

RESIDENCE HALL **STUDENT HANDBOOK**



WESTERN ILLINOIS
UNIVERSITY

UNIVERSITY HOUSING
& DINING SERVICES

COVID-19 AND PUBLIC HEALTH-INFORMED POLICIES

WIU aims to deliver its mission while protecting the health and safety of our students and minimizing the potential spread of disease within our community. As a resident, the 2019 Novel Coronavirus or similar public health crisis ("COVID") will impact your housing experience as WIU continues to make public health-informed decisions. The below policies are applicable to all residential students. As always, it will be the goal of UHDS to update you with timely information about specific health and safety guidance important for our residential students.

HEALTH AND SAFETY

UHDS expects that all members of the community—residents and staff—act in a manner that demonstrates respect and consideration for those around them, including respect and consideration for the health and safety of all community members. Residential students are required to comply with health and safety laws, orders, ordinances, regulations and health and safety guidance adopted by WIU as it relates to public health crises, including COVID-19. This guidance may include, but is not limited to, social distancing, limitations on mass gatherings, wearing a face covering, COVID-19 testing, contact tracing, disinfection protocols, limitations on guests into residence halls, and quarantine / isolation requirements. Adherence to health and safety requirements applies to all residents and staff and extends to all aspects of residential life, including bedrooms, bathrooms, community kitchens, lounges, computer rooms, and other common spaces.

FACE COVERINGS

Western Illinois University only requires face coverings to be worn at the Beu Health Center, the University COVID-19 Testing Site, and at the request of individuals when meetings in the personal work or living spaces of those individuals. In addition, face coverings remain required for individuals who are exposed to others with COVID-19, test positive for COVID-19, or develop COVID-19 symptoms.

Individual faculty of record may determine that masking will be required in their classrooms and are asked to communicate accordingly with students. Face coverings may be required in other campus sites following guidance from governing regulatory agencies.

Individuals should keep an approved face covering available to wear when requested.

Please remember that members of our WIU community who prefer to continue masking are welcomed and encouraged to do so. As a campus community we should respect others choice to continue masking and make every effort to help others feel comfortable on campus.

GROUP GATHERINGS

- All events on campus will be directed through the Union Scheduling and Event Services Office as the centralized scheduling location. Event planners will be subject to understanding and agreeing to prescribed protocols for their event.
- Student clubs and organizations will have the opportunity to meet in person in accordance with appropriate University public health practices and protocols. Student groups may also choose to meet virtually.
- Concerts, comedians, lecturers, and other visiting performers are permitted on campus, but must follow all on-campus protocols and procedures. It will be the event host to inform all parties of these procedures.
- The University strongly encourages events and programs occur in an outdoor setting as much as possible.
- Event coordinators should remember that some members of the University community remain hesitant to participant in face-to-face/in-person activities and events. When applicable/feasible, a virtual component is encouraged.

DINING SERVICES

Dining service, including where and how it will be offered to residential students, is subject to the discretion of the University and is subject to modification to address public health concerns.

Campus Dining Centers are adjusting their facilities and offerings in accordance with food service industry best practices.

- Outdoor dining will be available with grab-and-go, as well as carry-out options in each dining center.

CLEANING

WIU will continue to implement and modify its cleaning protocols to address COVID or other public health emergency in the interest of minimizing the spread of disease. WIU will increase cleaning efforts in bathrooms and public spaces. Residents must adhere to cleaning times posted and avoid the areas during the posted cleaning times.

QUARANTINE / ISOLATION / SEPARATION

At any time, the University may request or require a resident to relocate or leave WIU residence halls when that resident's continued presence in the housing community poses a health or safety risk for community members. Residential students are required to comply with requests from UHDS to leave their assigned space due to COVID or other public health emergency and failure to do so is a violation of the Residence Hall Handbook and may subject a student to emergency removal from their assigned space. Not all residential rooms or halls are appropriate for self-quarantine or self-isolation, for example, and in those situations where a student is recommended to self-quarantine or self-isolate, students may not be permitted to continue residing in their residential space and will be provided alternative housing arrangements as needed. Removal from your residence hall assignment to isolate or quarantine does not constitute a termination of a residential student's housing contract.

TERMINATION

Upon reasonable notice, WIU reserves the right to terminate housing contracts due to public health emergency needs, including COVID. In the event WIU terminates housing contracts due to public health concerns, WIU will offer fair and reasonable reimbursements for impacted students as appropriate and based on information available at that time.

In the event of a conflict between this Section, COVID-19 Residence Hall Handbook, and the Housing Agreement, this Section will apply.

RESIDENCE HALL LIFE AND COMMUNITY LIVING

COMMUNITY ENVIRONMENTS AND MUTUAL RESPECT

Living in a residence hall is a unique experience. After you leave the halls, it is unlikely that you will ever again find yourself surrounded by approximately 35 floor mates sharing all aspects of a common living space. Living in a group setting requires some adjustment in personal habits and attitudes. All residents have a role to play in establishing a positive community environment.

It is our belief that behavior demonstrates one's commitment to respecting individual differences. We are individually and collectively responsible for our behavior and accountable for our actions. We must each take the initiative and responsibility for learning about and becoming aware of the rich culture that exists in our residence hall communities. We can best learn from each other in an atmosphere of positive encouragement and mutual respect.

YOUR ROOM

You were assigned a room according to your Housing Community Preference form. Your room may be furnished with two of each of the following: bed, mattress, desk, desk chair, closet, and chest of drawers. Your room will also have an Ethernet connection (one per room), cable television access (one per room), and wireless access throughout the building. Phone service is available if you choose to activate it. With some creativity and a little effort, you can quickly and inexpensively transform your room into "your space." Talk to your Resident Assistant (RA) or other residents for ideas. You are not permitted to paint your room.

While there is no cleaning service in your room, each hall is provided with cleaning equipment. The University does not carry insurance to cover theft or destruction of personal property. Students are encouraged to carry a renters insurance policy for the protection of their belongings. If you have any questions about insurance, contact the University Housing & Dining Services (UHDS) office in Seal Hall.

ROOMMATE GUIDE

While having a roommate may or may not be a new experience for you, for most students, it is the first step in meeting a whole group of people who will be friends and colleagues throughout their lives. Even so, you don't have to be best friends to be roommates. Everyone is an individual, and the differences among us are usually more interesting than troublesome. Roommates who learn compromise and consideration for one another will develop a valuable supportive relationship with respect for each other's needs and rights.

Experience has shown that discussing the following issues will help prevent misunderstandings:

- Use of personal items
- Food in the room
- Study time in the room
- Sleeping schedules
- Visitation and guests
- Cleanliness/tidiness of room
- Use of stereo/TV/telephone/computer
- Time for socializing

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ROOMMATE BILL OF RIGHTS

Your enjoyment of life in University housing will depend, to a large extent, on the thoughtful consideration you demonstrate for your roommate and your neighbors. Basic rights of a roommate include the following:

1. The right to a clean room in which to live.
2. The right to expect that a roommate will respect your personal belongings.
3. The right to remedy grievances. Housing staff are available for assistance in settling conflicts.
4. The right to read and study free from undue interference in your room. Unreasonable noise and other distractions inhibit the exercise of this right.
5. The right to sleep without undue disturbance.
6. The right to free access to your room and facilities without pressure from a roommate.
7. The right to personal privacy.
8. The right to be free from fear, intimidation, and physical or emotional harm.
9. The right to have guests during visitation hours with the expectation that the guests are to respect the rights of the host's/hostess's roommate and other community residents.

HALL GOVERNMENT

You will find that the quality of your residence hall experience is directly related to your efforts to get involved in your floor and hall community. Hall governments are the primary source for changes made in residence hall life and operations. Hall Government offers opportunities for you to learn how to advocate for yourself and others, build events and programs, and connect to other residents, staff, and faculty throughout campus. All residents are welcome to attend and be involved with Hall Government. Hall Governments work in conjunction with University administration on issues such as room and board rates, policies and procedures, improvement of the buildings, academic assistance services, educational programs, and leadership development opportunities.

Residents who take advantage of this kind of community living environment tend to improve both their academic performance and their satisfaction with their college experience. Each residence hall community offers opportunities for you to get involved in numerous activities and programming. A great deal of this is through your hall government.

An educational programming fee is paid by each student to be used for programming at the floor, hall, and campus level. When you pay this fee, you become a member of your hall community, and you assume all the rights and privileges of a citizen in that residential community. This means you can become involved in hall government; you have input into the operation of the hall; and you can attend all the parties, dances, concerts, exchanges, movies, lectures, theatre trips, tournaments, and events that your hall organizes. The hall government is responsible for deciding how programming fee money is used. The general assembly, working with an advisor, attempts to balance what is in the best interest of the hall and the hall's residents.

Hall Governments meet each Monday at 6:00 pm in the common area of your hall.

IHC (INTER-HALL COUNCIL)

IHC is comprised of students interested in improving their total living environment within the University residence halls. It is an organization of representatives from all three complexes on campus, and it also serves as an umbrella organization for several subgroups within the residence hall structure. Founded in 1961, the organization is committed to the development of students—both academically and personally. IHC is also consulted regarding the interpretation and review of residence hall policies. It became affiliated with the Illinois Residence Hall Association (IRHA) in 1979 and has been in the forefront as a residence hall government group. IHC has been a leader in IRHA and organizations such as the Great Lakes Association of College and University Residence Halls (GLACURH) and the National Association of College and University Residence Halls (NACURH).

Residents involved with IHC have the opportunity to represent Western Illinois University on state, regional, and international conferences, as well as serve in leadership positions on these varying levels.

Inter-Hall Council meets each Wednesday at 6:30 pm in the University Union Capitol Rooms.

RESIDENT ASSISTANT/HALL STAFF

Residence hall staff live in the residence halls so that they can assist and counsel students.

The **Resident Assistant (RA)** living in your community is a student who has been selected for the position because of his or her leadership skills, concern for others, ability to communicate, knowledge of University resources, and willingness to accept responsibility. RAs receive extensive training and are your primary source for information and assistance during the school year.

UHDS is looking for students with the interest and skills to become an RA. Talk with your current RA or Complex Director if you would like to learn more about this dynamic student leadership position.

The **Assistant Complex Director (ACD)**, a graduate student working toward a master's degree, lives in the hall. ACDs may advise student government, supervise the information desk staff, coordinate building repairs, supervise RAs, and coordinate activities in the halls. ACDs are responsible for the operation of the hall in the Complex Director's absence.

The **Complex Director** is responsible for the operation of the hall and lives in the hall. The Complex Director is a full-time professional with considerable experience in residence hall work. Each Complex Director has a master's degree in the counseling or college student personnel fields. The Complex Director is responsible for and supervises all other staff members in the residence hall and for seeing that the residence hall is a supportive environment for students.

The **Residence Hall Clerk** is available in select residence halls. A hall clerk is a full-time Civil Service staff member available to provide administrative services during regular working hours. The Residence Hall Clerk assists with the replacement of lost room keys, room change requests, and the processing of maintenance and repair requests.

SAFETY PROCEDURES, HALL SECURITY, AND SAFETY

Emergency and Safety Procedures

FIRE

Review the emergency fire evacuation information that is posted on the interior door of your residence hall room. Whenever a fire alarm sounds in any residence hall, you are required to evacuate the building immediately. Failure to evacuate is a violation of Macomb city ordinance and subjects you to arrest, possible fine, and/or disciplinary action. Every attempt should be made to close and lock your door and turn off your lights. You are encouraged to carry a towel to protect your face. State fire laws prohibit the use of elevators for fire evacuation. Additional fire safety guidelines can be found in the "Residence Hall Standards for Student Conduct" section of this document. In case you cannot evacuate in the event of an emergency in the residence halls, please go to the nearest area marked "Safe Refuge." If you are unable to evacuate due to elevators being out of service during an emergency or for any other reason on a residential sleeping floor, please go to the nearest residence hall room, shut the doors and windows, and then call 911 so that emergency response teams are aware of your exact location. Please check the individual policies and procedures used in all other campus buildings; the above are only intended for the residence halls.

TORNADO

Excess Winds – The city of Macomb will sound Residence Hall sirens in the event that winds are in excess of 70mph.

Tornado Watch – When atmospheric conditions are such that severe weather or a tornado could develop, a tornado watch is issued. Stay indoors, stay alert for warning sirens, and listen to your radio for updates on the weather situation.

Tornado Warning – When a funnel cloud has been sighted in the area or when radar indicates that there is a possibility of a tornado forming, a tornado warning is issued. In the instance of a tornado warning, sirens in the Macomb community will be sounded for three to five minutes with a solid blast. In each residence hall, the building alarm system will sound and announce that a "severe weather emergency has been reported."

When a siren is heard indicating a tornado warning,

- Use the stairwells to go to the corridor areas of the lowest floors possible.
- Do not use the elevators.
- Do not stand near windows and exits during the warning period.
- Remain in the corridor areas (even if the building alarm system is silent) until the "all clear" is announced by the building alarm system.

- See head staff for your building's specific locations.

When the "all-clear" is announced, you may return to other areas of the hall.

The City of Macomb tornado sirens (not the building alarms) are tested at 10:00 am on the first Tuesday of each month. If the sirens sound at any other time, the above procedure should be followed.

MEDICAL NEEDLE DISPOSAL

For residents that need to dispose of medical needles, use of "type 2" plastic milk jugs or detergent bottles are recommended. These can then be taken to Beu Health Center for disposal. For further alternatives, please contact Beu Health Center.

HALL SECURITY GUIDELINES

As a student attending Western Illinois University, you are extended the privilege of self-regulated hours to enter and leave your residence hall. Procedures for entering or leaving the residence halls are clearly outlined for each hall. You are advised to check the procedures for your living unit. Residence hall security ultimately depends on the responsible actions of each resident. Security begins with you. Your room door should be locked at all times. Do not prop open stairwell or outside doors.

For security purposes, all residence hall exterior doors are locked by Midnight (depending on day). If you are returning to your assigned residence hall after closing hours, you must enter using the designated door with your access key or card.

Your guests will also have self-regulated hours. You will be responsible for your guests (i.e., informing them of hall and University policies and regulations). Your guests will be admitted to the residence hall after closing only if accompanied by you or a resident of that particular living unit. Guests are to always be escorted. Failure to comply with these regulations could result in charges of trespass being filed with the Office of Public Safety (OPS).

Reporting of Thefts – You should report all thefts, regardless of value, as soon as possible to residence hall staff and the Office of Public Safety. OPS can be reached at (309) 298-1949.

Security Cameras

For the safety and security of residents and guests, security cameras may be placed in the common areas of the residence halls. It is a violation of residence hall policy to tamper with safety equipment, including security cameras.

Missing Student Notification

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify OPS at (309) 298-1949. OPS will generate a missing person report and initiate an investigation.

RESIDENCE HALL SERVICES AND INFORMATION

ACCESSIBLE RESIDENCE HALLS FOR STUDENTS WITH DISABILITIES

WIU has made a conscientious effort to make the campus as accessible as possible. At the present time, Corbin-Olson, Grote, Thompson, and Washington Halls are designed to accommodate students with disabilities.

If you have any questions or concerns with regard to accessibility, please feel free to contact Student Development & Success Center at (309) 298-3159.

AIR-CONDITIONING AND HEATING

All halls are equipped with air-conditioning and heating. Heating and air-conditioning systems are turned on based on assessment of short and long-term forecasts. When the air-conditioning or heating is on, keep windows closed so that equipment can operate efficiently. Facilities Management will be called in to check the cooling/heating equipment if the room temperature is outside of established parameters. If you believe your room temperature to be outside of these parameters, check out a thermometer at your front desk and report your findings to our desk or hall staff.

BICYCLE STORAGE

Bicycle racks are available outside each residence hall. Bicycles are not allowed in buildings. Storing or parking bicycles in rooms, hallways, or lounges is prohibited.

BREAK HOUSING INFORMATION

In the event of a conflict between this Section and the COVID-19 Policies Section, the COVID-19 Policies Section will apply.

Halls close at 7:00 pm on Friday, November 18, 2022 for Thanksgiving Break.*
Halls re-open at 10:00 am on Sunday, November 27, 2022.

Halls close at 7:00 pm on Friday, December 16, 2022 for Winter Break.*
Halls re-open at 12:00 pm on Saturday, January 14, 2023.

Halls close at 7:00 pm on Friday, March 10, 2023 for Spring Break.*
Halls re-open at 10:00 am on Sunday, March 19, 2023.

*Short-term extended stays are available for each closing period. Students should fill out a Late Stay Request Form on STARS. Contact your Complex Director for more information.

Students have the option to stay on campus during break periods (Thanksgiving Break, Winter Break, Spring Break, inter-sessions, and pre-sessions).

The options for break housing are as follows:

1. August Inter-Session (end of summer school through start of semester)
2. Thanksgiving Break
3. Winter Break 1 (through December 31)
4. Winter Break 2 (January 1 - January 15)
5. Spring Break
6. May Pre-Session (end of semester through start of summer school)

There will be additional rates for each break housing session automatically billed to your student account. All students must sign up for break housing 48 hours prior to the housing period start by filling out the Break Housing Request Form at wiu.edu/housing.

If you live in Corbin-Olson, you have the option to stay in your room. If you live in another residence hall, you will be given a room in Olson Hall to stay in during the break period. Break period sign-up is first come, first served and has limited availability.

Dining service is available on a limited basis. Please check wiu.edu/dining for specific hours and locations prior to the break period.

COMPUTER LAB LOCATIONS

Computer labs for residence hall students are located in Corbin-Olson, Lincoln-Washington, and Thompson Halls. All labs are equipped with variety of workstations and printers.

CUSTODIAL/CLEANING SERVICES

The custodians (known as **Building Service Workers** at WIU) are responsible for cleaning and maintaining the public areas of the halls, laundry rooms, recreation rooms, special study areas, and restrooms (with the exception of Grote Hall). Each Building Service Worker is assigned to maintain designated floors. Students are responsible for maintaining a clean room. Access to facilities, including restrooms, may be restricted during daily cleaning or periods of maintenance.

INFORMATION DESK SERVICES/DESK ASSISTANTS

Each hall has an information desk that offers a variety of services and provides part-time employment for students. The information desk provides general information and serves as a center for mail distribution, lost and found items, lost key reports, and the check-out for various equipment and table games. If there is an emergency, you should contact OPS (Office of Public Safety) or the information desk if your RA is not available.

LIABILITY

Although the University will exercise reasonable efforts to protect student property, the University is not in any way liable for loss from theft or damage to any personal property belonging to students or their guests. All students are urged to make sure that their personal property is covered by insurance, either with their parents' homeowners insurance policy or by a special student policy available for this specific purpose by an insurance firm specializing in this type of coverage. Lost and found items are stored up to 60 days before they become property of WIU.

LUGGAGE STORAGE ROOMS

Limited space is available in these rooms on each floor for your luggage and other items (e.g., trunks and large appliance boxes such as for your stereo, television, or refrigerator). All other items (e.g., packing boxes, mattresses, room furniture) must be stored in your room. Items of value cannot be stored in luggage storage rooms.

Be sure to label everything with name and room number to prevent property loss. The storage rooms are kept locked. If you desire to remove anything, you need to make arrangements with your RA. Although the University will exercise all reasonable efforts to protect student property, the University is not liable for loss of, theft of, or damage to any property belonging to residents. Students are encouraged to carry personal property insurance.

MAIL SERVICES

U.S. Postal Service

Every day (except Sunday and legal holidays), U.S. mail is delivered to each of the residence halls. Mail is sorted and placed into student mailboxes when it arrives. Mailboxes are located near the information desk in each hall. There is one mailbox per room, and your room number corresponds to your mailbox number. Your room key opens your mailbox. A U.S. Post Office drop box is available at each information desk for outgoing letters and items with appropriate postage.

Packages, Registered Mail/UPS/FedEx, etc. – Packages, Registered Mail/UPS/FedEx deliveries, etc., which are delivered to the residence hall and signed for by UHDS hall/desk staff, cannot be refused for delivery by the student to whom it was sent. Any items that the student wants to return must be accepted by the student and then returned through that company's regular procedures. Students will be notified when a package or registered mail is available for pickup. We do not accept outgoing pieces for Federal Express, UPS, DHL, Airborne Express, or any other parcel service. Students who are unsure about postage should take the item to the U.S. Post Office (205 S. Randolph St., Macomb, IL 61455).

Mail Forwarding – If you are leaving the residence halls for any reason, please provide the Office of the Registrar with the correct forwarding address. Students who move during the school year will have their first class mail forwarded to them by the information desk staff using our mail forwarding system. All first class mail will be forwarded to students over the winter and summer break periods. Mail will NOT be forwarded over Thanksgiving and Spring Break periods. Standard (formerly bulk rate) mail and merchandise sent by commercial companies cannot be forwarded. It is the student's responsibility to notify companies, friends, and family of his or her new address to guarantee continued delivery of all mail.

Mailing Tips – Have correspondents use your full name on the envelope rather than a nickname or joke name. This will cause less confusion if the mail must be forwarded. Cash is never safe to send or receive through the mail. Remind friends or family to send a check or money order when sending money.

Proper Mailing Addresses – Be sure to use the proper mailing addresses when mailing to residence hall students:

JOHN BROWN
THOMPSON HALL
1200 N WESTERN AVE RM 313
MACOMB, IL 61455-1378

Individual hall street addresses should include the following:

NAME
CORBIN HALL
410 N WESTERN AVE RM ____
MACOMB, IL 61455

NAME
LINCOLN HALL
700 W ADAMS ST RM ____
MACOMB, IL 61455

NAME
GROTE HALL
720 W ADAMS ST RM ____
MACOMB, IL 61455

NAME
OLSON HALL
400 N WESTERN AVE RM ____
MACOMB, IL 61455

NAME

THOMPSON HALL
1200 N WESTERN AVE RM ____
MACOMB, IL 61455

NAME

WASHINGTON HALL
710 W ADAMS ST RM ____
MACOMB, IL 61455

Distribution of Special Items

Special items (e.g., flowers, candy, stuffed animals, flyers, etc.) that have not gone through campus mail or the U.S. Postal Service should be delivered to the information desk for distribution. These items must meet the following guidelines:

- Items provided by the hall's student government or RA for their respective hall need to be approved by the Complex Director.
- Items provided by registered campus organizations must first be approved for distribution by UHDS in Seal Hall. Items will be distributed from Seal Hall to the buildings.
- Approval for delivery must be requested from and approved by the appropriate UHDS staff member at least five working days before the distribution date.

MAINTENANCE REQUESTS

Maintenance request forms are available using the "Fix It" link at wiu.edu/housing. Choose the hall you live in, and fill out the online form. Repairs are completed on a priority basis. Should the repair work not be completed within a reasonable period of time, contact the Residence Hall Clerk or your Complex Director.

MASK POLICY

For safety reasons, a staff member may ask you to remove masks while in the residence hall. Failure to remove your mask upon being asked to do so will be considered failure to comply and can result in judicial action. This does not include your face covering due to COVID-19.

PERSONAL PROPERTY RETRIEVAL

If you drop something down an elevator shaft, plumbing fixture, trash chute, or heating/cooling unit, the repair person will attempt to retrieve your belongings as soon as possible. Items will be retrieved at your expense. These charges apply whether or not the repair person is successful in retrieving the lost item. Contact your information desk if you need to retrieve your personal property.

RESIDENCE HALL RELEASE

Because living in the residence hall is such an important part of your college experience, all freshman and sophomore students (defined as less than 60 credit hours) are required to live in a University residence hall. All exceptions to this policy must be approved in writing through the petition process.

If a student is enrolled in classes, has less than 60 credit hours, does not have an approved petition on file and cancels their current housing contract, they will be charged a contract breakage fee equal to a semester double room charge. (Actual rates will vary based on individual student's rate plan.)

For Fall 2022, contracts became binding March 1, 2022 during spring renewal.

If a decision to grant a release is made, a contract breakage fee will apply and your account will be billed. Check with the UHDS office in Seal Hall for the exact fee. In addition, the terms and conditions of residency will continue to apply. The decision regarding whether or not a petition for contract release is granted and a penalty assessed will rest with the Associate Vice President for Student Services-UHDS or their designee.

ROCKY DOLLARS

All WIU ID cards have been set up with a \$0 Rocky Dollars account initially. Rocky Dollars is a debit-like account that is accessed using your WIU ID card. After you deposit money into your Rocky Dollars account, you can present your WIU ID card as a form of payment to purchase goods and services on campus at the WIU Bookstore, vending machines, laundry machines, DPS for printing and copying, and all dining locations. To add money, visit wiu.edu/myID.

ROOM AND ACCESS KEYS

Bent or Broken Key Replacement – Facilities Management, at the request of the residence hall staff, will replace bent or broken keys. The damaged or broken key must be turned in to the Residence Hall Clerk.

Lock Repair – If your lock malfunctions or is damaged and the situation created affects the safety and security of you and your belongings, a locksmith will repair the problem. If the repair is necessary due to a malfunction of the lock, there will be no charge. If the repair is necessary due to vandalism or misuse, there will be a charge to you or the floor, depending on the circumstances.

Lost Keys and Use of Temporary Keys – Residents are issued a key for their room and a hall access key that become their responsibility. If a resident loses their keys, they must request a lock recore through the Residence Hall Clerk or head staff. This should be done as soon as possible to protect personal belongings and can be completed with one roommate's request.

Upon check-out keys must be returned to UHDS or a charge will be incurred by the student. In addition, UHDS is unable to accept keys through the US Mail after move-out due to security reasons.

ROOM CHECK-OUT PROCEDURES

If you are planning to move to another room in any way or to check-out of your residence hall room, you must contact your RA or Residence Hall Clerk. When you moved into your residence hall room, you completed a **Room Condition Report (RCR)** form, detailing the condition of your room, and a **Microfridge Condition Report (MCR)**, if applicable. Upon check-out of that room, you will be assessed for any damages caused to the room. It is important to be detailed and thorough when you first complete the RCR and MCR forms because you will be charged for discrepancies not recorded when you moved into the room. In addition to any damages assessed, there is a \$25 fine for improper check-out.

ROOM CONSOLIDATION AND GENERAL POLICIES AND PROCEDURES

If one occupant of a double room moves, the other occupant, at the discretion of the University, may (1) purchase the room as a single unit (if eligible), (2) remain in double-room accommodations with a new roommate of their choice, (3) be assigned to another double room, or (4) be assigned another roommate by the University. This assignment could happen at any time.

It is the policy of UHDS to offer you the option of a single room whenever possible and if the student is eligible— students with a past due balance of greater than \$500 are not eligible. If you wish to have a single room, see your Residence Hall Clerk when you receive your consolidation letter. If requests for consolidation are ignored, judicial sanctions could apply.

ROOM/ROOMMATE CHANGES

A flexible room/roommate change policy exists at WIU. During the open room change period, you may move anywhere on campus (depending on the availability of space) by contacting your Residence Hall Clerk. You will be assessed a \$25 charge for an improper room change and/or the cost to recode the door lock if (1) you fail to contact your Residence Hall Clerk before making a room change, (2) you change rooms before the open room change period, or (3) you do not move by the date indicated.

Rooms becoming vacant will be offered to those students on the Single Room Waiting List. Two students living in separate rooms may move from their separate rooms into an empty room **ONLY IF** the completed move results in the same number of openings for single rooms for those on the waiting list or if there is no one on the Single Room Waiting List. Roommates who wish to move into an empty room anywhere on campus may do so during the open room change period at the discretion of the Complex Director.

SINGLE- OR DOUBLE-ROOM ACCOMMODATIONS

Rooms are designed for either one or two people.

Single-room accommodations are available in most buildings. Single rooms are available at an additional cost, are based on contract number priority, and are assigned based on space availability. Most single rooms come with two sets of furniture. Every effort is made to accommodate those students wanting single rooms. Those interested in a single room can log onto STARS and place themselves on the Single Room Waiting List.

A majority of students on campus choose to reside in double-room accommodations. Living cooperatively with a roommate presents both a challenge and the advantage of sharing the residence hall experience with another person. For many students, the sharing of college life with a roommate is one of their most memorable experiences of WIU.

If you have contracted for a single room and decide to live in a double room during the semester, you may do so. There is a \$25 charge for the change. The \$25 application/contract breakage fee may be waived if you break your application/contract at the end of fall semester and plan to live in a double room during spring semester.

TELEPHONE SERVICES

Telephone access is available in each residence hall room; however, the line must be activated by the student and will include a monthly charge. If you would like to activate your phone line, simply call Western Telephone Services (WESTEL) at (309) 298-2713.

If you choose to do so, the following apply:

- **On-Campus Telephone Calls** – You may dial the rooms of other residents and campus offices by simply dialing the correct five-digit number (8-xxxx). Residence hall telephone numbers do not correspond with room numbers.
- **Off-Campus Telephone Calls** – To reach a Macomb number, dial “7” and then the desired seven-digit number.

- **Long-Distance Calls** – Long-distance, direct-dialing calls may be placed from your room phone if you have an access code issued by the WESTEL office on campus.
- **Floor Phones** – On certain residence hall floors, a phone has been added for emergency or general use.

TELEVISION SERVICES

All halls have TV outlets in each room that are connected to a digital cable system. A channel guide, as well as troubleshooting and support, is available on the UHDS website at wiu.edu/housing.

USE OF RESIDENCE HALL FACILITIES

Residence hall facilities are reserved for the exclusive use of residence hall students and residence hall-related groups. These facilities are not intended for use by outside groups without the explicit permission from UHDS. The following is a list of guidelines for the reservation and use of facilities:

- Approval of events in public areas will be granted by the Complex Director.
- Groups of 20 or fewer floor residents can use public area facilities without permission of the Complex Director.
- There may be no more than one guest for each floor resident in attendance.
- All functions should be finished and cleaned up by midnight.
- Outside groups should contact UHDS to schedule residence hall facilities.

Termination – Regardless of approval, events may be terminated if those attending act in an unreasonable manner or if a violation of University regulations occurs. The event may be terminated by residence hall staff, hall government leaders, and/or the sponsors of the event.

Damages – Any damage done to University facilities as a result of a scheduled event will be billed to the group sponsoring the event if the individual(s) causing damage cannot be identified.

Clean-up – The sponsoring group will be responsible for cleaning up after the event and returning the area to its original condition. If clean-up does not take place, a clean-up charge will be assessed to the sponsoring group. (The charge will be determined by the amount of time required to clean the facility.)

Guest Procedure – Each resident is responsible for his or her behavior and for the behavior of his or her guests.

WITHDRAWAL PROCEDURES

If you feel you must withdraw from the University, you are encouraged to talk it over first with your RA and Complex Director. The goal of the RA and Complex Director is to help you make sure that leaving school is the best decision for you. If you decide to leave, even after thinking it over, you need to officially withdraw in the Student Development Office. You also must officially cancel your Residence Hall Application/Contract at UHDS in Seal Hall by signing the necessary forms.

You should then contact your RA and your Residence Hall Clerk to return your room key and properly check-out of the hall by signing and dating the RCR form. All refunds will be in accordance with the terms and conditions of the Residence Hall Application/Contract.

Refund upon Withdrawal – If you withdraw from the University, you will be assessed for room charges on a prorated basis based on the University withdrawal schedule and policy. Specific charges may be obtained by calling UHDS or consulting the University student handbook. Meal plan refunds will be calculated based on usage and may be subject to refund limits.

DINING SERVICES

MEAL PLAN INFORMATION

WIU uses a declining balance system for meal plans. When a student purchases a meal from a dining facility, the charge for that meal is deducted from their account. Students can eat anywhere on campus.

MEAL PLAN FOR STUDENTS WHO LIVE OFF-CAMPUS

Students who live off-campus have the option of purchasing a meal plan via STARS as well. There is a minimum first-time purchase of \$100 (annually). You can use this money at any dining location, and it will be billed to your student account. The convenience of charging your meals to your student account makes this option for off-campus students worth every cent.

CONVENIENCE STORES (C-STORES)

C-stores are located throughout campus and offer an extensive selection of food. This includes wing and pizza pick-up service (except University Union location); “Simply to Go” sandwiches, salads, and desserts; grocery items, including cereal, milk, lunch meat, frozen entrées, soups, canned goods, and baked goods; snack items, including candy bars, chips, cookies, and ice cream; and sundry items, including personal hygiene items and laundry detergent.

Carry your ID card with you to all meals. The card is necessary to make purchases. Your ID must be presented in order to access your meal plan. Keep your card in a safe place so that it cannot be stolen. In order to protect your account, do not lend or give your card to anyone for any reason.

ADDING TO YOUR ACCOUNT BALANCE

At any point during the semester, students are able to add money to their meal plan account using **(1)** a pre-paid method (cash, check, or credit card) or **(2)** by charging to their University/student account. All meal plan pre-paid transactions occur at the UHDS main office, first floor Seal Hall.

All University/student account charge transactions occur on **STARS** or at the UHDS main office, first floor Seal Hall. All charge transactions are limited to \$250/day.

For students living on-campus, a maximum of \$1,200 per semester can be added to their current meal plan by charging to a University/student account. For students living off-campus, a maximum of \$1,800 per semester can be purchased and added to their meal plan by charging to a University/student account. Once a semester charge limit is reached, a student may only add money to a meal plan using a pre-paid method (cash, check, or credit card).

DINING CENTER GUIDELINES

Your ID card is nontransferable and should be treated as if it were a credit card. Misuse of your card increases dining costs to all students. Violations of dining hall guidelines will be referred to the Student Rights, Responsibilities and Retention Office for misuse of the card for the first offense.

Further judicial referral will occur for each additional violation. The following additional actions are considered inappropriate in the dining halls:

- Permitting others to use your ID card for dining
- Removing utensils (e.g., trays, glasses, dishes, silverware, etc.) from any dining center
- Throwing food or causing a disturbance in any area of the dining hall (may also result in arrest for disorderly conduct)
- Using electronic sound amplifying equipment in the dining hall during meal hours
- Consuming food or beverages before paying for them
- Failing to properly clean your table before leaving the dining center

Any person entering the dining hall must wear shoes or slippers with hard soles. Bare feet or socks are not permitted. A shirt must also be worn. These policies are established for health and safety reasons and are in effect throughout the school year.

RESIDENCE HALL STANDARDS FOR STUDENT CONDUCT

UHDS is continually striving to provide the best possible environment for all students living in the residence halls. In pursuit of this goal, UHDS has established regulations for the protection of residents' personal safety and residence hall environments. Violations of these regulations may be viewed as minor when considered as individual cases but may pose serious problems when incidents occur in great numbers or recur as patterns of behavior. These regulations are enforced by residence hall staff and may include disciplinary action and/or individual or group fee assessments.

The University reserves the right to amend any policy herein at any time in accordance with established University procedures. Communication of any changes will be made to the University community in an appropriate and timely fashion.

ALCOHOL

Alcohol in open containers is not permitted in any outside area adjacent to the residence halls. Possession of alcohol in open containers in these areas will result in University disciplinary action and may result in arrest by OPS.

The possession and/or consumption of alcoholic beverages are prohibited on all First Year Experience (FYE) Floors, which are floors that specifically house first year students. In addition, alcohol is prohibited in any room where both individuals are under the age of 21.

In Corbin-Olson, Grote, Lincoln-Washington, and Thompson Halls, alcoholic beverages may be possessed and consumed by individuals who are of legal age according to Illinois law. Alcohol containers may not be larger than one quart (32 fluid ounces). Students found in possession of a keg or other large container may be relocated to another residence hall. In addition, the keg/container and all its paraphernalia (e.g., tapper) will be confiscated and become the property of UHDS. Alcoholic beverages may be consumed

only in individual rooms while the room door is closed and may not be consumed in hallways, stairways, elevators, lounges, restrooms, or any other public area of the residence hall. Individuals should make their guests aware of all aspects of the alcohol policy. Students under legal drinking age in rooms where alcohol is permitted and being consumed will be subject to disciplinary action. Alcohol is permitted in the common room of a suite if all students are 21 or older.

Empty alcohol containers are permitted for decorative purposes in student rooms only in halls where alcohol is allowed by those of age to have had the ability to purchase these containers. Empty keg containers are not permitted.

DAMAGE ASSESSMENT POLICY/VANDALISM

Damages beyond normal wear and tear due to vandalism will not be tolerated.

Whenever possible, room or community damages caused by vandalism are assessed to the individual(s) responsible. If the damages cannot be assigned to the responsible party, they are assessed to the smallest logical group (i.e., floor or wing). **A fee of at least \$75 will be assessed** for the cleaning by the Building Service Workers of any unsafe or unsanitary mess such as blood, vomit, or other potentially hazardous unsafe substance.

Damage charges will be applied to your University bill at the end of each term or when you check-out of your room. Appeals to damage assessments should be initiated in writing to your Complex Director.

DECORATING YOUR ROOM

We encourage you to use your creativity to make your room more like home. However, we do not allow students to paint their rooms or hang any type of wallpaper. Additionally, mounting furniture, televisions, and/or any item that requires drilling into the wall or ceiling is prohibited.

While you may decorate the inside of your room to suit your tastes, the outside of your door and window are considered available to public view. The University will not allow the posting of items that are deemed to be racist, sexist, indecent, scandalous, illegal, inciting, or in any way oppressive in nature. The use of neon signs in residence hall windows is prohibited. These items may be removed, and disciplinary action may be taken.

The unauthorized modification of residence hall facilities or equipment (e.g., extending TV cables outside the lounge area; extending antennas beyond the interior of the building; and tampering with or altering electrical supply outlets, light fixtures, etc.) is prohibited.

Flag Policy: No items may be hung on the ceiling, windows or in doorways, including fabric, banners, tapestries, posters, or flags.

ELECTRICAL APPLIANCES

Due to potential fire hazards and power failures caused by overloaded electrical circuits, electrical appliance usage must be limited. Electric shavers, hair dryers, hot combs, clocks, irons, coffeemakers with automatic shutoff mechanisms, radios, stereos, DVDs, and televisions are permissible (so long as the latter have a volume control).

Refrigerators can be no larger than 4.5 cubic feet and use no more than two amps when running. Microwaves are permissible as long as they do not exceed 700 watts.

The possession of **unauthorized heat-producing electrical appliances**, such as space heaters, popcorn poppers, hot plates, etc., and the possession of candles, kerosene lamps, or open flames are prohibited in any area of the residence halls. **Any appliance with an exposed heating element is prohibited.**

In addition, the use of multi-outlet plugs without built-in surge protection is prohibited. Only grounded extension cords may be used (12- or 14-gauge extension cords are acceptable).

DRUGS

Students are not allowed to manufacture, possess, use, deliver, sell, or distribute any drug substance prohibited by law. No individual, regardless of age, may have cannabis on Western Illinois University property. This includes your residence hall room and car.

FIRE SAFETY REGULATIONS

The following regulations are in place to reduce the risk of a fire:

- **No candles are allowed, not even for decorative purposes.**
- **No open flames** (e.g., candles or kerosene lamps) or any incendiary devices will be permitted in the residence halls.
- **The burning of incense is not allowed** in any residence hall room or public area. Any special exceptions must be approved by the Complex Director and the OPS Director.
- **The possession, storage, or use of flammable liquids or substances is strictly prohibited in the residence halls.**
- **Electrical appliances should be limited** to radios, clocks, televisions, irons, coffeemakers with automatic shut-off mechanisms, and other nonheat-producing items and must be in safe operating condition. Heat-producing items such as space heaters, popcorn poppers, hot plates, halogen lamps, or appliances with an exposed heating element such as a George Foreman grill, toaster oven, air fryers, and instapots may not be used in any area of the residence hall.
- All living and storage rooms will be maintained in such a manner as to allow a wide, uncluttered pathway.
- The use or possession of multi-outlet plugs or power strips in the residence halls is prohibited without built-in surge protection.
- Extension cords will be no less than UL-approved #14-gauge wire and no more than #12-gauge wire. This is a heavy-duty, grounded, protected cord that will allow for the safe use of those appliances most often found in a University residence hall room. The extension cord itself must be maintained in a safe condition. The cord should not be draped over a nail, should not be placed in a foot traffic area where it could be damaged, and should otherwise be protected to ensure its safe condition. The use or possession of extension cords not meeting these specifications is prohibited.
- Live trees will not be permitted in the residence halls.
- **In order to ensure compliance, UHDS staff members and/or the fire department for the City of Macomb may check student rooms on a continuing basis.**
- The possession or use of firearms, fireworks, other explosive materials, or weapons in any University-owned housing unit or at a student activity on campus is strictly prohibited by University policy and state law. Students are not to start a fire, explode fireworks or chemicals, improperly use a weapon, set off false alarms, or tamper with firefighting equipment.

- Motorcycle engines, fuel tanks, and other motorized vehicles may not be stored or repaired within the residence halls.
- Barbecue grills – Barbecue grills should not be used within 20 feet of buildings and should be tended at all times. Coals should be extinguished immediately after use. Grills are not to be chained to trees.
- Maximum room occupancy: 6

In the event of a violation of the above rules, disciplinary action will be taken.

The University may recommend suspension if you are found responsible for the following:

- Transmitting, in any manner, **a false fire alarm** in any residence hall on the WIU campus
- **Damaging property by means of fire or explosives** in any residence hall on the WIU campus

Such criminal acts are a threat and danger to the lives and property of all residence hall students. In addition, University authorities will cooperate with OPS in bringing appropriate charges and assisting in the prosecution of offenders under local, state, and federal laws.

The use of a fire extinguisher or other fire protection equipment for other than its intended purpose will automatically result in a \$25 fine plus the cost of recharging or replacing the extinguisher. You will also be referred for judicial and possible legal action.

HALL SPORTS POLICY

Residents are prohibited from participating in any kind of sport or physically active game inside the residence halls, including but not limited to football, basketball, soccer, hockey, golf, rollerblading, frisbee, tag, bowling, wrestling, water fights, and any type of gun related activities, including but not limited to nerf guns, BB guns, etc. The usage and possession of hoverboards in the residence halls and on campus is not allowed. This policy has been adopted to prevent accidents that could potentially harm people or damage property or fire sprinkler systems in the residence halls.

HOLIDAY DECORATION SAFETY REGULATIONS

Only artificial trees shall be permitted in student rooms, lounges, apartments, and food service areas. The possession of live trees in residence halls is prohibited.

- No lights are to be used on aluminum trees. Spotlights may be used.
- Only UL-approved or UL-listed electrical light sets may be used for decoration. The power line must not pass through a doorway or window frame to an outlet.
- Hanging lights or any other objects are not allowed on fire sprinkler piping or heads.
- Trees or decorations are not to be placed in any corridor or area that might obstruct an exit.
- All decorations used on the inside of any University building must be flameproof or made of a material that is flame retardant.
- No open flames are permitted.
- At no time shall hallway or exit lights be painted or covered.

PETS

Animals (except for aquarium fish in a 10-gallon tank or smaller) are prohibited in the residence halls. Individuals with an emotional support animal should contact Student Development & Success Center at (309) 298-3159.

PROPER USE OF ROOM FURNITURE

Mattresses must remain on bed frames and may not be taken outdoors or placed in common areas on the floor. All mattresses and residence hall room furniture must stay in the residence hall room. Exceptions to bed ends and metal frames are by individual hall. Check with your RA for proper storage instructions. The unauthorized removal of furniture may result in disciplinary action.

The use and/or possession of unauthorized furniture, such as weight-lifting equipment and waterbeds, is prohibited.

Students are responsible for the condition of all furniture for their room. Cinderblocks may not be used in residence hall rooms, including being used to raise beds or build furniture.

It should be noted that the University is not responsible for damages or injuries caused by self-constructed loft use. Buildings with stackable furniture (Grote) may not use lofts. Corbin-Olson, Lincoln-Washington, and Thompson Halls have loftable bed furniture.

QUIET GUIDELINES

One of the primary rights of students in residence halls is the right to study in one's room free from unreasonable interference. Thus, noise and other distractions that inhibit the exercise of this right are strictly prohibited.

Quiet hours will be Sunday-Thursday, 10:00 pm-11:00 am, and Friday and Saturday, 1:00 am-11:00 am

During quiet hours, the following guidelines exist:

- The noise level resulting from conversation or the use of stereos, radios, televisions, and telephones in any room should not be loud enough to be heard outside the room
- Floor lounges are to be used for quiet activities (e.g., study, programs, television, games, etc.). It is expected that lounge doors will be closed and noise will be kept at a moderate level.
- Conversations in the hallway and bathroom must be conducted in a low voice level.
- Students are expected to confront other students who are making too much noise. The student making the noise is expected to reduce the noise level immediately.
- Residence hall staff may confront students who are making too much noise even if they have not received a complaint from another student.

Courteous Behavior – Courteous behavior is expected at all times, even when designated quiet hours are not operational. Remember: The right to quiet always supersedes the privilege to make noise.

Enforcement of Quiet Hours Guidelines – Students in violation of quiet hours policy will be referred through the judicial system. On designated quiet floors, students in violation of the noon-to-noon (24-hour) quiet agreement will receive a warning. A second warning within a 15-week period may result in relocation to another floor.

Finals Week Quiet Hours – During Finals Week, **quiet hours are in place on all residence hall floors 24 hours a day**, beginning Saturday and ending Friday at noon. The beginning hour and ending hour for quiet hours are decided jointly by hall staff and

government as long as they begin the Saturday before finals. Each hall staff/government may request to remove quiet hours for one hour each day between 5:00 pm and 7:00 pm. As always, courteous behavior applies. Signs will be posted within the halls informing students when quiet hours will begin, end, and be lifted. Students in violation of this policy will be referred through the judicial system and may be asked to leave the hall immediately after their last final exam.

RESIDENCE HALL PUBLICITY & SOLICITATION POLICY

University Housing and Dining Services is committed to helping students, student organizations and university departments promote their activities, while also striving to keep the residence hall environment one that is conducive to studying, resting, relaxing, and socializing.

The following policies and guidelines govern the use of residence halls facilities for the sale of goods, distribution of materials, posting and the solicitation to students.

All individuals and organizations wishing to promote their activities within the residence hall must receive approval from University Housing and Dining Services.

SOLICITATION

Solicitation is defined as any activity that seeks to make contact with residents to collect information, sell items, or gain support from residents at Western Illinois University. Solicitation applies to a wide range of activities that may include: advertising, selling, petitioning, campaigning, distributing flyers, product orientation, and surveying residents by telephone, mail, e-mail, or in person.

COMMERCIAL SOLICITATION

All forms of commercial solicitation for merchandise purchase and/or services for personal profit or organizational gain are strictly prohibited by individuals or organizations not affiliated with University Housing and Dining Services, in the residence halls. This includes residential rooms, residential floors, and all public areas.

For the safety of fellow residents and their belongings please immediately report anyone soliciting in the halls to a member of your Residence Hall staff.

POSTING FLYERS/POSTERS IN THE RESIDENCE HALLS

A **Residence Hall Bulletin Board Posting Request Form** must be submitted for all requests by student organizations and university departments, and are subject for approval.

Posting is defined as public display of any informational or promotional materials. University Housing & Dining Services has designated space in the public areas of the residence halls for the purpose of providing a place for groups and organizations to promote their events, activities, programs, and services. Posting materials may include, but are not limited to: banners, flyers, leaflets, notices, posters, or signs placed or affixed in public space for the purpose of advertising activities, programs or services. The University will not approve any information that is deemed to be racist, sexist, indecent, scandalous, illegal, inciting, or information that conflicts with the mission of University Housing & Dining Services.

All requests are subject to approval and scheduled on a “first come, first serve” basis.

Guidelines

- Requests must be submitted **at least seven (7) days in advance** of the desired posting date and approved **at least three (3) working days prior** to the posting start date.
- Approved postings may be displayed for a **maximum period of two (2) weeks**. Items will be removed after two (2) weeks or the day after the date of the event, whichever comes first.
- A limited amount of posting space is designated in each residence hall for organizations outside of UHDS (public areas only).
- Postings must be **11" x 17" or smaller in size** and must not contain any adhesive material.
- Organizations outside of UHDS may not post on residential floors.
- The sponsoring organization is responsible for making copies of their materials and delivering to the UHDS office in Seal Hall for distribution.

DIGITAL DISPLAYS IN THE RESIDENCE HALLS

A **Residence Hall Digital Display Request Form** must be submitted for all requests by student organizations and university departments, and are subject for approval.

The University will not approve any information that is deemed to be racist, sexist, indecent, scandalous, illegal, inciting, or in any way oppressive in nature. Digital displays are used to display information relating to campus events or programs of interest to WIU students.

All requests are subject to approval and scheduled on a “first come, first serve” basis.

Guidelines

- **Registered student organizations and university departments are eligible to submit digital displays.**
- Digital information must pertain to a campus event or service at the university. Non-WIU activities will not be approved for display.
- Requests must be submitted **at least seven (7) days in advance** of the desired posting date.
- Approved postings may be displayed for a **maximum period of two (2) weeks**. Display dates should be requested when content is submitted.
- Artwork that is stretched, misuses the WIU logo, or is deemed too low quality by the Marketing & Communications office will be returned to the sender with an explanation as to why it will not run on the system as is.
- Advertisements for reoccurring events and meetings can only be submitted once a semester.

Digital Signage Design Specifications

- Digital signage will be accepted in a **16:9 ratio**. The file should be sent as a jpeg and sized **1280 pixels x 720 pixels**
- Recommended text size is **36pt or greater**. Recommended size for headlines is 72pt or greater.
- Use of **no more than two different fonts** is recommended.
- Use of **quality images** without pixilation is recommended.
- Use a **color scheme consistent with your group or organization's brand**.
- Recommended word count for slides is **less than 30 words**.

INFORMATION TABLES IN THE DINING CENTERS

A **Residence Hall Information Table Request Form** must be submitted for all requests by student organizations and university departments, and are subject for approval.

University Housing & Dining Services allows Western Illinois University registered student organizations and University agencies to request a table in the dining centers for the purpose of presenting information to students.

All requests are subject to approval and scheduled on a “first come, first serve” basis.

Guidelines

- Table reservation requests must be submitted **at least seven (7) days in advance** of the desired date.
- Table reservation is **limited to dinner hours (5:00 pm – 7:00 pm) on Tuesdays, Wednesdays, and Thursdays.**
- Table set up is only allowed in the designated areas provided by UHDS staff
- The purpose of the information to be presented to students should in no way, conflict with the mission of University Housing & Dining Services.
- Table usage by on-campus registered student organizations and University agencies may be scheduled for a **maximum of five (5) times/semester.**
- Participants must leave the area in the order it was when arriving. All materials must be **cleaned up upon departure.**
- **Solicitation of goods and services, and exchange of cash or credit card information is prohibited.**
- **Participants must remain at the table.** If they leave to approach students, they will be asked to leave the building.
- Students wishing to distribute materials at the information table must have the **materials approved by UHDS**, and the material may only be distributed to students who approach the table and request information.
- Individuals or organizations who violate any University policy, and/or employ any form of deception in the completion and submission of necessary University Housing and Dining Services request materials or who misrepresent their activities or services in their communications with any University personnel or resident, will be prohibited indefinitely from future activities in any University Housing & Dining Services areas and any permissions already granted for activity may be revoked.
- Standard set-up includes one table and two chairs.
- Once approved, UHDS staff will set up the table in the approved locations. Tables are not to be moved from the original location.

MAILBOX STUFFERS

The mailboxes located in the residence halls are reserved for U.S. Postal Service functions.

If you wish to have materials delivered to students' mailboxes, you will need to do so through the postal service.

ROOM ENTRY BY RESIDENCE HALL STAFF

The right to privacy is of paramount importance and should not be violated; however, the entry into and/or search of the living quarters and personal property of a student may be conducted by the following people for the purposes and under the procedures detailed below:

- By civil law enforcement officers in the performance of statutory duties and in accordance with legally defined procedures governing search and seizure

- By authorized University personnel to ensure that health, fire, and safety regulations are maintained
- By authorized University personnel or agents to make improvements and repairs and to provide routine maintenance services
- By authorized University personnel in emergency and/or extraordinary situations to protect the health, safety, and welfare of students or to make emergency repairs to prevent damages to the property of the student and the University
- When there is reasonable cause to believe there is/has been a violation of University regulations or local, state, or federal laws or ordinances
- When a staff member knocks and is invited into the room
- When the door is open and a violation of University policies is in plain view

In all instances, such entry shall be made only for the purposes set forth above. Observed alleged contraband will be confiscated and/or alleged violations of University policies, rules, or regulations will be referred to the Complex Director for follow-up action. Contact your Complex Director for information and appropriate procedures to attempt to retrieve confiscated items. Routine health and safety checks by staff will occur during the Thanksgiving Break, Winter Break, and Spring Break periods.

SMOKE-FREE RESIDENCE HALLS

In accordance with (110 ILCS 64/) the Smoke-Free Campus Act, as of July 1, 2015 smoking is prohibited on all Campus Property at Western Illinois University, both indoors and outdoors, and in university-owned vehicles. This includes all residence halls.

In addition, the ADA Compliance Office and the Office of the Vice President for Administrative Services would like to remind individuals that the University's policy on clean air/no smoking prohibits smoking in public places as required by the Illinois Clean Indoor Air Act (410 ILCS 80). Public places include reception areas, lobbies, restrooms, offices, elevators, food preparation and serving areas, stairways, classrooms, conference rooms, lounges, hallways, and laboratories.

SPRINKLERS

The following regulations shall apply to the use of all sprinkler systems in campus residence halls and other buildings:

- Under no circumstances may sprinklers be painted or in any way obstructed.
- Objects may not be hung or draped from a sprinkler apparatus.
- Sprinklers activated during an emergency are to be turned off only by authorized fire safety personnel or Facilities Management staff.
- No one may commit acts that endanger the proper functioning of sprinkler systems. Violations of this regulation may result in both judicial and administrative disciplinary actions.
- Tampering with fire safety equipment, including the sprinkler system, may result in referral for student disciplinary action and criminal prosecution.

STUDENT ROOM RESPONSIBILITY

You and your roommate jointly share the responsibility for your room. You are responsible for the condition of furniture, walls, woodwork, and floors. Damage that occurs beyond the limits of normal wear and tear is your responsibility and will be charged accordingly to you and/or your roommate. UHDS staff will determine normal wear and tear during the check-out process. You and/or your roommate may be held accountable for misconduct that occurs within your room.

In addition, you are also responsible for the behavior of your guest(s) who must also follow all WIU policies.

VISITATION AND GUESTS

WIU permits students living in residence halls to have guests of the opposite or same gender visit their rooms. Any students assigned to a residence hall may host a guest or visitors in his or her room in a manner consistent with the visitation policy for each living unit.

All guest(s) must abide by the rules and regulations of residence halls and the University. Residents are responsible for the actions of their guests (including financial responsibility for damages and conflicts) at all times.

Any violations of these policies may result in the guest(s) being asked to leave and disciplinary action initiated against the host or hostess.

General Visitation Rules

- A guest is defined as anyone who is not an assigned resident of the living unit they are visiting and is voluntarily allowed admittance by a contracted resident of that living unit.
- All guests, high school age and above, must be able to produce a valid photo ID at the time of guest registration. Failure to provide ID will result in the visitor not being allowed admittance.
- All guests below high school age must see the residence hall Complex Director.
- A community shall be open to guests of the opposite or same gender only if invited and escorted by a resident of the community. The resident must escort the guest at all times.
- Hosts and guest must adhere to the following community restroom and shower policies. Each community may petition for a variance in the restroom policy; however, a variance in the shower policy will not be permitted. An escort plan should be in place and agreed upon by the community. All community contracts must be approved by UHDS before any procedure or policy variance may begin.
(1) At all times, members of the opposite gender must be escorted to and from the restroom facility by their host. (2) The rights of the community members to use restroom facilities shall take precedence over their use by guests of the opposite gender. To ensure these rights, no guest may use the restroom when a member of the community is using the facility. (The restroom must be cleared.)
- The host is responsible for remaining outside the restroom to alert floor residents that the facility is occupied by a member of the opposite gender. **(3) Showers may not be used by members of the opposite gender at any time.**
- Residents may host a guest for no more than three days in a ten-day period provided the roommate agrees. The visitation policy applies to guests and students. As the host, we encourage you to inform your guest of our policy prior to the visit and make other accommodations, if necessary. Guests staying beyond three days will be considered to be trespassing, and both the host and the guest may be subject to judicial action.
- UHDS reserves the right to distinguish between a visiting guest and actual residency. A guest making unusually frequent visits will be considered to be trespassing, and both the host and the guest may be subject to judicial action.
- Consideration for the privacy and rights of roommates in each room will be given priority. A roommate may not be denied access to their room at any time and may, in effect, declare the room off limits for any open visitation. Violation of

the roommate's rights of privacy will be considered a violation of the policy, and the offending party may be referred for disciplinary action.

- **Hosts will be responsible for the actions of their guest(s).**

INDIVIDUAL STUDENT ROOM VISITATION

- Roommates shall mutually decide on the desired visitation hours, consistent with University policy, that they will allow for their room.
- The decision will be communicated in writing and signed by both residents of the room.
- The maximum number of days and hours of visitation shall be indicated in the written agreement.
- A new agreement shall be drawn up any time a new roommate is assigned to the room.
- A guest may not use (or possess) a resident's key or WIU ID card. Failure to properly register and/or escort visitors may result in loss of hosting privileges. Guests who violate University Housing policies may be asked to leave at any time.

WEAPONS

All weapons are prohibited in the residence halls, which includes but is not limited to: any type of gun or simulation of a gun, num chucks, swords, knives, etc.

UNIVERSITY HOUSING & DINING SERVICES

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