outside of the greater Springfield area;
- Serious illness, medical or mental health condition which prevents resident from attending classes;
- Death in the immediate family;
- Call-up or induction into active military service.

*It is applicant's/resident's sole responsibility to provide all necessary supporting documentation and sufficient verification of respective rationale and circumstances to satisfaction of Director or designee. A request is considered pending until such time as documents are received.*

4. Effective Date. If cancellation is approved, the effective date is the date the Request for Cancellation is approved by DRL or the official check out date, whichever is later. Resident must promptly and properly vacate within 24 hours of last final or when academic eligibility ceases, whichever is earliest.

5. Fees and Charges. If the cancellation request is approved the following charges shall apply:

- a. A \$100 cancellation fee is assessed for any written, resident/applicant-initiated cancellation request that is granted. The fee will be waived for requests due to Fall Graduation that are received by the deadline, or for residents inducted into active military service at any time. The \$100 cancellation fee will be assessed to requests based on Graduation submitted after the respective term deadline.
- b. For cancellation requests received after the applicable request deadline for Fall and Spring, and before the student is officially scheduled to move-in, a late cancellation fee of \$300 will be assessed (excluding Graduation and military cancellations). This fee is not a penalty, but represents an estimate of the financial damages likely to be sustained by UIS for early termination, estimated at the time of execution of the original Application/Contract.
- c. For cancellation requests received after the start of respective term and approved for early termination during academic year, applicant/resident will incur both cancellation charges noted above as well as pay prorated semester room rent assessed in accordance with University schedule as follows:
  - Through end of week 1      10% of semester cost
  - Through end of week 3      20% of semester cost
  - Through end of week 5      30% of semester cost
  - Through end of week 6      40% of semester cost
  - Through end of week 8      50% of semester cost
  - Through end of week 10     60% of semester cost
  - Into week 11 or later       100% of semester cost

Calculation starts by week of official first day of advertised residential move-in date for which applicant/resident is deemed eligible or assigned check-in for the contract period, through end of the week of classes in which formal check-out/vacate is officially completed approved cancellation requests will as well as prorated semester room rent assessed through the official check out/vacate date, whichever is later,

d. For Summer term (8 weeks), after the fifth week of the contract period, the full contract amount is due and payable.

6. For cancellations that *do not meet* criteria or deadlines noted above, resident remains financially responsible for at least 50% of the remainder of the Academic Year contract period as well as all applicable fees noted above.

7. Resident vacating his/her assigned space before end of the contract period without giving written notice, nor receiving approval for release, will be held responsible for the entire contract charge.

## F. Vacating Premises

1. To ensure proper check-out, resident vacating housing must make a check-out appointment with appropriate staff at DRL Office or Front Desk at least 24 hours in advance of check-out. Failure to follow proper check-out process shall be considered an "Express Checkout" and may result in a \$50 fee.

2. Resident who elects the convenience offered by participation in the Express Checkout option, instead of appearing in person for check-out with RA, will be deemed to agree with subsequent condition assessment conducted by housing staff in his/her absence. Further, resident understands that he/she may assume financial responsibility for any and all charges resulting from identified property damages, cleaning deficiencies, unreturned keys, etc., noted as condition changes which differ from initial assessment at move-in, which may be assessed in their absence. Resident understands that any appeal of such charges may be limited if not supported by pictures or other documentation supplied by resident. Resident agrees to otherwise assume full financial responsibility for said charges.

## G. Other Financial Responsibilities

1. Resident will be held financially responsible for costs not expressly referenced in this Terms and Conditions that are incurred by UIS in enforcement of this contract, including but not limited to cancellation fees, cleaning costs, moving a resident's possessions, legal charges (including attorney's fees), storage costs, or non-routine maintenance. Resident may also be held financially responsible for remediating damages or recovering non-insured costs to UIS property which may result from resident's reckless, negligent, or improper use of premises, including fire, flood, or pest-related remediation charges.

2. Billing resident(s) for assessed damages does not require immediate repair of same; repair is scheduled and conducted at sole discretion of DRL. No deductions shall be allowed in rent during reasonable periods of repair.

## IV. PERSONAL PROPERTY

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A. Resident is responsible for his/her personal effects. **It is strongly recommended that each resident secure renter's insurance coverage for protection against liabilities and losses of personal property and other valuable possessions.**

B. Personal effects or belongings left behind anywhere in the unit (including common areas and closets), longer than 10 days from termination of contact or departure/vacated date, will be considered abandoned property and will be subject to disposition at DRL's discretion.

## **V. TERMINATION OF RESIDENCY BY THE UNIVERSITY OF ILLINOIS SPRINGFIELD**

The University reserves the right to terminate residency for cause upon five (5) days written notice. In cases in which a resident's behavior constitutes a significant threat to self, the safety of other residents, or to persons &/or property at the University, lesser or minimal notice may be given. The University chooses to hold all residents accountable (including contracted non-UIS students) to all applicable UIS rules, regulations, standards, and processes while residing in campus housing units. Conditions which may result in termination of residency include, but are not limited to, when resident:

A. Becomes delinquent in contract payments, or abandons or vacates the premises.

B. Performs an act of violence toward an individual or property, or commits theft, within the confines of residential areas or contiguous University property.

C. Fails to comply with Terms and Conditions, valid requests from DRL staff, or any other approved DRL policy.

D. Violates the UIS Student Conduct Code, or state or federal laws, including without limitation, illegally possessing, selling, or delivering narcotic drugs, or other materials proscribed by or controlled under state or federal laws.

E. Fails to adjust to the group living environment or established educational standards within the residential community.

F. Is in possession of a beer keg or other large-volume alcohol containers on University premises.

G. Is in possession of firearms, fireworks, or other weapons.

H. Has tampered with smoke detectors, sprinklers, alarm pull stations, hoses, extinguishers, door closures, emergency exits, notification panels, etc., for other than actual emergency situations; is observed or found to have altered any fire prevention equipment just noted above which could interfere with normal operations; intentionally sets fires, or creates false fire alarms. Resident is subject to institutional student conduct proceedings, including possible dismissal from the University. In addition, resident may be referred to law enforcement officials for pursuit of appropriate criminal charges and could face a range of financial penalties.

**I. In cases in which residency is terminated by UIS, resident remains financially responsible for at least 50% of remainder of academic year contract period to compensate UIS for the breach.**

## **VI. REPAIRS AND MAINTENANCE**

A. It is resident's sole responsibility to formally submit an online Work Order requesting repairs in a timely manner, utilizing designated procedures. Verbally informing a staff member of repair or maintenance issues in unit is not proper notice.

B. Any decorating by resident which is not approved by DRL Staff and results in damage to the unit may result in damage or repair charges to restore the living unit to original or acceptable condition.

C. DRL is responsible for maintaining living units and interior public residential areas. DRL shares responsibility with other campus facilities units for grounds, sidewalks, pathways and other exterior areas. Basic service for heat, lighting, and water will be maintained on a priority basis. Other necessary repairs will be completed as availability of staff, time, parts or weather permit.

D. DRL will determine what constitutes a facilities emergency regarding resident health, safety, or welfare. A facility-related condition which merely causes temporary inconvenience or discomfort to resident(s) within unit may not be defined as an emergency requiring immediate attention. Non-emergency designation could mean repair next available business day.

E. All repairs are to be completed by University staff or UIS-approved contractors. Repairs conducted by residents or other unauthorized persons will be redone and billed accordingly to resident(s).

F. If as result of fire, flood, renovation, weather, or other substantial cause, the Director of DRL or his/her representative determines that the assigned living unit is uninhabitable, resident will be offered alternative accommodations based on a space available basis. Payments may be adjusted when alternative accommodations are not equal to the original assignment. If space is unavailable, DRL staff will make reasonable efforts to help find off-campus housing and refund deposits as required (contract payments prorated to last day of campus occupancy).

## **VII. GENERAL CONDITIONS**

### **A. ALCOHOLIC BEVERAGES**

1. Alcoholic beverages and containers may be possessed and consumed only by persons of legal age in private living areas of the Campus Apartments or Townhouses (unless specified otherwise). Private living areas shall be defined as the living unit and do not include lounges, indoor recreation areas, hallways, multi-purpose rooms, laundry rooms, breezeways, balconies, patios, exterior grounds, parking lots, or other public areas.

2. Kegs, other large-volume containers (greater than 1.75 liters), and alcohol dispensing equipment or devices (including home brewing kits) are prohibited, and will be confiscated; possession of same can lead to termination of residency.

3. Alcohol-dispensing equipment and containers can be defined as, but not limited to, "Kegeators", revolving liquor dispensers, shot chillers, beer bongs, etc.

4. Alcoholic beverages and containers are prohibited at all times in Residence Halls, SYRI-designated units, or other residential areas as may be applicable. Unauthorized alcohol containers can be confiscated by staff and their contents immediately drained or poured out.

5. Residents may also be referred to campus police or other appropriate state law enforcement authorities as may be determined.

6. Resident(s) may not have or display decorative food and/or empty alcohol containers, due to being construed as potential fire hazards, pest control issues, or cleanliness and housekeeping problems.

### **B. CLEANING AND SAFETY PROTOCOLS**

1. Resident is responsible for maintaining a safe, healthy, and clean environment within his/her unit at all times. Resident is required to comply with scheduled cleaning and safety inspections, and remediate any resulting deficiencies cited in timely manner as indicated. If citations are not rectified as requested, a minimum cleaning charge of \$250 may be assessed to engage an outsourced cleaning firm to accomplish requested standards. Each resident is individually and collectively responsible for the unit's overall condition. Residents of a unit should establish shared cleaning responsibilities and duties.

2. To avoid potential liability for cleaning charges, resident(s) must thoroughly clean unit, including doors, windows, blinds, walls, carpets, bathrooms, kitchen, appliances, storage areas, & other shared spaces in common areas. Follow cleaning instructions distributed by staff prior to vacating.
3. Storage is restricted to within the assigned living unit or apartment storage closet. Personal items left in public areas will be removed by the University, and relocation or removal expenses may be assessed to resident's account after resident vacates.
4. Residents of a unit with vacant bedroom(s) are not authorized to have access to these unoccupied spaces, as new resident could be assigned to that available space at any time. Residents will be charged additional rental fees if such space has been misappropriated or misused.
5. DRL will treat each living unit for pests when determined necessary and upon request. Residents cannot opt out of spraying or other pest treatments once DRL determines such action to be necessary and in the best interests of the residential community. Repetitive treatments to resident's or surrounding units may be billed to the resident(s). Resident acknowledges that pests can be introduced to a unit by improper food storage or deficient cleaning, or transported to unit through bedding, clothing, luggage, or other personal items moved by residents or guests to the premises.

#### **C. DRUGS**

1. Resident or guest(s) are prohibited from possession, serving, storing, cultivating, manufacturing, selling, delivering, using, etc., any illegal controlled substance or paraphernalia as defined under applicable state or federal laws.
2. Residents may also be subject to student conduct charges for misuse of prescriptions and over-the-counter medications.
3. Residents may also be referred to campus police or other appropriate state law enforcement authorities as may be determined.
4. Suspected drugs or drug paraphernalia not confiscated by campus police may be disposed of by DRL staff.

#### **D. ENTRY INTO LIVING UNITS**

While the right to privacy is recognized as paramount, entry to personal living spaces by authorized University staff can be conducted under the following guidelines.

1. University Staff are authorized to enter living units without notice when they consider that there exists a potential threat to health, safety, or welfare of residents or University property. Such entry will generally be in the presence of resident except when circumstances of an emergency nature make such presence impractical. The University reserves the right to enter living units when convenient to its staff and without notice to make timely repairs, conduct maintenance, or make alterations requested by resident.
2. University personnel, including DRL staff, may enter resident unit/room at any time to investigate when there is reasonable cause to believe there may be a violation of applicable University regulations.
3. DRL will attempt to give proper advance notice by e-mail on most occasions (up to 24 hour notice) for purposes of inspection or alteration of University property. Exceptions exist for staff searches for missing public space/community furniture items or to fulfill student conduct-related sanctions.

#### **E. FIRE SAFETY AND COMBUSTIBLES**

1. Resident is prohibited from intentionally setting fires; tampering with smoke detectors, sprinklers, alarm pull stations, hoses, extinguishers, door closures, emergency exits, notification panels, etc., for other than actual emergency situations.
2. Resident is prohibited from altering any fire prevention equipment noted above which could interfere with normal operations or create false fire alarms. Resident can be assessed a \$200 non-compliance safety fee for each action(s) which may render normal operations of smoke detectors and other fire safety equipment compromised and thereby endanger their neighbors' lives, safety, &/or property.
3. DRL expressly prohibits all of the following items within residential units: fireworks, other explosives, gasoline, hover-board personal transportation devices, hookahs, decorative candles (burnt wick or not), wax warmers, space heaters, halogen lighting, or other combustible items or materials which may be identified as potentially hazardous. Non-permitted items can be confiscated and held by DRL staff until end of semester or next academic Break, so that resident can take prohibited item home to their permanent residence.
4. If found in violation, resident is subject to institutional student conduct proceedings, including possible dismissal from the University. In addition, resident may be referred to law enforcement officials for pursuit of appropriate criminal charges and could face a range of financial penalties.

#### **F. FURNITURE AND APPLIANCES**

1. Resident may not move or disconnect University installed appliances. The University reserves the right to control the number, size, and general use of additional appliances and assess charges for installation as appropriate.
2. The University reserves the right to restrict the amount and use of resident-issued furniture, or size and number of additional furniture or other personal items imported to unit. Resident is not allowed to remove University-issued furnishings from the assigned premises.
3. Waterbeds, water furniture, and spas are not allowed in any campus unit.
4. Lofting is only allowed in the residences halls with lofting kits approved and provided by DRL staff.
5. Due to the community nature of residential living in academic environment, residents are not permitted to use amplified musical instruments or audio devices which produce excessive volume, including but not limited to subwoofer and surround-sound systems which can be heard or felt outside of the confines of an individual room.

#### **G. GUESTS / RESIDENTIAL SAFETY AND SECURITY ISSUES**

1. All individuals may be required to show their I-Card or State-Issued picture ID at the front desk when entering any Residence Hall. All non-residents of the specific building must register at the front desk during normal desk operating hours or with the RA On-Call (RAOC) if after desk hours.
2. Guests will be issued building-specific Guest Registration Card to be carried with them at all times in that building. Upon leaving, card shall be surrendered to appropriate desk staff or RAOC. Guest(s) must be escorted by host within the building at all times.
3. Guests are a privilege, and the exercise of one resident's privilege cannot compromise the priority community rights of roommates and neighbors to the quiet enjoyment of their premises. Guests are considered occasional visitors, who must be acceptable to all roommates in unit at all times. Overnight guests are permitted only by prior consent of all roommates. DRL restricts the number and frequency of guests in living units, including overnight guests, to no more than 3 days in 2 weeks.
4. Resident is responsible for the behavior of his/her guests and any charges resulting from guests' actions or temporary residence.
5. Resident is not permitted to sublease or provide routine lodging to guests, nor displace an assigned resident. **Long-term hosting of another person in a space will subject resident(s) to an additional charge equal to 1/2 times the already assessed semester rent(s).**

#### **H. KEYS**

1. Keys will be issued at check-in to each resident for his/her unit and mailbox. Residents are expected to securely carry unit keys with them at all times.
2. Resident is strictly prohibited from tampering with University locks, duplicating any keys issued for unit, or installing private locking mechanisms on any DRL door. Unauthorized installations conducted by residents or other persons will be repaired or redone, and billed accordingly to resident(s).
3. Upon loss or reported theft of a key, resident will be charged current replacement cost of a re-core and set of new keys for their unit.
4. 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).
5. Any lockout key issued temporarily to allow access to unit/room must be returned within an hour. If office is closed or staff not present, resident may utilize the secure drop-box to return the key prior to 8:00 AM. If not returned as instructed in signed Lockout Key Authorization form, DRL will assume the key is lost and process a lock change, with all associated costs billed to resident's account.

#### **I. MAIL**

1. Mailboxes are labeled and maintained by U.S. Post Office and/or the University. Only current Residents' names may appear on the designated mailbox.
2. Valid picture UIS ID or state-issued driver's license is required in order to pick-up package delivered to a residential office location.
3. Residents are responsible for arranging with U.S. Post Office for forwarding of mail upon vacating the living unit.
4. Mail or packages addressed to a non-resident will be returned to sender.

#### **J. MEAL PLANS**

1. Each UIS Residence Hall student or SYRI-designated apartment resident is required to buy applicable designated declining-balance residential meal plan offered by UIS Food Services each semester and administered through I-Card.
2. UIS student meal plan participants receive a discount on their purchases equal to the applicable state food and beverage tax rate, and may use their meal plan dollars at any campus Food Services location.
3. Non-UIS residence hall students should establish a Campus Cash Account in an amount equivalent to a designated meal plan each semester. No similar meal discount is available for Campus Cash Account purchases.
4. Non-SYRI apartment residents may select any meal plan option offered each semester, or pay-as-you-go where cash is accepted.
5. Additional details concerning individual meal plans offered purchase requirements; cancellations and refunds, lost or stolen cards, account balances, card holder liability, and other pertinent information can be found at: <http://www.icard.uillinois.edu>.

#### **K. NOISE**

1. Resident or guest(s) engaging in persistent noise generation which is loud, obnoxious, disruptive, or disturbs or infringes on the peaceful enjoyment of adjoining or surrounding units, is prohibited.
2. All residents have a primary and predominate right to sleep and study free from undue noise or interference in their living spaces.
3. Resident has responsibility to comply immediately if receiving request from adjoining neighbor to moderate or reduce unacceptable noise levels.
4. Specific "study hours" are designated nightly as non-disruptive quiet time within residential areas each evening; noise from within your unit should not be audible or discernable outside your door. However, "courtesy hours" supplement study hours and are otherwise in effect at all times, whereby residents must be considerate of other residents' need for potential quiet time upon request.
5. Throughout Finals Week each term, including weekend before through Saturday following, 24-hour Study Hours are in effect and will be enforced.

#### **L. PARKING / TRAFFIC**

1. A UIS residential area-specific parking hangtag is required to park in campus residential areas.
2. Residents or guests are not permitted to park in HCOM parking lot overnight, without prior approval from DRL staff.
3. Vehicles without current license plates, in obvious disrepair, or which otherwise appear abandoned will be considered derelict and may be towed at owner's expense.
4. Owners of illegally parked cars that hinder other residents' safety or convenience are subject to disciplinary action. Vehicular traffic is restricted to parking lots and roadways as designated.
5. Access to Fire Lanes in campus apartment Courts is reserved for emergency vehicles; access by residents or guests is restricted. Temporary use of this area must be approved by DRL staff. Illegally parked vehicles may be towed without notice at owner's expense.

#### **M. PETS / ANIMALS**

1. Except service animals required by a qualified person with a disability, or assistance animals, only fish living in one aquarium smaller than 10 gallons may be housed or kept in campus units. Resident is otherwise not allowed to have pets.
2. Requests regarding the presence of Assistance Animals, Service Animals (SA), and Emotional Support Animals (ESA) for students with disabilities on the UIS campus is coordinated, reviewed, and maintained by the Office of Disability Services (ODS).
3. Resident seeking use of an Assistance Service or Emotional Support Animal within housing must submit an Accommodation Animal Request Form to ODS for review and evaluation. ODS may require submission of additional supporting documentation to process this request. ODS will inform DRL of student's eligibility for requested assistance or accommodation.
4. Resident(s) seen hosting unauthorized animals (other than Assistance, Support, or Service Animals assisting persons with disabilities), however temporary the visit, may incur a \$100 Cleaning/Room Recovery charge per occasion, billed to resident's account.

#### **N. SMOKING**

1. As of July 1, 2016, per State law and campus policy, UIS and all Illinois public universities are officially designated as Tobacco-Free and Smoke-Free Environments. **Consequently, all smoking and use of tobacco products is expressly prohibited anywhere on campus property at all times, including residential buildings and parking lots.**
2. If resident or guest chooses to smoke (including use of e-cigarettes, e-inhalants, and hookahs), they must do so off-campus, or only inside a moving enclosed vehicle (windows up) traversing campus streets, according to applicable Illinois State Law.
3. Violations of these provisions can subject resident to student conduct proceedings, confiscation of prohibited products, or other disciplinary charges.
4. After one warning from DRL staff, a \$250 Cleaning/Room Recovery charge will be assessed to resident's account when staff observe, smell, or otherwise discover or determine there to be credible evidence of smoking within a room or unit.

#### **O. SOLICITATION / OPERATING A BUSINESS**

1. The University reserves the right to limit those entities that request to solicit on UIS Housing premises.
2. Any interested party must receive permission from DRL staff in Homer Butler Commons Office in order to post, sell, or canvass within residential areas.
3. Door-to-door sales and canvassing are not permitted in campus housing. Children of family residents may request approval for fundraising. Student Government Candidates are given specific campaign guidelines for campus housing areas.
4. Residents are strictly prohibited from operating or running any organized business from their living unit within any residential area. Mail addressed to a company or organization name cannot be received at a residential address, and advertisements or postings cannot be permitted. There are NO exceptions.

#### **P. STUDENT CONDUCT**

1. All residents are expected to conduct themselves as respectful and responsible community members.
2. When interpersonal conflict arises, which apparently cannot be productively resolved by direct and civil communication between residents themselves, DRL staff and/or Dean of Students (DOS) may intervene on behalf of resident(s) to assist in re-imposing more stable or viable community environments or neighborhood standards.
3. Remedial efforts may include, but are not limited to, conducting mandatory roommate/housemate mediation session(s), facilitating conflict resolution meetings, establishing room/house contracts amongst residents, or a range of other restorative justice options as may be determined and available.
4. Failure to comply or respond in a timely manner to valid staff requests to schedule meetings, or missing meetings as scheduled, may result in a finding of responsibility in your absence, &/or referral to DOS or another level of the student conduct process for further administrative review and possible action(s). Assessment of a \$50 administrative non-compliance charge is also possible.

#### **Q. WASTE AND TRASH REMOVAL**

1. Each resident is responsible for regularly removing trash and garbage from his/her living unit to nearby designated trash rooms or larger exterior waste containers provided by DRL. From there, garbage and trash removal is provided by the University contractor.
2. Bags of trash left in front of unit or in doorways may be disposed of by DRL staff at resident's subsequent expense.
3. Each resident is also expected to properly and responsibly dispose of all recyclable materials in appropriately marked and provided containers.

#### **R. WEAPONS/FIREARMS AND AMMUNITION**

1. DRL expressly prohibits the following: firearms, pellet guns, BB guns, air guns, paint guns and associated ammunition for them; other projectile devices; swords, machetes, non-culinary knives with blades longer than 3 inches; or toy facsimiles which might reasonably be presumed to be such weapons.
2. State law requires that STUDENTS, FACULTY, AND STAFF MUST BE GRANTED WRITTEN PERMISSION FROM THE CAMPUS CHIEF OF POLICE BEFORE BRINGING FIREARMS OR AMMUNITION TO UNIVERSITY PROPERTIES. Any firearms and/or ammunition must be stored with the UIS Police Department on campus.
3. Those with authorized concealed carry permits are bound by the terms of the University Weapons Policy, found on the UIS Police web page: [www.uis.edu/police](http://www.uis.edu/police) (see link to Weapons Policy).

**VIII. OTHER POLICIES AND REGULATIONS** governing Terms and Conditions of the resident's contract are contained in the DRL Community Handbook, UIS Student Code, and apply to all on-campus residents while at UIS.

#### **IX. NONWAIVER OF COVENANTS AND CONDITIONS**

The failure of the University to insist upon strict performance of any of the covenants or conditions of this agreement, or to avail itself of any rights or privileges enumerated herein, in any one or more instances with any one or more students, shall not constitute a relinquishment for the future of such covenant, condition, right or privilege, but the same shall remain in full force and effect. The receipt by the University of any payment, with the knowledge of the breach of any covenant or condition hereof, shall not constitute a waiver of such breach, and no waiver by the University of any provision hereof shall be effective unless expressed in writing and signed by an authorized representative of the University.

#### **X. UNIVERSITY REGULATIONS AND GOVERNMENTAL STATUTES**

Residents shall observe University regulations and federal, state, or local laws. In addition to the provisions of the Housing Contract, violations may subject the violator to University disciplinary action and/or prosecution in the civil or criminal courts.

#### **XI. LIABILITY**

The University does not provide security or protection services as part of the Housing contract. The University is not responsible for and will not reimburse resident for damage or loss of personal effects resulting from third-party misconduct, weather-related disturbances, other natural conditions, or malfunction of plumbing, appliances, or other facility-related systems. The University shall not be held responsible or liable for any personal injury, loss, theft, or damage incurred or sustained by residents or their guests. Each resident is responsible for insuring and securing their individual person and property, and is strongly encouraged to secure personal renter's insurance or sufficient coverage under a parent's applicable homeowner's or renter's policy. Such policy coverage should be in continuous effect during the full period of on-campus residency, including Breaks when resident may not be physically on-campus. University parking facilities are used at Resident's or guest's risk.